

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 \$4,000.

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 GREELEY AFTER HOURS

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

The Malawi Africa Solar Lighting Project is a partnership between the Greeley After Hours Rotary Club and local Solar Committees in villages in Malawi, Africa. We have also invited other rotary clubs within District 5440 to partner with us on this project. The Republic of Malawi has 16 million people of which 13 million are subsistence farmers. Among these, 12 million live in rural villages without access to electricity where the annual household income is approximately \$400. The Solar Lighting project was first introduced into two villages in October 2013 followed by over 1500 solar lights that were delivered earlier this year by a church in Loveland, Colorado. Due to the increasing demand for solar lighting, as a Rotary Club, we have decided to embrace this project since we share the vision of creating a positive, lasting change in our communities and around the world.

The objectives of the project include:

- 1) To provide solar home lighting kits to village communities for school classrooms and teacher houses in rural Malawi, Africa.
- 2) To improve student education by providing light for night time study and homework.
- 3) Improve home making and family crafts productivity with solar home lighting: more income for each household.
- 4) To increase the ability of rural Malawi teachers to prepare lesson plans and resources, reading, research and personal higher education.
- 5) To partner with Solar Committees in Malawi villages for the promotion, maintenance and long-term financial sustainability of home solar lighting kits.

A solar home light kit can be used to light a home or a school classroom and each kit costs \$50 delivered in Malawi. With Rotary District grant support, we could purchase 160 kits to be given to local village solar committees which then will be delivered to rural schools and/or rural teacher homes.

The solar light kits would be purchased in January, 2015 with an anticipated ship date to Malawi in March, 2015. Upon arrival in Malawi the local Rotary club would be tasked with placing a Rotary sticker on each box prior to the light kits being distributed to the Solar Committee for distribution to rural schools and/or teacher homes.

January, 2015

Start Date (Cannot commence before grant is approved!)

June, 2015

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.

The benefits of each solar light for a school would include:

- Improved education and student study time for home work
- Improved health due to no fumes or soot from other sources (e.g. kerosene)
- Less eye strain and fatigue since solar light is many times brighter than candles
- Versatility as the solar light also charges cell phones, an additional revenue stream for schools.
- Rechargeable long-life battery which lasts about two years

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 of our Greeley After Hours Rotary Club members (23) will be involved in this project. This includes the following participation:

- Every Rotary member has and will continue to be involved in fundraising efforts, which will be used toward the Malawi Project.
- Every Rotary member will be educated annually about how the solar lighting kit works and its benefits to Malawi families.
- At least 4 Rotary members will be involved in the local and district publicity of the project, its progress and outcomes.
- At least 4 Rotary members will be involved in the promotion of the project with other clubs and grant activities.
- The project President or their designee will be involved in communication with local Malawi Solar Committee representatives via email or other communication methods.
- One Rotary member is interested in traveling to Malawi to assist with the distribution of the solar lighting kits and good will between our club and local villagers.

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

How?

- Mr. Smile Namagonya, from the Lilongwe Malawi Rotary Club is interested in assisting with the project as freight forwarder/coordinator in the solar lighting program.

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

- Locally, a Rotary sticker will be placed on each solar home lighting kit so that Malawi residents will know that Rotary has contributed to this project.
- News releases about the project will be printed in the local northern newspapers and in the District 5440 newsletter.
- A presentation or display about the project will be made at regional district rotary meetings.
- Information about the project and the support that District 5440 has provided will be shared at international Rotary meetings by our local or district club members (e.g. Carolyn Cooke, Dr. Bryan Cooke, Dr. Marsi Liddell, Dr. Tim Fleming) who participate in those meetings.

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? Ron Marshall, President, Greeley After Hours Rotary Club with assistance from the Malawi Project Rotary Committee

<u>Kathy Zavela Tyson</u>	<u>Club Member</u>	<u>kathyzytyson@msn.com</u>
<i>Primary Contact Name</i>	<i>Rotary Title/Position</i>	<i>E-mail</i>
<u>2170 Birdie Way</u>	<u>Milliken, CO 80543</u>	<u>970-590-3280</u>
<i>Address</i>	<i>City, State Zip</i>	<i>Phone</i>

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.**

All dispersed funds will be done through the Greeley After Hours Rotary Club to purchase the solar light kits prior to shipment and GAH will maintain bank account records showing such purchase. Rotary will be visible by sticker placement on the box of each solar light kit.

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.***

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
160 Solar Light Kits purchased for the benefit of rural Malawi Africa schools and teacher homes	\$8,000
TOTAL COST OF PROJECT	\$8,000

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: \$ 3,000 (Maximum \$4,000)

Source of Funds	Amount
Club(s) in District 5440	\$3,000
District 5440	\$3,000
Additional fundraising/donations to project	\$2,000
TOTAL AMOUNT OF FINANCING	\$8,000

As President of the Rotary Club of Greeley After Hours, 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 Signature

Date _____

Primary Contact for Grant Signature

Date _____

Club Foundation/Grants Chair Signature

Date _____

District Grant Committee Member Signature

Date _____

For District Use Only

District Grants Committee Chair

Date _____

District Foundation Committee Chair

Date _____

District 5440 Governor Signature

Date _____

District Grant Number: _____

Application Number: _____

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12. Signatures

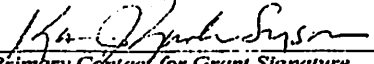
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Ronald Marshall
Club President's Name (please print)

Club President's Signature

Date

Kathy Zavala Tyson
Primary Contact for Grant (please print)



Primary Contact for Grant Signature

11/24/14

Date

Carolyn Cooke
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:

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As President of the Rotary Club of Greeley After Hours, 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.

Ronald Marshall
Club President's Name (please print)

Club President's Signature

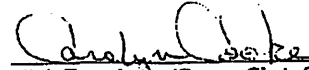
Date

Kathy Zavala Tyson
Primary Contact for Grant (please print)

Primary Contact for Grant Signature

Date

Carolyn Cooke
Club Foundation/Grants Chair (please print)



Club Foundation/Grants Chair Signature

11/24/14

Date

District Grant Committee Member (please print)

District Grant Committee Member Signature

Date

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

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Review and Approval Signatures

District Grants Committee Chair

Date

District Foundation Committee Chair

Date

District 5440 Governor Signature

Date

District Grant Number: _____

Application Number: _____

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