**District Grant Application Form**

**Rotary District 9790**

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Please complete all sections of this application. Rotarians may use this form and attach additional pages as needed. *Incomplete applications will not be considered*.

# Submit this completed District Grant Application Form to the District 9790 Grants Subcommittee Chair and the District 9790 Foundation Chair by email. All applications must be in electronic form.

**Email:** [grants@rotary9790.org.au](mailto:grants@rotary9790.org.au) **AND** [foundation@rotary9790.org.au](mailto:foundation@rotary9790.org.au). Also send a text message to 0407537938 to advise that a grant has been submitted.

# See ‘[D9790 DISTRICT GRANT APPLICATION GUIDE](https://clubrunner.blob.core.windows.net/00000050201/en-ca/files/sitepage/the-rotary-foundation/d9790-district-grant-application-guide-2022-2/D9790-DISTRICT-GRANT-APPLICATION-GUIDE-2022-2023.docx)’ which is available on the District website along with the application form. The form required to report on the grants project is also available on the website.

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| --- | --- |
| **ROTARY CLUB NAME** |  |

**Each club making an application needs to establish a Project Committee.** A club committee of at least two Rotarians must be established. It is the committee’s responsibility to co-ordinate the project locally, monitor funds, and provide all reports including financial accounting to the District 9790 Grants Subcommittee and The Rotary Foundation via District *for the duration of the project.*

**PRIMARY CLUB CONTACT RESPONSIBLE FOR THIS APPLICATION**

|  |  |
| --- | --- |
| **NAME:** |  |
| **PHONE:** |  |
| **EMAIL:** |  |
| **ROLE:** |  |

**SECONDARY CLUB CONTACT RESPONSIBLE FOR THIS APPLICATION**

|  |  |
| --- | --- |
| **NAME:** |  |
| **PHONE:** |  |
| **EMAIL:** |  |
| **ROLE:** |  |

**PROJECT DESCRIPTION**

**In the event that your club is submitting more than one application is this the primary application?**

**Yes / No**

**PROJECT NAME:**

**Briefly explain the purpose of the project**

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**Why should this project be implemented?**

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|  |

**How will it meet the needs of the community?**

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| **Start Date:**  **Timetable related to implementation of project:**   |  |  | | --- | --- | | **Date** | **Action** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   **Completion Date:** |

**PARTNER ORGANISATION?**

**(Please complete this section if your project involves a co-operating organisation to implement your project)**

|  |  |
| --- | --- |
| **NAME:** |  |
| **ADDRESS:** |  |
| **CONTACT EMAIL:** |  |

**Please attach a ‘Letter of Participation’ from that organisation which specifically states its responsibilities, how it will interact with Rotarians in this project and the organisation’s agreement to co-operate in any financial review of activities.**

**PROJECT BUDGET**

Please include complete itemized budget for the entire project and indicate which currency is used. Please answer questions provided about purchase of equipment, materials and supplies. Please use additional pages if necessary***. Pro forma invoices, supplier price quotes and/or other cost documentation may be required upon request.***

|  |  |  |
| --- | --- | --- |
| **Items to be purchased** | **Name of supplier** | **Cost in AUD** |
|  |  |  |
| **TOTAL** |  |  |

**PURCHASE OF EQUIPMENT**

Who will own the equipment and maintain, operate and secure items purchased with grant funds?

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|  |

Will training be provided to teach how to use and maintain relevant technical equipment?

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| --- |
|  |

If budget items are to be shipped, have arrangements been made for customs clearance?

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**PROJECT FINANCIAL SUMMARY:**

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| --- | --- |
| **REQUESTED DISTRICT GRANT AMOUNT** |  |
| **CLUB AND OTHER CONTRIBUTIONS** |  |
| **TOTAL PROJECT COST** |  |

**PROJECT FINANCING: Please identify and list funding sources for this project**

|  |  |
| --- | --- |
| **Funding to be provided by**: | **Amount:** |
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|  |  |
| **Sub Total:** |  |
|  |  |
| **Rotary District 9790 – DDF:** |  |
| **TOTAL** (Must be equal to budget cost): |  |

**AUTHORISATION**

All Rotary Clubs and Districts involved in this project are responsible to the Rotary Foundation for the conduct of the project and reporting on it. The partners’ signatures confirm that they understand and accept responsibility for the project and for providing reports as needed or requested.

**By signing below, we are confirming agreement to the following:**

* Each of the Rotary clubs participating in this project has lodged a [Club Memorandum of Understanding 22](https://clubrunner.blob.core.windows.net/00000050201/en-ca/files/sitepage/the-rotary-foundation/club-memorandum-of-understanding-22/Club_Memorandum_of_Understanding_en.pdf) with the D9790 Grants Subcommittee.
* All information contained in this application is true and accurate, TO the best of our knowledge.
* The club/district has agreed to undertake this project as an activity of the club/district and to make required reports.
* We understand that if our club/district or our partner club/district has overdue progress or final reports for any previously awarded Foundation Grant this application will be returned to the primary club.
* The Club will maintain the records related to their club project for up to five years in the event the records will be audited by the Rotary Foundation.

**Primary Club President’s Name:** ……………………………………………………………………..

**Signature: …………………………………………………………… Date: ……………………………….**

**DISTRICT 9790 CERTIFICATION**

The District 9790 Grants Subcommittee Chair will check the application, certify it as complete and eligible and, if so, give it an application number*.*

*If the application is not complete or eligible, it will be returned to the Primary Partner with a brief explanation*.

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| --- | --- |
| *Date received****:*** |  |
| *Checked and Eligible:* |  |
| *Assigned Application Number:* |  |
| *Incomplete/ineligible* |  |

**Signature: …………………………………………………………… Date: ……………………………….**