

# 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 Laramie Sunrise (Club #31279)

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

SAFE Project is a 501c3 non-profit organization in Laramie, Wyoming that serves survivors of stalking, intimate partner, family and sexual violence. They run an emergency shelter and a small grass yard sits next to the shelter facility. Currently, there is no play equipment and the area is not fenced, which makes it difficult for mothers and fathers staying in the emergency shelter to allow their children to play outside. Our intent is to partner with SAFE Project to install a fence around that area and add play equipment. The fenced area would be 38'x55' and 300 sq ft. of the area would be covered with playground certified mulch where a swing set and slide will be located. The rest of the area will remain grass.

September 19th, 2015

*Start Date (Cannot commence before grant is approved!)*

September 20th, 2015

*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.

Living in a shelter can be a critical transition point for survivors of stalking, intimate partner, family and sexual violence. We believe that supporting survivors in as many ways possible, including making shelter comfortable for their children, ultimately impacts a survivor's ability to make meaningful change toward self-sufficiency and a life free from violence. Having a safe place for children to play while adults are preparing meals, searching for housing, completing job applications or any other task takes some of the pressure off the parent, especially in the evenings and on weekends when the SAFE Project office is closed and childcare is not accessible.

The playground equipment could also be used by children whose parents are receiving services in the office or using SAFE Project computers to complete various projects. Providing child care while clients receive services is a priority for SAFE Project so that kids don't have to be present while their parents are disclosing details about their abuse and parents can feel completely free to talk about their needs.

In 2014, SAFE Project served 612 total clients. Of those clients, 95 were children including 42 children who stayed in our emergency shelter. Every child that comes to SAFE Project and/or stays in the shelter

will benefit from this project. The parents who come to SAFE Project and/or stay in the shelter will also benefit knowing their children have a safe place to play.

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?).

There will be 5 to 7 Rotarians from the Sunrise Rotary Club to assist in the building of the playground equipment and setting the fencing material that will protect children using the equipment.

Are other Rotarians, either local or international, going to be involved in the project?    No                      How? N/A

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

A press release will be sent to the Laramie Boomerang outlining the details of the project, as well as the partnership between the Sunrise Rotary Club and SAFE Project. In addition, SAFE Project will publicize the project in their print and electronic newsletters, on their website, and on their Facebook page. The Sunrise Rotary Club will take out an advertisement in the local newspaper thanking all those who participated in the project, including support from the Rotary District. In addition, the SAFE Project organization will also take out an advertisement and will work to obtain a newspaper article or story. Pictures and a description of the finished project will be posted on our club website and Facebook page.

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?

<b>Rick Melone</b>	<b>Treasurer</b>	<b>richardmelone@yahoo.com</b>
<i>Primary Contact Name</i>	<i>Rotary Title/Position</i>	<i>E-mail</i>
<b>3207 Alta Vista Drive</b>	<b>Laramie WY</b>	<b>82072 (307) 721-2094</b>
Address	City	State
		Zip
		Phone



<b>TOTAL AMOUNT OF FINANCING</b>	<b>\$4,500</b>
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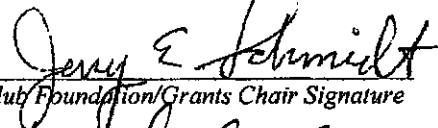
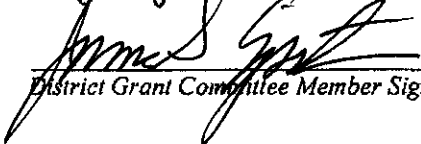
Note: From the \$1,500 that SAFE Project will contribute, \$575.00 was from restricted private donations; \$180.00 from Zonta International of Laramie and \$750.00 Soroptimist Club of Laramie

12. Signatures

**Laramie Sunrise**

As President of the Rotary Club of \_\_\_\_\_, 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>Jo Korpitz</u>		<u>9/16-2015</u>
Club President's Name (please print)	Club President's Signature	Date
<u>Rick Melone</u>		<u>9/16/2015</u>
Primary Contact for Grant (please print)	Primary Contact for Grant Signature	Date
<u>Jerry Schmidt</u>		<u>9/16/2015</u>
Club Foundation/Grants Chair (please print)	Club Foundation/Grants Chair Signature	Date
<u>JAMES S. EPSTEIN</u>		<u>11/3/15</u>
District Grant Committee Member (please print)	District Grant Committee Member Signature	Date

Send completed application to:  
E-Mail: [district5440grants@gmail.com](mailto:district5440grants@gmail.com)

For District Use Only

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