

## 2009-2010 COMMUNITY PROJECT GRANTS FUNDED BY DISTRICT SIMPLIFIED GRANT # 69140 District 7570



As a part of The Rotary Foundation Grants system, a District Simplified Grant (DSG) is a tool Rotary districts and clubs can utilize to support short-term, humanitarian projects that benefit the community. Local clubs can get financial support for projects in their local communities as well as overseas.

For 2009-2010, our District 7570 will have \$41,025.00 available to fund worthy club community and global projects. The District Grants Committee will serve as a District Simplified Grant Committee to oversee the administration of grant funds and to ensure that program criteria and reporting requirements are met. To manage the DSG funds transmitted to the District, a system of **Community Project Grants** will be utilized to define and fund club projects.

CPG applications, prepared on a 2-page District 7570 CPG application form, will be accepted, for consideration, during the July 1–July 31, 2009 period. The application must be duly signed and dated by the club president.

Send application to Committee Chair Ron Ferrill, 917 Hunting Ridge Road, Martinsville, VA 24112; email [Ron\\_Ferrill@alumni.utexas.net](mailto:Ron_Ferrill@alumni.utexas.net) ; fax 276-632-2445 . The DSG Committee will consider all applications received during this period, as a group, and select the most worthy projects, which meet program requirements, for funding. After this initial period, the window of opportunity will reopen for receipt of additional applications. The committee will consider these applications, on a first come – first serve basis, for as long as DSG funds are available.

### Program Requirements

- Grants must comply with the Terms and Conditions of District Simplified Grant Award and Acceptance, which are similar for all grant programs (download from [www.rotary.org](http://www.rotary.org))
- The expectation is that clubs submitting applications will have a history of contributing to The Rotary Foundation Annual Giving Fund (unrestricted), which the source of District Simplified Grant funding.
- Projects must be initiated by a Rotary club in the project location (also available for global projects)
- Grant funding can be up to 50% of the total project budget for a maximum \$3,000 grant (this provision intended to maximize the impact of available funds)
- The funded project is expected to be completed within the 2009-2010 Rotary year. Extenuating circumstances may force project implementation and/or completion to extend into the following year; however the project must be closed no later than June 31, 2011.
- Grants require the direct involvement of Rotarians to assess community needs, develop a project plan, establish a committee of at least three Rotarians to oversee the expenditure of grant funds, implement projects, provide evidence of community involvement and ownership, organize meetings with local service providers, local officials, and/or recipients, and promote projects in the local media. Club involvement is expected to be more than just fundraising.
- Funds shall be used for direct payment of invoices and not just turned over to another organization for disbursement

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- **Grant funds cannot be used for:**
  - reimbursement of existing projects - will not pay invoices dated before CPG approval.
  - purchase of land and buildings, nor construction or renovation of structures
  - salaries, stipends, or honorariums
  - operating expenses of another organization
  - personal or professional development
  - establishment of a permanent foundation, trust, or permanent interest bearing account
  - benefit of any Rotarian or relative of Rotarian
- Interim reports are required every six months after receipt (December and June) for the duration of the project. A final report is required within two months of the full spend out of grant funds. The final report must include:
  - detailed and clearly organized report of all expenses
  - copies of receipts for items purchased with a cumulative value of US\$1,000 or more
  - a detailed description (including pictures) of Rotarian participation in the implementation of the grant.Use Individual Project Summary report form for both reports

Accountability of funds is mandatory and a joint responsibility of the District and receiving Clubs

**Community Project Grant Application**  
**Funded by Rotary Foundation District Simplified Grant # 69140**  
**2009-2010 District 7570**

Please print or type all information and use additional sheets of paper if necessary

1. Club \_\_\_\_\_

2. Project Name \_\_\_\_\_  
Describe the project, its location and its objectives

Desired Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

3. Describe how the project will benefit the community and/or improve the lives of the less fortunate

4. Describe non-financial participation by Rotarians in the project (i.e. Rotarian activities – hands-on)

5. Project Contacts – List three Rotarians who will provide oversight and management of the project (type or print)

\_\_\_\_\_  
Primary Contact Name Rotary Position/Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Email Fax

\_\_\_\_\_  
Second Contact Name Rotary Position/Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Email Fax

\_\_\_\_\_  
Third Contact Name Rotary Position/Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Email Fax

# Community Project Grant Application

6. How will the general public know this is a Rotary-sponsored project? Please provide details, e.g., publicity in newspaper, display of the Rotary wheel. etc.
  
7. Cooperating Organizations – if project involves a cooperating organization(s), provide name(s) below and attach a letter of participation from each organization that specifically states its responsibilities and how Rotarians will interact with the organization on the project. By signing this application, the Rotary sponsoring club endorses the organization(s) as a reputable and responsible

\_\_\_\_\_  
 Name(s) of Cooperating Organization(s)

8. Budget – Please include a complete, detailed, and itemized budget for the entire project. Supporting documentation utilized for the development of this budget may be requested

<i>Budget Items</i>	
<i>Total Project Expenditures</i>	<b><i>\$0</i></b>
<i>Total Grant Dollars Requested</i>	<b><i>\$0</i></b>

(Double Click to enter budget items)

9. Authorization – The Rotary Club involved in this project is responsible to The Rotary Foundation for the conduct of the project and for reporting on it. The signature on the application confirms that the sponsor understands and accepts the responsibility. The signature on the sponsor also affirms that all information in this application is true and accurate, to the best of their knowledge

**Club President** – As president of the Rotary Club of \_\_\_\_\_  
 I hereby affirm that the club has voted to undertake this project as an activity of the club

\_\_\_\_\_  
 President's Name (please print)

\_\_\_\_\_  
 Signature Date

**District 7570 Grants Committee** – As Chair of the District Simplified Grants Committee, I hereby affirm the use of US\$ \_\_\_\_\_ from the district's District Designated Funds dedicated to District Simplified Grants for this project

\_\_\_\_\_  
 Chair Name

\_\_\_\_\_  
 Signature Date

# Individual Project Summary Report

District Simplified Grant # 69140

Community Project Report # 0910-

To be completed by Rotarians. Return this form to your District.

>> *Please type or print clearly* <<

Rotary Club: \_\_\_\_\_

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

Progress Report     Final Report

**Project Description**

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?

**Financial Report** (*Attach copies of paid invoices/receipts to final report - District retains records and receipts*)

7. Income	Amount
1. District Simplified Grant funds received from the District	
2. Other funding (specify)	
3.	
<i>Total Project Income</i>	<b>\$0</b>
8. Expenditures (please be specific and add lines as needed)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<i>Total Project Expenditures</i>	<b>\$0</b>

*(Double Click to edit spreadsheet.)*

9. By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the District.

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