

DISTRICT 1220 FOUNDATION GROUP:
DISTRICT GRANT APPLICATION FORM(Appendix 5)

Rotary Club of _____

Please print or type all information and use additional sheets of paper if necessary. Incomplete applications will not be considered. See District Grant “Criteria and Guidelines” for instructions, eligibility and programme requirements.

1. Project Description

Describe the project, its location, its objectives and how they will be attained, in what way Rotarians are involved, and how the sustainability of the project is to be assured.

The project cannot be started until the District Grant Application is approved by the District Grants Sub-committee.

Estimated start date of project _____ Estimated completion date of project _____

2. Publicity

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

3. Areas of Focus

Which area/areas of focus does this project comply with?

- Peace and conflict prevention/resolution
- Disease prevention and treatment.
- Maternal and child health
- Basic education and literacy
- Water and Sanitation
- Economic and community development

4. District 1220 Rotary Club making the application

Name the club that will coordinate principal funding for the project and will assume responsibility for the project:

The Rotary Club of _____

Project Contacts: Two Rotarians must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year.

Primary Contact	Additional Contact
Name	Name
Rotary Position	Rotary Position
Email:	Email:
Address	Address
Post code:	Post code:
Tel:	Tel:

5. Other Non-Rotary Organisations

If this project involves a cooperating organization, provide the name of the organization below attaching 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 within the project country, and acting within the laws of the project country.

Name of participating organization: _____

Agreement to participate: Name _____ Signature _____

6. Purchase of equipment, materials, or supplies

- Who will own equipment, materials, or supplies? (cannot be owned by a Rotary Club or Rotarians) _____
- Who will be responsible for maintenance, operating, and /or storage costs of the equipment/supplies? _____
- If equipment/supplies will be shipped (in the event of this being an international project), have arrangements been made for customs clearance? _____

7. Project Budget

Include a complete itemized budget for the entire project. Price quotes from the supplier and/or other costs documentation should be attached.

Total £ _____

Estimates attached? yes/to follow

8. Proposed Financing

Please list all financing and indicate cash and District Grant money being requested.

Primary Sponsor Rotary Club	Amount contributing
Name: _____	£ _____
Other Rotary Clubs/Districts	
Name: _____	£ _____
Name: _____	£ _____
Additional funding from other sources	
Name: _____	£ _____
Subtotal	£ _____
Amount requested from District Grant (Not to exceed amount contributed by Rotary Club/s)	£ _____
Total	£ _____

9. Reporting

The sponsoring club is required to complete and submit progress reports and final reports to the District Grants Sub-committee (interim report – within six months after receipt of district grant money; final report within two months of completion of project). Failure to submit district grant reports to this timetable are likely to affect future district grant applications.

Please indicate below the individual who will take primary responsibility for submitting these reports to the required timetable.

Name _____ Phone number _____

Name of Club _____ Date _____

Signature _____

10. Active Rotarian Participation and Authorisation

Sponsorship Authorization:

All Rotary Clubs and Districts involved in this project are responsible to The District 1220 Foundation Grants Sub-committee and ultimately to Rotary International 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.

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 D1220 District Designated Fund Policy.
- 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 D1220 District Designated Fund Policy.
- 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 (Please print name) _____

Signature of President _____

Club _____

Date _____

11. Authorisation of Club’s Funds

Complete below authorisation for club funds to be used for this project.

Presidents of all contributing clubs must sign this authorization.

Club _____ President (print name) _____

Signature of President _____

Amount £ _____

Date _____

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Club _____ President (print name) _____

Signature of President _____

Amount £ _____

Date _____

12. Checklist

Before submitting your District Grant application, please review this checklist and make sure that it is complete. If you have any questions or concerns, please contact the District Grants Chairman.

- Have all the clubs involved completed their qualification process? _____
- Does the project meet with one or more of the six areas of focus? _____
- Is there written confirmation from the club president/s who will be in office during the year of the implementation? _____
- Have the responsibilities of the project sponsor been outlined? Do they meet the requirements of a District Grant? _____
- Is there a written commitment or signature on section 10 of the application from the project sponsor? _____
- Is there a detailed budget provided for the project? _____
- Is there a cost estimate from the supplier for each item? _____
- Is there a cooperating organization involved? _____
- Have you outlined in detail how you plan to publicise the project? _____
- Have you made copies of all documents for your files prior to submitting them to the District Grants Sub-committee? _____
- Have you taken measures to ensure there is no conflict of interest? _____

NOTE: If your District Grant application is not acknowledged within five days of sending please contact the District Foundation Grants Subcommittee chair. The District Grants Subcommittee will review your application immediately after The Rotary Foundation approval of the block District Grant is received, and their decision will be communicated to you.

Send this completed application and all attachments, preferably by email, to: John Cavey, Derby South RC

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