



NOTE; When editing any cell - just double click the cell you want to make changes to!

 		ROTARY D5000 DISTRICT GRANT APPLICATION	
Rotary year 20xx - 20xx		Final Report, "X" here - > []	
Project Information			
Sponsor Rotary Club:			
Project Name:			
Project Leader Name:			
Email address:		Ph# :	
Project Narrative (any substantial changes to the original application, complete a new app)			
Proposed Project: <i>(Description) Attach a write-up if you need more space</i>			
Location of Project:			
Rotarian Involvement:			
How will non-Rotarians benefit from this project?			
Who will own equipment/supplies? <i>(Note: Cannot be a Rotarian)</i>			
How will this Project be publicized?			
Project Budget			
"X" here if no changes to the original budget -> []			
Items to be purchased		Cost	Final Cost
1		\$0.00	\$0.00
2		\$0.00	
3		\$0.00	
4		\$0.00	
5		\$0.00	
6		\$0.00	
7		\$0.00	
Total		\$0.00	\$0.00

Change to current Rotary Year

When Grant is complete, check this box and resend as Final Report

Fill in these sections with your Club's information

Fill in the information for each section:

1. Narrative of the project
2. Location
3. How Rotarians will participate
4. Anticipated benefits to non-Rotarians
5. Who will own any equipment/supplies purchased with Grant monies
6. How will the project be publicized

If no changes were made to the Grant, check this box when sending Final report

This section fill in the budget items and the total amount of the Grant

If your Club is doing more than one District Grant please create a separate digital and printed file for each Grant. Both digital and print versions should be kept in a Grant File (for 5 years).

Please save each of them with the Project Name and your Club Name in the Title (ex. Dictionary Project - Waikiki).

This same form will be used for the Grant Application and the Final Report

Instructions for page 2

Project Financing				
Club or Organization	Cash 1	"No-Match"	"Matched"	Total
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Totals 2	\$0.00	\$0.00	\$0.00	\$0.00
Total Project Budget:		\$0.00	District Grant Funds Requested: \$0.00	

1 Clubs must provide \$1 for every \$1 of "Matched DDF" requested. Cash provided from non-Rotary organizations is not eligible for "Matched DDF" funds (list separately)

2 The total amount shown must match the total amount budgeted

Project Reporting

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

Name of person responsible : _____ Ph# _____

Authorization

All Rotary clubs and Districts involved in this project are responsible to District 5000's Rotary Foundation District Grants Subcommittee (DGSC) and ultimately to The Rotary Foundation for the conduct of the project and for reporting it. The signature at the bottom of this page confirms that the sponsors understand and accept responsibility for the project.

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 criteria as stated in District Grants '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 'TERMS AND CONDITIONS'.
- Final reports will be submitted no later than two months after the completion the project or no later than May 31st.
- Maintain club copies of this report and receipts physically and electronically for 5 years.

Club President (print) _____ Signature _____

Rotary Club of _____ Date: _____

Final Report (Due 2 months after project completion, but no later than May 31st)

I certify that the project was completed as approved and submit this final report. Attach a write-up if there are changes and if you have more information

Club President (print) _____ Signature _____

Rotary Club of _____ Date: _____

Email application and reports to: grants@rotaryd5000.org

Use the Cash 1 column Line 1 to enter the Club cash portion of the Grant that is being matched by DDF

Enter the "Matched" DDF amount for this Grant (please refer to your Club's Allocation amount)

Enter the "No Match" DDF amount (if you are requesting it)

Enter any additional cash that your Club is contributing to the Grant on the second line.

Enter the name and phone number for the Club member responsible for the Grant

Have your Club President name, Signature, Club Name and Date entered here

For the Final Report, have this information completed by your Club President

Any questions - please email to grants@rotaryd5000.org