

## **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.

<u>A Final Report must be submitted within 30 days of the completion of the project</u>, 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 Dec 6, 2013)

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 \_\_\_\_\_Rock Springs, Wyoming\_\_\_

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

The proposed literacy project that the Rock Springs Rotary club wants to do is to provide baby T-shirts printed with "Read to me", the ROTARY LOGO, and the local rotary club name to each and every mother of a new born at Memorial Hospital of Sweetwater County. In addition, a booklet titled "Every Child Ready to Read" which is like a guide book for the parents in helping their child to get a head start on its learning in life up to the fifth grade.

The T-shirt will be in placed in a reseal able clear plastic bag. Also in the bag will be a cover letter that describes Rotarys' ideals of promoting literacy in our community.

START DATE – After approval of our grant application, assembly of the packets we plan to give the completed packets to personnel at Memorial Hospital of Sweetwater County in Jan 2015.

COMPLETION DATE – Our effort will be on using the booklets up (500-600) and then revert back to a our Rotary cover letter until all the baby T-shirts have been completely given out which will end the literacy project. Estimates from the hospital of annual births vary from 500 to 750 per year, thus the literacy project may last for as long as two years.

3. Describe how the project will benefit the community and/or improve the lives of the less fortunate.

In general, it is the hope of the Rock Springs ROTARY club that the packets given to the new baby's parents, will be an incentive to them to not only read to their babies but to be aware of the importance of reading in the literacy of their baby.

As one of our Rotary club members stated the baby learns to read up to the second grade and after the second grade they are reading to learn.

4. Describe the nonfinancial participation by sponsoring Club Rotarians in the project (i.e., How Rotarians will be involved).

Rock Springs Rotary club members will be involved in the assembly of the T- shirts and the booklets into the clear plastic packets for the hospital. The actual presentation of the baby T-shirt packets will be made by the trained staff working in the maternity ward of the hospital.

*Mr.* Gary Collins, Public Relations and Marketing Manager at the hospital, has agreed to be our liaison person between our Rotary club and the hospital for the duration of the project.

Are other Rotarians, either local or international, going to be involved in the project? Not at this time. How? Only members of the Rock Springs Rotary club will be involved in this project.

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?

Jon Adam	Past President – Grant Administrator	jonatha	n.adam@bcbs	wy.com
Primary Contact Name	Rotary Title/Position	E-mail		
			Cell –	307-371-6430
2610 Illinois Ct	Green River		82935	307-362-3501
Address	City	State	Zip	Phone

- 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	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	\$ 3250	
Every Child Ready to Read booklet (a \$7500 value)	\$ 1000	
Color cover letter – printed on 8.5 X 11 sheet	\$ 400	
Plastic resealable clear plastic bags (1000)	\$ 76	
Cardbord boxes for Rotary packet storage	\$ 24	
Misc items – Shipping, advertising, etc.	\$ 250	
TOTAL COST OF PROJECT	\$ 5000	

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: <u>\$ 2500</u> (Maximum \$5,000)

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

12.Signatures

Rock Springs, Wyo As President of the Rotary Club of , thereby allian 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 Memorandian 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 salunit them within the required timelines. Failure to file complete and timely reports will necessitate the repayment of all grant funds received. A also affirm that all information in this grant application is true and accurate, to the best of any knowledge.

Jes Haam

Club President's Name (please prim)

stan Adam

Primary Contact for Grant (please print)

Lobo T. Ale. Sen Club Foundation Grants Chair (please print)

District Grant Committee Member (please print)

Club President's Signature

Club Foundations Grants Chair Signature

District Grant Committee Member Signature

Primary Contact for Grant Signature

<u>6-20-2014</u> Date 2 <u>|4 | 201</u>4

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Send completed application to: R-Mail: district54/f0grants@gmail.com

For District Use Only

Review and Approval Signatures			
District Grants Greenitee Chair	Date	District Foundation Committee Casia	Date
District 5440 Covernor Signation	Dute		
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
TOTAL PROJECT COST			\$ 5000

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 Rotarys' 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.

Gary Collins PR & Marketing Director

1200 College Drive • Rock Springs, WY 82901 • 307-362-3711 • Fax 307-352-8180 www.sweetwatermemorial.com