

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 Jackson Hole Breakfast

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

This is an after school literacy program for grades K-5 with an emphasis on science and technology. The district is currently working on a new science literacy adoption so after school hands on activities would supplement these efforts. In addition, during the winter months many students do not have an opportunity to engage in after school activities. Those whose parents can afford such things as skiing and other similar activities keep their young students busy. Many families, however, are unable to afford such activities and spaces in other after school programs are extremely limited. This program would be available to help fill that gap. Teachers would be able to suggest certain students get the opportunity to participate to boost their interest in school and, particularly, in science and technology activities. This project would serve as a prototype and dry run for an ongoing program.

January 2016

Start Date (Cannot commence before grant is approved!)

April 2016

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.

There is a significant need for after school enrichment programs for elementary kids in our community, especially in the winter. As noted above, many families are unable to provide extra opportunities for their children. This is particularly true for the many low income families in Jackson. It is anticipated that 50+ students would be able to participate in the program which would both provide an after school opportunity and possibly boost their involvement and interest in school – particularly with hands on science and technology experiences.

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?).

Our club of 17 members is very interested in programs at the schools and supports several different types of activities and purchase of materials. Members are anticipating helping with set up, working with the students, assisting the activity leaders and with cleanup. They will also provide materials, some of which may have to be hand prepared prior to the activities.

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

How?

No

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

Information regarding the program will appear in the school bulletins and newsletters and the web site that go to or available for parents and families. Pictures will be taken and sent to the district for inclusion in a monthly newsletter. Pictures may also appear in both the school district publications and local newspaper.

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?

<u>Scott Eastman</u>	<u>Principal/Rotarian</u>	<u>seastman@tcsd.org</u>
Primary Contact Name	Rotary Title/Position	E-mail
<u>PO Box 568</u>	<u>Jackson</u>	<u>WY</u>
Address	City	State
	<u>83001</u>	<u>(307) 733-5302</u>
	Zip	Phone

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?

7. 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

8. 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.***

pARTners, Jackson Elementary School
 Name(s) of Cooperating Organization(s)

9. 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
Books, science and technology supplies	\$1,500
Consumables	\$1,000
Instructors and teachers for projects	\$1,500
TOTAL COST OF PROJECT	\$4,000

10. 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	\$2,000
District	\$2,000
Other:	
TOTAL AMOUNT OF FINANCING	\$4,000

12. Signatures

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.

Elizabeth Trefonas
Club President's Name (please print)

[Signature]
Club President's Signature

11-6-15
Date

Scott Eastman
Primary Contact for Grant (please print)

[Signature]
Primary Contact for Grant Signature

11/6/15
Date

William Petrus
Club Foundation/Grants Chair (please print)

[Signature]
Club Foundation/Grants Chair Signature

11/6/15
Date

Nancy Petrus
District Grant Committee Member (please print)

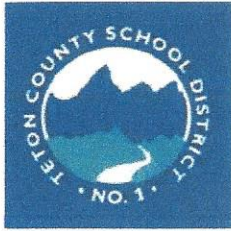
[Signature]
District Grant Committee Member Signature

11/10/15
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:			



JACKSON ELEMENTARY SCHOOL

Scott Eastman Principal

Sandra Dudzik Assistant Principal

P.O. Box 568 ~ 200 North Willow St ~ Jackson, Wyoming 83001

307.733-5302 phone ~ 307.739-2116 fax

November 10, 2015

To Whom It May Concern:

Jackson Elementary School is pleased to be working with the Breakfast Rotary Club of Jackson Hole on an after-school program that incorporates literacy, technology and science. After-school options are generally lacking in our community, especially during the winter months when students with few resources or who are too young to participate, are unable to take advantage of winter sports programs. We are hoping that this opportunity fills a void for many of our families.

Sincerely,

Scott Eastman



JES Principal

Sandra Dudzik



Assistant Principal



P.O. Box 2188 | Jackson, WY 83001
www.partnersjh.org

November 9, 2015

To Whom it May Concern,

My name is Ruth Moran and I am the Executive Director of pARTners, a local arts education nonprofit in Jackson, Wyoming. pARTners designs, implements and funds ART enrichment and education in all Teton County public schools. We support the Rotary Breakfast Club's application for afterschool programming. We will be an active partner, and help plan and implement curriculum that incorporated the arts into an afterschool setting. We have a 15 year relationship with all the schools in the area, and work well to develop positive and engaging projects for students. If you have any further questions or concerns, please do not hesitate to call or email me.

Sincerely,

A handwritten signature in black ink that reads "Ruth Moran-Rooks". The signature is fluid and cursive, with a long horizontal stroke at the end.

Ruth Moran-Rooks
ruth@partnersjh.org
(307)690-8115