

DISTRICT 5830 ROTARY FOUNDATION COMMITTEE MANUAL

CLUB PROJECT GRANT APPLICATION



COMPLETION CHECKLIST

Before submitting your Club Project Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the District Grants Subcommittee.

Please check each box when you are sure the item has been completed!

- ☐ Is your club qualified?
- ☐ Does the project meet **all** grant policies and guidelines of **The Rotary Foundation and District 5830**?
- ☐ Does the project address at least one area of focus?
- ☐ Does the project description clearly state how the project will assist those in need?
- ☐ Are the activities of the sponsoring partner(s) clearly explained?
- ☐ Will the Rotarians be actively involved in the project?
- ☐ Has the sponsoring partner(s) created committees to oversee the project?
 - ☐ Are these individuals correctly listed on the application with their complete contact information?
- ☐ Is a detailed, itemized budget included in the application?
- ☐ Are all partner contributions listed in the application, noting which contributions will be cash and which will be District grant funds?
- ☐ Have all sponsoring committee members provided their authorizing signatures?
- ☐ If a cooperating organization is involved, are the following letters included with the application:
 - ☐ Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project
 - ☐ Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country
- ☐ If the project involves a revolving loan or microcredit, are the Revolving Loan Fund Supplement and Credit Group Plan included?
- ☐ Have the partners made copies of all documents for their files prior to submitting them to District Grants Subcommittee?

Please complete this form entering information inside text boxes and then printing an original for signatures. Tab from text box to text box to enter information. Most boxes are expandable. For boxes that do not expand use additional sheets of paper and indicate "See additional information" in the box.

1.
Club Number
Club Name

2. Briefly describe the project, its location, and its objectives.

Start Date Estimated Completion Date

3. Describe how the project will benefit the community and/or improve the lives of the less fortunate.

4. Describe non-financial participation by Rotarians in the project (i.e., Rotarian activities and number of Rotarians involved)

5. If this is an international project, how will the host and international partners communicate and work together to implement this project?

6. If additional district funding is available; please outline what effect this funding would have on your proposal and what adjustments would be explored? Would your club be able to match additional funds, if awarded?

7. Project Contacts –Two Rotarians must be listed who will provide oversight and management of the project funds.

Primary Contact Name		Rotary Position Title	
Address			
Telephone		Fax	
E-mail			
Secondary Contact		Rotary Position Title	
Address			
Telephone		Fax	
E-mail			

8. Budget - Please include a complete, detailed, and itemized budget for the entire project. Supporting documentation utilized for the development of this budget may be requested.

[illegible]

Amount of District grant funds requested by club:	
Amount of financial funds provided by club: <i>(Must at least equal amount of grant requested.)</i>	
Other	
Total Budgeted Funding	0

9. How will the general public know this is a Rotary-sponsored project? Please provide details, e.g., publicity in a newspaper or display of the Rotary wheel.

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10. Cooperating Organizations — if the project involves a cooperating organization please provide the name of the organization below and attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. *By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered with the project country, and acting within the laws of the project country.*

Name(s) of Cooperating Organization(s)

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Authorization — All Rotary clubs involved in this project are responsible to District 5830 and The Rotary Foundation for the conduct of the project and for reporting on it. *The signatures on the application confirm that the sponsors understand and accept the responsibility. The signatures of the sponsors also affirm that all information in this application is true and accurate, to the best of their knowledge.*

INCOMING CLUB PRESIDENT Rotary Club of <table border="1"><tr><td></td></tr></table> I hereby affirm that the Club has voted to undertake this project as an activity of the club. <table border="1"><tr><td></td></tr></table> Name, Printed <table border="1"><tr><td></td></tr></table> Signature Date <table border="1"><tr><td></td></tr></table>					INCOMING CLUB FOUNDATION CHAIR Rotary Club of <table border="1"><tr><td></td></tr></table> I hereby affirm that the Club has voted to undertake this project as an activity of the club. <table border="1"><tr><td></td></tr></table> Name, Printed <table border="1"><tr><td></td></tr></table> Signature Date <table border="1"><tr><td></td></tr></table>				



Complete applications should be sent to:

District 5830 – District Grants Subcommittee
Attention: Chair, District Grant Subcommittee

Email: Rotary5830@gmail.com

Please note it is preferred that the application be received in electronic format such as a PDF or Word Document.