



District 5580 District Simplified Grant Application

Please print or type all information and use additional sheets of paper if necessary. *Incomplete applications will not be considered.*

See District Simplified Grants (DSG) 'CRITERIA & GUIDELINES' (attached) for instructions, eligibility, and program requirements.

FOR DISTRICT 5580 USE ONLY (once Grant is approved)

District Grant No. WCS-_____ Date Approved _____
District Grant Subcommittee Chair Signature _____
District Rotary Foundation Chair Signature _____

1. PROJECT DESCRIPTION

Please describe the project, its location, its objectives, and how they will be attained. Note: The project cannot be started until the district grants subcommittee approves the District Simplified Grant Application.

1. What is the purpose of this project? Provide a brief description.

Second Harvest North Central Food Bank, a 501(c) (3) non-profit organization, serves over 145 hunger relief agencies in Aitkin, Cass, Crow Wing, Itasca, Koochiching, Kanabec and Mille Lacs counties in north central Minnesota. We are located in Grand Rapids and administer several programs that distribute over 3.2 million pounds of donated and purchased food and non-food products to agencies that directly serve the needy. The food bank has ten employees and over 100 regular volunteers who work daily or on special events. Three delivery trucks distribute the food throughout the service area.

Second Harvest North Central Food Bank supplies the most basic of human needs – Food. We provide this food to agencies that feed many hungry children, working families, disabled people and the elderly. We are experts at procuring excess food products and distributing them to hungry people. We are at the front lines in advocacy for hunger relief locally, statewide and nationally.

Second Harvest North Central Food Bank serves some of the highest poverty areas in Minnesota. The amount of food distributed by the food bank rises each year as the numbers of people coming to our hunger relief agencies continues to increase. Those coming for food assistance include:

- Working families 36%
- Families with children under 18 31%
- Elderly people 27%
- People in poor health 23%

(Above statistics reported by "Hunger in America 2006")

Total number of people served by Second Harvest North Central Food Bank entire region in 2007:

- 37,200 Households served by food shelves
- 119,579 Individuals served by food shelves including 47,292 children
- MAC & NAPS- 25,276 children and seniors received commodity boxes
- Itasca Holiday Program- 1,500 families received Christmas food baskets
- Kids Café - 1,696 children fed at after school program
- Kids Packs to Go – 4,639 backpack meal sacks distributed to elementary school children

A new 26 foot refrigerated delivery truck is needed in order to efficiently provide food to the needy in north central Minnesota. The Project will be completed within 12 months. The truck will be ordered in September 2008 with delivery expected by December 2008.

2. How will it meet the needs of the community?

Apply the 4-Way Test:

It is the truth, unfortunately, that people right here in our rural communities are hungry.

Providing food to everyone is fair to all concerned.

Rotary will build goodwill via a truck that provides hunger relief in our communities.

And it is beneficial to all that no one goes hungry, especially our children.

Second Harvest North Central Food Bank delivers thousands of pounds of food to hunger relief charities in north central Minnesota every week. A reliable, efficient truck to deliver this food is essential for this work. Rural food pantries and soup kitchens rely on the food provided by Second Harvest to feed the hungry in their communities. These small local charities are better served by a large refrigerated delivery truck serving multiple agencies on established routes rather than driving individually to Second Harvest to pick up their food in non-refrigerated pickups or trailers.

A new 26' refrigerated delivery truck is needed to replace the current vehicle that is 8 years old, has 350,000 miles on it and is requiring constant repairs.

The unexpectedly strong support from Rotary could enable Second Harvest to purchase this truck without much financing, if any. This means more resources can be put into providing food for people in need, instead of servicing debt. In these increasingly difficult economic times, more and more people are seeking hunger relief. Every dollar that can be put toward food will help low income families, the elderly and especially children.

3. How will the host and partner(s) (District 5580 Rotary Club(s) and/or others) communicate and work together to implement this project? Please provide specific examples of activities.

Every Rotary Club in the seven county service area of Second Harvest NC Food Bank has indicated willingness to support the Rotary Hunger Relief Truck. Those clubs are located in Walker, International Falls, Pequot Lakes, Aitkin and two clubs in Brainerd, in addition to the two clubs in Grand Rapids. Each club listened to a presentation at a regular meeting by Second Harvest and Grand Rapids Rotary members. The presentation included information about hunger in north central Minnesota and how Second Harvest works with local agencies to alleviate hunger in each community. The presentation also included information on the Rotary Hunger Relief Truck and how each club could be involved in supporting the truck. The positive impact of a rolling billboard for Rotary in north central Minnesota was appreciated by club members. It was also stressed that when Rotary Foundation funding comes back to the local area, that information can be helpful in increasing members interest in participation in the Foundation.

When the truck is delivered but before it is put into service, a media launch event will be held in Grand Rapids and in each community where the Rotary club supported the truck. Rotarians in each club will participate in planning and implementing the launch in their respective community.

Rotarians will be encouraged to volunteer with the hunger relief organizations that receive food from Second Harvest, particularly helping unload the Rotary Truck or helping people at a local agency. Support for the Rotary Hunger Relief Truck will likely open the door for each Rotary Club to provide financial and volunteer support for local organizations and for Second Harvest's other programs, such as the supplemental food program for children called "Kids Packs to Go" that is provided by Second Harvest in many communities with Rotary Clubs. For example, following the presentations at Central Lakes and Brainerd Noon Clubs, members indicated strong support for funding from Rotary and other local organizations for the "Kids Packs to Go" programs in their communities. This could potentially provide \$10,000 to \$15,000 in annual support for this program in the local area.

Estimated project start date: September 2008 Estimated project completion date: December 2008

If this project involves a cooperating organization, provide the name of the organization below, attaching a

2. OTHER NON-ROTARY ORGANIZATIONS

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: Second Harvest North Central Food Bank

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: Grand Rapids Centennial 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 Steve Arbour

Rotary position/title Past President
Committee/Project chair

E-mail arbour1974@msn.com

Address 31849 Sunny Beach Road
Street address
Grand Rapids, MN 55744

Telephone 218.327.1270
home

Additional Contact

Name Audra Olson

Rotary position/title Past President

E-mail scottaudraolson@mchsi.com

Address 680 Elizabeth Lane
Street address
LaPrairie, MN 55744

Telephone 218.327.7978
home

4. PROJECT BUDGET

Include a complete itemized budget for the entire project. Please use separate pages if necessary.
TOTAL \$115,000 see attached budget

5. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES

1. Who will own equipment, materials, or supplies? (Cannot be owned by a Rotary Club or Rotarian)
 Second Harvest North Central Food Bank will purchase, own and maintain the truck.

2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?
 Second Harvest North Central Food Bank will be responsible for maintenance and operation of the truck.

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? n/a

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

Primary Sponsor Rotary Club	Amount Contributing
Grand Rapids Centennial Rotary	12,000
Grand Rapids Rotary Club	12,000
Other Rotary Clubs/Districts	
Rotary District 5580 (April 08)	10,000
Walker Rotary Club	2,000
International Falls Rotary	1,000
Central Lakes Rotary	10,000
Brainerd Sunrise Rotary	2,000
Current Rotary Funding	49,000
Additional funding from other sources (if any)	
America's Second Harvest	51,000
SUBTOTAL	100,000
Amount requested from District Simplified Grant <i>(Not to exceed amount contributed by Rotary Club(s))</i>	10,000
TOTAL	110,000

There are pending requests to Brainerd Noon Rotary and Aitkin Lakes Rotary clubs that potentially could provide the balance of the funding. If not, Second Harvest will use operating funds to pay the difference. A Rotary member also indicated personal support for the project if additional funds were needed.

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.

The Rotary Hunger Relief Truck will have large approximately 5' Rotary wheel logo on each the side of the 26' white box. This truck is on the road from International Falls to Princeton, Cass Lake to McGregor Minnesota, 5 days a week, 52 weeks a year. Contributing clubs and the district will be listed with the logo. Second Harvest will work with a committee of Rotarians to design the truck signage.

When the truck is delivered, media launch events will be held in each Rotary community that provided financial support for the Rotary Hunger Relief Truck.

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 Josh Hafar Signature

Name of Rotary Club Grand Rapids Centennial 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) Josh Hafar Signature _____

Rotary Club name Grand Rapids Centennial Rotary 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) Josh Hafar Signature _____

Rotary Club name Grand Rapids Centennial Date _____

Amount authorized _____

See attached list of participating clubs. Financial support has already been received from Grand Rapids clubs (both) Walker, Central Lakes and International Falls. These forms will be sent out to each club for signatures as needed.

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