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| A picture containing drawing, table  Description automatically generated | **DISTRICT GRANT APPLICATION**  **SINGLE CLUB PROJECT**  **ROTARY YEAR 2026 - 2027**  **Applications due by January 31, 2026** |  |

**ENSURE THAT YOUR *CLUB QUALIFICATION PLAN***

***AND MEMO OF UNDERSTANDING* ARE COMPLETED AND REVIEWED.**

***YOUR GRANT CANNOT BE REVEIWED UNLESS YOUR CLUB IS QUALIFIED***

***AND YOUR GRANT CONTACTS ARE TRAINED.***

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

1. PROJECT SUBMITTED BY: The Rotary Club of      

2. PROJECT FUNDING:

A. Amount of requested District Grant funds: $

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

projects greater than $5,000 being considered

only if available funding allows). One

District Grant per Club\*.

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)

**Note:** Normally only one District Grant is awarded per Club. More than one may be awarded if funding allows.

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 (2-5 words):
2. Humanitarian Need fulfilled 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, 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.

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 obtain best pricing.

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:

The Progress Report is due on or before October 1, 2026

The estimated project completion date (no later than 3/31/2027):

Our project needs more time, but everything will be completed by May 31, 2027

***The Final Report is due no later than May 31, 2027.***

**Receipts for ALL items purchased, including cancelled checks and/ or bank statements verifying**

**payment** **for the project must be accompanied by the Final Report**.

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.

6. PUBLICITY:

How will you publicize this project to ensure that the general public knows this is a Rotary project?

7. RESPONSIBLE ROTARIANS: List the two Rotarians from your Club and all contact information who will be responsible for project oversight, funds management and successful completion. The Primary contact will ensure that all reports, receipts, cancelled checks and/ or bank statements (required documentation) are submitted to the District Grant committee. If the Grant’s contact individuals change during the year, contact the **District Grant Coordinator**. Please fully complete this section.

Club’s **Primary** contact name:

Rotary title/position:

Street address:

City:       Zip:

Telephone:       E-mail:

Club’s **Secondary** contact name:

Rotary title/position:

Street address:

City:       Zip:

Telephone:       E-mail:

8. COOPERATING/ PARTNER ORGANIZATIONS – If the project involves a cooperating/ partner organization:

A. Provide the name of the organization:

B. Provide a brief description of the role of the organization and how the Club will interact with the Organization:

C. Attach a letter from the organization specifically stating their responsibilities and their support of your project. Letter attached –

9. BUDGET: Provide below, or attach, a complete, detailed and itemized budget for the entire project. Indicate what items District Grant 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 District Grant (DG) and Club funds.

The budget shall be in the following format. *(Must match funding total from p. 1)*

Item Name Amount DG Funds Club Funds Other Funds

                 

                 

TOTAL BUDGET: $

10. COMPLETION CHECKLIST (attached to this Application):

Completed?  Yes  No

11. 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 the project Progress Report is due October 1, 2026, and The Final Report shall be submitted within two months of the project’s completion but no later than May 31, 2027). I affirm that the Club’s Board of Directors has voted to undertake this project and that this application is accurate, true and complete to the best of my knowledge.

If submitting more than one application, this is the application that our Club wishes to have funded FIRST.

Check box:

CLUB PRESIDENT or  PRESIDENT-ELECT (check one)

NAME:

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E-SIGNATURE/ TITLE 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.*

*\* Fill in the date the application is submitted.*

The Club’s mailing address where the reimbursement check is to be sent once the Project is closed out:

Rotary Club of:

Street:

City, State and Zip Code:

**Submit this fully completed application and** **verify receipt**.

To: Beth Duggar at [RotaryBeth26-27@outlook.com](mailto:bduggar5@gmail.com) and Joe Mikulecky at [joe.mikulecky@gmail.com](mailto:joe.mikulecky@gmail.com)

***Questions?*** Contact Beth at (423) 322-4231 or Joe at (865) 816-4310

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Annual Fund by District 6780 Rotarians