

DISTRICT GRANT APPLICATION DISTRICT 5440

(TRF MISSION RELATED)
Effective May 1, 2015



GRANT APPLICATION INSTRUCTIONS

Only clubs that have submitted a district grant planning form by May 15, 2015 and received notification of preliminary approval may submit an application.

1. This is the name of the club applying for the grant.
2. **Do not** provide the extensive background of the need. Describe what you are going to do, where you are going to do it and the objectives of the project. Be sure to indicate the anticipated start and stop date of the project.
3. Show the community need and how the project meets this need. Indicate how many people will benefit from this project.
4. All grants require “hands on” involvement whether local or international. Describe the activities of both your club members and of Rotarians in any other club who may be involved. **BE SPECIFIC.**
5. Public relations efforts are required.
6. This person is required to submit all required reports, to monitor progress and insure completion of the project. All requirements for record keeping and money management must be met.
7. These sections pertain only to international projects. The “hands on” and Final Report by the Primary Contact requirements remain in effect
8. If the person managing the project is different from the person in item 6, please provide their contact information.
9. Only applicable if using a Cooperating Organization. **Be sure to submit the letter of participation with the application.**
10. Be as accurate as possible. Retain copies of any bids or preliminary invoices secured at this time.
11. Accurately show how the project will be funded. Totals in #10 and #11 **must be the same.** The maximum that can be requested from the District is \$4,000.
12. Signatures on last page **must be from three different people in the club plus the district grants committee member assigned to the project.** All three of the people in the club should be involved, aware and willing to accept responsibility for supervision, record keeping and preparation of the Final Report if needed. The signature of the district grants committee member signifies that the application has been reviewed and meets all of the district grant guidelines.

Applications will be accepted on a first-come, first-serve basis.

A Final Report must be submitted within 30 days of the completion of the project, with an Interim Report due on the 12 month anniversary of the grant. Grant report forms are available on the District Website. **Reports must be accompanied with receipts and other documentation to verify proper expenditures.**

Submit the application to your district grants committee member who will then approve it and send it on to the district grants chair.

DISTRICT 5440
District GRANT APPLICATION
(modified May 21, 2014)

Our Mission:

... to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

(Endorsed by the Council on Legislation, April 2007)

Please print or type all information

1. ROTARY CLUB of Fort Collins, After Work

2. Briefly describe the project, its location, and its objectives.

Several years ago, the Rotary Club of Fort Collins, After Work (RAW) invested in rebuilding a school in Deuralitar village (formally the Jhagarpur village) in the Sindhuli district that serves ~300 students. RAW also provided the first sanitary toilet in the village.

Nepal experienced two earthquakes (7.9 and 7.3 scale) on April 25th and another on May 12, 2015. The earthquake did not damage the school building that Rotary rebuilt in 2013, but the earthquake did damage to several of the other classroom buildings. This proposal will provide some very important empowering opportunities for the students of this small village.

Appendix A provides photographs of the school and people involved in the project.

July 31, 2015
Start Date (Cannot commence before grant is approved!)

March 30, 2016
Estimated Completion Date

3. Describe how the project will benefit the community and/or improve the lives of the less fortunate. Also indicate the number of people that will benefit by this project.

We will repair one of the larger classroom buildings to serve the most students possible without other repairs to the other classroom buildings. This grant will also provide needed funding to rebuild the toilets at the school to provide for better sanitary conditions for the students. We have also requested funding to put in a small computer lab to provide the students with basic computer skills, to allow them access to better learning resources and better prepare them for further academic advancement (high school and college).

There are currently over 300 Nepalese children who attend this school. They and their families will benefit from this project as it will improve the school classrooms and provide additional learning opportunities with the computer lab. The improved sanitary conditions with the toilet renovation will reduce the likelihood of disease spread through the existing unsanitary toilet.

4. Describe the nonfinancial participation by sponsoring Club Rotarians in the project (i.e., How many Rotarians will be involved and what will they do?).

The two sponsoring Rotary Clubs are the Rotaract Club of Manohara and the Rotary Club of Fort Collins, After Work. The Rotaract Club of Manohara will provide project management, including purchase of building materials, and oversee the recruitment of volunteer labor from the village the rebuild the classroom and toilet. One of our club Rotarians, Mr. Dave Boon, has made two on site visits to Nepal and has determined the scope of this project.

Are other Rotarians, either local or international, going to be involved in the project? How?

Our club maintains ongoing e-mail and SKYPE contact with Sudip Koirala, who is our on-site project manager and member of the Rotaract Club of Manohara in Nepal. Sudip will recruit volunteer labor from the village and oversee project construction.

5. How will the general public know this is a Rotary-sponsored project? Please provide details of the publicity plan.

We anticipate an open house at the school once the project is completed to provide the residents of Deuralitar Village an opportunity to learn what was accomplished at the school. In the past, Sudip has also arranged for radio announcements about the project.

6. Project Contact – Who in the club is the primary contact who will monitor progress, provide additional information if needed and submit the final report?

Bill Emslie International Chair emslie.bill@gmail.com
Primary Contact Name *Rotary Title/Position* *E-mail*

825 East Pitkin Street, **Fort Collins,** **Colorado** **80524** **(970) 217-6340**
Address *City* *State* *Zip* *Phone*

7. **International Projects only** – Identify the partner organization that you will work with in the host country and what experience you have working with them. Also indicate how this partner will help assure that the project is completed as proposed, funds spent appropriately, recognition of Rotary visible, and reports completed in a timely manner, including receipts and bank records?

Our on-site project manager is Mr. Sudip Koirala, who is a member of the Rotaract Club of Manohara. We have worked with Sudip since 2009 and have completed over 30 successful projects with Sudip and the Manohara Rotaract Club. Sudip will purchase the required materials and recruit volunteer labor from the village. All costs will be documented with receipts. In order to acknowledged Rotary involvement, a placard will be placed on the building indicating Rotary sponsorship of this project. The funds will be sent via Western Union and these receipts are available as well as written receipts for the materials purchased.

8. Provide project manager name and contact information if different from 6 above.

Sudip Koirala Member, Rotary Club of Manohara rotaractmanohara@gmail.com
Contact Name *Rotary Title/Position* *E-mail*

Gothatar Sub-Health Post Gothatar V.D.C. Ward No. 9 **Kathmandu, Nepal** **9779841977799**
Address *City/State/Zip* *or Country* *Phone*

9. Cooperating Organization – If the project involves a cooperating organization, please provide the name of the organization below and attach a letter of participation from that organization that specifically states its responsibilities and how the organization will interact with Club Rotarians for the project. ***By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered with the project community, and ensure grant activities, including the conversion of funds, are in accordance with local law.***

Name(s) of Cooperating Organization(s)

10. Budget – Provide an estimate of the total cost of the project. Information regarding the items to be purchased should be included, if known. **Retain copies of any preliminary invoices for your records.** Add lines if needed. Please note that district grants will not fund: travel expenses, scholarship programs, construction of new buildings, or fundraising activities not directly related to a humanitarian activity.

Item	Cost
School Repairs	
Bricks	\$1,725
Cement	\$1,300
Steel Rods	\$350
Sand	\$550
Small Stone	\$200
	\$4,125
Toilet (at School)	
Rod	\$365
Cement	\$465
Sand	\$175
Doors and Windows	\$155
Water Tank	\$175
Pan, tap and piping	\$100
Small Stone	\$115
Bricks	\$465
	\$2,015
Computer Lab	
Computers (5 computers x \$320/computer)	\$1,600
Desks and Chairs	\$400
	\$2,000
TOTAL COST OF PROJECT	\$8,140

11. Financing – Provide the sources and amount of financing for this project. The total financing must meet the total cost of project. Add lines if needed.

Amount requested from District: \$4,000_____ (Maximum \$4,000)

Source of Funds	Amount
Club	\$ 4,140
District	\$ 4,000
Other:	
TOTAL AMOUNT OF FINANCING	\$ 8,140

12. Signatures

As President of the Rotary Club of Fort Collins, After Work I hereby affirm that the club's board has voted to undertake this project as an activity of the club. The club is qualified under district requirements. In consideration of receipt of these grant monies, we agree to abide by the *Club Memorandum of Understanding* and to submit a final report within 30 days of completion of the project. If the Primary Contact for this project is unavailable or unable to submit the required reports, I understand that I must complete and submit them within the required timelines. Failure to file complete and timely reports will necessitate the repayment of all grant funds received. I also affirm that all information in this grant application is true and accurate, to the best of my knowledge.

By signing this application, we acknowledge that we understand that copies of all receipts (or an invoice and a copy of the check used to pay the invoice) are required for all items purchased with the funds provided for this grant.

<u>Chris Terry</u> <i>Chris Terry</i> Club President's Name (please print)	 Club President's Signature	<u>7/4/15</u> Date
<u>Bill Emslie</u> Primary Contact for Grant (please print)	 Primary Contact for Grant Signature	<u>7/4/2015</u> Date
<u>Evan Hyatt</u> Club Foundation/Grants Chair (please print)	 Club Foundation/Grants Chair Signature	<u>7/4/2015</u> Date
<u>Ronnie E. Hogan</u> District Grant Committee Member (please print)	 District Grant Committee Member Signature	<u>7/5/2015</u> Date

Send completed application to:
 E-Mail: district5440grants@gmail.com

For District Use Only

Review and Approval Signatures			
_____	Date	_____	Date
District Grants Committee Chair		District Foundation Committee Chair	
_____	Date		
District 5440 Governor Signature			
District Grant Number: _____	Application Number: _____		
Notes:			

Appendix A. Photos of Sindhuli District School Renovation Project



Students standing by the Sindhuli district school, which now serves 300 students. Room to be renovated is in the building in the back of the photo. Computer lab to be located in building to the left.



Sindhuli district school inside view of room to be renovated into a classroom.



Another view of room to be renovated in Sindhuli district school.



Sindhuli district school. Toilet would be constructed to the left of building in the rear of the photo.



Future student who will benefit from the renovation



Current students who will benefit from the renovation.