

# 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 Sheridan, Wyoming

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

John Patton Memorial, shelter at Ed Darrington Rotary Park in Sheridan, Wyoming. The objective of the project is to honor past District Governor John Patton and to provide shelter to the public at Rotary Park.  
May 1, 2016 June 30, 2016

Start Date (Cannot commence before grant is approved!)

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 project will provide shelter to the public from weather and the sun. The number of people that will benefit by this project will include the entire community of Sheridan, numbering 17,000.

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?).

Rotarian volunteers will be involved as much as possible. The architectural plans for the project were done by Rotarian Dan Stalker. Other labor for the project may include up to 10 Rotarians.

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

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

The general public will know this is a Rotary-sponsored project from signage on the shelter. A dedication will be held on July 13, 2016. A news release and photos will be submitted to the local 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 Patton Foundation Treasurer wpatton@bresnan.net  
Primary Contact Name Rotary Title/Position E-mail

110 E. Brundage Ln. Sheridan, WY 82801 307-673-0366  
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?
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
Materials	\$14,700.
Labor/Other	\$9,890
<b>TOTAL COST OF PROJECT</b>	<b>\$24,590</b>

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: \$ 1,000 (Maximum \$4,000)

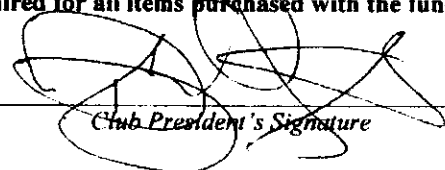
Source of Funds	Amount
Club	\$23,590
District	\$1,000
Other:	
<b>TOTAL AMOUNT OF FINANCING</b>	<b>\$24,590</b>

12. Signatures

As President of the Rotary Club of Sheridan, 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.

Terry Weitzel  
Club President's Name (please print)

  
Club President's Signature

12/1/15  
Date

William D. Patton  
Primary Contact for Grant (please print)


William D. Patton  
Primary Contact for Grant Signature

1 DEC 2015  
Date

Sasha Johnston  
Club Foundation/Grants Chair (please print)

  
Club Foundation/Grants Chair Signature

12/1/15  
Date

  
District Grant Committee Member (please print)

JAMES S. EPSTEIN  
District Grant Committee Member Signature

12/2/15  
Date

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





Rotary Park / John Patton Memorial  
Sheridan, Wyoming

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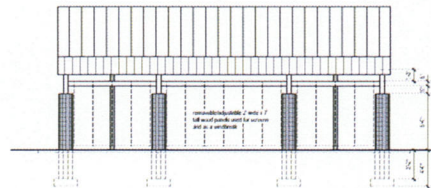
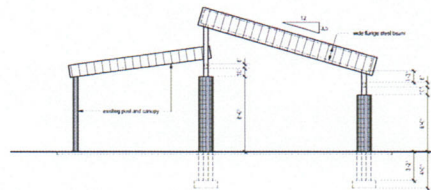
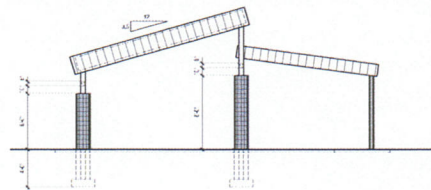
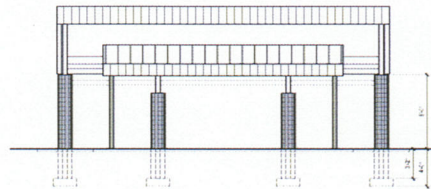
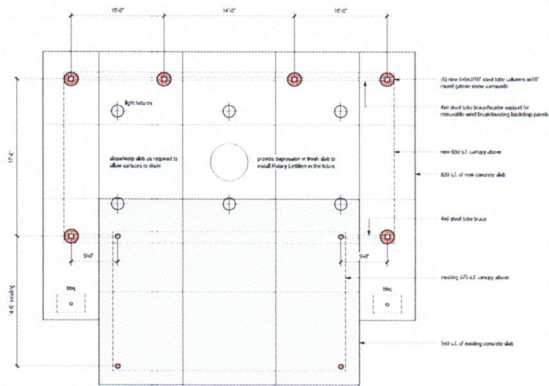
**dan stalker** . architect  
architecture & design

PREPARED BY DAN STALKER ARCHITECTS



Existing Structure





Design Development - 11/23/15

Dan Staker Architect  
 Architecture / Planning  
 1215 West 7th Street  
 Sheridan, Wyoming 82801  
 307.324.1111

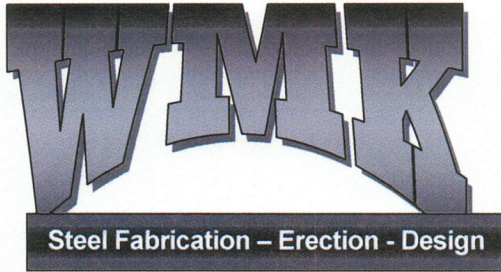
**John Patton Memorial Shelter Expansion**  
 Rotary Park - Sheridan, Wyoming


A1









415 Albert Street  
Billings, Montana 59101  
Phone: (406)256-3200  
FAX: (406)256-3206

Bid Date: December 1, 2015

Project: John Patton Memorial Shelter  
Sheridan, Wyoming

Design Drawings Seen:

Addenda Seen:

Quote #: 1123152

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We propose to furnish the following described materials for the above referenced Project

**Scope of Work: "BUDGET PRICING"**

Steel joist .9 ton  
Steel deck 7 squares  
Structural and misc. steel 2.7 ton including:  
Columns  
Beams  
Horizontal tubes

All of the above for the sum of: \$14,700.00

ADD: \$9,890.00 for erection of the above.

**Qualifications:**

1. Price is F.O.B. jobsite, Price is based on full truck loads, no partial truck loads
2. This quote must be signed, dated and returned before work will begin
3. Payments to be cash or net 30 days upon approved credit
4. No "pay if paid" or "pay when paid" terms to be accepted
5. This scope will be included as an attachment to the project contract.
6. Payment of fabricated and un-fabricated materials that are suitably stored and insured in our yard is required
7. All schedules must be mutually agreed on by the customer and WMK & Co. - delivery schedule to be determined
8. All work to be done in a standard 40 hour work week
9. No back charges will be accepted without WMK & Co.'s written acceptance of the back charge prior to commencement of the work
10. Price is based on no retainage, penalties or liquidated damages
11. Steel prices quoted in this bid are subject to increase based upon the increase in steel vendor prices and surcharges from the date of this bid to the date WMK & Co. acquires steel to fulfill the requirement of this agreement
12. Interest will be charged on past due accounts
13. Price is valid for 15 days from date of quote
14. Not responsible for items not specifically called out above

**Exclusions:**

1. Field planning, field measuring, field surveys or as built surveys
2. Unloading, Installation and Erection
3. Bolts and supports for other trades
4. Rebar, rebar accessories and welding of the same to structural steel



5. Simpson Hardware
6. All steel shown on Electrical, Mechanical and Plumbing drawings
7. Unistrut materials of any kind
8. Items not sized or specified on drawings
9. All special inspection costs or per-diems from an outside inspector or agency, tests or bonds
10. Finish paint systems, powder coating or anodizing, unless specifically called out above.
11. Touchup paint, galvanizing repair and field painting
12. Engineering or design work of any kind, Registered Engineer's stamp on shop drawings
13. Access doors, panels or hatches
14. Shoring of any kind
15. Grout and grouting
16. Expansion joint covers and column wraps/cover
17. Deck supports at small openings and/or around columns (unless specifically included)
18. material less than 1/8" thick (unless specifically included)
19. Taxes unless specifically called out above
20. All epoxies
21. Shims
22. Metal framing studs
23. Ornamental iron
24. Wall rail brackets other than rail supplied by WMK
25. Deck screws and accessories
26. AISC certification
27. OSHA Regulation 29CFR Scope 1926.750-Subpart R
28. Signage
29. Back charges, unless negotiated at the time of occurrence
30. Any items not shown on Architectural or Structural Drawings
31. Galvanizing, epoxy, Sandblasting or special finishes
32. Gauge Metal / Metal Strapping
33. Aluminum, Brass or Stainless Steel
34. Masonry Ties, Straps or Anchors
35. Thru Bolts, Carriage Bolts, Bridge Washers or any fasteners to wood or metal
36. Studs
37. Anchor Bolts and/or plate washers other than @ Structural Steel Columns
38. Roof Hatch and/or Ladder Up or Rail
39. Trench Grate & Frame unless noted
40. Erection UNLESS NOTED
41. Hangers or supports for mechanical equipment or other trades
42. Stud Clips
43. Metal Roofing or Siding or Panels unless noted
44. Overhead Door Track Angles, Guides or Supports
45. Dock Bumpers
46. Stair Nosings
47. Corner Guards
48. Post or Cable for Temporary Rail
49. Any and all Sign Posts

Accepted by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

Duane S Anderson

(406) 690-9029