

# 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 Fort Collins

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

This project is to provide a 3D printer to two schools in the Poudre School district. In addition to the 3D printers, the schools receive 8 hours of training and actually assemble their own 3D printer during the training. Several schools in the district have 3D printers and they have been widely accepted as a good teaching tool in many areas including technology, science, architecture, and art.

Oct 1, 2014

*Start Date (Cannot commence before grant is approved!)*

March 1, 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.

Educating our youth to be able to contribute in the 21<sup>st</sup> century is one of the most important things we can do. 3D printers get students excited about learning and they benefit from skills they can use in the future. As part of this project, we will make sure that rural schools and the schools that have the most students on free and reduced lunch programs get to participate. In addition, we will ensure that all students have access to the printers as one of the conditions of granting the 3D printer. Since the schools have not yet been selected, the exact number of students who will benefit is not known. However, using the typical enrollment at a PSD middle school, it is estimated that about 1200 students will benefit.

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?).

Rotarians in the Rotary club of Ft. Collins will participate in several ways. First, they will organize an application process for the schools to apply for the 3D printers. They will then visit the schools to determine which two schools should receive the awards. Finally, a competition will be organized to recognize creative uses of the 3D printers and Rotarians will organize the competition and participate as judges.

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.

Results of this project will appear on the Rotary Club of Ft. Collins web site. In addition, an article will be prepared for the district newsletter "The Peak". A press release will be prepared and sent to the local newspaper that will focus on the how the 3D printers have been used to benefit the community.

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?

Jim Epstein

*Primary Contact Name*

Board Member

*Rotary Title/Position*

james.epstein@gmail.com

*E-mail*

6742 W. County Rd 24  
*Address*

Loveland  
*City*

CO  
*State*

80538  
*Zip*

970-667-4898  
*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.***

\_\_\_\_\_  
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
Parts, materials and labor for each printer \$2,700 X 2 printers = \$5,400	\$5,400
Training of teachers and students at each school \$300 X 2 schools = \$600	\$600
<b>TOTAL COST OF PROJECT</b>	<b>\$6,000</b>

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 \$5,000)**

Source of Funds	Amount
Club	\$3,000
District	\$3,000
Other:	
<b>TOTAL AMOUNT OF FINANCING</b>	<b>\$6,000</b>

## 12. Signatures

As President of the Rotary Club of Fort Collins, 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.

Bill West

*Club President's Name (please print)*

  
*Club President's Signature*

9-17-14  
*Date*

Jim Epstein

*Primary Contact for Grant (please print)*

  
*Primary Contact for Grant Signature*

9/17/14  
*Date*

Judy Lane

*Club Foundation/Grants Chair (please print)*

  
*Club Foundation/Grants Chair Signature*

9-17/14  
*Date*

Krishna Murthy

*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:

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Bill West  
Club President's Name (please print) \_\_\_\_\_ Club President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Jim Epstein  
Primary Contact for Grant (please print) \_\_\_\_\_ Primary Contact for Grant Signature \_\_\_\_\_ Date \_\_\_\_\_

Judy Lane  
Club Foundation/Grants Chair (please print) \_\_\_\_\_ Club Foundation/Grants Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Krishna Murthy  
District Grant Committee Member (please print) \_\_\_\_\_ *Krishna Murthy* \_\_\_\_\_ *9/24/14*  
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: