Please complete all sections of this application. Attach additional pages as needed.
***Incomplete applications will not be considered***.

**Email the application form as a signed and scanned .pdf** document.

**handwritten applications will not be considered**

Richard Blakeman. **Email**: foundation.grants@rotary9800.org

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

A District International Scoping Grant is a precursor to a possible Global Grant Application and MUST be accompanied by a meeting with the District Foundation Grants Committee (see below)

**GLOBAL GRANT PROJECTS MUST BE**

➢ Community driven

➢ Sustainable ➢ Measurable ➢ Aligned with an area of focus

A club or district that applies for a global grant to support a humanitarian project or a vocational training team is required to conduct a community assessment first and include the results in their grant application. Assessing the strengths, weaknesses, needs, and assets of the community you are helping is an essential first step in planning an effective project. Not only do assessments lead to projects that have the most meaningful impact. The process itself builds valuable relationships, involves residents in decisions that will shape their communities, and encourages them to participate in making lasting improvements. Most important, projects that are informed by community assessments are more sustainable. You can use district grant funds to conduct the assessment. Rotary’s [Community Assessment Tools](http://rotary.msgfocus.com/c/113rx5N4P0fDX2bS8q3Y4Al4to4) has ideas and proven methods for assessing a community’s assets and needs, including meetings, surveys, interviews, and focus groups.

PLEASE REFER TO My Rotary ‘The Rotary Foundation’ for information on Global Grants

1. **PROJECT TITLE**

|  |
| --- |
|  |

1. **PROJECT DESCRIPTION**
2. [**Area of Focus**](https://www.rotary.org/en/our-causes) **and Country where Project will take Place**

|  |  |
| --- | --- |
| **TRF Area of Focus:** |  |
| **Country:** |  |

**b) Briefly explain what the Global Grant may include**

e.g. water and sanitation to 4 villages or 20 schools. Please also include the approximate total cost that the Global Grant project may cover

|  |
| --- |
|  |

1. **What experience does your Club or Rotary partners in the Community have up to now?**

|  |
| --- |
|  |

1. **What expertise do the people funded by the grant possess that qualifies them to make a valid community assessment?**

|  |
| --- |
|  |

1. **How do you plan to assess the community engagement in this Project?**

|  |
| --- |
|  |

1. **What plans do you have to seek out in country partners (NGO’s, Rotary Clubs etc?**

|  |
| --- |
|  |

1. **Do you plan to do any Project work as part of this Grant?**e.g. provide livestock or seed as part of the education of the community or to assess the willingness of the community to participate in the Project

|  |
| --- |
|  |

**f) Please provide the names of Rotarians that will travel to the host country as part of this Grant, their club of membership and their specific area of expertise.**

|  |
| --- |
|  |

**g) When do you plan to carry out this scoping grant project:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date**: |  **/ /**  | **Completion Date:** |  **/ /**  |

**Please note: A Final or Interim report must be received by April 30th 2024**

1. **Expected start and finish dates for Global Grant project:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date**: |  **/ /**  | **Completion Date:** |  **/ /**  |

1. **HOST ROTARY CLUB or COOPERATING ORGANISATION**

Involvement of a Host (in country) Rotary Club is preferred. Please outline reasons for including the Rotary Club or Cooperating Organisation named. **A Letter of Participation** must be included with the Application (see link on last page)

|  |
| --- |
|  |

1. **CONTACT DETAILS**

**DISTRICT 9800 CLUB**

**Rotary Club of ....................................................................... (Lead Club)**

**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 District 9800’s Foundation Grants Subcommittee and The Rotary Foundation via District *for the duration of the project.*

|  |
| --- |
| **Project Committee Details** |
| Name of Primary Contact |  |
| Rotary Club Role/Position |  |
| Email  |  |
| Mobile Number |  |
| Rotary Club Bank Details(PAYMENT WILL BE MADE BY EFT) | Account Name |  |
| BSB |  |
| Account Number |  |
| **Additional Contact** |
| Name  |  |
| Rotary Club (if different) |  |
| Email address |  |
| Mobile Number |  |

1. **PROJECT BUDGET**

Please include complete itemised budget for the entire project in AU$. Please answer questions provided about purchase of equipment, materials and supplies. Please use additional pages if necessary

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

1. **PURCHASE OF EQUIPMENT**

**(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 budget items are to be shipped, have arrangements been made for customs clearance?** |
|  |

1. **PROPOSED FINANCING**

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

|  |  |
| --- | --- |
| **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)** |  |
| **(up to $6,000)** |  |
| **TOTAL** (Must be equal to BUDGET TOTAL) **$** |  |

**NOTE**

**District International Scoping Grants are generally paid after a Report satisfactory to the Grants Committee has been submitted together with the completed community assessment.**

**AUTHORISATION**

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:

* Each of the Rotary clubs and partnership organisations engaged in this project have signed a current copy of the ‘Letter of Participation’ \* which accompanies this application.
* All information contained in this application is true and accurate, to the best of our knowledge
* The club has agreed to undertake this project as an activity of the club and to make required reports.
* We understand that if our club 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 partner club
* A full account of spending including copies of all receipts will be provided to the District Foundation Stewardship Committee foundation.stewardship@rotary9800.org
* The final Report must include a completed copy of the [Community Assessment Result](https://my.rotary.org/en/document/global-grants-community-assessment-results) on the prescribed form

|  |  |
| --- | --- |
| **Primary (LEAD) D9800 Club:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **President’s Name:** |  | **Signature:** |  |
| **Date:** |  ………./………../ |

**APPLICATION MUST BE ACCOMPANIED BY**

* Letter of Participation

**DOWNLOAD FORMS** from <https://rotarydistrict9800.org.au/SitePage/district-and-global-grants>

1. **DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION**

The district grants subcommittee chair district 9800 must certify the application as complete*. If the application is not complete or eligible, it will be returned to the Primary D9800 Club with a brief explanation*.

“I hereby certify that to the best of my knowledge and ability this grant application is complete and meets all TRF guidelines”

DISTRICT 9800 GRANTS SUB-COMMITTEE CHAIR SIGNATURE...................................................

DATE: …………………………………………………….

Please complete all sections of this application. Rotarians may use this form and attach additional pages as needed. ***Incomplete applications will not be considered***.