



# 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.

*To provide dictionaries to all third grade students in Fargo schools (private and parochial).*

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

*It will serve to peak the interest and curiosity of third grade students and the admiration and gratitude of teachers and parents thereby positively promoting Rotary throughout the FM community.*

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.

*The Fargo Moorhead Am, Fargo West and Fargo Rotary Clubs will work together and send representatives of each Rotary Club to the schools when dictionaries are passed out*

Estimated project start date February 14, 2009 Estimated project completion date February 14, 2009

## 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 \_\_\_\_\_ *Fargo Parent Teacher Organization (PTO)* \_\_\_\_\_

## 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 \_\_\_\_\_ *Fargo Moorhead AM Rotary* \_\_\_\_\_

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 \_\_\_\_\_ *Herb Schmidt* \_\_\_\_\_

Rotary position/title \_\_\_\_\_ *President* \_\_\_\_\_

E-mail \_\_\_\_\_ *herbandbon@cableone.net* \_\_\_\_\_

Address \_\_\_\_\_ *510 24<sup>th</sup> Avenue S.* \_\_\_\_\_

Street address

\_\_\_\_\_ *Fargo* \_\_\_\_\_

Town

\_\_\_\_\_ *ND 58103 USA* \_\_\_\_\_

Country/postal code

Telephone \_\_\_\_\_ *(701)235-7346* \_\_\_\_\_

home

\_\_\_\_\_

office

\_\_\_\_\_ *(701)361-0547* \_\_\_\_\_

cell

\_\_\_\_\_

fax

### Additional Contact

Name \_\_\_\_\_ *Steve Aune* \_\_\_\_\_

Rotary position/title \_\_\_\_\_ *Community Service Chair* \_\_\_\_\_

E-mail \_\_\_\_\_ *Steve.Aune@CountryFinancial.com* \_\_\_\_\_

Address \_\_\_\_\_ *4262 43<sup>rd</sup> Avenue S.* \_\_\_\_\_

Street address

\_\_\_\_\_ *Fargo* \_\_\_\_\_

Town

\_\_\_\_\_ *ND 58104 USA* \_\_\_\_\_

Country/postal code

Telephone \_\_\_\_\_ *(701)277-7032* \_\_\_\_\_

home

\_\_\_\_\_ *(701)356-0505* \_\_\_\_\_

office

\_\_\_\_\_ *(701)866-2807* \_\_\_\_\_

cell

\_\_\_\_\_

fax

## 4. PROJECT BUDGET

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

TOTAL \_\_\_\_\_ *\$3,000* \_\_\_\_\_.

**5. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES**

1. Who will own equipment, materials, or supplies? (Cannot be owned by a Rotary Club or Rotarian)

*The third grade children attending Fargo schools.*

2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?

*The third grade children attending Fargo schools.*

**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.

<b>Primary Sponsor Rotary Club</b>	<b>Amount Contributing</b>
<u><i>Fargo Moorhead AM Rotary</i></u>	<u><i>\$500</i></u>
<b>Other Rotary Clubs/Districts</b>	
<u><i>Fargo West Rotary</i></u>	<u><i>\$500</i></u>
<u><i>Fargo Rotary</i></u>	<u><i>\$500</i></u>
_____	_____
_____	_____
_____	_____
Additional funding from other sources (if any)	_____
<b>SUBTOTAL</b>	<u><i>\$1,500</i></u>
<b>Amount requested from District Simplified Grant</b> <i>(Not to exceed amount contributed by Rotary Club(s))</i>	<u><i>\$1,500</i></u>
<b>TOTAL</b>	<u><i>\$3,000</i></u>

**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.

*Fargo Moorhead Rotary Clubs have a joint PR Committee whose responsibility will be to have the news media attend the distribution of the dictionaries on February 14<sup>th</sup> to Fargo 3<sup>rd</sup> grade children.*

## 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 Steve Aune Signature \_\_\_\_\_

Name of Rotary Club Fargo Moorhead AM Rotary

## 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) Herb Schmidt Signature \_\_\_\_\_

Rotary Club name FM AM Rotary Date December 29, 2008

## 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) Herb Schmidt Signature \_\_\_\_\_

Rotary Club name FM AM Rotary Date December 29, 2008

Club President (printed name) Paula Grimestad Signature \_\_\_\_\_

Rotary Club name Fargo West Rotary Date December 29, 2008

Club President (printed name) Joel Fremstad Signature \_\_\_\_\_

Rotary Club name Fargo Rotary Date December 29, 2008

Amount authorized \$1,500

## 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](mailto:bigfish@uslink.net)**