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

***Incomplete applications will not be considered***.

**PLEASE READ**: “**A Guide to District9800 Foundation Grants”** before completing this application available along with other information at <https://rotarydistrict9800.org.au/SitePage/foundation>

**REMEMBER** We are here to help you succeed with your project.

Contact us if there are any questions.

**EMAIL THE APPLICATION FORM AS A SIGNED PDF** DOCUMENT to

Mark Stephens [foundation.grants@rotary9800.org](mailto:foundation.grants@rotary9800.org)

|  |  |
| --- | --- |
| 1. **PROJECT TITLE** |  |
| **TRF** [**AREA OF FOCUS**](https://www.rotary.org/en/our-causes): |  |
| COUNTRY**:** |  |

**2 PROJECT DESCRIPTION**

1. **Briefly describe the** **project**  the project, its objectives and how they will be implemented)

|  |
| --- |
| *What will be done?*  *Why is it being done?*  *How will it be done?* |

1. **Describe the ROLE OF YOUR CLUB AND MEMBERS in the design and implementation of the Project**

*Tip: Active involvement could be in planning the project, project managing the project, participating in activities to implement the project, organising sponsors, working on publicity/social media/reports, organising dedicated fundraising & promotional activities*.

|  |
| --- |
| *(1) how many Rotarians will be involved from each club?*  *(2) what will they do?* |

**c) COMMUNITY NEEDS**

|  |
| --- |
| *(1) how will it meet the community needs?*  *(2) how will the community be involved?* |

1. **SUSTAINABILITY**

**How is the important issue of sustainability\* covered in the Project design?**

(For Rotary, sustainability means providing long-term solutions to community needs that the beneficiaries can maintain after grant funding ends)

|  |
| --- |
| *(1) how will the community maintain the project on a continuing basis?*  *(2) Will the partner club or cooperating organisation continue to be involved with the community and how will they be involved?* |

1. **ESTIMATED START AND COMPLETION DATE OF PROJECT:**

Project PAYMENTS CANNOT BE MADE before APPROVAL of Grant

**Start Date:**

**Completion Date:**

**PLEASE NOTE: A Final or Interim report must be received by April 30th, 2026**

1. **HOST (IN COUNTRY) ROTARY CLUB or COOPERATING ORGANISATION**

Involvement of a Host (in country) Rotary Club is preferred but a suitably qualified non-Rotary organisation is acceptable (see the Guide to District Grants)

**Please outline reasons for including the Partner Rotary Club or Cooperating Organisation named.**

|  |
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|  |

*A* ***LETTER OF PARTICIPATION*** *completed by all Rotary clubs and partners in the project must be included with the Application.*

**g) DESCRIBE HOW THE INVOLVEMENT OF YOUR CLUB, ROTARY AND FOUNDATION WILL BE PUBLICISED (BOTH WITHIN ROTARY AND TO THE COMMUNITY).**

Publicity should include both a written account of the project and photos. Please refer to the Public Image and Communication page on the district website for information and contact for ideas and support. Publicity for the project should commence at the latest when the project commences and continues through to the end of the project. Consider all forms of media, including The District Networker, club bulletin, club website and social media pages and an article in RDU magazine. Consideration should be given to entering onto the Showcase page of the MyRotary website.

|  |
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**ALL PUBLICITY MUST INCLUDE A REFERENCE TO THE FACT THAT**:   
“The project is being/was delivered with the support of a Rotary Foundation District Grant”.

1. **OTHER INFORMATION or COMMENTS**

|  |
| --- |
|  |

1. **CONTACT DETAILS**

**LEAD CLUB OF …….**

**Project Committee:**

It is the committee’s responsibility to coordinate the project locally, monitor funds, and provide all reports including financial accounting to District 9800’s Foundation Grants Subcommittee and The Rotary Foundation via District *for the duration of the project.*

**A committee should consist of at least two Rotarians**.

|  |  |
| --- | --- |
| **Name of Primary Contact** |  |
| Rotary Club Role |  |
| Email |  |
| Mobile |  |

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

|  |  |
| --- | --- |
| **LEAD CLUB** |  |
| PRESIDENTS NAME |  |
| PRESIDENTS email |  |

1. **PROJECT BUDGET**

***The amount of the Grant CANNOT BE INCREASED once approval has been obtained***

**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 is required – e.g., budget worksheets and calculations. Supplier price quotes should always be obtained.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | | **Supplier** | **Cost A$** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
|  | | **BUDGET TOTAL A$** |  |

1. **PURCHASE OF EQUIPMENT OR OTHER ASSETS**

(Note that items cannot be owned by a Rotary club or Rotarian, except in very exceptional circumstances pre-approved by The Grants Committee).

|  |
| --- |
| Who will own the equipment and maintain, operate and secure items purchased with grant funds? |
|  |
| Will training in use and maintenance of technical equipment be provided? If so, by whom? |
|  |
| If budgeted items are to be shipped, have arrangements been made for customs clearance? |
|  |

1. **PROPOSED FINANCING**

*Please identify and list funding sources for this project*

**A matching grant per club may be available where multiple clubs are involved**. This will be at the discretion of the Grants Committee and will depend on available funds.

(To qualify for a multiple-club grant, participating clubs must be both **FINANCIAL and ACTIVE contributor**s to the project. Financial contributions only, from other clubs will not be eligible for matching by Foundation funds

|  |  |
| --- | --- |
| **Funding to be provided by:** | **Amount A$** |
| **Rotary Club of:** |  |
|  |  |
| **Rotary Club of:** |  |
| **Rotary Club of:** |  |
|  |  |
| **SUB TOTAL** |  |
| **Rotary District 9800–DDF Block Grant ($1:$1 D9800 Rotary Club Contributions)** |  |
| NORMALLY $5,000 for the first Club, Further funding for 2 further D9800 Clubs **may be available** but all Clubs must be ACTIVELY involved and not just financial contributors. Funding over $5,000 is dependant on Block Grant funds available. |  |
|  |  |
| **TOTAL** (must equal BUDGET TOTAL) **$** |  |

**NOTE**

District Grants are PAID to Clubs AFTER A SATISFACTORY Final REPORT and all receipts are submitted to the Grants Committee.

**Grants funds will NOT BE INCREASED post approval.**

1. **AUTHORISATION**

All Rotary Clubs and Districts involved in this project are responsible to the Rotary Foundation (TRF) for the All Rotary Clubs and Districts involved in this project are responsible to the Rotary Foundation (TRF) 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 board(s) has/have agreed to undertake this project as an activity of the club(s) and to make the required reports.
* We understand that if our club(s) or our partner club/district has overdue progress or final reports for any previously awarded Foundation Grant, this application will be returned to the primary club
* **A full account of spending including copies of all receipts must be provided to the District Foundation Stewardship Committee** **[foundation.stewardship@rotary9800.org](mailto:foundation.stewardship@rotary9800.org)**

**PRIMARY (LEAD) CLUB >>>>**

**PRESIDENTS NAME >>>>**

**SIGNATURE**

**DATE**

**NOTE**: An email to [foundation.grants@district9800.org](mailto:foundation.grants@district9800.org) from the President stating that the Club Board has endorsed the project, is an alternative to a signature

**APPLICATION MUST BE ACCOMPANIED BY**

* Worksheets and/or Quotes supporting the project budget.
* **The amount of the Foundation Grant CANNOT BE INCREASED once approval has been obtained**

**PLEASE NOTE:**

*Incomplete or ineligible applications will be returned to the Primary CLUB with a brief explanation*.

Please check that all sections of this application have been completed.

Attach additional pages as needed.