



Rotary International District 5960, Inc. Instructions for Disaster Response COVID-19 Grants

What projects are eligible for a Disaster Response COVID-19 Grant?

Disaster Response COVID-19 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 Grants Team (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 <u>Renovation, repair, and refurbishment</u> 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. <u>New construction</u> 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. (As of April 2016) 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, administrative, or indirect program expenses of another organization
Primary and secondary education, tuition, transportation	Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
Post-secondary education activities, research, or personal or professional development	
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	Activities primarily implemented by a non-Rotary organization
Rotary signage less than or equal to \$500	Rotary signage in excess of \$500

ELIGIBLE	INELIGIBLE
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.

The COVID-19 funds can be used to support local activities like purchasing thermometers, protective medical gear, or other items to donate to medical professionals who need them.



Rotary International District 5960, Inc. Disaster Response COVID-19 Application

Note: Rotarians completing this Disaster Response COVID-19 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.

Forms must be submitted typed, not hand written. 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."

Project Title:			
Primary Contact's Name:		Rotary Club:	
Phone:	(B):	(C):	
	(H):	(F):	
Email:			
Primary Contact Signature			
Mentor's Name:		Phone:	
		Email:	

SECTION 1: PROJECT DESCRIPTION

Explanation: Disaster Response COVID-19 Grants support the humanitarian service projects of Rotary clubs and districts to assist in helping people affected by the virus. In this section, describe in detail the humanitarian COVID-19 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.**

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:	

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

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.

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 the Disaster Response grant. The District Rotary Foundation Team Leader (DRFTL) and District Governor must authorize use of Disaster Response Funds. **A Club is required to fund the grant with a minimum amount of \$100.**

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..

RI District 5960, Inc. Rotary clubs	Cash (US\$)	Disaster Response Funds (US\$)	DRFC Team Lead D-5960	DRFC Team Lead Authorization	Dist. Governor D-5960	Dist. Governor Authorization
Total D-5960 Club & Disaster Response Funds			Kyle Haugen		Paul Perez	
Total Club & Disaster Response Funds						
Total project financing (Must equal Project Budget page Total)						

SECTION 5: 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:	Fax:	
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**

SECTION 6: 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:

SECTION 7: 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: Margie Horning

Signature:

District: 5960

Date: