

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 **Estes Valley Sunrise Rotary, Estes Park Rotary, Longs Peak Rotary Club**
2. Briefly describe the project, its location, and its objectives. **This will be held at Estes Park High School Auditorium or the Stanley Hotel (to be determined). We will be conducting a program to address and communicate the effects of bullying in the school system. We would like to invite all of the high school students from Estes Park High School as well as other Interact and Rotaract clubs in District 5440. We may expand it to the middle school students in Estes Park as well.**

A date in October 2014

Start Date (Cannot commence before grant is approved!)

Completed same date

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. **We have 300 plus kids in the high school. This will help build camaraderie and leadership with the students. It will benefit students who are currently being bullied and let them know that the issue is being addressed. It will raise awareness for all students. This topic has been addressed in the schools but there is more work to be done on it.**
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?). **All three Estes Park clubs will be involved. We will involve Rotarians in the planning, hosting, implementation, marketing and operation of an information table. We are anticipating this will involve about 30 Rotarians.**

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

How?

Possibly other Rotarians in District 5440. All will be on a volunteer basis.

5. How will the general public know this is a Rotary-sponsored project? Please provide details of the publicity plan. **All publicity will contain Rotary logos. We will publish in both local papers, Rotary Facebook, Twitter, Clubrunner, 5440 website, at schools and announce at other clubs in the district. Information on Rotary will be available the night of the event.**
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?

Kristi Faraguna
Primary Contact Name

President/Estes Valley Sunrise Rotary
Rotary Title/Position

kfaraguna@msn.com
E-mail

671 Cedar Ridge Circle
Address

Estes Park
City

CO
State

80517
Zip

970-412-9422
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.**

NA

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

Same

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.**

Name(s) of Cooperating Organization(s)

We have spoken to the principal of the high school and he is supportive of this.

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
Speaker	\$1,000 – to \$1,200
Bullying written materials	\$200
Refreshments	\$300
Rotary materials	\$100
Publicity	Minimal
TOTAL COST OF PROJECT	\$1,800

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

Source of Funds	Amount
Club Estes Valley Sunrise Club, Estes Park Rotary and Long’s Peak Club of Estes Park	\$300 each (total \$900)

District	\$900
Other:	
TOTAL AMOUNT OF FINANCING	\$1,800

12. Signatures

As President of **the Rotary Club of Estes Valley Sunrise Rotary, Estes Park Rotary and Long's Peak Rotary**, we 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.

See attached

Club President's Name (please print)

Club President's Signature

Date

See attached

Primary Contact for Grant (please print)

Primary Contact for Grant Signature

Date

See attached

Club Foundation/Grants Chair (please print)

Club Foundation/Grants Chair Signature

Date

District Grant Committee Member (please print)

District Grant Committee Member Signature

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:

12. Signatures

As President of the Rotary Club of Estes Valley 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.

Rishi Faraguna
MARCIA PREDMORE
 Club President's Name (please print)
 Brad Rescbaum

Rishi Faraguna
MARCIA PREDMORE
 Club President's Signature

6/19/14
6/19/14
 Date
6/19/14

Rishi Faraguna
 Primary Contact for Grant (please print)

Rishi Faraguna
 Primary Contact for Grant Signature

6/19/14
 Date

Rishi Faraguna
 Club Foundation/Grants Chair (please print)

Rishi Faraguna
 Club Foundation/Grants Chair Signature

6/19/14
 Date

KRISHNA C. MURTHY
 District Grant Committee Member (please print)

Keinell
 District Grant Committee Member Signature

7/9/14
 Date

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

For District Use Only

Review and Approval Signatures			
_____	_____	_____	_____
District Grant Committee Chair	Date	District Foundation Committee Chair	Date
_____	_____		
District 5440 Governor Signature	Date		
District Grant Number: _____		Application Number: _____	
Notes:			