GLOBAL GRANT APPLICATION TEMPLATE

The following pages outline the questions you will be asked on the online global grant application. You can use this document for planning purposes. Find the actual grant application at www.rotary.org/grants.

Step 1: Basic information

What's the name of your project?

Confeitando o Futuro - Confectioning the future

What type of project are you planning? (humanitarian project, vocational training, scholarship)

All global grants support activities within Rotary's areas of focus.

Humanitarian Project

Select the primary host and international contacts for this project.

The primary host contact lives in the country where the project, training, or study will take place. The primary international contact lives in another country. Both contacts will be responsible for all grant-related correspondence and reporting to The Rotary Foundation.

The local contact lives in the country where the project, training or course will take place.

The international contact lives in another country.

Both are responsible for all grant-related correspondence and reporting to The Rotary Foundation.

Step 2: Committee members

The committee will include at least three members from the host sponsor and three members from the international sponsor.

Who will serve on the grant's host committee?

Júlio César Michels Gonçalves

Who will serve on the grant's international committee?

Do any of these committee members have potential conflicts of interest? If so, please briefly explain.

A conflict of interest is a relationship through which an individual involved in a program grant or award causes benefit for such individual or such individual's family, acquaintances, business interests, or an organization in which such individual is a trustee, director, or officer.

There are no interest conflicts.

Step 3: Project overview

Tell us a little about your project. What are the main objectives of the project, and who will benefit from it?

We're only asking for a general idea of the project. Try to be as concise as possible here. We'll ask you for details later in the application.

To train professionally, free of charge, 50 needy people in the community so that they can develop productive work for themselves in order to promote their insertion in the job market, entrepreneurship and income generation.

Step 4: Area of focus

Which area of focus will this project support?

Select at least one area. Note that we'll ask you to set goals and answer questions for each area of focus you select.

☐ Peacebuilding and conflict prevention

☐ Disease prevention and treatment

☐ Water, sanitation, and hygiene

☐ Maternal and child health

☐ Basic education and literacy

☒ Community economic development

☐ Environment

Step 5: Measuring success

Which goals of this area of focus will your project support?

We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal. Each area of focus has its own set of goals. Select only the goals that your project will address.

Developing productive work opportunities and expanding access to sustainable livelihoods.

How will you measure your project's impact?

Use only measures that are clearly linked to your goals and will demonstrate the project's impact on participants' lives, knowledge, or health. Find tips and information on how to measure results in the [Global Grant Monitoring and Evaluation Plan Supplement](). You need to include at least one standardized measure from the drop-down menu as part of your application. (Add rows as needed.)

Measure	Collection Method	Frequency	Beneficiaries
People trained	direct search	At the end of the project	50
Number of people who continued to use knowledge to generate income	direct search	Each 90 days	50

Do you know who will collect information for monitoring and evaluation?

If yes, please provide the name and contact information for that person or organization and briefly explain why this person or organization is qualified for this task. If no, please tell us how you plan to find a person or organization to complete this task.

Our Rotary club and the community leaders.

Step 6: Location and dates

HUMANITARIAN PROJECT

Where and when will your project take place?

At the city of Cachoeira do Sul, in the state of Rio Grande do Sul, in South Brazil during a period of 12 to 20 months.

VOCATIONAL TRAINING TEAM

Give us some information on your team or teams. (Add rows as needed.)

Team name	Type	Training location	Departure - Return

What are the candidate's estimated travel dates?

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Step 7: Participants

VOCATIONAL TRAINING TEAM

In this section team leaders and at least two other members must be added to each team created.

The following documents need to be uploaded for each member: their CV and Vocational Training Team Member Application. Team itineraries must also be included in this step. It is the team leader's responsibility to gather, review, and upload all member documents.

The Vocational Training Team Member Application includes the following questions:

How does your educational and professional experience relate to the selected area of focus?

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What is your role in this training? Describe how you will participate.

Cooperating organizations (optional)

Provide the name, website and location of each cooperating organization.

A cooperating organization can be a nongovernmental organization, community group, or government entity. Please attach Rotary's memorandum of understanding that's signed by a representative of the organization. (Add rows as needed.)

Name	Website	Location
SENAC	https://www.senacrs.com.br/	Cachoeira do Sul – RS - Basil
Engineer Ângela Scheidt		Cachoeira do Sul – RS - Basil

Why did you choose to partner with this organization and what will its role be?

SENAC will be hired to carry out the courses, is a national entity with a long history in this regard.

Engineer Ângela is supporting for free of charge the part of the engineering structure for the courses.

PARTNERS (OPTIONAL)

Partners may include other Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.

List any other partners that will participate in this project.

VOLUNTEER TRAVELERS (OPTIONAL)

A grant for a humanitarian project can pay for travel for up to two people who will provide training or help implement the project if the necessary skills are not available locally.

Provide name, email of traveler(s).

Describe this person's role in the project.

SCHOLARSHIP CANDIDATE

Provide name and email for the scholarship candidate. Upload the candidate's admission letter.

ACADEMIC INSTITUTION

Provide the name and address of the academic institution.

ROTARIAN PARTICIPANTS

Describe the role that host Rotarians will have in this project.

a.	Monitoring all works and material acquisitions
b.	Monitoring the assembly and implementation of courses
c.	Be responsible to make all payments
d.	To keep all documentation
e.	Do the accounting to the Rotary Foundation.
f.	Collect out data and follow-up after the end of the courses
g.	Keep records of all activities in a digital environment freely accessible to the partners

Describe the role that international Rotarians will have in this project.

Monitor actions and suggest improvements.

Step 8: Budget

What local currency are you using in your project's budget?

The currency you select should be what you use for a majority of the project's expenses.

Reais

What is the U.S. dollar (USD) exchange rate?

4,98

What is the budget for this grant?

List each item in your project's budget. Remember that the project's total budget must equal its total funding, which will be calculated in step 9. Project budgets, including the World Fund match, must be at least $30,000. (Add rows as needed.)

#	Category*	Description	Supplier	Cost in local currency	Cost in USD
1	Equipment/appliances			49.000,00	9,000.00
2	Structure adaptations			56.000,00	11,300.00
3	Courses		SENAC	73.500,00	14,900.00
4	Identification sign			1.500,00	300.00
5	Operations	contingencies (10%)			3,500.00
Total budget:					39,900.00

*Possible categories: Accommodations, Equipment, Monitoring/evaluation, Operations, Personnel, Project management, Publicity, Signage, Supplies, Training, Travel, Tuition

Supporting documents

Upload any documents, such as price bids or pro forma invoices, to substantiate the listed expenses.

Step 9: Funding

Tell us about the funding you've secured for your project.

We'll use the information you enter here to calculate your maximum possible funding match from the World Fund. List all of your funding, including cash contributions and District Designated Funds (DDF). (Add rows as needed.)

#	Source	Details	Amount (USD)	Support*	Total
1	FDUC 4780		5,000.00		5,000.00
2	RC Arrozais		1,000.00	50.00	1,050.00

*Whenever cash is contributed to the Foundation to help fund a global grant project, an additional 5 percent is applied to help cover the cost of processing these funds. Clubs and districts can receive Paul Harris Fellow recognition points for the additional expense.

How much World Fund money would you like to use on this project?

Step 10: Sustainability

Sustainable projects provide long-term solutions to community problems — solutions that community members themselves can support after grant funding ends. Your answers to the questions below will help us understand the components of your project that will make it sustainable.

HUMANITARIAN PROJECTS – PROJECT PLANNING

Describe the community needs that your project will address.

Lack of own resources, low income. We hope help to solve this by delivering knowledge and opportunities for personal development.

How did your project team identify these needs?

Community leaders conducted a search in the community of interests in training courses. The result led us to propose courses in the bakery and confectionery area, which were accepted.

How were members of the benefiting community involved in finding solutions?

Through meetings with the participation of community members and their leaderships.

How were community members involved in planning the project?

The leadership of the community initially research and based on that, the Project was formatted.

HUMANITARIAN PROJECTS – PROJECT IMPLEMENTATION

Summarize each step of your project's implementation.

Do not include steps related to fundraising, applying, or reporting. (Add rows as needed.)

#	Activity	Duration
1	**Fund raising**	90 days
2	**Subsidy application**	30 days
3	**Project implementation**	20 to 24month
4	**Follow-up of results (after the end of each class)**	90 days

Will you work in coordination with any related initiatives in the community? If yes, briefly describe the other initiatives and how they relate to this project. If no, please explain. Are local initiatives not addressing these needs? Or, if they are, why did you decide not to work with them?

There can be value in working with other groups including governments, nonprofit organizations, and private companies.

Working with other groups – including government agencies, non-profit organizations and private companies – can bring benefits.

SENAC itself will assist in meetings presenting opportunities for free courses available.

Please describe the training, community outreach, or educational programs this project will include.

We are already promoting periodic meetings/motivational talks

How were these needs identified?

In meetings held where we received information from leaders about the social landscape of the community.

What incentives (for example, monetary compensation, awards, certification, or publicity), will you use, if any, to encourage community members to participate in the project?

Official SENAC certification

List any community members or community groups that will oversee the continuation of the project after grant-funded activities conclude.

These may or may not be Rotary members or clubs.

Maria Jussarete

VOCATIONAL TRAINING TEAMS – PROJECT IMPLEMENTATION

Describe the training needs that the team will address.

How did your team identify these needs?

Describe the specific objectives of the training, including what you expect training participants to gain from the team's expertise.

How were members of the local community involved in planning the training?

Will you work in coordination with any related initiatives in the community? If yes, briefly describe the other initiatives and how they relate to this project. If no, please explain. Are local initiatives not addressing these needs? Or, if they are, why did you decide not to work with them?

There can be value in working with other groups including governments, nonprofit organizations, and private companies.

Working with other groups – including government agencies, non-profit organizations and private companies – can bring benefits.

What incentives (for example, monetary compensation, awards, certification, or promotion) will you use, if any, to encourage community members to participate in the training?

How will training recipients be supported after the training to keep the skills they acquire up-to-date?

List any community members or community groups that will oversee further training after the project ends.

They do not necessarily need to be rotarians.

SCHOLARSHIP** (SEE BELOW FOR SCHOLAR PROFILE QUESTIONS)

Describe the process your team used to select this candidate.

How do this candidate's background, studies, and future plans qualify them for a global grant under this area of focus?

BUDGET

Will you purchase budget items from local vendors? Explain the process you used to select vendors.

The course, materials for the remodel adaptation of the room and some equipment or appliances will be purchase in the local stores, but if they are not found locally we will have to buy it from others towns providers.

Did you use competitive bidding to select vendors? If no, please explain.

Budget was requested in specific companies due to the need for quality in equipment and services.

Please provide an operating and maintenance plan for the equipment or materials you purchased for this project. This plan should include who will operate and maintain the equipment and how they will be trained.

Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?

If the grant will be used to purchase any equipment, will the equipment be culturally appropriate and conform to the community's technology standards? If yes, please explain. If no, describe how the project team will help community members adopt the technology.

Yes, they are appliances for normal use in kitchens.

After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary district, club, or member.

The Diocesan Mitra of Cachoeira do Sul, legally responsible for the actions in the community.

FUNDING

Have you found a local funding source to sustain project outcomes for the long term? If yes, please describe this funding source.

After adapting the structure in the spot, the local company DIVINUT will supply the inputs for the courses, and the place can be rented to the community for other events, which will generate income for the maintenance of the space and equipment.

Will any part of the project generate income for ongoing project funding? If yes, please explain.

The facilities that will receive the renovations and adaptations will continue to be available for the realization of more courses/workshops that will be carried out by the Community administration itself, or through lease, which will guarantee financial resources for their maintenance.

Is your economic and community development activity a microcredit project? If yes, upload your microcredit supplement file.

No

**SCHOLAR APPLICANTS WILL ANSWER THE FOLLOWING QUESTIONS:

List the two educational institutions you have most recently attended:

Provide the following information about the academic program you plan to attend:

Matriculating educational institution (including city and country):

Language of instruction:

Website:

Academic program:

Academic program start date:

Academic program end date:

List the classes you plan to take and provide any relevant links to information about the program.

How does your educational, professional, or volunteer experience align with Rotary's goals in the selected area of focus?

What are your plans immediately after the scholarship period?

How do your long-term professional goals align with Rotary's goals in the selected area of focus?