**Bushfire Relief projects** initiated by clubs and approved by the D9800 Bushfire Relief Committee, may be eligible to receive a grant of up to **$3,000** to contribute towards an individual club’s sponsored Bushfire Relief project.

**Bushfire Relief Grants** from **$3,000** to **$25,000** per project are available to assist clubs undertake approved projects on a 1:1 matched funding basis.

Please complete all sections of this application and attach additional pages as needed.

The completed application form, signed and scanned as a .pdf document, is to be emailed to:

**PDG Jim Studebaker** at email: [jimstude@bigpond.net.au](file:///C:\Users\Sclayton\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\O0AA15Z6\jimstude@bigpond.net.au)

**ROTARY CLUB:**

1. **PROJECT TITLE**

|  |
| --- |
|  |

**Amount being requested                        Full cost of project**

|  |  |  |
| --- | --- | --- |
| **$** |  | **$** |

1. **Briefly describe the Bushfire Relief project**

(*describe the project, and how it will be implemented*)

|  |
| --- |
|  |

1. **Where is the project going to take place and in which Rotary District?**

|  |
| --- |
|  |

1. **Who and which Rotary Club in the bushfire impacted community, requested this project be undertaken?**

|  |
| --- |
|  |

1. **Estimated start and completion date of project:**

/ /

/ /

**Start Date:** **Completion Date:**

1. **Please describe how the project will be implemented and managed.**

|  |
| --- |
|  |

1. **Please provide contact details for the Rotarians/Clubs in the fire impacted areas with whom you will be working to ensure appropriate oversight of the project.**

|  |
| --- |
|  |

1. **CONTACT DETAILS**

**Project Committee:** A committee of at least two Rotarians must be established. It is the committee’s responsibility to coordinate the project locally, monitor funds, and provide all reports including financial accounting to the D9800 Bushfire Relief Committee*.*

|  |  |  |
| --- | --- | --- |
| **Project Committee Details** | | |
| Name of Primary Contact |  | |
| Rotary Club Role/Position |  | |
| Email |  | |
| Mobile Number |  | |
| Rotary Club Bank Details  (payment will be by EFT) | Account Name |  |
| BSB |  |
| Account Number |  |

|  |  |
| --- | --- |
| **Additional Contact** | |
| Name |  |
| Club (if different) |  |
| Email address |  |
| Mobile Number |  |

**Please include complete itemised budget for the entire project**.

Please answer questions provided about purchase of equipment, materials and supplies. Use additional pages if necessary***.***

***Supporting documentation may be required – e.g. supplier price quotes, budget worksheets and calculations.***

|  |  |  |
| --- | --- | --- |
| **Items** | **Name of Supplier** | **Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **BUDGET TOTAL** |  |

1. **PURCHASE OF EQUIPMENT:**

**Who will own the equipment and maintain, operate, and secure items purchased with grant funds?**

|  |
| --- |
|  |

1. **PROPOSED FINANCING**

**Please identify and list funding sources for this project**

|  |  |
| --- | --- |
| **Funding to be provided by:** | **Amount** |
| **Rotary Club of:** |  |
| **Rotary Club of:** |  |
| **Rotary Club of:** |  |
| **SUB TOTAL** |  |
| **Rotary District 9800 Bushfire Relief Funds ($1:$1 Rotary Club Contributions)** |  |
| **(up to $25,000)** |  |
|  |  |
| **TOTAL** (Must be equal to BUDGET TOTAL) |  |

1. **AUTHORISATION**

All Rotary Clubs and Districts involved in this project are responsible for the conduct of the project and reporting on it. The partners’ signatures confirm that they understand and accept responsibility for the project and for providing reports as needed or requested.

By signing below, we are confirming agreeing to the following:

* All information contained in this application is true and accurate, to the best of our knowledge.
* The club has agreed to undertake this Bushfire Relief project as an activity of the club and to make required reports.
* A full account of spending including copies of all invoices / receipts will be provided to the District 9800 Bushfire Relief Stewardship Committee upon request.
* A completion report will be provided including photos and the financial overview.

**Primary Club:**

**President Name**: **Signature**:

**Date:**

* Please complete all sections of this application.
* Please email the completed application form, signed and scanned as a .pdf document, to:

**PDG Jim Studebaker** at email: [jimstude@bigpond.net.au](file:///C:\Users\Sclayton\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\O0AA15Z6\jimstude@bigpond.net.au)

***\*Grants Committee Use Only***

|  |  |
| --- | --- |
| **Date application received** |  |
| **Allocated to Grant Committee member:** |  |
| **Date application approved:** |  |
| **Date communicated to Club:** |  |
| **Date followed up with Club:** |  |
| **Date funds transferred:** |  |
| **Date final report received:** |  |
| **Date Grant Application Closed:** |  |