***Application Form***

**2019-2020 ROTARY DISTRICT GRANT**

**Rotary District 5680**



**APPLICANT CLUB INFORMATION**

**Club Name: Club Rotary ID#:**

**Club Location (Town):**

**This club received a 2018-2019 Rotary District Grant**

 ❑ **YES** ❑ **NO**

**If YES, the FINAL REPORT for the 2018-2019 Rotary District Grant has been submitted**

 ❑ **YES** ❑ **NO Date submitted:**

 **Or…**

**If that grant project is not yet completed, an INTERIM REPORT for the 2018-2019 Rotary District Grant has been submitted**

 ❑ **YES** ❑ **NO Date submitted:**



**Project DETAILS**

Provide a detailed description of the proposed project for which you are requesting a matching TRF District Grant by thoroughly responding to all of the following:

1. Project description (*a succinct but detailed narrative; the “elevator speech” that would clearly let anyone understand your project*):
2. Location of project (*specific physical location, as well as community or communities*):
3. Population to be served by the project (*community, targeted groups, etc*.):
4. How/why this project was identified and chosen as an appropriate project for your club to undertake:
5. How this project relates to the mission of The Rotary Foundation (TRF):
6. Description of signage or materials that will acknowledge your club and TRF as project funders:
7. How you will determine that your project was successful/achieved its purpose:
8. Detail your planned process and timeline (expand table as necessary):

|  |
| --- |
| Expected Start Date: *Note: District Grant projects may not begin before receiving verification from TRF of approved funding, which is expected to be by September 30, 2019.* |
| Action Steps: | Approximate date/timeline: |
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| Expected Completion Date: |


**Project budget**

Itemize your total project budget and identify which items and the amount District Grant funds would cover (expand table as necessary). *Please round to the nearest dollar.*

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| --- | --- | --- |
| **Items/Services to be Purchased** | **Cost** | **TRF District Grant Share** |
|   |  $ | $ |
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|  **TOTAL COST**  |  **$** | **$** |

**ProJECT FUNDING**

* The Rotary Foundation District Grant can provide a matching grant of **up to $5,000** (i.e. a dollar for dollar match) for NEW projects (other than 3rd Grade Dictionary Projects; see below).
	+ *NOTE: Proposed projects might cost more than $10,000, but* ***the District Grant match is capped at $5,000****. While project partners are advantageous and encouraged, any monetary contributions to the project from other sources must be in excess of the cash dollar for dollar match required from the applicant club.*
* For first-time Dictionary Projects only, a District Grant can match $.50 to each $1.00 that the local club provides, or a 1:2 match, up to a maximum of a $500 District Grant.

 **Amount to be Contributed**

 (round to nearest dollar)

**Applicant Club/Rotary ID#: $**

Partnering Rotary Club(s), if any (name & Rotary ID#)

1. $

2. $

List other project partners and/or sources of funding, if any:

1. $

2. $

**Rotary District Grant Amount Requested $**

(see limits detailed above)

 **TOTAL PROJECT COST: $**



**Coordinating the Project**

**Applicant Club President**:

E-Mail: Telephone #:

**Project Committee:** A committee of at least three Rotarians should be established by the applicant club (the Project Committee) to coordinate the project locally, monitor funds and provide financial accounting to the District Grant Committee through the required Final Report and, if necessary, as additionally requested. If a District Grant is awarded, the designated Primary Contact/Project Coordinator listed below will lead the local Project Committee:

**Primary Contact/Project Coordinator:**

Mailing Address:

E-Mail: Preferred Telephone #:

**Applicant Club Responsibilities and Agreement**

If a District Grant is awarded to the Rotary club submitting this application, guidelines and forms for the District Grant **Final Report** will be sent to the specified Primary Contact/Project Coordinator after the grant funds have been distributed. **The Final Report for all awarded 2019-2020 District Grants will be due upon completion of the project.** If the grant-funded project is not completed within the expected 12 months, an **Interim Report** must be submitted (contact the District Grant Subcommittee Chair for details if that scenario develops). In no case can a grant-funded project exceed 24 months to complete.

The president (at the time this application is submitted) of the club submitting this Rotary District Grant application, by signing below, verifies the support of the local club for the proposed project and accepts responsibility to ensure the required District Grant Final Report is submitted, as outlined above.

Additionally, in the event any of the personnel, contact information or project details listed on this Application Form change prior to the submission of the District Grant Final Report, the local club president agrees to immediately notify the District Grant Subcommittee Chair named below.

**Rotary Club of**:

**Club President’s Name** (type or print):

**Signature** **Date**

(required on hard copy only)

**Submitting the Application and MOU**

When completed: 1) mail original, signed copies of this Application Form and the MOU to the contact address below; and 2) email electronic copies to the email address below. **Both the postmark and email deadline for submitting these documents is WEDNESDAY, JULY 31, 2019.**

*The District Grant Subcommittee Chair will send an email acknowledgment to the designated Primary Contact/Project Coordinator once both the hard copies and electronic copies of the Application Form and MOU have been received.*

**Mail hard copies to:**

Larry Tobias

District Grant Subcommittee Chair

1307 Pioneer Road

McPherson, KS 67460-8043

**Email electronic copies to:** lwtobias@gmail.com

*NOTE: The hard copies of the Application Form and MOU are requested because of the original signature requirement and also for continuity in maintaining District Grant records. Electronic copies, also requested to be submitted to the contact above, do not require a signature. Applicants are also requested to* ***retain copies of these documents in both hard and electronic formats for five years*** *for future reference and in the event TRF requests an audit.*