

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 Casper, Wyoming, club # 1128

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

Rotary Park is a system of walking trails in an Alpine forest setting at the base of Casper Mountain. The park is on Natrona County public land. The Rotary Club of Casper is the 'caretaker' of the park, and has a 5 year plan of improvement of the trails, parking, picnicking, and cultural amenities of the park.

This project addressed in this Grant Application specifically provides for the installation of an informational kiosk at the trail head. The kiosk will provide orientation maps for hikers, trail information and information about the Park.

July, 2015

Start Date (Cannot commence before grant is approved!)

July, 2016

Estimated Completion Date

Picture of kiosk base before stone was installed – summer of 2015. Signage and remainder of kiosk to be completed in 2016.



Artist's rendition of completed kiosk



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 park provides a classroom setting and educational environment, promoting outdoor recreation and physical fitness. The main element of the kiosk will be a map, indicating trails and offering guidance on trail selection. Reminders of etiquette while on the trails will allow the park to be maintained by users, for the enjoyment of all. The kiosk will tell the history of Rotary Park, which dates to the 1930s. The Rotary emblem will be displayed. This park is used regularly by a large contingent of Casper residents (population 68,000) and is quickly becoming a destination for visitors to the area. All residents will benefit since the park is on public land, and open to anyone, at no charge.

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?).

Rotarians will assist in the design of the kiosk and the construction of the kiosk, as well as continued work on the trail improvements. Most of the improvements to date, which are significant, have been completed by Rotarians. Local citizens also contribute time to the trail improvement at an impressive rate of approximately 1 hour for every 4 hours of Rotary time.

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

Other Rotary clubs in the area participate regularly in the trail improvement ‘workdays’ at this project site; offering a close working relationship, fun and fellowship.

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

This park is named ‘Rotary Park’. Signs at the entrance and parking areas clearly identify Rotary as the ‘caretaker’ organization. The new kiosk will recognize Rotary by displaying the Rotary emblem. Local media will be informed when the kiosk is completed and will be invited to participate in the ‘unveiling’. Our Club Social media sites will be updated to recognize this kiosk, and a press release will be developed for public acknowledgment. A Photo documentary is being updated regularly to tell the story of the Park, and Rotary, to community and state organizations. Work at the Park has already been highlighted in local media, and will continue to be promoted as new features are incorporated.

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 DeGraeve	Past President	william.degraeve@denbury.com
<i>Primary Contact Name</i>	<i>Rotary Title/Position</i>	<i>E-mail</i>
1115 S Center	Casper, Wyoming 82601	307-259-1854
<i>Address</i>	<i>City</i>	<i>State Zip Phone</i>

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?

NA

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

Bill Schilling

Rotary Park Project Chair

bill@wyoba.com

Contact Name	Rotary Title/Position	E-mail
454 Milton	Casper, Wyoming 82601	307-262-5990
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.***

None

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
Foundation, footing	\$1,900
Stone work on pedestal facing	\$ 800
Fabrication of steel for sign (\$1200 + \$800 + \$400)	\$2,400
Graphic Design and Signage Fabrication	\$3,500
Rotary Wheel Plaque (purchase \$1200, install \$500)	\$1,700
Public media release(s) and other public relations work	\$1,000
In kind contributions: Stone for Pedestal Facing – \$1200, Graphic Design - \$2000, Steel Fab - \$750	\$3,950
TOTAL COST OF PROJECT	\$15,250

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.


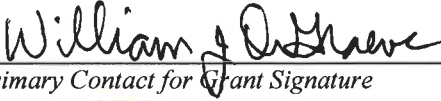

Amount requested from District: \$4,000 (Maximum \$4,000)

Source of Funds	Amount
Club	\$7,300
District	\$4,000
Other: in kind as noted above	\$3,950
TOTAL AMOUNT OF FINANCING	\$15,250

12. Signatures

As President of the Rotary Club of **Casper, Wyoming**, 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.

<p><u>John Starnes</u> Club President's Name (please print)</p>	<p> Club President's Signature</p>	<p>Nov 30, 2015 Date</p>
<p><u>Bill DeGraeve</u> Primary Contact for Grant (please print)</p>	<p> Primary Contact for Grant Signature</p>	<p>Nov 30, 2015 Date</p>
<p><u>Jim Ruble</u> Club Foundation/Grants Chair (please print)</p>	<p> Club Foundation/Grants Chair Signature</p>	<p>Nov 30, 2015 Date</p>
<p>_____ District Grant Committee Member (please print)</p>	<p>_____ District Grant Committee Member Signature</p>	<p>_____ Date</p>

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:

District 5440 District Grant Planning form 2015/16

Club Name Casper Rotary Club Person submitting form Liz Becher Email address lbecher@cityofcasperwy.com Phone number 307-258-6752

This form is for planning purposes only and is not a grant application. Grant applications will be accepted starting June 15, 2015 only for projects that have been submitted on this District Grant Planning form. There will be two rounds of grants and funding will be available in both rounds. You may list more than one project per round, but only one application can be made in each round. Therefore, you can choose one large project or two smaller projects but the total of the two must be \$4,000 or less. If you choose to do one project in each round, they both need to be submitted on this form by May 15 even though the second round is not until December. For more information visit www.rotary5440.org/GrantsScholarshipsFoundationInfo/District5440GrantsandGlobalGrants. Send this form to district5440grants@gmail.com

Primary contact	Email address	Phone number	Activity type*	Activity location	Funds requested from district (\$4,000 max total of both rounds)	Brief description of the project
First district grant round starting July 1, 2015						
Bill DeGraeve		307-269-1854	Comm. Devel. ; Education	Rotary Park on Casper Mountain	\$4000.00	We are requesting our 2nd grant for this phased project. This year we will use the district funds to purchase and install kiosks along the park paths that tell the story of the Rotary Park project and
William degraeve	degraeve@denbury.com					This year we will use the district funds to purchase and install kiosks along the park paths that tell the story of the Rotary Park project and
Second district grant round starting Dec 1, 2015						

* Examples of activity types: **Community Development:** general, disaster recovery, renovation; **Education:** general, scholarship, literacy; **Rotary Food/agriculture:** general; **Health:** general, disease prevention; **Water:** supply/access, sanitation as an organization

Trail Maintenance/ East side and west side from upper parking lot to new bridge/erosion control	\$ 2,000.00
Natural Amphitheater	\$ 30,000.00
West side trail/foot bridge	\$ 30,000.00
West side stabilization/debris containment	\$ 5,000.00
Miscellaneous	\$ 5,500.00
	<u>\$ 82,500.00</u>

Fiscal Year 2016/2017

Revenue

Rotary Budget (2015/16: Duck Derby)	\$ 60,000.00
	\$ 60,000.00

Expense

Picnic Shelter	\$ 30,000.00
Wyoming Conservation Corps	\$ 15,000.00
Miscellaneous/Unfinished Projects	\$ 5,000.00
Picnic Area/Tables Relocation	\$ 10,000.00
	<u>\$ 60,000.00</u>

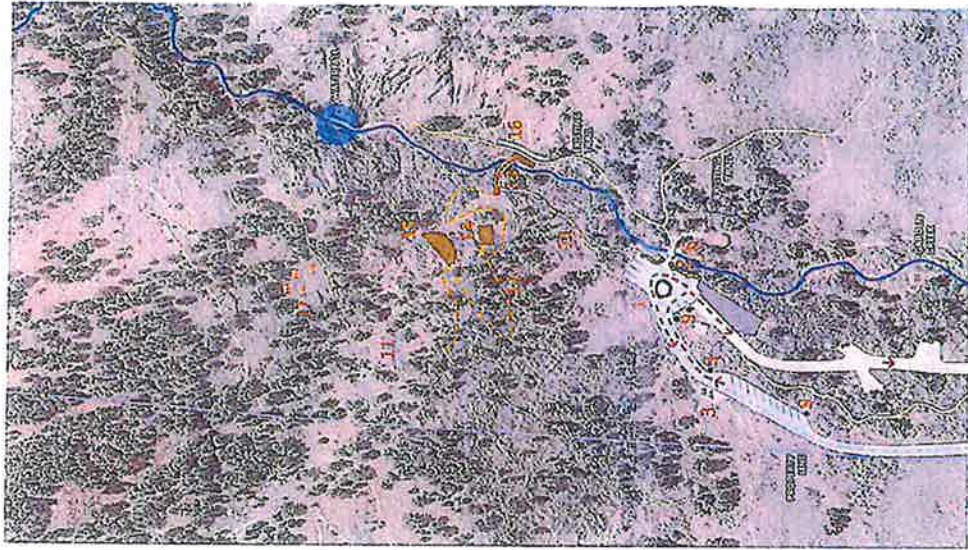
TOTAL 2014-2016

Revenue	\$ 250,640.00
Expense	\$ 250,640.00

Contingency Fund \$ 12,500.00

NOTE: The above charts Rotary of Casper's financial commitment and approval of the Rotary Park Master Plan as listed under expense categories. **Expenses over** what are listed or for additional improvements/amenities must be funded from other gifts to Rotary or outside of Rotary.

- 11 NEW TRAILS
- 12 IMPROVED TRAILS
- 13 DISCOVERY BRIDGE CONNECTING LOWER EAST AND WEST TRAILS
- 14 LOWER OBSERVATION DECK
- 15 UPPER OBSERVATION DECK
- 16 DEBRIS PROTECTION BARRIER
- 17 PICNIC AREA



15 View from Upper Observation Deck



13 View of Discovery Bridge from lower East Trail



Preliminary for Review

Rotary Park Master Plan

JUNE 2012



Copper Rotary Club