

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 LARAMIE SUNRISE

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

The *Foreign Language Institute* project is located on #20, Rue de la courtoise, Wolf 2 in Jacmel, Haiti (Phone #: +509-3752-4274. Jacmel is a commune in southern Haiti with an estimated population of 40000 people. The 2010 earthquake caused heavy damage and casualties in Jacmel. The purpose of the project is the extension of the English language program for young Haitians living in poverty. Being able to speak English increases youths' employment opportunities by 100%. The institute relies on volunteers to teach, students do not have to pay tuition since most young Haitians are not able to pay for their education, and the institute is fully dependent on outside sources to pay for the rent on the facility that is used for instruction. The institute currently has 7 volunteer instructors and is a non-profit language school. 10% of the students are able to make contributions for materials like pencils, chalk, notebook, etc.

**Project Objectives are as follows: a) Secure \$3400.00 needed to extend school facility lease for 2 years
b) Raise additional funds in the amount of \$ 600.00 to acquire teaching materials for 110 students**

The rent is due by August 1, 2015
Start Date (Cannot commence before grant is approved!)

Will cover lease payments through July of 2017
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 ensure that 110 young Haitians learn how to speak English increasing by 100% their employment opportunities within Haiti. Due to the heavy damage that was caused by the earthquake in 2010, the economy and everyday life of the people in Jacmel was hit just as hard as the island. The Foreign Language Institute provides young Haitians with the opportunity to learn English as a foreign language, helping them to have better job opportunities and getting out of poverty. We all know that being able to speak (a) foreign language(s) opens doors of success and expanded development.

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?).

The non-financial participation by Rotarians is the planning, raising and implementing of funds that are needed in addition to the grant request.

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

Due to the upcoming holidays it has been difficult to get in touch with other Rotarians, but it is planned to contact the Rotary International Director of District 7020 in Haiti and to get in touch with the UW Roteract Club to support this project. Both contacts should be established by Mid-December 2014. Establishing these contacts should primarily help to assure that the funds are distributed to the respective contacts of the Foreign Language Institute and that the funds are used accordingly.

5. How will the general public know this is a Rotary-sponsored project? Please provide details of the publicity plan.
The project was initiated by the International Studies Student Club of the University of Wyoming (herein called ISSC), which is one of over 200 officially Registered Student Organizations (RSO) on the UW campus in Laramie. By providing outstanding international work and initiating unique projects, the ISSC has won numerous awards for its internationally focused projects, including two times the *Outstanding RSO Award* in the last 3 years that comes with a major financial reward and public banquet. The club has also received several honorable mentions over the years.
Having said that, the club members are very well prepared to perform public talks in Rotary meetings, can do presentations on the project at any time, and will assure that a proposal can be presented to different Rotary entities as requested. The club already has done great PR work on promoting its sponsors at the University of Wyoming, including sponsors like the Sunrise Rotary Club.
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?

Manuela Hofer McIntyre Club Director manuela@bresnan.net
Primary Contact Name *Rotary Title/Position* *E-mail*

_144 Corthell Road Laramie WY 82070 307-399-8015
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.**

Club member Gabriel Selting (Freshman student in International Studies) has met Mede Maxito, who manages the Foreign Language Institute, in Haiti during a volunteer work project in the summer of 2014. The two have been in contact via e-mail since then. ISSC will make sure to request documentation that verifies the spending of funds for 2 years of lease for the facility (\$ 3400.00) and for teaching supplies as needed by the institute (\$ 600.00). This kind of documentation will include a lease agreement including the proof of payment for the 2 years of lease, as well as receipts for teaching materials that might come in step-by-step, as we would like to make sure that the money for teaching supplies is used as needed.

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

Manuela Hofer-McIntyre
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.***

University of Wyoming International Studies Student Club (Registered Student Organization), Sunrise Rotary of Laramie
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
Rent for 2 years to secure the teaching facility in Jacmel (\$ 1700.00 per year)	\$ 3400.00
Teaching supplies	\$ 600.00
TOTAL COST OF PROJECT	\$ 4000.00

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: \$ 1000.00_____ (Maximum \$5,000)

Source of Funds	Amount
Club	\$ 1000.00
District (requested amount through this grant proposal)	\$ 1000.00
Other: Fundraising efforts of the UW International Studies Student Club	\$ 2000.00
TOTAL AMOUNT OF FINANCING	\$ 4000.00

12. Signatures

As President of the Rotary Club of **Laramie Sunrise**, 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.

<u>Debbie Disney</u> <i>Club President's Name (please print)</i>	 <i>Club President's Signature</i>	<u>12/22/14</u> <i>Date</i>
<u>Manuela Hofer-McIntyre (Club Director)</u> <i>Primary Contact for Grant (please print)</i>	 <i>Primary Contact for Grant Signature</i>	<u>12/22/2014</u> <i>Date</i>
<u>Jerry Schmidt</u> <i>Club Foundation/Grants Chair (please print)</i>	 <i>Club Foundation/Grants Chair Signature</i>	<u>12/22/2014</u> <i>Date</i>
<hr/> <i>District Grant Committee Member (please print)</i>	<hr/> <i>District Grant Committee Member Signature</i>	<hr/> <i>Date</i>

Send completed application to:
 E-Mail: district5440grants@gmail.com

For District Use Only

Review and Approval Signatures

<hr/> District Grants Committee Chair	<hr/> Date	<hr/> District Foundation Committee Chair	<hr/> Date
<hr/> District 5440 Governor Signature	<hr/> Date		

District Grant Number: _____ Application Number: _____

Notes:

12. Signatures

As President of the Rotary Club of **Laramie Sunrise**, 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.

Debbie Disney _____
Club President's Name (please print) *Club President's Signature* *Date*

Manuela Hofer-McIntyre (Club Director) _____
Primary Contact for Grant (please print) *Primary Contact for Grant Signature* *Date*

Jerry Schmidt _____
Club Foundation/Grants Chair (please print) *Club Foundation/Grants Chair Signature* *Date*

Bill Schilling _____
District Grant Committee Member (please print) *District Grant Committee Member Signature* 12/17/14
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:			



International Studies Student Club
Dept. 4299 • Laramie, Wyoming 82071-2000
Phone: (307) 766-3423 • Fax (307) 766-3533
uwinst@uwyo.edu • www.uwyo.edu/intstudy

Rotary Club of Fort Collins
c/o Mr. Jim Epstein
P.O Box 1206
Fort Collins, CO 80522-1206

December 18, 2014

Dear Mr. Epstein,

The International Studies Student Club is a registered Student Organization (non-profit organization) at the University of Wyoming and organizes and sponsors many activities during the year that bring greater awareness and understanding of international issues to the University of Wyoming campus and its student, faculty and staff population. The club gives students the opportunity to be involved in domestic and international events that teach them how to work as a team as well as on an individual basis, and helps them to improve their organizational and administrative skills.

The current club team has initiated the Haiti English Language School project, and has made it its goal to raise \$ 4000.00 in order to pay for the schools upcoming 2-year rent obligation (academic year 2015/16 and 2016/17) in the amount of \$ 3400.00 and to support the school's students with \$ 600.00 to be able to buy school supplies. The club was able to raise \$ 1500.00 through a T-Shirt sale and the sales of raffle tickets for which team members reached out to Laramie businesses for raffle prizes. The students were able to sell over 1300 raffle tickets. The Sunrise Rotary Club of Laramie supported the project with a contribution of \$ 1500.00. The additional awarding of the regional grant in the amount of \$ 1500.00 has helped the club to finalize the fundraising activities, and the club is extremely thankful for the much appreciated support!

The International Studies Student Club is also in contact with the ROTARACT organization of the University of Wyoming. Peter Wilcox of UW ROTARACT has been in touch with our student club advisor Manuela Hofer-McIntyre who can be reached at (307) 766-3415 or mhoferm1@uwyo.edu in regard to this project.

Thank you so much for your support! We are looking forward to providing the Sunrise Rotary of Laramie with a full report on the ongoing progress of this project and its final outcomes.

Sincerely,

Kathryn Connelly
President



Cuba

Atlantic Ocean

Windward Passage

Ile de la Tortue

Port-de-Paix

Cap-Haitien

Anse Rouge

Massif Du Nord

Fort Liberte

Gonaives

Haiti

Golfe de la Gonave

Artibonite River

Hinche



Canal de Saint-Marc

Saint-Marc

Lake of Miragoane

Ile de la Gonave

Canal du Sud

Port-au-Prince

Lake Azuei

Grande Cayemite

Jeremie

Massif De La Hotte

Miragoane

Massif De La Selle

Jacmel

Pic la Selle

Port-Salut

Ile a Vache

Caribbean Sea

Dominican Republic

40 mi

40 km

HAITI

LOW - HILLS - MTS.