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| A picture containing drawing, table  Description automatically generated | **DISTRICT GRANT APPLICATION****SINGLE CLUB PROJECT****ROTARY YEAR 2023-2024****(Applications due by January 31, 2023)** |  |

**Ensure that your *Club Qualification Plan* and MOU are completed and approved.**

***Your grant cannot be approved unless your club is qualified.***

**Have questions? The *District Grant Timeline* or the *Grant Program Information and Instructions***

**located on the district website will help!**

 ***Application must be typewritten. Type in the boxes and they will expand as you type.
 If additional space is needed, you may include an attachment.***

**1. PROJECT SPONSOR:** The Rotary Club of

**2. PROJECT FUNDING:**

A. Amount of requested District Grant funds: $

 (Minimum of $500; $5,000 maximum with

 projects greater than $5,000 being considered

 only if available funding allows)

B. Amount of your club’s matching funds: $

 (must equal or exceed requested grant)

C. Funds from other sources, if any: $

Total project cost (A + B + C): $      (Must match total budget in section 9)

**3. PROJECT DESCRIPTION:**

Remember the committee is not familiar with the project. Describe all aspects of the project to give a clear understanding of the project’s objective.

1. Project Name (2-4 words):
2. Humanitarian Need filled by this project. Check the TRF Focus Areas/humanitarian need that best fits your project:

      **Peacebuilding and Conflict Prevention**       **Disease Prevention and Treatment**

      **Water, Sanitation and Hygiene**       **Maternal and Child Health**

      **Basic Education and Literacy**       **Community Economic Development**

      **Environment**       **Other**

1. Project Goal and measurable objectives:

1. Project location or address. If there is a website for your project or location also include it here.

1. Need for the project. Describe in detail the need for the project and how you identified the need. What is the current situation?

1. Who will the project impact? Describe the target group for the project. Include the estimated number of people affected by the project.

1. If this project is like a project your club has completed in the past, explain how this project differs from the prior one.

g. Describe in a step by step fashion how the project will be conducted. Who will do what and when??

1. Project Outcomes and Impact - Describe how the project will benefit the community and/or improve the lives of those impacted by the project:

1. Project Financial Control – Describe how you can demonstrate that Rotary funds are being properly spent. Examples: 1) Have a committee for the project that does not include personnel related to the beneficiary or the cooperating organization. 2) Get competitive bids for major items to show that they are reasonably priced.

1. Sustainability – Will you install equipment that requires maintenance? Is the project an ongoing activity that requires ongoing funding? Describe how the benefits of the project will be sustained. This may include maintenance by a Rotary Club or a cooperating organization, or continued funding by a Rotary club or others, or a search for ongoing funding.

**4. TIMELINE:**

Project start date:

Estimated expenditure of funds date:

Estimated project completion date:

***(Note: Projects must not begin until after the club is notified that funding is approved and the target date for completion is March 31, 2024. The final report must be submitted no later than May 31, 2024.)***

**5. NON-FINANCIAL ROTARIAN INVOLVEMENT:**

 Other than providing funding, how will your club’s Rotarians actively participate in the project? List more than one role. (See examples in *District Grant Checklist* on the district website.)

**6. PUBLICITY:**

How will you ensure that the general public knows this is a Rotary project? Provide details on how you will publicize this project.

7. **RESPONSIBLE ROTARIANS**:

 List the two Rotarians from your club that will be responsible for project oversight, funds management and successful completion. The Primary contact will ensure that all reports, budget receipts and documentation are submitted to the DG committee.

Primary contact name:

Rotary title/position:

Street address:

City:       Zip:

Telephone:       E-mail:

Secondary contact name:

Rotary title/position:

Street address:

City:       Zip:

Telephone:       E-mail:

**8. COOPERATING ORGANIZATIONS:**

If the project involves a cooperating organization(s), provide the name of the organization(s) and provide a brief description of the role of the organization(s). Attach a letter from the organization(s) specifically stating its/their responsibilities and how Rotarians will interact with the organization(s). By signing this application, the Rotarian sponsors endorse the organization(s) as reputable, reliable, and responsible. Name(s) and role(s) of cooperating organization(s) are:

9. **BUDGET:**

 Provide below, or attached, a complete, detailed and itemized budget for the entire project. Indicate what items DG funds will be used to purchase. (Please review the list of ineligible items in *The Terms and Conditions for Rotary Foundation District Grants and Global Grant* document located on the district website.) Item costs need not necessarily be split evenly between DG and club funds.

The budget should be in the form:

Item Name Amount DSG Funds Club Funds Other Funds

 TOTAL BUDGET: $

 *(Must match funding total from p. 1)*

**10. REPORTS AND AUTHORIZATION:**

***Projects must not begin until after the club is notified that funding is approved and the target date for completion is March 31, 2024. The final report must be submitted no later than May 31, 2024.***

Funds will not be released to the club unless these reports have been filed with the District Grant Committee.

**A receipt for ALL items purchased** for the project must accompany the final report.

**11. COMPLETION CHECKLIST:**

 Completed? [ ]  Yes [ ]  No

**12. CERTIFICATION:**

As president or president-elect of the Rotary Club of      , I understand that all Rotary clubs/districts involved in this project are responsible to the Rotary Foundation and District 6780 for the conduct of the project. I further understand a project progress report is due October 1, 2023, and a final report should be submitted within two months of the project’s completion but no later than May 31, 2024). I affirm that the club has voted to undertake this project and that this application is accurate, true and complete to the best of my knowledge.

[ ]  CLUB PRESIDENT or [ ]  PRESIDENT-ELECT (check one)

 NAME:

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SIGNATURE DATE

 \**Signature is not required if submitted via e-mail with the signatory in the address line.  Such submission of application indicates that the signatory authorizes the agreement.*

Submit this completed form to:

 David Carroll at email dcarroll1960@aol.com *and*

Pat White at *pkmsw@aol.com*

***Questions?*** Contact David at (423) 595-3503 or Pat at (865) 236-2072.

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