

# DISTRICT GRANT APPLICATION DISTRICT 5440

(TRF MISSION RELATED)  
Effective July 1, 2013



## GRANT APPLICATION INSTRUCTIONS

**Only one application per club will be accepted until after Dec 1. If this project is not listed on your district grants planning form, please fill out and submit a new district grants planning form (available on the District 5440 website under Foundation Info and District 5440 Grants and Global Grants.**

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. The project should be long-lasting and sustainable.
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 \$5,000.
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.



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

*Mr. Gary Collins, our liaison with Memorial Hospital of Sweetwater County, is willing to place articles in the local newspaper on the Rotary T-shirt project. We plan on having coverage in the paper of the Rotary club delivering the T- shirt packets to the hospital staff. In addition there will stories by the hospital on the progress of the program.*

*On occasion, the Rotary club plans on placing articles in the newspapers promoting reading and literacy in the community.*

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>Jon Adam</u>	<u>Past President – Grant Administrator</u>	<u>jonathan.adam@bcbswy.com</u>
<i>Primary Contact Name</i>	<i>Rotary Title/Position</i>	<i>E-mail</i>
		Cell – 307-371-6430
<u>2610 Illinois Ct</u>	<u>Green River</u>	<u>Wyo</u>
<i>Address</i>	<i>City</i>	<i>State</i>
		<u>82935</u>
		<u>307-362-3501</u>
		<i>Zip</i>
		<i>Phone</i>

7. **International Projects only** – How will the club assure that the project is completed as proposed, funds spent appropriately, recognition of Rotary visible, and reports completed in a timely manner? **Invoices, bank records and other documentation is required to verify expenditures.**

N/A

8. Provide project manager name and contact information if different from 6 above.  
**Same as No. 6**

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.**

**Memorial Hospital of Sweetwater County**

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
T-shirts complete with printing	<b>\$ 3250</b>
Every Child Ready to Read booklet ( a \$7500 value)	<b>\$ 1000</b>
Color cover letter – printed on 8.5 X 11 sheet	<b>\$ 400</b>
Plastic resealable clear plastic bags (1000)	<b>\$ 76</b>
Cardbord boxes for Rotary packet storage	<b>\$ 24</b>
Misc items – Shipping, advertising, etc.	<b>\$ 250</b>
<b>TOTAL COST OF PROJECT</b>	<b>\$ 5000</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: \$ 2500 (Maximum \$5,000)

Source of Funds	Amount
Club	<b>\$ 2500</b>
District	<b>\$ 2500</b>
Other:	
<b>TOTAL AMOUNT OF FINANCING</b>	<b>\$ 5000</b>

12. Signatures

As President of the Rotary Club of Rock Springs, Wyo, 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.

Jess Adams  
Club President's Name (please print)

[Signature]  
Club President's Signature

6/20/2014  
Date

Jess Adams  
Primary Contact for Grant (please print)

[Signature]  
Primary Contact for Grant Signature

6/20/2014  
Date

John T. Nelson  
Club Foundation/Grants Chair (please print)

[Signature]  
Club Foundation/Grants Chair Signature

6-20-2014  
Date

[Signature]  
District Grant Committee Member (please print)

[Signature]  
District Grant Committee Member Signature

12/4/2014  
Date

Send completed application to:  
E-Mail: [district5400grants@gmail.com](mailto:district5400grants@gmail.com)

For District Use Only

Review and Approval Signatures			
_____	Date _____	_____	Date _____
District Grants Committee Chair		District Foundation Committee Chair	
_____	Date _____		
District 5400 Governor Signature			
District Grant Number: _____		Application Number: _____	
Notes:			

**COST ESTIMATE  
for  
Rock Springs ROTARY  
“ Read to Me’ T-shirts  
Club Project**

T-shirts complete with printing (verbal quote).	3.25 ea.	\$ 3250
Every Child Ready to Read booklet		\$ 1000
Cover letter printing		\$ 400
Plastic resealable bags ( 9" x12' size)	1000/carton	76.00/ctn \$ 76
Cardboard boxes for T shirt storage .		\$ 24
Misc	est.	\$ 250
<b>TOTAL PROJECT COST</b>		<b>\$ 5000</b>

**DISTRICT GRANT REQUEST - \$2500**

**Rock Springs Rotary Club match - \$2500**



June 20, 2014

District Grant Application  
District 5440  
Grant Committee Members

Dear Committee members,

*As Public Relations Director of Memorial Hospital of Sweetwater County, I believe that the Rock Springs Rotary Club's project of handing out baby T-shirts to the newborn parents represents a unique and valuable way to increase literacy in our local community. We wholeheartedly support the efforts of the local Rotary Club in this new project.*

*I will also be glad to serve as Rotary's liaison between the Rock Springs Rotary and the hospital and will work with the Rotary club to develop a color brochure describing the aims of the Rotary program to the parents. We will also aid in the notifying of the community of this valuable program.*

*This is a very good project and one that will be beneficial to the local population and should be great in getting parents to read to their newborns and hopefully this will help get the child's mind active and alert and in the future this may lead to an improved education and a richer life for each of these young children.*

*The Hospital welcomes the Rotary project and will work to see that at each new birth at this hospital – the parents will receive the T-shirt packet and brochure describing the project up and until all of the T-shirts have been given out.*

*Thank you for the opportunity to assist in this worthwhile project.*

A handwritten signature in black ink, appearing to read "Gary Collins", with a horizontal line underneath.

Gary Collins  
PR & Marketing Director