

Many Rotarians have complained about the D5000 District Grant Application. It is a template with a combination of fill in the blanks and auto fill numbers, and filling in the form is not an intuitive process. This instruction sheet is an attempt to ease the pain of completing the template.

**Instructions for page one:**

**DISTRICT 5000 DISTRICT GRANT APPLICATION**

**Project Information**

Sponsor Rotary Club: \_\_\_\_\_

Project Name: \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_<sup>0</sup> District Grant Funds Requested: \$ \_\_\_\_\_<sup>0</sup>

Project Leader Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Fill in lines highlighted in blue.

**Project Narrative**

Proposed Project:  
(Description) \_\_\_\_\_

Location of Project: \_\_\_\_\_

Rotarian Involvement: \_\_\_\_\_

How will non-Rotarians benefit from this project? \_\_\_\_\_

Who will own equipment or supplies?  
(Note: Cannot be a Rotarian) \_\_\_\_\_

How will this Project be publicized? \_\_\_\_\_

Total Project Budget and District Grant Funds Requested are auto-fill numbers. **Do not attempt to enter a number.**

**Project Budget**

<u>Items to be purchased</u>	<u>Cost</u>
1. _____	\$ _____ <sup>0</sup>
2. _____	\$ _____ <sup>0</sup>
3. _____	\$ _____ <sup>0</sup>
4. _____	\$ _____ <sup>0</sup>
5. _____	\$ _____ <sup>0</sup>
6. _____	\$ _____ <sup>0</sup>
<b>Total</b>	\$ _____ <sup>0</sup>

Fill in lines and numbers highlighted in blue.

The Total is an auto-fill number. **Do not attempt to enter a number.**

**Instructions for page two:**

<b>Project Financing</b>				
Club or Organization	Cash <sup>1</sup>	"No-Match" DDF	"Matched" DDF	Total
	\$ 0	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total<sup>2</sup></b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

<sup>1</sup> Clubs must provide \$1 for every \$1 of "Matched DDF" requested. Cash provided from non-Rotary organizations are not eligible for "Matched DDF" funds  
<sup>2</sup> The total amount shown must match the total amount budgeted

Use the Cash column of the first line to enter the club portion of matching funds. You will see an auto-fill equal number in the "Matched DDF" column.

Enter the "No Match" DDF amount if you are requesting it. The Total will automatically change to the new amount.

Enter any additional cash that the club is committing to the grant on the second line. The Total will auto-fill.

**Project Reporting**

The sponsoring club is required to complete and submit progress and final reports to the District Grants Subcommittee. Indicate below the individual who will take primary responsibility for submitting these reports.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Club: \_\_\_\_\_

All grant applications must have signatures in the Project Reporting section and the Authorization section. Auto signatures are acceptable.

**Authorization**

All Rotary clubs and Districts involved in this project are responsible to The District 5000 Rotary Foundation Grants Subcommittee (DGSC) and ultimately to The Rotary Foundation for the conduct of the project and for reporting on it. The signature at the bottom of this page confirms that the sponsors understand and accept responsibility for the project. Sponsors may either sign this page or submit a separate letter of commitment.

**By signing below, we agree to the following:**

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all District Grant criteria as stated in District Grants (DG) 'TERMS AND CONDITIONS'.
- The club has agreed to undertake this project as an activity of the club.
- We understand and will comply with the required Rotarian activities and reporting requirements as stated in District Grants (DG) 'TERMS AND CONDITIONS.'
- We agree that, should the project take more than six months to complete, interim reports will be submitted every six months from the time the grant is paid, and final reports will be provided no later than two months after the completion of the project.

Club president (print name) \_\_\_\_\_ Signature \_\_\_\_\_

Club \_\_\_\_\_ Date \_\_\_\_\_