D - 7390
District Club Grant

Please print or type all information and use additional sheets of paper if necessary. ***Incomplete applications will not be considered. See District Club Grant "Grant Training" for instructions, eligibility and program requirements.***

☐ DCG ☐ Pre-funded DCG ☐ Micro DCG

1. PROJECT DESCRIPTION

Please describe the project, its location, its objectives, and how they will be attained. Note: **The project cannot be started until the Grant Application is approved by the District Grants Committee.**

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

2. OTHER NON-ROTARY ORGANIZATIONS

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 with the project country, and acting within the laws of the project country.***

Name of organization:

☐ Letter of participation from organization attached

3. ROTARY CLUB IN DISTRICT 7390 MAKING THE APPLICATION

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

Rotary Club of _____ Club Number _____

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

Primary Contact:

Name _____ Rotary Position/Title _____

Address _____ _____ _____
Street Address City, State Zip Code

Phone _____ E-Mail _____

Additional Contact:

Name _____ Rotary Position/Title _____

Address _____ _____ _____
Street Address City, State Zip Code

Phone _____ E-Mail _____

Additional Contact:

Name _____ Rotary Position/Title _____

Address _____ _____ _____
Street Address City, State Zip Code

Phone _____ E-Mail _____

Please indicate which of these contacts(DCG committee members) above have completed District Club Grant training

_____

4. MEMBERSHIP:

How many members were there in your club last year? _____

5. STEWARDSHIP:

What was the amount of your club's donations to The Rotary Foundation Annual Fund during the past Rotary year

_____

6. PROJECT BUDGET

Include a complete itemized budget for the entire project. Please use separate pages if necessary. ***Price quotes from the supplier and/or other cost documentation must be attached for each item valued at a total cumulative cost of $1,000 or more.***

Supplier estimates attached

TOTAL $_____
(Total amount for project)

7. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES

Who will own equipment, materials, or supplies? (Cannot be owned by a Rotary club or Rotarian)

Who will be responsible for maintenance, operation, 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? ☐ Yes ☐ No

8. PROPOSED FINANCING

Please list all financing and indicate cash and District Club Grant money being request:

Primary Sponsor	**Amount Contributing**
Rotary Club of	$
Other Rotary Clubs/Districts	
	$
	$
	$
	$
Additional funding from other sources (if any)	$
Subtotal	**$**
Amount requested from District Club Grants ***(Up to the amount contributed by Rotary Club(s) or $2500 per club)***	$
Total:	**$**

9. PUBLICITY

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

10. REPORT

The sponsoring club is required to complete and submit progress and final reports to the District Grants Committee. Please indicate below the individual who will take primary responsibility for submitting these reports:

Name _____ Signature _____
Please Print

Rotary Club of _____

11. ACTIVE ROTARIAN PARTICIPATION AND AUTHORIZATION

Sponsorship Authorization

All Rotary clubs and Districts involved in this project are responsible to the District 7390 District Grants Committee and ultimately to The 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. Sponsors may either sign this page or submit a separate letter of commitment.

Please list below the activities your club will undertake demonstrating the active involvement of Rotarians in this 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 Club Grant criteria as stated in District Club Grant (DCG)***"Grant Training***".
- ☐ The club has agreed to undertake this project as an activity of the club.
- ☐ This is the only district Grant supporting the project described herein.
- ☐ We understand and will comply with the required Rotarian activities and reporting requirements as stated in District Club Grant (DCG) "***Grant Training***".
- ☐ 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 approved, and a **final report** will be provided **no later than *two months after*** the completion of the project.
- ☐ The club understands that it cannot give a donation to an 501c, to be matched as a DCG. Exception being the Club's own 501c Foundation where the invoices and checks of the Foundation must be filed with the final report.

Name _____ Signature _____
Please Print

Rotary Club of _____ Date _____

12. AUTHORIZATION OF CLUB'S FUNDS

Complete below authorization for club funds to be used for this project. ***Presidents of all clubs contributing must sign this authorization.*** (Duplicates of this sheet may be made).

Club President _____ Signature _____
Please Print

Rotary Club of _____ Date _____ Amount Authorized $ _____

13. DISTRICT AUTHORIZATION

District Club Grant Chair _____ Date _____

Amy Spotts

14. COMPLETION CHECKLIST

Before submitting your District Club Grant application, please take a minute to review this checklist and make sure that it is complete. If you have any questions or concerns, please contact the District Grants Committee Chair.

- ☐ Does the project meet all District Club Grant criteria?
- ☐ Does the Club have a current Memorandum of Understanding (MOU) with the District?
- ☐ Is this the only District Club Grant supporting the project described herein?
- ☐ Has the sponsoring club appointed three contacts to oversee the project? Are these individuals correctly listed on the application?
- ☐ Is there written funding confirmation from the club president(s) who will be in office during the year of the funding request?
- ☐ Have the responsibilities of the project sponsor been outlined? Do they meet the requirement of a DG project?
- ☐ Is there a written commitment (or signature on Section 9 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 valued at a cumulative cost of $1,000 or more?
- ☐ Is a cooperating organization involved? If so, is there a letter from the organization, which specifically states how the organization will work together and how Rotarians will be involved and interact?
- ☐ Have you outlined in detail how you plan to publicize the project?
- ☐ Have you made copies of all documents for your files prior to submitting them to the District Grants Committee?

Note: The District Grants Committee aims to review your application as soon as possible.

Please send all applications to the following. Submission in <u>electronic format by e-mail</u> is strongly recommended and will allow more expeditious processing.

Amy Spotts, Chair
D7390 District Club Grants
912 Acri Road Mechanicsburg,
Pa 17050
717-226-9624
amyspo@hotmail.com

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