



# Rotary International District 5960, Inc. Instructions for District Grant Proposal / Application and Grant Reports 2019-20 Rotary Year

## 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 Subcommittee (GS) 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 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 Chair or another Club Officer can sign.)
3. **PROPOSAL:** The club must submit a District Grant Proposal form to the D-5960 Grants Subcommittee (GS) Chairperson. The Chairperson will assign a Mentor to review it and place it on the agenda of the GS meeting at which all proposed projects will be reviewed. If the project is approved, the GS 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 are due every six months, and final reports are due within two months of project completion).

## 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 GS Mentor. Your GS 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 or administrative 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
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

ELIGIBLE	INELIGIBLE
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 to obtain a District Grant match up to but not exceeding a total of US \$12,000 per project.

### 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* and submit it to the D-5960 Grants Subcommittee via the GS Chair or the GS Mentor before the 3rd Friday in May. When the GS 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 5<sup>th</sup> 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 GS. 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.**



# Rotary International District 5960, Inc. District Grant Proposal / Application Grant # DG2084380- \_\_\_\_\_

**Note: Rotarians completing this District Grant Application should submit this form to the Rotary D-5960 Grants Subcommittee Chair (GSC) and the assigned Grants Subcommittee Mentor (GSM). Contact information is available at [www.rotary5960.org](http://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."**

- 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: \_\_\_\_\_

## **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.**

***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 how the benefiting community will maintain this project after grant funding has been fully expended.***

***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.)***

**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\*\*](#). Official RI exchange rates can be found at ([\*\*www.xe.com\*\*](http://www.xe.com)) Please use the most recent rate.

Budget Item	Name of Supplier	Amount
		<b>Subtotal</b>
		<b>Exchange rate used</b>
		<b>Total in U.S. dollars</b>

US \$1=

### **SECTION 3: PROJECT PLANNING**

**Explanation:** Before an application is submitted to Rotary International District 5960, Inc. Grant Subcommittee (GS), 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.)***

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

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

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

***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.)?***

**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 Committee Chair (DRFCC) and District Governor must authorize use of DDF.

The host partner club or district (if a district project) must provide at least \$100 for projects outside Rotary International District 5960, Inc.

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 Subcommittee 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.

RI District 5960, Inc. Rotary clubs	Cash (US\$)	DDF (US\$)	DRFC Chair D-5960	DRFC Chair Authorization	Dist. Governor D-5960	Dist. Governor Authorization
<b>Total D-5960 Club &amp; DDF Funds</b>			<b>Kyle Haugen</b>		<b>Paul Perez</b>	
<b>Host / Partner Rotary club(s) or district(s)</b> The primary host club or district must provide at least US\$100.00).	<b>Cash (US\$)</b>	<b>DDF (US\$)</b>	<b>DRFC Chair (Print Name)</b>	<b>DRFC Chair Authorization</b>	<b>Dist. Governor (Print Name)</b>	<b>Dist. Governor Authorization</b>
<b>Subtotals, Cash and DDF</b>						
<b>TOTAL Cosponsor contributions</b>						
<b>Additional non-Rotarian outside funding *</b> (not matched by or forwarded to RI District 5960, Inc.)						
<b>Total project financing</b> <i>(Must equal Project Budget page Total)</i>						

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

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**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 subcommittee chairs for district-sponsored projects, as well as the committee 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 Subcommittee Chair.*
- *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 Subcommittee 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 Understanding (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 Subcommittee Chair’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.”

Host Partner (Outside RI District 5960, Inc.)		Rotary International Partner (District 5960, Inc.)	
<input type="checkbox"/>	Club President (if club-sponsored)	<input type="checkbox"/>	Club President (if club-sponsored)
<input type="checkbox"/>	Grants Subcommittee Chair (if district-sponsored)	<input type="checkbox"/>	Grants Subcommittee Chair (if district-sponsored)
Name		Name	
Title		Title	
Rotary Club		Rotary Club	
District #		District #	5960
Signature		Signature	
Date		Date	



## 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 committee members must be committed for the duration of the grant process. Please provide a permanent/primary address for each committee member, as all Rotary information will be sent to these addresses. It is highly recommended that the primary contact (who receives all information from the Grants Subcommittee) have an e-mail address to expedite communication. Complete every box as applicable.

### Primary Club

Club	Club ID number
District 5960	Country USA

### Primary Contact # 1

Name:	Attended GMS Date:	
Rotary position:		
Address:		
City:	State:	Zip Code:
E-mail:	Cell phone:	
Home phone:	Office phone:	Fax:
Signature:	Date:	

### Project Contact #2:

Name:	Attended GMS Date:	
Rotary position:		
Address:		
City:	State:	Zip Code:
E-mail:	Cell phone:	
Home phone:	Office phone:	Fax:
Signature:	Date:	

### Project Contact #3:

Name:	Attended GMS Date:	
Rotary position:		
Address:		
City:	State:	Zip Code:
E-mail:	Cell phone:	
Home phone:	Office phone:	Fax:
Signature:	Date:	

**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 permanent/ primary address for each additional contributing Rotary club and/or district partner, as all Rotary information will be sent to this/these address(es). It is highly recommended that the primary contact(s) (who receives all information from the D-5960 Grants Subcommittee) have an e-mail address to expedite communication. Complete every box; indicate "NA" if not applicable (ex. if the Rotarian does not have a fax, indicate "NA" next to Fax).

**Additional Contributing Club #1 and Primary Contact Information:**

District:			Country:	
Club:			Club ID number:	
Name				
Rotary Position:				
Address:				
City:				
State/Province:	Postal code:	Country: USA		
E-mail:			Cell phone:	
Home phone:	Office phone:	Fax:		

**Additional Contributing Club #2 and Primary Contact Information:**

District:			Country:	
Club:			Club ID number:	
Name				
Rotary Position:				
Address:				
City:				
State/Province:	Postal code:	Country: USA		
E-mail:			Cell phone:	
Home phone:	Office phone:	Fax:		

**Additional Contributing Club #3 and Primary Contact Information:**

District:			Country:	
Club:			Club ID number:	
Name				
Rotary Position:				
Address:				
City:				
State/Province:	Postal code:	Country: USA		
E-mail:			Cell phone:	
Home phone:	Office phone:	Fax:		

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

## 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 committee of at least three Rotarians from the host partner club must be established to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the primary address for each committee member, as all Rotary information will be sent to these addresses. It is highly recommended that the primary contact (who receives all information from the D-5960 Grants Subcommittee) have an e-mail address to expedite communication. Complete every box; indicate "NA" if not applicable (ex. if the Rotarian does not have a fax, indicate "NA" next to Fax).

**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: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Office phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Project Contact #2:

Name: \_\_\_\_\_  
Club: \_\_\_\_\_ Rotary Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Office phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Project Contact #3:

Name: \_\_\_\_\_  
Club: \_\_\_\_\_ Rotary Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Office phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **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: \_\_\_\_\_

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

## **SECTION 9: FINAL REPORT**

**Explanation:** Although all partners are responsible for completing progress and final reports, the D-5960 Grants Subcommittee requires that one partner takes primary responsibility for submitting the final report to the D-5960 Grants Subcommittee Chair Person. 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 10: GRANTS SUBCOMMITTEE CHAIR REVIEW**

**Explanation:** The district Grants Subcommittee Chair (GSC) from either the host or Rotary International Partner District 5960, Inc. must certify that the application is complete. Rotary International District 5960 Inc. GSC 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 committee, 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: \_\_\_\_\_

## **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 Subcommittee Chair Person.*

**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](#)) or the RI Web site at ([www.rotary.org/myrotary](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 committees 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 subcommittee chairs from the host and District 5960 partners have provided their authorizing signatures.
- All committee members (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 DRFC chair 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 Subcommittee Chair 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 **three [3] complete copies of all documents** to D-5960 Grants Mentor or Grants Subcommittee Chair.
- The party responsible for reporting of this grant has read the report instructions and form, which is attached to this application.
- The contacts, presidents and governors of participating clubs and districts have read the report instructions and form, which is attached to this application.



Rotary International District 5960, Inc.

Complete and return two signed copies,

with all documentation to:

**District Grant  
Club Report Form**

**Margie Horning**

Grants Subcommittee Chair

*Reporting Instructions*

- **REPORT MUST BE TYPED**
- Progress Reports are required every 6 months, and a Final Report is required within 2 months of the full expenditure of grant funds. Reports are to be completed by Rotarians.
- Complete and return **two signed** copies with all documentation to the D-5960 Grants Subcommittee chair. This **includes**, but is not limited to, banking account statements and paid purchase receipts.
- Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 3 years following closure of the grant.
- Do **not** send the report or receipts to TRF unless requested.
- For consistency purposes, please use only **US\$ currency** for the whole report.

Please note that in addition to the Progress Report and/or Final Report:

- Electronically provide your grant Mentor and/or D-5960 Grants Subcommittee Chair with at least one photograph of the project in JPEG format, along with a caption or brief narrative and date.
- An article with picture(s) for display at Rotary International District 5960, Inc. events (The Rotary Foundation Event, Midterm, District Conference, and/or District Assemblies) and used in district publications is required.
- If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an RI News-tip Form, available on the RI website at [www.rotary.org/myrotary](http://www.rotary.org/myrotary). Please attach action photos showing the beneficiaries or showing active Rotarian involvement.

**Complete and return two signed copies with all documentation to:**

**Ms. Margie Horning  
Grants Subcommittee Chair  
13810 - 26th St. N  
Stillwater, MN 55082**

## DISTRICT GRANT CLUB REPORT FORM

Progress Report       Final Report

**District Grant #** \_\_\_\_\_ **Individual Project #** \_\_\_\_\_

Primary Rotary Club \_\_\_\_\_

Project Title: \_\_\_\_\_

### **Project Description**

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1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

2. How many Rotarians participated in the project? \_\_\_\_\_

3. What did they do? Please give at least two examples.

4. How many non-Rotarians benefited from this project? \_\_\_\_\_

5. What are the expected long-term community impacts of the project?

6. If a cooperating organization was involved, what was its role?

7. Estimated volunteer hours to complete the project \_\_\_\_\_

**Financial Report** (add lines as needed; *District must retain copies of receipts for all expenditures*)

8. Income Amount

1. District Grant funds received from Rotary International District 5960, Inc.	
2.	
3.	
<b>Total Project Income</b>	

9. Expenditures (please be specific and add lines as needed)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
<b>Total Project Expenditures</b>	

10. By signing this report, I am making a number of representations:

- a. I **confirm** that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines.
- b. I **confirm** that to the best of my knowledge all information contained herein is true and accurate.
- c. I **confirm** that to the best of my knowledge receipts for all grant-funded expenditures have been provided to the district.
- d. I **understand and agree** that all photograph(s) submitted in connection with this report will become the property of RI and will not be returned.
- e. I **warrant** that I own or have been given authority to exercise all rights in the photograph(s), including copyrights.
- f. I hereby **grant** RI and TRF a royalty-free irrevocable license to use the submitted photograph(s) now or at any time in the future throughout the world in any manner it chooses and in any medium now or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion, and this also includes the right of use, without limitation, on or in websites, magazines, brochures, pamphlets, exhibitions and/or any other materials of RI and TRF.

The term "**warrant**" in clause (e) supra means that in the event that any expense or liability should arise in a dispute relating to ownership of the rights relating to the photograph(s), you agree to assume all related costs of resolution of such a dispute and to hold RI, TRF and all other interested entities or individuals harmless.

Certifying Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Print Rotary Title \_\_\_\_\_

Print Club Name \_\_\_\_\_