



**ROTARY DISTRICT 6400**  
**District Collaborative Grant Application Form**  
**2017 – 2018**

**FUNDING REQUIREMENTS FOR 2017- 2018**

Please check one of the following:  Local Community  International

Clubs may submit one (1) collaborative project along with one, two or three more clubs from District 6400 for a total of four (4) Rotary clubs. Each Rotary club must contribute a minimum of \$500.00 USD up to a maximum of \$1,000.00 USD for a District Collaborative Grant. Each grant is limited to a total of \$4,000.00 USD in allocated grant funds.

All participating clubs must have obtained the following minimum per capita of TRF Annual Giving to receive a District Collaborative Grant: \$100.00 USD per capita **MUST BE RECEIVED** by May 30, 2017 from TRF Annual Giving for Rotary Year 2016-2017.

District Collaborative Grants are available in amounts of \$500.00 USD to \$1,000.00 USD per Club on a dollar per dollar basis. *Club money must equal grant money.* District Collaborative Grant applications **MUST BE RECEIVED** by May 30, 2017.

The District match of grant funds may be less than \$1,000.00 USD depending on the number of applications and the total amount of funds that are available. Budgets may be altered depending upon the grant allocation awarded to an applicant.

Projects must not be started prior to District Block Grant approval from The Rotary Foundation and must be completed by May 30, 2018.

Projects will receive grant reimbursement when the complete final report has been submitted (if this presents a hardship to your club, please see Section 5, item 3a.)

**1. PROJECT PRIMARY CONTACT INFORMATION**

Project Name: \_\_\_\_\_  
(Brief Descriptive Title)

Dollar Value of Requested District Collaborative Grant: \$ \_\_\_\_\_ USD

**(Each Rotary Club must contribute a minimum of \$500.00 USD to a maximum of \$1,000.00 USD)**

Primary Sponsoring Rotary Club: \_\_\_\_\_

Primary Contact (Project Committee Chair) from sponsoring Rotary Club:

\_\_\_\_\_  
(Please Print)

Full Postal Address: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Business Tel: \_\_\_\_\_ Email: \_\_\_\_\_

List Other Participating District 6400 Rotary Clubs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. DESCRIPTION OF PROJECT PROPOSAL**

1. **Proposed Project** – summary of goals and deliverables

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Implementation Plan** - outline only

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Ownership** - Who will be the final owner of any project equipment/materials/supplies? The final owner can not be a Rotary Club or Rotarian.

\_\_\_\_\_

\_\_\_\_\_

4. **Total Expenditure Budget USD** - a total project expenditures budget (summary only)  
 The Canadian dollar amount will be determined by the Rotary International exchange rate as of May 1, 2017. **The Total Expenditure Budget must equal the Total Revenue Budget.**

Budget Items	Name of Supplier	Amount CANADIAN \$	Amount US \$
1)			
2)			
3)			
4)			
<b>Total Project Expenditures</b>			

5. **Total Revenue Budget USD** - a total project revenue budget (list funding sources and proposed amount of club matching funds along with the amount of requested District Collaborative Grant funds). **All participating clubs must contribute a minimum of \$500.00 USD up to a maximum of \$1,000.00 USD.** The Canadian dollar amount will be determined by the Rotary International rate as of May 1, 2017. **Line 2 + Line 3 must be equal to or greater than Line 1.**

Source of Income	Amount CANADIAN \$	Amount US \$
1) District Collaborative Grant		
2) Rotary Club Contributions (list all Rotary Clubs)		

<b>3) Other (Specify)</b>		
<b>Total Project Income</b>		

6. **Start Date** - estimated start date of the project - ***Must be after final approval of the District Block Grant from The Rotary Foundation.***

\_\_\_\_\_

7. **Completion Date** - estimated completion date of the project (prior to May 30, 2018)

\_\_\_\_\_

**3. OTHER PARTICIPATING ORGANIZATION**

Complete this section **only** if the project involves another non-Rotary organization.

Name of Organization: \_\_\_\_\_

**Attach a letter from that organization confirming their willingness to cooperate with your Rotary Club on this project.**

**4.PRIMARY SPONSORING ROTARY CLUB PROJECT COMMITTEE MEMBERS**

A Project Implementation Committee of at least **three** Rotarians must be established for the project. It is the Project Committee's responsibility to (a) coordinate the project, (b) monitor funds, (c) provide reporting and (d) financial accounting to the District Grants Committee. The Project Committee Chair (Primary Contact) will be responsible for successful project completion and compliance with District Grant reporting requirements. The committee list should include 2 additional names from the Primary Sponsoring Rotary Club in this section. Do not list the Project Committee Chair (Primary Contact) as one of these 2 members. The additional 2 committee members from the Primary Sponsoring Rotary Club are as follows:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Business Tel: \_\_\_\_\_ Business Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**4a. OTHER PARTICIPATING ROTARY CLUB PROJECT COMMITTEE MEMBERS**

The following committee list should include one member from each of the District 6400 Rotary Clubs that are participating in this District Collaborative Grant project:

Rotary Club: _____	Rotary Club: _____
Name: _____	Name: _____
Postal Address: _____	Postal Address: _____
Home Tel: _____	Home Tel: _____
Business Tel: _____	Business Tel: _____
Email: _____	Email: _____
Rotary Club: _____	Rotary Club: _____
Name: _____	Name: _____
Postal Address: _____	Postal Address: _____
Home Tel: _____	Home Tel: _____
Business Tel: _____	Business Tel: _____
Email: _____	Email: _____

## 5. TERMS AND CONDITIONS FOR THE DISTRICT COLLABORATIVE GRANT

### 1. Program Requirements

- Use of all grant funds must comply with these Terms and Conditions
- Grants must respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture.
- Grants require the direct involvement of Rotarians to:
  - a. Assess community needs and develop a project plan;
  - b. Establish a committee of at least three Rotarians to oversee the expenditure of funds;
  - c. Oversee grant funds;
  - d. Implement project;
  - e. Provide evidence of community involvement and ownership;
  - f. Organize meetings with local service providers, local officials and/or recipients; and
  - g. Promote the project in the local media.

### 2. Policies

- Projects must be initiated by the Rotary Club making the application.
- Grant funds cannot be used for:
  - a. Salaries (other than instructional salaries), stipends, or honorariums;
  - b. Operating expenses of another organization;
  - c. Personal or professional development. If you have questions or concerns regarding this issue, please contact the District Grants Chair.

### 3. Guidelines

- a. The District Grants Committee will accept applications through May 30, 2017. ***Grant award reimbursement will be provided upon the submission of the complete final project report. If this guideline presents a hardship for an application, please note in the application and the District Grants Committee will consider other arrangements.***
- b. Incomplete applications will be returned to the Club and may or may not be considered depending on availability of funds.
- c. The District Grants Committee will review a Club's application only if that Club's District 6400 and Rotary International dues are current.
- d. The District Grants Committee will award the District Collaborative Grants based on (a) project merit, (b) amount of request and (c) the submitting Club's past contributions to The Rotary Foundation. Clubs that did not meet past grant reporting deadlines might not be considered.

- e. The District Grants Committee will entertain any and all requests of \$500.00 USD to \$1,000.00 USD, but may choose to approve an amount less than the requested amount depending on the number of applications and the availability of grant funds.

#### 4. Reporting Requirements

The sponsoring Rotary Club must submit a final report in order to obtain the grant payment reimbursement. The final report must include:

- a. An electronic report that provides detail of all expenses. **The Total Income Budget must equal the Total Expense Budget.** For auditing purposes, please retain all original receipts and submit copies for reimbursement;
- b. Documentation of Rotarian participation in the implementation of the District Collaborative Grant which (a) reflects the required Rotarian activities and (b) includes a minimum of **three photographs** (i.e., JPEG, PDF, etc.) appropriate for publicizing the completed project; and
- c. A narrative that includes information on the implementation of the project and how experience gained from it will inform/guide the District for the next Rotary year.

#### 6. APPLICATION FORM COMPLETION CHECKLIST

Please complete all sections of the form and note that incomplete applications will not be considered. Grant awards will be \$500.00 USD up to \$1,000.00 USD per Rotary Club or less depending on the number of applications and the availability of grant funds.

Before submitting this application, please take a minute to review this checklist and make sure that your application is complete.

##### Have you:

- Completed all of the sections of the application form?
- Attached, if appropriate, a letter of support from any other affiliated organization as requested in section 3?
- Obtained the signatures of all participating Rotary Club Presidents 2017-2018 on this application?

##### Please answer the following questions:

Are District 6400 and Rotary International dues paid to date for 2016-2017 for all clubs? \_\_\_\_\_

Do any of the participating clubs have outstanding reports from other Rotary grant projects? \_\_\_\_\_

#### 7. ROTARY CLUB COMMITMENT

The following signatures of the sponsoring and participating Rotary Club Presidents 2017-2018 for the period during which the project will be undertaken confirms that:

- a. All information contained in this application is true and accurate to the best of your knowledge. This application meets the criteria that is set out above for Terms and Conditions for the District Collaborative Grant;
- b. The Clubs have agreed to undertake this project as an activity of the Club and organization(s) involved;
- c. We understand and will comply with the required Rotarian activities and reporting requirements as stated;
- d. We agree that all reports will be provided within one month after project completion and no later than **May 30, 2018.**

For the Primary Sponsoring Rotary Club of \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Please Print)

Club President 2017-2018: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Name) (Signature)

Contribution Amount: \$ \_\_\_\_\_ USD

For the Participating Rotary Club of \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Please Print)

Club President 2017-2018: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Name) (Signature)

Contribution Amount: \$ \_\_\_\_\_ USD

For the Participating Rotary Club of \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Please Print)

Club President 2017-2018: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Name) (Signature)

Contribution Amount: \$ \_\_\_\_\_ USD

For the Participating Rotary Club of \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name) (Please Print)

Club President 2017-2018: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Name) (Signature)

Contribution Amount: \$ \_\_\_\_\_ USD

If you have any questions or concerns, please contact the District Grants Chair. Further information regarding project eligibility is also available at the Rotary International website at [www.rotary.org](http://www.rotary.org)

Rotary International publishes comprehensive Terms and Conditions for all Grants which is available for download at: [www.rotary.org/newsroom/downloadcenter/foundation/humanitarian.html#district](http://www.rotary.org/newsroom/downloadcenter/foundation/humanitarian.html#district)

**Please send the completed application form and all attachments by email to:**

**Mary Kehoe, District Grants Chair**

325 Carleton-Rockwood Road  
Carleton, MI 48117

[mkehoe@chartermi.net](mailto:mkehoe@chartermi.net)

H: 734-654-2823  
C: 734-755-9045

*Revised: 2/9/2017*

For District Grants Committee Use: Date Received: _____ Date Approved: _____
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