

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 Greeley Centennial Rotary Club

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

The Poudre Learning Center (PLC) is an educational facility used by many schools in the area, including elementary through two universities within a few miles of the facility. The purpose is to teach about the interaction of nature, wildlife and people. There are also many visitors who are members of Senior Citizen groups. There is an amphitheater used as an outdoor teaching site that is currently only usable during the daylight hours because there has not been an electric line wired from the existing circuit box in the main building to the area. There is also a small barn used for storage of maintenance equipment that does not have electricity in the building. Because this is one of the teaching venues at the PLC, we will also include cabling to the site to be used for closed circuit and internet transmission.

This site is about 300 feet from the main building. The plan is to dig a trench approximately 3 feet deep to bury electrical conduit to carry a large enough electrical wire to provide a 60 amp service to be used for both the amphitheater and the barn. Because the plan is to have evening presentation, we also plan to install path lighting from the main building to the subject area. Additional conduit will be buried for those lights as well.

Would like to start as early in December 2015 as possible
Start Date (Cannot commence before grant is approved!)

May 31, 2016 or sooner
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.

The use of the amphitheater has been limited because of the lack of electric power and the access to media sources. This past year there were over 20,000 visitors to the PLC. As the PLC continues to mature, there are plans to put raised sidewalks in to provide handicap accessibility.

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?).

We plan to have several work days to include Rotarians from our club as well as possible participation by at least one of our high school Rotaract clubs. The participants will assist in marking the line for the path. Help to install the conduit in the trench, pull the electrical line from origin to path lights and the expansion box at the site. Refill the trench and return the surface to its natural state before the trenching. We would anticipate between 20 and 30 individuals to be involved during various phases of this installation. All work will be under the supervision of a retired electrician and the final hookup done by a licensed electrician.

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

Just the possible involvement of the high school groups

How? See above description of the work.

5. How will the general public know this is a Rotary-sponsored project? Please provide details of the publicity plan.
The PLC was established approximately 10 years ago through Rotarian leadership and the Rotary Wheel is very prominent at the entrance to the Center. There are seven Rotary Clubs in the area working on a major project through private donations as part of anniversary celebrations of two clubs of Greeley. There will be news releases on all the activities including this lighting project. We will also have information on Facebook, Twitter and other social media.
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 Kehl
Primary Contact Name

WCS Co-Chair
Rotary Title/Position

billkehl@comcast.net
E-mail

1806 74th Avenue Ct
Address

Greeley
City

CO
State

80634
Zip

970-302-7681
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?

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

Contact Name	Rotary Title/Position	E-mail
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
Electric Conduit, All required Wire, Breaker panel fittings, Junction Boxes, Trenching to Bury the Conduit	\$4,174
Electrician to do final hookup to pass inspection. Most installation work will be done by volunteers, however, final hook-up must be done by a currently licensed electrician.	400
Lighting Fixtures for Amphitheater And Barn	1,546
Path Lighting Bollards	2,250
	\$11,370
TOTAL COST OF PROJECT	

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

Source of Funds	Amount
Club	4,000
District	4,000
Other: In-Kind Donations	3,370
TOTAL AMOUNT OF FINANCING	\$11,370

12. Signatures

As President of the Rotary Club of Greeley Rotary - Centennial, 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.

Michael Oakes
Club President's Name (please print)

Michael Oakes
Club President's Signature

11-10-15
Date

Bill Kehl
Primary Contact for Grant (please print)

Bill Kehl
Primary Contact for Grant Signature

11/10/15
Date

Thomas Dunn
Club Foundation/Grants Chair (please print)

Thomas Dunn
Club Foundation/Grants Chair Signature

11/10/15
Date

Thomas Dunn
District Grant Committee Member (please print)

Thomas Dunn
District Grant Committee Member Signature

11/22/15
Date

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:			