

DISTRICT GRANT APPLICATION DISTRICT 5440

(TRF MISSION RELATED)
Effective July 1, 2014



GRANT APPLICATION INSTRUCTIONS

Only clubs that have submitted a district grant planning form by May 15, 2014, a budget by June 23, 2014 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 \$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.

Are other Rotarians, either local or international, going to be involved in the project? 20+

How? By providing labor in building the garden.

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

The Rotary club will provide a press release to the Loveland Reporter Herald once the project has been completed. The club will also get public awareness through the each of the student's families that are a part of the Loveland Community. Signage will be set up indicating rotary's support and funding for the project.

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>Ted Ray</u>	<u>Board Member</u>	<u>ted.ray@greatwesternbank.com</u>
<i>Primary Contact Name</i>	<i>Rotary Title/Position</i>	<i>E-mail</i>
<u>1834 Monarch Circle</u>	<u>Loveland</u>	<u>CO</u>
<i>Address</i>	<i>City</i>	<i>State</i>
		<u>80538</u>
		<i>Zip</i>
		<u>970-488-0060</u>
		<i>Phone</i>

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.

Club President's Name (please print)

Club President's Signature

Date

Teed Ray
Primary Contact for Grant (please print)

[Signature]
Primary Contact for Grant Signature

7-10-14
Date

Jeff Lund
Club Foundation/Grants Chair (please print)

[Signature]
Club Foundation/Grants Chair Signature

7-21-14
Date

Teed Ray
District Grant Committee Member (please print)

[Signature]
District/Grant Committee Member Signature

7-21-14
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:			

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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.

MICHAEL BELLUS
Club President's Name (please print)

[Signature]
Club President's Signature

7/11/14
Date

Ted Ray
Primary Contact for Grant (please print)

[Signature]
Primary Contact for Grant Signature

7-10-14
Date

Club Foundation/Grants Chair (please print)

Club Foundation/Grants Chair Signature

Date

[Signature]
District Grant Committee Member (please print)

[Signature]
District Grant Committee Member Signature

7/24/14
Date

KRISHNA C. MURTHY

Send completed application to:
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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:			