Dear Grant Seeker,

Thank you for your interest in pursuing an international project. We wish you success! Please read these directions carefully and complete the attached application form in its entirety.

**Before you start, are you eligible to apply for a grant?**

* UDRC applicants must have contributed to the UDRC Service Fund and The Rotary Foundation in the fiscal year (July 1-June 30) before they receive their funds. (For example, an applicant must have contributed in FY 2022-2023 for a project in FY 2023-2024.)
* Also, any Club member’s current project(s) must meet reporting requirements before new project applications by the club member will be considered. (reporting requirements below)

**Submitting your application:**

* **For the 2024-2025** year, submit your completed, typed application electronicallyto the ISC Chairon or before **June 30, 2024.** ISC Chair: Sheila Hosner, breadpudding@aol.com.
* **If you would like technical assistance**, please submit your application **by May 31, 2024.**
* Preliminary decisions on awards will be made in July-August 2023 and final decisions approximately one-two months after that.
* Incomplete or late submissions will be considered only if funds are available after applications that met the requirements have been considered.

**Required financial information:**

* Both the **Itemized Budget** and the **Project Funding** forms at the end of the application must be filled out. Do not substitute other forms.
* Include **pro forma invoices** and/or price quotes from vendors, or estimates from service providers, if possible. Include in the application, not as separate attachments.

**Optional additions:**

* Extended project description (up to 1 page) or additional information on the need/problem.
* Background information on trusted partner(s) involved in project: experience, references, etc.
* Additions must be included as appendices on the application, not as separate attachments.

**Proposal evaluation criteria**

* Projects **must involve** a credible partner Rotary club from the project country, except in countries where Rotary does not exist; in the latter case the international partner may be an NGO/non-profit organization with a reliable history.
* **A financial commitment** from the Host Rotary partner should be included in the proposal. The ISC is aware that Rotary clubs around the world have varying levels of financial strength and these contributions may be small.
* **Priority will be given to sustainable projects** that benefit large groups, have a high potential for local empowerment, capacity-building, and community impact**,** without displacing local capacity.
* Projects should attempt to **leverage club funds,** when possible, by involving other collaborators and funding sources.
* Projects should encourage opportunities for **participation of Club** **members** (e.g., sponsoring, traveling, donating or taking items, funding for a project, or helping with a presentation).
* **Priority will be given** to projects presented by UDRC members over projects from other clubs.

**Project completion and reporting requirements:**

* **Projects are expected to be completed within one year** after funds are received, except for Global Grant projects or exceptions discussed with the ISC when applying**.** If delays or special circumstances occur the applicant must inform the ISC.
* Upon completion of the project, a **final report by the UDRC sponsor** must be turned in to the ISC and Service Fund Board. The report must include an accounting of grant funds and photos documenting achievement of project goals.
* Project sponsors may also be asked to make a short presentation to the club and/or write a newsletter article on the outcomes of their project.

**Club approval and disbursement of funds**

* Grants will only be made upon approvals by: (1) ISC Committee, (2) Club President, and (3) the UDRC Service Fund. No grant funds are to be spent or committed before these approvals.
* After being approved by the ISC, project sponsors must submit a **Request for Funds (RFF)** form to the UDRC treasurer along with the approved project proposal before funds are dispersed.

**Other funding for a project**

* Projects approved for funding by the ISC may accept additional donations from Rotarians or other individuals or organizations that wish to support the project.
* Projects that propose to pass funds through the UDRC Service Fund (other Rotary Clubs, non-profits, individuals, etc.), will be considered, as long as they meet all the criteria specified above and there is UDRC participation in the project (for example, a co-sponsor). A UDRC Rotarian must also be responsible for meeting the reporting requirements.

**For questions or assistance with District or Global Grants,** please see [www.5030grants.com](http://www.5030grants.com/).

**All sections 1 through 12 must be filled out.**

**Date:**

**Amount requested from ISC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UDRC Rotarian sponsor: UDRC Rotarian co-sponsor:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this your first UDRC-ISC project?** Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_

1. **PROJECT NAME & COUNTRY**:
2. **NEED/PROBLEM**: *What community* ***need or problem*** *will be addressed through this project? (Provide a* ***brief description*** *here and attach up to 1 page of additional information if necessary.)*
3. **Project Information:**
4. ***Brief project description****, including anticipated project outcomes and specific elements. An extended description may be included as an appendix at the end of the application.*
5. ***Who*** *are the* ***primary beneficiaries*** *of this project? (Describe the population)*
6. ***How many*** *individuals (approx.) will benefit?*  Est. \_\_\_\_\_\_\_\_\_\_\_\_ Persons.
7. ***How*** *will it meet the needs of the community?*

1. **TIMING**: *What are the anticipated* ***start and end dates*** *for this project?*

*Start Date: End Date:*

*(Other than Global Grants, the ISC assumes projects will be completed within one fiscal year [July 1-June 30] after the funds are transferred.)*

1. **TOTAL PROJECT COST**: $
2. **CONTINUATION**:  *Is this project* ***a continuation of a prior project carried out with the leadership or participation of the University District Rotary Club****? If so, please describe:*
3. **SUSTAINABILITY**: *How will the* ***ongoing sustainability of the project*** *be ensured?* Definition of sustainability from Rotary International: *“sustainability means providing long-term solutions to community problems that community members themselves can support after the grant funding ends.”* Please address items like: lifespan, maintenance, costs, or other inputs that might be required*.*
4. **PARTNERS**: *Name the* ***University District Rotary Club*** *member(s) working on the proposed project and the role(s) they are playing:*

*If applicable, list* ***other Rotary Club/s or other organizations*** *that will participate in the project.*

***Host Rotary Club partner and the Host Rotary Club member who will oversee the project.***

*ROTARY CLUB:*

*Name Email:*

*Do you have experience working with this club?*

*List their qualifications for carrying out this project (attach further background information if necessary):*

1. **LEVERAGING CLUB MONIES**:

*Will* ***District Matching Grant Funds*** *be requested?*

*For District Grant only*: No Yes \_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_

*As part of a Global Grant:* No Yes \_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_ GG#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **CLUB PARTICIPATION**: *Is it possible for a Rotary* ***delegation*** *to visit the International Service project? If so, please describe potential dates and activities:*

*What other opportunities exist for* ***involvement*** *of U-District and other Rotary members (e.g., contributions in funds or in kind, project set up, performance attendance, hosting, etc.)?*

|  |  |  |  |
| --- | --- | --- | --- |
| Country: | Name of Project: | Date:  | Current Exchange Rate  |

# **ITEMIZED BUDGET** (add more line items if needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Cost | Unit Name/Description | # of Units | Local Currency | US Dollars |
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| **Bank transfer fee** |  |  |  |
| **Total Amount Requested** |  |  |  |

1. **PROJECT FUNDING** (add more line items if needed)

|  |  |  |
| --- | --- | --- |
| Source of Funds (Mark with X if confirmed for this Rotary Year) | X | Amount(U.S. $) |
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| **Total Funds Available** |  |  |