

# 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.

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 \_\_\_\_\_ Cheyenne \_\_\_\_\_

2. Briefly describe the project, its location, and its objectives. : **Friday Food Bag Foundation is an all-volunteer, charitable foundation that partners with the Cheyenne community to provide nutritious food to Laramie County schoolchildren who might not eat well during the weekend. Wyoming Department of Education data indicates that during the 2012-2013 school year, 41.12% of all students in Laramie County School District ("LCSD") #1 qualified for free or reduced meals. While these students received nutritional meals during the week through free or reduced fee breakfasts and lunches, many still do not have consistent access to nutritious or any food at all, during the weekend. Friday Food Bag Foundation deliver bags of nutritious, non-perishable food each Friday while school is in session to children who otherwise might not eat well, or at all, during the weekends.**

\_\_\_\_\_ September 15, 2014 \_\_\_\_\_  
*Start Date (Cannot commence before grant is approved!)*

November 15, 2014 \_\_\_\_\_  
*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. : **Friday Food Bag Foundation coordinates with educators and social workers to distribute food bags to children whose families' economic status qualifies them for free meals. The number of children who qualify for free meals is staggering: approximately 3300. However, given the limitations on funding, @ \$5.00/bag in 2014, only 530 of the children in this group receive a bag each week. The cost per bag is projected to increase to \$6.00 for the 2014-2015 school year. A Rotary Grant of \$8,000 (\$4,000 from the District 5440 and \$4,000 from Rotary Club of Cheyenne 1129) would have an immediate impact by providing additional 1,334 Food Bags. The Rotary Grant would give 40 more children per week nutritious food on the weekend, and help get them ready to learn during the week.**

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?). **Nonfinancial opportunities for Rotarians to participate in the project are detailed below.**

1) **When food is delivered to the facility from the supplier, it needs to be unpacked, the filling bins filled, and the surplus placed on shelving. 10-15 Rotarians can assist 1-2 Friday Food Bag Foundation (FFBF) Board members with this task.**

2) **A bag filling event can be arranged to fill the 1,334 bags made possible by a grant award of \$8,000. This would require 30-50 Rotarians to work with 3-4 FFBF Board members to fill bags, staple them, shelve them, and break down the food packing materials for recycling. Using FFBF's assembly line approach to filling, this can be completed in just over an hour.**

3) **There are opportunities for individual Rotarians to deliver bags to the schools. Volunteers are assigned to specific schools and deliver the designated amount for that school throughout the entire school year. Bags are delivered for 34 weeks during the regular school year and 5 weeks during summer school. There are also opportunities to be a substitute delivery volunteer to fill in when needed.**

4) **Each year, Friday Food Bag Foundation has a fundraising campaign called Adopt-A-Bag. Volunteers to stuff envelopes are needed.**

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

How? **Our club**

**is currently working with the other Cheyenne clubs (After Hours and Sunrise) as well as the local Rotaract and**

**Interact Clubs.** The Rotary Club of Cheyenne and the Sunrise Club often pair in support of the local projects and this is a great opportunity for our newest Cheyenne Club to get out and serve the community. This is also a great opportunity to allow for the Rotaract and Interact clubs to get out and be part of such an important leg to our community.

5. How will the general public know this is a Rotary-sponsored project? Please provide details of the publicity plan.  
**FFBF will take pictures and put them on the FFBF website and Facebook page with accompanying text describing the event and naming the Rotary Club of Cheyenne. In addition, FFBF produces a quarterly newsletter that is posted on the website. The newsletter lists significant sponsors, donations, and grants received. The Rotary logo can be included to highlight the involvement of the Rotary Club of Cheyenne. The Rotary Club of Cheyenne will also use its Facebook to account to feature the event as well as taking out advertisement in the 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?

Lori Schoene	Community Service Committee Chairman	lschoene@capwestbank.com
<hr/>		
<i>Primary Contact Name</i>	<i>Rotary Title/Position</i>	<i>E-mail</i>
5618 Bluff Place,	Cheyenne	
<hr/>		
Address	City	State Zip Phone
		WY 82009 307-773-0528

**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.**

7. Provide project manager name and contact information if different from 6 above.

<hr/>	<hr/>	<hr/>
<i>Contact Name</i>	<i>Rotary Title/Position</i>	<i>E-mail</i>
<hr/>		
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.**

Friday Food Bag Foundation  
 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
JO-ED Produce (non-perishable food items)	\$85,000
Bags	\$800
Postage/Box Rent	\$800
Newsletter	\$500
Office Supplies	\$196
<b>TOTAL COST OF PROJECT</b>	<b>\$87,296</b>

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: \$4,000 \_\_\_\_\_ (Maximum \$5,000)

Source of Funds	Amount
Club	\$4,000
District	\$4,000
Donations from the Public	\$35,000
Business's contribute to Adopt A Bag program	\$20,000
Fundraising Events throughout the year	\$25,000
<b>TOTAL AMOUNT OF FINANCING</b>	<b>\$88,000</b>

12. Signatures

As President of the Rotary Club of Cheyenne, WY\_\_, 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.

Randy Ford \_\_\_\_\_ *Randy Ford* \_\_\_\_\_ 7/24/14  
 Club President's Name (please print) Club President's Signature Date

Chad Graig \_\_\_\_\_ *[Signature]* \_\_\_\_\_ 7/24/14  
 Primary Contact for Grant (please print) Primary Contact for Grant Signature Date

Robert D. Womack \_\_\_\_\_ *Robert D. Womack* \_\_\_\_\_ 7-23-2014  
 Club Foundation/Grants Chair (please print) Club Foundation/Grants Chair Signature Date

Edwin C. Pies \_\_\_\_\_ *Edwin C. Pies* \_\_\_\_\_ 8/3/2014  
 District Grant Committee Member (please print) District Grant Committee Member Signature Date

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



**Dayle Petrillo**  
**Board President**  
**Friday Food Bag Foundation**  
Phone (307) 778-4228  
Fax (877) 665-8040

dpetrillo@hollandhart.com

*Partnering with the community to provide nutritious food to children who might not eat well during the weekend.*

July 17, 2014

Randy L. Ford  
President  
Rotary Club of Cheyenne  
PO Box 406  
Cheyenne, WY 82003-0406  
**Re: District Grant Application**

Dear Mr. Ford:

The Friday Food Bag Foundation (FFBF) is excited about partnering with the Rotary Club of Cheyenne to further our mission of providing nutritious food to children who might not eat well during the weekend. A grant award of \$8,000 would purchase enough food to fill 1,334 bags (at approximately \$6.00/bag), providing 40 additional bags per week for the 34 weeks of the school year bags are delivered to the schools.

The funds will be earmarked for food purchase. FFBF will provide an accounting of the purchase as well as provide volunteer opportunities for Rotarians. Specifically, FFBF will arrange a filling session for Rotarians to work with FFBF Board members to fill, staple, and shelve the 1,334 bags made possible by the \$8,000 grant award. FFBF will also record the event with pictures and feature them with descriptive text on our website, Facebook page, and in the quarterly online newsletter.

Thank you for considering the Friday Food Bag Foundation as a possible grant recipient of the Rotary Club District Grant. FFBF has minimal overhead expense and is run entirely by volunteers. It survives through the generosity of time and money from community partners like the Rotary Club of Cheyenne.

Sincerely,

*Dayle Petrillo*  
*By Melinda Hanson - Treasurer*  
Dayle Petrillo  
Friday Food Bag Foundation  
Board President  
DP