



2011-2012 COMMUNITY PROJECT GRANTS

FUNDED BY DISTRICT SIMPLIFIED GRANT # 74619

District 7570

As a part of The Rotary Foundation Grants system, a District Simplified Grant (DSG) is a tool which 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 Rotary year 2011-2012, District 7570 will have \$ **\$43,991** available to fund worthy club community and global projects. The District Grants Committee will serve as a District Simplified Grants Subcommittee 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** (CPG) will be utilized to define and fund club projects.

CPG application, prepared on a 2-page District 7570 CPG Application form, will be accepted for consideration during the *July 1–July 31, 2011* period. While completing the form, the number of pages may expand to three or four as details are inserted. The application must be duly signed and dated by the club president. Send application, in Word.doc format, via email (no snail mail or fax, please) to District Simplified Grant Subcommittee Chair Herb Rinehart (RC Linden, VA)– email: vpc10r@embarqmail.com . The DSG Subcommittee will consider all applications received during this period, as a group, and select the most worthy projects, which meet program requirements, for funding.

NOTE: In recent years all DSG funds have been awarded during this initial period. Should DGS funds remain available 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, as long as DSG funds are available.

Program Requirements

- Grants must comply with the Terms and Conditions of District Simplified Grant Award Program, which are similar for all grant programs (download from www.rotary.org).
- Project should address one or more of the Rotary Foundation Areas of Focus:
 - Basic education and literacy
 - Disease prevention and treatment
 - Maternal / child health and nutrition
 - Economic and community development
 - Water and sanitation
 - Peace and conflict resolution
- 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 up to a maximum of \$3,000 per grant (this provision is intended to maximize the impact of available funds).
- A repeat project of a previously funded project by a club will not be considered.

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- Grant funds shall not 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 a Rotarian.

- A club may submit no more than two applications and must clearly designate one as “Primary” and the other “Secondary”. Each project will be considered. Since the selection committee wants to spread funds through the district, it is unlikely for one club to receive two awards except for notably strong projects / applications.
- The expectation is that clubs submitting applications will have a history of contributing to The Rotary Foundation Annual Giving Fund (unrestricted), which is the funding source of District Simplified Grants.
- Active Rotarian involvement and participation is expected (hands-on), far more than just funding projects.
- Grants require the direct 'Service' 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; seek community involvement and ownership; meet with local service providers, local officials, and/or recipients; and promote in the local media the Rotary Club participation in the project.
- The funded project is *expected* to be completed within the 2011-2012 Rotary year with a FINAL report submitted by May 15, 2012. If extenuating circumstances delay project implementation and/or completion, a PROGRESS report is required to seek an extension into the following year. An extended project must be completed and a final report submitted no later than March 31, 2013 so that the DSG is closed no later than June 30, 2013. (Failure of District 7570 to close DSG can result in losing future funding).
- Funds shall be used for direct payment of invoices and not given to another organization for disbursement.
- Reports: A PROGRESS report is required at least six months after receipt of grant funds (March 31, 2012) to update progress and when requesting an extension of time.
A FINAL report is required within two months of the full spend-out of grant funds but no later than May 15, 2012, so that the DSG can be closed no later than June 30, 2012. 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 significant amount of Rotarian participation in the implementation of the grant.
 Use 'Individual Project Summary' report form for both reports which is attached to CPG Application.

Accountability of funds is mandatory and a joint responsibility of the District and the recipient Club.

Community Project Grant Application

Funded by Rotary Foundation District Simplified Grant # 74619 2011-2012 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. If a picture would assist you in describing your Project, one can be attached.

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 3 Rotarians who will provide oversight and management of the project (type or print)

Primary Contact Name		Rotary Position/Title		
Address		Town	State	ZIP
Email	Telephone		Fax	
Second Contact Name		Rotary Position/Title		
Address		Town	State	ZIP
Email	Telephone		Fax	
Third Contact Name		Rotary Position/Title		
Address		Town	State	ZIP
Email	Telephone		Fax	

Individual Project Summary Report

District Simplified Grant # 74619

Community Project Report # 1112-

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>	\$0
8. Expenditures (please be specific and add lines as needed)	
1	
2	
3	
4	
5	
6	
7	
<i>Total Project Expenditures</i>	\$0

(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 : _____

Name (please print) : _____