***Application Form***

**2022-2023 ROTARY DISTRICT GRANT**

**Rotary District 5680**

**Please refer to the provided Application Instructions for detailed information for completing this application. Failure to read all provided documentation and instructions may result in disqualification of your grant application.**



**APPLICANT CLUB INFORMATION**

**Club Name: Club Rotary ID#:**

**Club Location (Town):**

**This club received a 2021-2022 Rotary District Grant**

 ❑ **YES** ❑ **NO**

**If YES, either an INTERIM (if applicable) OR FINAL REPORT for the 2021-2022 Rotary District Grant has been submitted**

 ❑ **YES** ❑ **NO Date submitted:**



**Project DETAILS**

Provide a detailed description of the proposed project for which you are requesting a matching TRF District Grant by thoroughly responding to all of the following:

1. Project description:
2. Location of project:
3. Population to be served by the project:
4. How/why this project was identified and chosen as an appropriate project for your club to undertake:
5. How this project relates to the mission of The Rotary Foundation (TRF):
6. Description of signage or materials that will acknowledge your club and TRF as project funders:
7. How you will determine that your project was successful/achieved its purpose:
8. Detail your planned process and timeline (expand table as necessary):

|  |
| --- |
| Expected Start Date: *Note: District Grant projects may not begin before receiving verification from TRF of approved funding.* |
| Action Steps: | Approximate date/timeline: |
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| Expected Completion Date: |


**Project budget**

Itemize your total project budget and identify which items and portion that District Grant funds would cover (expand table as necessary). *Please round to the nearest dollar.*

|  |  |  |
| --- | --- | --- |
| **Items/Services to be Purchased** | **Column A****Total Cost****Of Project** | **Column B****TRF District Grant Portion** |
|   |  $ | $ |
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|  **TOTAL COST**  |  **$** | **$** |

**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.

 **Amount to be Contributed**

 (round to nearest dollar)

**Applicant Club/Rotary ID#: $**

Partnering Rotary Club(s), if any (name & Rotary ID#)

1. $

2. $

List other project partners and/or sources of funding, if any:

1. $

2. $

**District Grant Amount Requested (from Column B) $**

(see limits detailed above)

 **TOTAL PROJECT COST (from Column A) $**

**Can the club proceed with this project if a District Grant were awarded for less than the requested amount?**

 ❑ **YES** ❑ **NO**



**Coordinating the Project**

**Applicant Club President**:

E-Mail: Telephone #:

**Project Committee:** 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. If a District Grant is awarded, the designated Primary Contact/Project Coordinator listed below will lead the local Project Committee:

**Primary Contact/Project Coordinator:**

Mailing Address:

E-Mail: Preferred Telephone #:

**APPLICANT CLUB RESPONSIBILITIES AND AGREEMENT**

If a District Grant is awarded to the Rotary club submitting this application, guidelines and forms for the District Grant **Final Report** will be sent to the specified Primary Contact/Project Coordinator after the grant funds have been distributed. **The Final Report for all awarded 2022-2023 District Grants will be due upon completion of the project.** If the grant-funded project is not completed by the following October 31, an **Interim Report** must be submitted (contact the District Grant Subcommittee Chair for details if that scenario develops). In no case can a grant-funded project exceed 24 months to complete.

The president (at the time this application is submitted) of the club submitting this Rotary District Grant application, by signing below, verifies the support of the local club for the proposed project and accepts responsibility to ensure the required District Grant Final Report is submitted, as outlined above.

Additionally, in the event any of the personnel, contact information or project details listed on this Application Form change prior to the submission of the District Grant Final Report, the local club president agrees to immediately notify the District Grant Subcommittee Chair named below.

**Rotary Club of**:

**Club President’s Name** (type or print):

**Signature** **Date**

(required)

**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.**
* **Email to:** **andrea.krauss@johnofarmer.com**
* *The District Grant Subcommittee Chair will send an email acknowledgment when the Application Form and MOU have been received.*

*NOTE: Applicants are requested to* ***retain copies of these documents in both hard and electronic formats for five years*** *for future reference and in the event TRF requests an audit.*