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|  | Rotary International District 5960, Inc.Instructions for District GrantProposal / Application and Grant Reports  |

**What is a District Grant?**

District Grants (sometimes called District Block Grants) are a tool for Rotary districts to support short-term, humanitarian projects that benefit a community. Districts can request a portion of their District Designated Funds (DDF) from The Rotary Foundation (TRF) for a grant (block grant) to support one or multiple projects locally or internationally.

**Note:** DG funds cannot be used for a Global Grant cash contribution. District Designated Funds that fund District Grants were recorded as contributions to The Rotary Foundation three years prior to their use. Tax credit, recognition, and Paul Harris Fellow credit were issued at that time.

**Who can apply?**

Clubs are not able to directly request a District Grant from The Rotary Foundation. District Grants (District Block Grants) are awarded only to districts, and in turn each district then determines how funds will be distributed.

Rotary Clubs in Rotary International D-5960, Inc. can apply to the D-5960 Grants Team (GT) for a Club sponsored District Grant that would be funded from the District Block Grant that D-5960 receives from TRF.  **A club must comply with 4 pre-requisites before applying for a District Grant on the District Grant Proposal/Application/Report Form. The 4 pre-requisites are**:

1. **ATTEND**: At least one member of the club’s project team must have attended a D-5960 sponsored Grants Management Seminar (GMS) specifically for the upcoming Rotary year.
2. **SIGN**: The incoming club President and incoming President-Elect must sign The Rotary Foundation Memo of Understanding (**MOU**) and the D-5960 Addendum to The Rotary Foundation MOU. New copies of these forms must be submitted every year. (If a club does not have a president-elect, then The Foundation Team Leader or another Club Officer can sign.)
3. **PROPOSAL**: The club must submit a District Grant Proposal form to the D-5960 Grants Team (GT) Leader. The Team Leader will assign a Mentor to review it and place it on the agenda of the GT meeting at which all proposed projects will be reviewed. If the project is approved, the GT will include it in the spending plan for the District Block Grant, which will be submitted to The Rotary Foundation.
4. **BE CURRENT**: The applying club (Primary club) must be current on all their active District and Global Grants with regards to implementation and reporting. (**Note:** Interim reports for District Grants are due every six months, and final reports are due within two months of project completion. Global Grant reports are due on an annual basis to RI).

**Characteristics of District Grants Projects**

* District Grant projects should support the goals and mission of Rotary International and The Rotary Foundation.
* Projects may be local or international in scope and should adhere to the official DG Terms and Conditions provided by TRF.
* District Grant projects must respect the wishes of the receiving community and strive to understand and appreciate its country / community traditions and culture.
* District Grant projects require the direct involvement of Rotarians through their:
	+ Assessment of community needs and development of a project plan
	+ Establishment of a committee of at least three Rotarians to oversee the expenditure of funds
	+ Oversight of grant funds
	+ Implementation of projects
	+ Provision of evidence of community involvement and ownership
	+ Organization of meetings with local service providers, local officials, and/or recipients
	+ Promotion of projects (suggested methods include but are not limited to: promotion at the place of the project and/or within the community, promotion via articles / pictures in local media, promotion on the club web site and/or social media, at club events, promoting within other clubs and at District events, and by submitting an article for publication by the District or Rotary International)

**What projects are eligible for a District Grant?**

District Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items / activities are not funded through the program. The following chart gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the GT Mentor. Your GT Mentor can serve as a resource to help determine the eligibility of a potential project and help with your completion of the application

| **ELIGIBLE**  | **INELIGIBLE**  |
| --- | --- |
| Revolving loans / microcredit  | Establishment of a foundation, permanent trust, or long-term interest-bearing account  |
| Short-term rent or lease of buildings  | Purchase of land or buildings  |
| Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time, which may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, additions to existing schools or hospitals, elevators, and renovation of bathrooms.New construction of a structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage. Purchase of equipment or appliances |  |
| Short-term and/or contracted labor for project implementation  | Salaries for individuals working for another organization  |
| Administrative expenses for project activities  | Operating or administrative expenses of another organization  |
| Primary and secondary education, tuition, transportation Post secondary education activities, research, or personal or professional development | Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities |
| Domestic travel & International travel | Fundraising activities |
| Detailed, itemized expenses & Contingencies | Miscellaneous expenses  |
| Assistance to land mine victims. | Unrestricted cash donations to a beneficiary or cooperating organization |
| The removal of land mines in cooperation with an experienced partner organization  | Rotarians may not personally participate in the physical removal of land mines. |
| Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service Rotary signage less than or equal to $1,000 | Activities primarily implemented by a non-Rotary organizationRotary signage in excess of $1,000 |
| Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the Polio-Plus program and World Health Organization  | Transportation of vaccines or immunizations by hand over national borders  |
| Funds to attend project fairs |  |
| New Rotary-sponsored projects not already in progress or completed  | Projects already undertaken and in progress, existing projects, or projects already completed  |
| Maternal and prenatal health and education including purchase and distribution of contraceptives for use in disease prevention and maternal health projects | Continuous or excessive support of any one beneficiary, entity or community. |

**What are the funding limits?**

Rotary International District 5960, Inc. Rotary clubs may request a minimum match of $500 and up to US $3,000 from the D-5960 District Grant funds. The sponsoring Rotary club requesting the grant can partner with additional Rotary clubs in D-5960 and other districts to obtain a District Grant match up to but not exceeding a total of US $12,000 per project. Each club is limited to a maximum match of $3,000 DDF.

**How to apply**

When all four of the prerequisites have been met, the Primary club should complete the *Proposal* portion of the attached Rotary International District 5960, Inc. *District Grant Proposal/Application/Report Form* andsubmit it to the D-5960 Grants Team via the GT Leader or the GT Mentor on or before June 2, 2023. When the GT accepts the Proposal for inclusion in the D-5960 Spending Plan and TRF approves the Spending Plan, the Primary club must complete the *Application* portion of the *D-5960 DG* *Proposal/Application/Report Form*. Applications are accepted from July 1 to June 5th in any given Rotary year

**NOTE:** Applications are to be submitted **typed,** not handwritten.

**What are the reporting requirements?**

**Reports are required at least every 6 months for the life of the project commencing on the day the project is approved by the D-5960 GT. A final report is due within 2 months of the completion of the project. Clubs must keep up to date on reporting for all projects as failure to do so will result in denial of all new proposals / applications.**

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|  | Rotary International District 5960, Inc. District Grant Proposal / Application**Grant DG2448217 -­­­\_\_\_\_\_\_** |

***Note: Rotarians completing this District Grant Application should submit this form to the Rotary D-5960 Grants Team Leader (GTL) and the assigned Grants Team Mentor (GTM). Contact information is available at*** [***www.rotary5960.org***](file:///C%3A%5CAppData%5CLocal%5CMicrosoft%5Cccarlson%5CAppData%5CLocal%20Settings%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CJ0O3AMLJ%5Cwww.rotary5960.org)***.***

***Forms must be submitted typed, not handwritten. Please use WORD format***

***NOTE: To place an X within a selected box, double click on the box and choose “checked” from the sub-menu. Then click on “Okay.”***

**[ ]  Proposal *[****sections 1, 2, 3 & 4 must be substantially completed****]***

**[ ]  Application *[****document must be completed in its entirety, including signatures****]***

|  |  |
| --- | --- |
| DG Project Title:  |  |
| Primary Contact’s Name: |  | Rotary Club: |  |
| Phone:  | (B): |  | (C): |  |
| (H): |  | (F): |  |
| Email:  |  |
|  Mentor’s Name: |  | Phone: Email: |  |

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| SECTION 1: PROJECT DESCRIPTION  |
| **Explanation:** District Grants support the humanitarian service projects of Rotary clubs and districts. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. **Rotarian** **involvement is required.** |

**ESTIMATED NUMBER OF PEOPLE IMPACTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**US DOLLAR AMOUNT OF TOTAL GRANT PROJECT: $\_\_\_\_\_\_\_\_\_\_\_\_\_ (from Section 2. Project Budget)**

**US DOLLAR AMOUNT OF DISTRICT GRANT REQUESTED: $ (DDF)**

***Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.***

|  |  |
| --- | --- |
| Project site:  |  |
| City / Village:  |  |
| State / Province:  |  |
| Country:  |  |

***Briefly describe the grant project goal and the problem or need the grant project will address, including the intended beneficiaries and how the project will benefit the community in need.***

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***Describe specific activities of the benefiting community partners in implementing the project. How will the Rotarians who are members of the partner clubs be involved the project? Please note that financial support is not considered active involvement. (See the District Grant application instructions for suggestions.)***

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| **Provide the estimated length of time needed to complete the project.****Describe how the benefiting community will maintain this project after grant funding has been fully expended.** |
|  |
| SECTION 2: PROJECT BUDGET  |
| **Explanation:** For detailed information on what TRF will fund, please see [**Terms and Conditions for Rotary Foundation District Grants and Global Grants**](https://www.rotary.org/myrotary/en/document/728)**.** Official RI exchange rates can be found at ([**www.xe.com**](http://www.xe.com/)**)** Please use the most recent rate.  |

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| Budget Item | Name of Supplier | Amount |
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|  | Subtotal |  |
|  | Exchange rate used | **US $1=** |
|  | Total in U.S. dollars |  |

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| SECTION 3: PROJECT PLANNING  |
| **Explanation:** Before an application is submitted to Rotary International District 5960, Inc. Grants Team (GT), project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own or benefit from anything purchased with grant funds. |

***Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)***

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***Will training for the use and maintenance of technical equipment be provided? If so, who will provide training?***

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***Is software necessary to operate any items? If so, has software been provided?***

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***Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.***

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***Have the sponsor clubs/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?***

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| SECTION 4 : PROJECT FINANCING  |
| **Explanation:** Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from DDF. The District Rotary Foundation Team Leader (DRFTL) and District Governor must authorize use of DDF. The host partner club or district (if a district project) does not need to provide funding for the project. A host partner club or district is not required for a district grant taking place in a foreign country.Project finances must match projected project budget.**NOTE:** No funds should be spent and no work should be started on this specific project prior to official Rotary International District 5960, Inc. Grants Team approval of this Application. Upon approval, a notice will be sent to the sponsors informing them of approval and providing detailed instructions on next steps, including how and where to submit their contributions and reports.  |

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| **RI District 5960, Inc.Rotary clubs**  | **Cash (US$)** | **DDF (US$)** | **DRFC Chair D-5960** | **DRFC Chair Authorization** | **Dist. Governor D-5960** | **Dist. Governor Authorization** |
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| **Subtotal D-5960 Club & DDF Funds** |  |  | **Margaret Horning** |  | **Patricia McCleese** |  |
| **Host / Partner Rotary club(s) or district(s)**  | **Cash (US$)** | **DDF (US$)** | **DRFC Chair (Print Name)** | **DRFC Chair Authorization** | **Dist. Governor (Print Name)** | **Dist. Governor Authorization** |
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| **Subtotal Partners & DDF** |  |  |  |  |  |  |
| **Subtotal Clubs, Partners & DDF** |  |  |  |  |  |  |
| **Total Club, Partners & DDF contributions** |  |  |  |  |  |
| **Additional non-Rotarian outside funding** \*(not matched by or forwarded to RI District 5960, Inc.) |  |  |  |  |  |
| **Total project financing** **(Must equal Project Budget page Total)** |  |  |  |  |  |

**Identification of Non-Rotarian outside funding listed below:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_
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| SECTION 5: PRESIDENT’S AND PRIMARY CONTACT’S AUTHORIZATIONS ALL AUTHORIZING PARTIES HAVE READ THIS SECTION AND CONFIRM THEIR AGREEMENT AND COOPERATION BY APPLYING THEIR SIGNATURES TO THE FOLLOWING PAGES.  |
| **Explanation:** Authorizations ensure that all partners are aware of, and interested in, pursuing the described project. By signing this application, the current club presidents for club-sponsored projects and current Grants Team leader for district-sponsored projects, as well as the Team members, agree to the criteria listed and affirm their support of the project and cooperation for reporting.  |

***All Rotary clubs, districts, and Rotarians involved in this project are responsible to TRF for the implementation of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project.***

***By signing this application, we agree to the following:***

* ***All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application. Any alterations or changes in scope must have the expressed approval of the Grants Team Leader.***
* ***The club/district agrees to undertake this project as an activity of the club/district.***
* ***We ensure all cash contributions (as detailed in Project Financing) will be forwarded directly to the project account after RI D-5960, Inc. Grants Team approval of the grant.***
* ***RI D-5960, Inc., RI and TRF may use information contained in this application to promote the project by various means such as district publications, The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, etc.***
* ***The partners agree to share information on best practices when asked, and RI D-5960, Inc. and TRF may provide partners’ contact information to other Rotarians who may wish advice on implementing similar projects.***
* ***To the best of my knowledge and belief, except as disclosed herewith: neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)***
* ***The club agrees to comply with all applicable terms and conditions of The Rotary Foundation Memo of Understand-ing (MOU) and the D-5960 Addendum to TRF MOU. The Rotary Foundation, RI D-5960 Audit Committee, and/or the RI D-5960 District Foundation Stewardship Officer have the authorization to audit the project at any time.***

Club President’s or District Grants Team Leader’s Authorizations

***NOTE: To select a box, double click on it and choose “checked” or “not checked” from the sub-menu. Then click on “Okay.”***

|  |
| --- |
| Rotary International Partner (District 5960, Inc.) |
| [ ] [ ]  | Club President (if club-sponsored)Grants Team Leader (if district-sponsored) |
| Name |  |
| Title |  |
| Rotary Club  |  |
| District #  | **5960** |
| Signature  |  |
| Date  |  |

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| ROTARY INTERNATIONAL DISTRICT 5960 - PRIMARY CLUB CONTACTS & AUTHORIZATIONS |
| **Explanation:** The Rotary International District 5960, Inc.” Primary” club is the club sponsoring the project. A committee of at least **three** Rotarians from this club must be established to oversee the project. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary club for club-sponsored projects or district for district-sponsored projects. At least one member of the committee must have attended a current year grants management seminar. The Club Team members must be committed for the duration of the grant process. Please provide a primary email address for each Team member. Complete every box as applicable.  |

Primary Club

|  |  |  |  |
| --- | --- | --- | --- |
| **Club** |  | **Club ID number** |  |
| **District** | **5960** | **Country** | **USA** |

|  |  |
| --- | --- |
| **Primary Contact # 1** |  |
|  **Name:**  |  | **Attended GMS Date:** |
| **Rotary position:**  |  |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |
| **Signature:** |  | **Date:** |  |

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| --- |
| Project Contact #2:  |

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| --- | --- | --- |
| **Name:**  |  | **Attended GMS Date:** |
| **Rotary position:**  |  |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |  |
| **Signature:** |  | **Date:** |  |

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| Project Contact #3:  |

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| --- | --- | --- |
| **Name:**  |  | **Attended GMS Date:** |
| **Rotary position:**  |  |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |  |
| **Signature:** |  | **Date:** |  |

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| SECTION 6: ADDITIONAL CONTRIBUTING Rotary International ROTARY CLUB AND/OR DISTRICT PARTNER CONTACTS & AUTHORIZATIONS |
| **Explanation:** An additional contributing partner is a Rotary club or district which is not the sponsoring club or the host club, but is contributing financial support. The additional contributing partner primary project contact must be a member of the additional contributing Rotary club identified below and must be committed for the duration of the grant process from application through implementation and final reporting. Please provide a primary email address for each additional contributing Rotary club and/or district partner, as all Rotary information will be sent to these addresses. Complete every box if applicable. |

Additional Contributing Club #1 and Primary Contact Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **District:** |  | **Country:** |  |
| **Club:**  |  | **Club ID number:**  |  |
| **Name** |  |
| **Rotary Position:**  |  |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |

Additional Contributing Club #2 and Primary Contact Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **District:** |  | **Country:** |  |
| **Club:** |  | **Club ID number:**  |  |
| **Name**  |  |
| **Rotary Position:**  |  |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |

Additional Contributing Club #3 and Primary Contact Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **District:** |  | **Country:** |  |
| **Club:**  |  | **Club ID number:**  |  |
| **Name**  |  |
| **Rotary Position:**  |  |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |  |

Additional Contributing Club #4 and Primary Contact Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **District:** |  | **Country:** |  |
| **Club:**  |  | **Club ID number:**  |  |
| **Name**  |  |
| **Rotary Position:**  |  |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |  |

**To include all contributing Rotary clubs / districts make as many copies as necessary.**

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| SECTION 7: HOST PARTNER CONTACTS & AUTHORIZATIONS |
| **Explanation:** Information is required only if the project is conducted outside Rotary International District 5960 Inc. and a host partner is involved with the project. Having a host partner is preferred but not required. The host partner is the club or district with a project outside RI D-5960, Inc’s designated territory that assumes partnership responsibilities for the project. A Team of at least three Rotarians from the host partner club must be established to oversee the project. The Host club Team members must be committed for the duration of the grant process. Please provide the primary email address for each Team member, as all Rotary information will be sent to these addresses. Complete every box if applicable. |

***NOTE: To select a box, double click on it and choose “checked” or “not checked” from the sub-menu. Then click on “Okay.”***

**[ ]  Host Partner**

|  |  |  |  |
| --- | --- | --- | --- |
| **Club:** |  | **Club ID number:** |  |
| **District:** |  | **Country:** |  |

Primary Contact:

|  |  |
| --- | --- |
| **Name:**  |  |
| **Club:**  |  **Rotary Position:** |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |  |
| **Signature:**  |  **Date:** |

Project Contact #2:

|  |  |
| --- | --- |
| **Name:**  |  |
| **Club:**  |  **Rotary Position:** |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |  |
| **Signature:**  |  **Date:** |

Project Contact #3:

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| **Name:**  |  |
| **Club:**  |  **Rotary Position:** |
| **E-mail:**  |  | **Cell phone:**  |  |
| **Home phone:** |  | **Office phone:**  |  |  |
| **Signature:**  |  **Date:** |

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| SECTION 8: BENEFICIARY ORGANIZATION and/or COOPERATING ORGANIZATION  |
| **Explanation:** *The Beneficiary Organization is the recipient organization of the goods or services. The* *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. In certain situations, the Beneficiary Organization might also be a Cooperating Organization, if their significant involvement is necessary for the success of the project. A Rotary club may not be a beneficiary or cooperating organization. |

**Select the appropriate box:**

**\_\_ Beneficiary Organization \_\_ Cooperating Organization \_\_ both Beneficiary & Cooperating Organization**

|  |  |
| --- | --- |
| **Name of organization:**  |  |
| **Contact person:** |  |
| **Street Address:**  |  |
| **City, State/Province:**  |  | **Postal code:**  |  | **Country:**  |  |
| **Office phone:**  |  |  |  |
| **E-mail:**  |  | **Web address:**  |  |

***In addition to the above, the following must be attached:***

* ***Letter from beneficiary organization stating it will accept ownership and maintenance of the assets pertaining to the subject grant (if any)***
* ***Letter of participation from cooperating organization that specifically states:***

 ***– Its responsibilities and how it will interact with Rotarians***

 ***– The organization’s agreement to cooperate in any financial review of the project***

* ***A letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within that country’s laws***

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| SECTION 9: FINAL REPORT  |
| **Explanation:** Although all partners are responsible for completing progress and final reports, the D-5960 Grants Team requires that one partner takes primary responsibility for submitting the final report to the D-5960 Grants Team Leader. It is recommended but not required that the club or district receiving the funds should take primary responsibility. In any case, this signature of reporting responsibility should be that of one of the primary club’s/district’s project contacts. |

***NOTE: To select a box, double click on it and choose “checked” or “not checked” from the sub-menu. Then click on “Okay.”***

[ ]  ***“I understand and, by signing below, indicate that our club/district accepts primary reporting responsibility.”***

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name:  |  | Signature: |  |
| District: |  | Rotary Club:  |  |

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| SECTION 10: GRANTS TEAM LEADER REVIEW  |
| **Explanation:** The district Grants Team Leader (GTL) from either the host or Rotary International Partner District 5960, Inc. must certify that the application is complete. Rotary International District 5960 Inc. GTL will certify all District Grant applications initiated by RI D-5960, or member clubs of D-5960. If the application is not complete or eligible, it will be returned to the RI D-5960, Inc. Primary Partner with a brief explanation.  |

***“On behalf of the D5960 Grants Team, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding.”***

|  |  |  |
| --- | --- | --- |
| GSC: **Jim Hunt** | Signature:  |  |
| District: **5960** | Date:  |  |

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| SECTION 11: COMPLETION and REPORT CHECKLIST  |
| ***Before submitting your District Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the appropriate Grants Mentor or Grants Team Leader.***  |

***NOTE: To select a box, double click on it and choose “checked” or “not checked” from the sub-menu. Then click on “Okay.”***

[ ]  The project meets **all** grant policies and guidelines (see [**Terms and Conditions for Rotary Foundation District Grants and Global Grants**](https://www.rotary.org/myrotary/en/document/728)**)** or the RI Web site at ([**www.rotary.org**](http://www.rotary.org)**/myrotary**).

[ ]  The project description clearly states how the project will assist those in need.

[ ]  The activities of the host and Rotary International District 5960, Inc. partners are clearly explained The Rotarians will be actively involved in the project.

[ ]  The host and District 5960 partners have created Teams to oversee the project. These individuals are correctly listed on the application with their complete contact information.

[ ]  A detailed, itemized budget is included in the application.

[ ]  All partner contributions are listed in the application, noting which contributions will be cash and which will be DDF.

[ ]  For each “Additional Contributing Rotary Club”, one of the following forms of confirmation is/are included with this application:

1. Letter of commitment signed by a club officer of the “Additional Contributing Rotary Club”
2. E-mail from a club officer of the “Additional Contributing Rotary Club”
3. Copy of the check issued by the club that represents the full amount committed by that club

[ ]  The club presidents or grants team leaders from the host and District 5960 partners have provided their authorizing signatures.

[ ]  All project contacts (three for projects within D-5960 or six for projects with a host partner outside D-5960) have provided their authorizing signatures.

[ ]  A letter from Beneficiary indicating willingness to accept ownership and maintenance of item(s) being purchased with grant proceeds.

[ ]  or [ ]  N.A. **If a cooperating organization is involved, the following letters are included with the application:**

1. [ ]  or [ ]  N.A. A letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project.

2. [ ]  or [ ]  N.A. A letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that community / country,

3. [ ]  or [ ]  N.A. If the project involves a revolving loan or microcredit, the Revolving Loan Fund Supplement and Credit Group Plan are included

[ ]  The DRF Team Leader has provided his/her signature authorizing the use of District Grant Funds.

[ ]  The District Governor has provided his/her signature authorizing the use of District Grant Funds.

[ ]  The district Grants Team Leader from either the host or District 5960 partner has certified the application as complete and eligible.

[ ]  The partners have made copies of all documents for their files prior to submitting a complete electronic **copy of all documents** to D-5960 Grants Mentor or Grants Team Leader.

[ ]  The party responsible for reporting of this grant has read the report instructions and form, which can be found on the district website.

[ ]  The contacts, presidents and governors of participating clubs and districts have read the report instructions and form, which can be found on the district website.