

Rotary District 6600
Grant Travel Subsidy Purpose and Guidelines

Rotary District 6600 has set aside \$5,000 from District Designated Funds (DDF) to make international travel more affordable for our members who have an interest in pursuing Global Grants, Project Fairs, and MESA engagements. This subsidy is new to District 6600. **Applications for the Grant Travel Subsidy (for RY 24/25) are due by April 01, 2025. Subsidy will be \$500 per person up to 10 persons.**

Purpose: to subsidize international travel of District 6600 Rotarians (1) to sites of potential Global Grant projects, for the purpose of conducting, assisting with and/or evaluating community assessments pertinent to projects proposed by clubs seeking to serve as Global Grant Host Rotary Club partners, (2) to Rotary project fairs to learn about potential Global Grant projects, or (3) to expand the footprint of MESA.

Guidelines:

In consideration of the affordability of subsidized travel and subsequent follow-up travel of District 6600 Rotarians to potential project sites, **preference will be given to proposed projects/project fairs within the Western Hemisphere.**

The travel subsidy for the 24/25 Rotary year will **not** be **available to members of the Travel Subsidy Committee, or those in the District Governor line. No District 6600 Rotarian may receive more than one travel subsidy in RY 24/25.** The **Grant Travel Subsidy will be limited to two District 6600 Rotarians per proposed project.**

Ideally, two District 6600 Rotarians will travel together for safety.

In the case of travel to proposed global grant project sites, **special consideration will be given to Rotarians that have expertise in the area of the proposed project(s).**

Prior to completing the application, all **Rotarians that apply for the Grant Travel Subsidy must complete Global Grant Training through the Rotary Learning Center:** <https://learn.rotary.org/members/learn/lp/101/Grant%2520Management%2520Seminar>

In the case of travel to proposed global grant project sites, **those seeking to serve as Global Grant Host Rotary Club(s)** for the project will **need to provide for housing** (preferably in Rotarians' homes), **ground transportation, and general safety** of each Rotarian who receives a Grant Travel Subsidy.

In the case of travel to proposed global grant project sites, the **origin of the project must come from the host community, and the application must include a preliminary community needs assessment** performed by the host club. A template will be provided for conformity.

Travel subsidy payment will be made after the travel, and submission to the District 6600 Treasurer and District Foundation Chair of: (1) receipts supporting the travel reimbursement request, and (2) in the case of travel to proposed global grant project sites, a completed community needs assessment of the proposed project, and photographs related to the proposed project; in the case of travel to Rotary project fairs, a summary of each of three potential global grant projects presented at the project fair, and documentation that a presentation on these was made at a Rotary club meeting by the District 6600 Rotarian(s) that received a Grant Travel Subsidy. In the case of MESA travel, reimbursement will be made after (1) receipts of travel submitted. (2) Identification of at least 3 qualified MESA partners (per the MESA MOU). (3) distribution of MESA literature. (4) Documentation of this being presented at a MESA meeting. All of these items must be submitted no later than May 31, 2025.

Rotary District 6600 Grant Travel Subsidy Application, Rotary Year 2024 – 25

This is an application for funding to subsidize international travel, primarily within the Western Hemisphere, of District 6600 Rotarians to sites of potential Global Grant projects, to Rotary project fairs, or to expand the footprint of MESA. Note: in the case of travel to potential Global Grant project sites, the purpose of the travel must be to conduct, assist with and/or evaluate community assessments pertinent to projects proposed by clubs seeking to serve as Global Grant Host Rotary Club partners.

Applications are to be submitted to Andy Bone: ablion1988@gmail.com, by April 01, 2025.

Name of District 6600 Rotarian seeking Travel Subsidy:

Rotary Club of District 6600 Rotarian seeking Travel Subsidy:

Travel destination of District 6600 Rotarian seeking Travel Subsidy:

Date that Travel Subsidy applicant completed Global Grant Training through the Rotary Learning Center:

Short description of purpose of subsidized travel:

Complete the below questions if travel will be to a proposed Global Grant project site:

The origin of the projects associated with Travel Subsidy recipients must be from the host community.

Please identify the host community for the proposed/potential project, and the name of the Rotary Club seeking to serve as the Global Grant Host Rotary Club: _____

Host community: _____

Rotary Club seeking to serve as Global Grant Host Rotary Club: _____

Provide a summary of the proposed/potential Global Grant project:

NOTE: For travel to proposed Global Grant project sites, a preliminary community needs assessment prepared by the Rotary Club seeking to serve as Global Grant Host Rotary Club must be attached to this application. Without this document, the application will be considered incomplete. The host club should use the template included in Attachment A to complete the preliminary needs assessment.

Within which of the seven Rotary International Areas of Focus does the potential/proposed project fall?

Describe expertise of Travel Subsidy applicant in the area of the proposed project:

Did the Rotary Club seeking to serve as the Global Grant Host Rotary Club agree to provide housing for each Rotarian who receives a Travel Subsidy for a visit to the proposed project site? _____

Will Travel Subsidy recipients stay with Rotarians in the host country/project site? _____

Did the Rotary Club seeking to serve as the Global Grant Host Rotary Club agree to provide for ground transportation, and the general safety of each Rotarian who receives a Travel Subsidy for a visit to the proposed project site? _____

ALL TRAVEL SUBSIDY APPLICANTS MUST COMPLETE THE REMAINDER OF THIS APPLICATION, MAKING SPECIAL NOTE OF THE REQUIREMENTS FOR REIMBURSEMENT PERTINENT TO THE PURPOSE OF THEIR SUBSIDIZED TRAVEL

My signature on this application signifies understanding of/agreement with each of the conditions listed below:

Travel subsidy payment will be made after the travel, and submission to the District 6600 Treasurer and District Foundation Chair of: (1) receipts supporting the travel reimbursement request, and (2) the below, based on purpose of the subsidized travel:

for travel to sites of potential Global Grant projects: a completed community needs assessment of the proposed project* and photographs related to the proposed project

*Traveling District 6600 Rotarians should use the Global Grant Community Needs Assessment template included in Attachment B.

for travel to Rotary project fairs: a summary of each of three potential Global Grant projects presented at the project fair, and documentation that a presentation on these was made at a Rotary club meeting by the District 6600 Rotarian(s) that received a Grant Travel Subsidy

for travel to expand the footprint of MESA: a signed MESA MOU (see Attachment C) with each of at least three qualified potential partners, documentation that a presentation on these was made at a MESA meeting, and a statement confirming that MESA literature was distributed during subsidized travel

All above items, as applicable, **must be submitted no later than May 31, 2025.**

Signature of Travel Subsidy applicant: _____

Date: _____

Best contact information for Travel Subsidy applicant:

Phone number: _____

E-mail address: _____

ATTACHMENT A

Preliminary Community Needs Assessment/Concept Form

to be completed by the Rotary club seeking to serve as the Global Grant Host Rotary Club,
and attached to the Grant Travel Subsidy Application

GENERAL INFORMATION

No.		
1.	Name of project	
2.	Implementing Organization	
3.	Contact	
4.	Goal	
5.	Focus areas	
6.	Contact person	
7.	Target group	
8.	Target area	
9.	Project duration	
10.	Total project cost	

EXECUTIVE SUMMARY

1. **Name of the Project:**

2. **Background of the Project**

3. Goal of the project:

3.1 Objectives

3.2 Why the project is very necessary

3.3 Expected Outcomes:

4. Project Target Area

4.1 Target beneficiaries:

4.2 Project duration:

4.3 Participants in project implementation

5.1 Project activities

5.2 Timeline

5.3 Sustainability

5.4 Evaluation

6. Budget:

Amount in US dollars

6.1 Proposed Expenditure

No	Activity	Details	Qty	\$	Total \$
	Total				

6.2 Contributions towards project

A.) Financial contributions

Organization	Contribution
Total	

B.) Donations in kind

Organization/Donor	Contribution

ATTACHMENT B

Community Needs Assessment of Proposed Project

to be completed by the District 6600 Rotarian(s) that received a Grant Travel Subsidy,

and submitted after travel with reimbursement request



Community Needs Assessment

Explanation: Grant applications must include a community needs assessment. Please provide detailed answers to the following questions. Attach this completed form to the Grant application.

1. Name and location of community:
2. Describe the targeted benefiting community. Include any relevant statistics as well as geographic and demographic information about the community. Where applicable, cite your resources.
3. What groups, persons, or organizations were consulted and/or surveyed for the assessment?
4. What community needs were identified?
5. What methods were employed to survey the community and to collect and evaluate its feedback?
6. What is already being done to respond to the need(s) (e.g. government programs, NGO projects, community action, municipal activity, or prior Rotary projects)?.

7. What resources are available locally to help meet the needs(s) (e.g., government agencies, NGOs, etc.)?

8. Which project did you select? Why did you select this project?

9. What challenges to implementation of this project did you identify? How does the project plan take these challenges into account?

10. How will the benefiting community be involved in the project?

11. Estimate the number of people expected to benefit from the project?

12. Describe the viability of the project and how it will be maintained by the benefiting community after grant funds have been expended.

13. Submitted by Rotary club(s):

ATTACHMENT C

MESA MOU

DATE _____

Memorandum Of Understanding
Medical Equipment and Supplies Abroad ("M.E.S.A.")
AND The Rotary Club of _____

This MOU is designed to clearly define responsibilities for The Rotary Club of _____ to participate and work with "M.E.S.A." in the exchange of used medical equipment and/or assorted goods. The best relationship for using this equipment comes from the receiving club doing a community survey in advance of receiving the container. We want to avoid having a club saying "who needs this?".

The Rotary Club of _____ will be in receipt of the container once it reaches the port of entry (POE). Any and all costs from that point forward will be the receiving club's responsibility. This includes any fees, demurrage, customs issues, taxes, as well as transportation. There may be situations where the quote M.E.S.A. receives for shipment shows that a direct move to your warehouse would be cheaper than your club receiving the container at POE. In these cases, M.E.S.A. will provide the cost of transportation to your destination. Other costs will remain your responsibility.

M.E.S.A. will supply a (BOL) bill of lading in advance, which lists all goods contained in the shipment. We will also include a letter of donation.

As a courtesy to our supporting Rotary members of District 6600 we ask that you photograph donations to beneficiaries and give M.E.S.A. a brief description of the exchange. Please include names and places. We use this information to show what M.E.S.A. is accomplishing with you in this humanitarian effort. Should you develop special PR for the material please send us the same information. Often times your district will have a non-profit certificate to help you through customs.

For the M.E.S.A. Committee of D6600

Andrew Bone/Member M.E.S.A. _____

Receiving Rotary Club President of - _____

ABOUT OUR SERVICE

M.E.S.A. MATERIAL cannot be used by or within "For Profit" businesses. We ship all material as is. Products may not be used for financial Gain. This includes using the material for fundraising.

We are not in control of Donations. We are blessed with whatever we are given and are challenged to find value in every donation.