

2. OTHER NON-ROTARY ORGANIZATIONS

If this project involves a cooperating organization, provide the name of the organization below, attaching a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. By signing this application, the Rotarian sponsors endorse the organization is reputable, responsible, registered with the project country, and acting within the laws of the project country.

Name of organization _____

3. ROTARY CLUB IN DISTRICT MAKING THE APPLICATION

Name the club that will coordinate principal funding for the project and that will assume responsibility for the project.

Rotary Club _____

Project Contacts: Two Rotarians must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year.

Primary Contact

Name _____

Rotary position/title _____

E-mail _____

Address _____

Street address

Town

Country/postal code

Telephone _____

home

office

cell

fax

Additional Contact

Name _____

Rotary position/title _____

E-mail _____

Address _____

Street address

Town

Country/postal code

Telephone _____

home

office

cell

fax

4. PROJECT BUDGET

Include a complete itemized budget for the entire project. Please use separate pages if necessary.

TOTAL _____.

5. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES

1. Who will own equipment, materials, or supplies? (Cannot be owned by a Rotary Club or Rotarian)
2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?

6. PROPOSED FINANCING

If equipment/supplies will be shipped (in the event of this being an international project), have arrangements been made for custom clearance?

Please list all financing and indicate cash and District Simplified Grant money being requested.

Primary Sponsor Rotary Club	Amount Contributing
_____	_____
Other Rotary Clubs/Districts	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Additional funding from other sources (if any)	_____

SUBTOTAL	_____
Amount requested from District Simplified Grant <i>(Not to exceed amount contributed by Rotary Club(s))</i>	_____

TOTAL	_____

7. PUBLICITY

How will the general public know that this is a Rotary-sponsored project? Please provide details, e.g. publicity in a newspaper or display of the Rotary wheel.

8. REPORT

The sponsoring club is required to complete and submit progress (interim) and final reports to the district grants subcommittee. Please indicate below the individual who will take primary responsibility for submitting these reports.

Name _____ Signature _____

Name of Rotary Club _____

9. ACTIVE ROTARIAN PARTICIPATION AND AUTHORIZATION

Sponsorship Authorization

All Rotary Clubs and Districts involved in this project are responsible to the District 5580 Foundation Grants Subcommittee and ultimately to The Rotary Foundation of Rotary International for the conduct of the project and for reporting on it. The signature at the bottom of this page confirms that the sponsors understand and accept responsibility for the project. Sponsors may either sign this page or submit a separate letter of commitment.

Please list below the activities your club will undertake demonstrating the active involvement of Rotarians in this project.

By signing below, we agree to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all District Simplified Grant criteria as stated in District Simplified Grants (DSG) CRITERIA & GUIDELINES.
- The club has agreed to undertake this project as an activity of the club.
- We understand and will comply with the required Rotarian activities and reporting requirements as stated in the District Simplified Grants (DSG) CRITERIA & GUIDELINES.
- We agree that, should the project take more than six months to complete, interim reports will be submitted every six months from the time the grant is paid, and final reports will be provided no later than two months after the completion of the project.
- Projects using DSG funds must be completed within two (2) years from the time of grant approval. Interim Reports are due every six (6) months during the activity of the project and within two (2) months of completion of the project. If the project cannot be completed as expected within the two-year time frame, all DSG funds MUST be returned to the District 5580 Treasurer to replenish the DSG Grant Fund.

Club President (printed name) _____ Signature _____

Rotary Club name _____ Date _____

10. AUTHORIZATION OF ROTARY CLUB'S FUNDS

Complete below authorization for club funds to be used for this project. Presidents of all clubs contributing must sign this authorization. (Duplicates of this sheet may be made).

Club President (printed name)_____ Signature_____

Rotary Club name_____ Date _____

Amount authorized_____

11. COMPLETION CHECKLIST

Before submitting your District Simplified Grant (DSG) application, please take a minute to review this checklist and make sure that it is complete. If you have any questions or concerns, please contact the district grants subcommittee chair.

- Does the project meet all DSG criteria?
- Has the sponsoring club appointed two contacts to oversee the project?
- Are these individuals correctly listed on the application?
- Is there a written funding confirmation from the club president(s) who will be in office during the year of the funding request?
- Have the responsibilities of the project sponsor been outlined? Do they meet the requirements of a DSG project?
- Is there a written commitment (or signature on Section 9 of the application) from the project sponsor?
- Is there a detailed budget provided for the project?
- Is there a cost estimate from the supplier(s) for each item?
- Is a cooperating organization involved? If so, is there a letter from the organization, which specifically states how the organization will work together and how Rotarians will be involved and interact?
- Have you outlined in detail how you plan to publicize the project?
- Have you made copies of all documents for your files prior to submitting them to the district grants subcommittee?

NOTE: *The district grants subcommittee will plan to review your application as soon as possible.*

Send the completed application and all attachments via email to:

Diane Collins, District 5580 Executive Secretary

Email: bigfish@uslink.net