

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.

E-mail

918 Sheridan Ct Torrington Wyoming 82240 307-532-3018

Address

City

State

Zip

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.

| Supplies for Backpack Item Program | Cost |
|------------------------------------|---------------------------------|
| BAGS | 2,761.97 |
| Food Purchased Panhandle COOP | 3,000.00 |
| Food Bank of the Rockies | 2,500.00 2,500.00 |
| | |
| | |
| TOTAL COST OF PROJECT | 8,261.97 |

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: \$ 4,000.00 (Maximum \$4,000)

| Source of Funds | Amount |
|----------------------------------|-----------------|
| Club | 4,261.97 |
| District | 4,000.00 |
| Other: | |
| | |
| | |
| TOTAL AMOUNT OF FINANCING | 8,261.97 |

12. Signatures

As President of the Rotary Club of Torrington, 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.

Tom Kelly Tom Kelly Tom Kelly 06/4/2015
 Club President's Name (please print) Club President's Signature Date

Ed Wright ED WRIGHT Ed Wright 06/04/2015
 Primary Contact for Grant (please print) Primary Contact for Grant Signature
 Date 06/04/2015

Tim Pieper Tim Pieper Tim Pieper 6/29/15
 Club Foundation/Grants Chair (please print) Club Foundation/Grants Chair Signature Date

Joe Schon Joe Schon Joe Schon Date 6-20-15
 District Grant Committee Member (please print) District Grant Committee Member Signature

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

For District Use Only

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