***Application Instructions***

**2022-2023 ROTARY DISTRICT GRANTS**

**Rotary District 5680**



**GENERAL INSTRUCTIONS**

* Before beginning the application process, carefully review the comprehensive District Grant information provided in the document titled **The Rotary Foundation/Rotary District 5680 DISTRICT GRANTS POLICY**.
* The attached **Application Form** and the **Memorandum of Understanding (MOU)** must be submitted **no later than JULY 31, 2022 to** [**andrea.krauss@johnofarmer.com**](mailto:andrea.krauss@johnofarmer.com)**.**
* **Complete ALL sections of the attached Application.** Feel free to expand sections or attach additional pages as needed. Questions are welcomed/encouraged and may be directed to Andrea Krauss, District Grants Subcommittee Chair, andrea.krauss@johnofarmer.com or 785-483-3144, Ext. 215. **Incomplete applications will not be considered.**
* The completed **Application Form** and the accompanying **MOU** **must be submitted electronically**.



**LINE-SPECIFIC INSTRUCTIONS**

***APPLICANT CLUB INFORMATION***

* **Club Rotary ID:** This information can be retrieved at [www.myrotary.org](http://www.myrotary.org).

***PROJECT DETAILS***

* **Project Description:** A succinct but detailed narrative. This is the “elevator speech” that would clearly let anyone understand your project.
* **Location of Project:** Specific physical location, as well as community or communities.
* **Population to be Served by the Project:** Targeted group/community.
* **How/Why Project was Chosen:** Describe the need and how it was determined that this project would help satisfy that need. Describe what makes this an appropriate project for your club to undertake.
* **Relation to the Mission of The Rotary Foundation (TRF):** The mission of TRF is “*to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education and the alleviation of poverty*.” Describe how the project fits that mission.
* **Description of Signage:** Describe how you plan to acknowledge and identify your club and TRF as funders of the project.
* **Determination of Success:** Describe the evaluation methodology you will use to determine if your project was a success.
* **Timeline:** Complete the table with action steps and completion dates for each step in the process. Note that projects cannot begin prior to receiving verification of TRF-approved funding.

***PROJECT BUDGET***

* Provide an itemized budget for your project. Indicate what portion of the cost will be covered by the District Grant.
* Round all amounts to the nearest dollar.

***PROJECT FUNDING***

* The Rotary Foundation District Grant can provide a matching grant of **up to $5,000** for NEW projects (other than 3rd Grade Dictionary Projects; see below).
* The club must match the District Grant on a dollar-for-dollar basis. 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.
* Indicate whether the project can still proceed if the club were to receive a District Grant for less than the amount requested.

***COORDINATING THE PROJECT***

* 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. The contact information for the designated Primary Contact/Project Coordinator must be listed.

***APPLICANT CLUB RESPONSIBLITIES AND AGREEMENT***

* The Club President certifies acceptance of the listed club responsibilities by signing the application. **Applications without the Club President’s signature will be disqualified.**

**SUBMITTING THE APPLICATION AND MOU**

* When completed, email both the Application and MOU to the District Grants Subcommittee Chair at the email address below. **The deadline for submitting these documents is JULY 31, 2022.**
* If the club has an outstanding 2020-2022 District Grant, either **an Interim or Final Report must be submitted by JULY 31, 2022** in order for this Grant Application to be considered. In the absence of a grant report, the application will be disqualified.
* **Email to:** [**andrea.krauss@johnofarmer.com**](mailto:andrea.krauss@johnofarmer.com)

*The District Grant Subcommittee Chair will send an email acknowledgment when the*

*Application Form and MOU have been received.*