

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 Craig

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

The MC School District had to cut 1.5 million dollars from their budget this year. One of the cuts was to eliminate the purchase of any new books used for curriculum in the elementary school level. The Rotary Club of Craig is partnering with the Moffat County School District to create a new book reference room for elementary teachers in each of the four elementary schools. These rooms will be stocked with different types of books used for teaching levels K – 5. A committee of the four Literacy Coordinators along with members of the Craig Rotary Club will be formed to organize the available space and determine which books are needed most.

August 1, 2014

Start Date (Cannot commence before grant is approved!)

September 30, 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.

This project will help teachers continue to teach the most up-to-date information at the highest possible level to all elementary students in Moffat County. Teachers already purchase a lot of supplies out of their own pocket and we hope this project will eliminate more expenditures of that kind. This would be a benefit to 51 elementary teachers and over 800 students. This library will also be a benefit to the Teacher Aides in the elementary schools as well.

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?).

A minimum of two Rotarians will be active on the organizing committee. All of the Club members (18 at current count) will be involved in setting up these resource rooms. We will also be involved in the book selection for these rooms. We will meet with the Literacy coordinators to help determine what book titles to purchase. We will also help sort and stock shelves once the books have arrived.

Are other Rotarians, either local or international, going to be involved in the project? No How?

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

We will post this activity on our website, Facebook page as well as the local newspaper and radio coverage.

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?

Randy Looper

Primary Contact Name

Board Member

Rotary Title/Position

elkrinn@yahoo.com

E-mail

627 W. Victory Way

Address

Craig

City

CO

State

81625

Zip

(970) 826-4444

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.**

8. 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

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.**

Moffat County School District
 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
Purchase of books	\$3,200.00
Labels	\$ 50.00
Paint and other supplies	\$ 200.00
Shelving	\$ 550.00
TOTAL COST OF PROJECT	\$4,000.00

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: \$ 2,000 (Maximum \$5,000)

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 Craig, 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.

Susan Goodenow
Club President's Name (please print)

Susan Goodenow
Club President's Signature

6/19/14
Date

RANDALL J LARSEN
Primary Contact for Grant (please print)

RANDALL J LARSEN
Primary Contact for Grant Signature

6/19/14
Date

J Randy Morton
Club Foundation/Grants Chair (please print)

J Randy Morton
Club Foundation/Grants Chair Signature

6/19/14
Date

NANCY PETTUS
District Grant Committee Member (please print)

Nancy Pettus
District Grant Committee Member Signature

7/24/14
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:			



MOFFAT COUNTY
SCHOOL DISTRICT RE-1

Administrative Offices

Craig Rotary Club:

The Moffat County School District is extremely pleased to partner with the Craig Rotary Club in seeking a Rotary Grant providing students guided reading texts to add to our four elementary literacy book rooms. With this funding we will purchase quality reading texts and resources to provide reading instruction to students K-5.

Teachers will be able to select specialized texts to teach specific skills directed at each student's specific reading needs. This enables teachers to monitor a student's reading progress and provide next step reading instruction that was not possible in the past due to lack of school district funds to purchase needed skill-specific texts.

We look forward to our partnership with the Craig Rotary Club with this project as school begins in the fall of 2014.

Sincerely,

Susan Goodenow
Literacy Coach
Moffat County School District
775 Yampa Ave.
Craig, CO 81625
970-629-1821