Template for Constructing a District Grant Request for Consideration by District 5930

Instructions: Please provide the information requested in the space provided. Each block of space can expand to accommodate your response.

Project Name: Provide the name of your project in the space below.

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Year of Project: Provide the year the project will take place:

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Concise Description of Project (Describe the need(s) to be addressed in the community or international community; describe individuals and community in which need exists; describe what the club proposes to do to address the need, and explain why it is important to address the need.)

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Name of Sponsoring Club:

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Contact Person for Sponsor Club and email address:

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Estimated budget total to conduct project:

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Local Club Partners (if appropriate):

Name of Club:
Contact person:
Amount of financial contribution:

(Repeat as needed)

Other Partners (if appropriate):

Name of cooperating organization(s), club(s) outside District 5930, other partner(s)
Contact person:
Amount of Financial Contribution or description of how they will contribute to the success of the project:

(Repeat as needed)

Community Assessment and Impact: Describe what was done to identify the need in the benefiting community and explain how the need is negatively impacting the community. Could document the need through photos, personal testimony, statistical data, reputable reports, results of town hall meetings, and other resources. Finally, describe the the impact that the project is expected to have in addressing the need once the funding has been fully expended.

Detailed Description of Project: Describe problem/need to be addressed; develop at least one objective for the project to help address the need; identify the intended beneficiaries of the project; explain how the project will benefit the community; mention the estimated time it will take to complete the project.

Expected Expenses: List anticipated expenses for the project, including those that will be paid with funds other than District Designated Funds. Add rows, as needed.

Review allowed expenses, any restrictions on expenses, and unallowed expenses. Additional information can be found in *Terms and Conditions for Rotary Foundation District Grants and Global Grants* under the Resources and Reference heading at https://my.rotary.org/en/take-action/apply-grants/global-grants.

Description of Expense	Supplier	Currency	Total
Total Expected Expenses:			

Expected Funding: List all anticipated income for the project, including funds that will be contributed by the sponsoring club, other partners, and District 5930. Add rows, as needed.

Description of Partner	Funding Source	Amount	%
Total Expected Funding			

Funding still needed, if any, to complete the grant budget total:

_____

Key Point: Total Expected Expenses must equal Total Expected Funding.

Implementation Plan: Describe the activities of the sponsoring club and any partners in implementing the project. Include a description of what Rotarians who are members of the partner clubs will do during the project.

Sustainability of Project (optional): Explain how you plan to maintain this project once the funding period ends. Examples: Describe what you have done to identify key community partners who care about the project and are committed to continue to support it. If appropriate, explain how you will provide appropriate training to qualified individuals so that they can continue to implement the project. If appropriate, mention if you have identified local vendors in case you need to replace equipment, technology, and/or materials.

Measure Your Success: What data/evidence do you plan to collect to determine if the objective(s) you established was met? What process and/or instrument do you plan to use to collect the data/evidence? Briefly describe the process you will use to collect the data and mention who will do this.

Public Image Plan for Disseminating Information about Your Project:

Prepare a draft of a plan to disseminate information about your project once it is completed. That is, you want to tell your Rotary story. Suggested venues: District 5930 website, Facebook, *Rotary Magazine*, Rotary Showcase, etc. Here are some ideas to help you organize the plan:

What need was addressed? Who had the need? Why was it important to address the need? What was done to address the need? Who was involved in implementing the project? What did they do? Who benefited from the implementation of the project? Describe how these individuals benefited. Consider inviting one or more beneficiaries to provide testimonials as to how the project helped them. May want to conclude with a message encouraging others to consider supporting the Annual Fund of The Rotary Foundation.

Request to District 5930 for Support for a Humanitarian Global Grant Project to Address a Community Need

Instructions: Please provide the information requested by writing in this form, as appropriate. Spaces and tables provided can be expanded to allow for complete responses to the questions stated.

If you would like to apply for funding support during the current Rotary year, please submit the completed request form to Eddie Bartnesky (eddie@rotary5930.com), Juan Lira (juanliratx@aol.com), and Art Zeitler (azrotary5930@gmail.com) by **February 26, 2022**.

If you plan to apply for funding support during 2022-2023, please submit the completed request form to Eddie Bartnesky (eddie@rotary5930.com), Juan Lira (juanliratx@aol.com), and Art Zeitler (azrotary5930@gmail.com) by **August 1, 2022**.

BASIC INFORMATION

Name of Rotary Club Submitting the Global Grant Application: _____

Name of Project: _____

Name of Primary Host Club (located where the project will take place): _____

Name of Contact Person for Primary Host: _____

Email address for Contact Person for Primary Host: _____

Cell Phone # for Contact Person for Primary Host: _____

Name of International Partner Club: _____

Name of contact Person for International Partner: _____

Email address for Contact Person of International Partner: _____

Cell Phone # for Contact Person for International Partner: _____

PROJECT OVERVIEW

In the space below concisely describe the main objectives of the project and specify who will benefit from the it.

_____

AREA OF FOCUS

From the list below, place an X next to **ONE** Area of Focus the project will support. Additional information regarding Areas of Focus can be found in the Areas of Focus section under the heading Resources and References located at: https://my.rotary.org/en/take-action/apply-grants/global-grants

___ Peacebuilding and conflict prevention
___ Disease prevention and treatment
___ Water, sanitation, and hygiene
___ Maternal and child health
___ Basic education and literacy
___ Community economic development
___ Environment

In the space below, write the goals from the Area of Focus selected that the project will support.

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MEASURING SUCCESS

Complete the table below to indicate the measures you will use to assess your project's impact. The measures need to be clearly linked to your goals and demonstrate the project's impact on the individuals' lives, knowledge, or health. Additional information can be found in the document titled *Global Grant Monitoring and Evaluation Plan Supplement* located under the heading Resources and References found at: https://my.rotary.org/en/take-action/apply-grants/global-grants.

Measure	Collection Method	Frequency	Beneficiaries

In the space below indicate who will collect information for monitoring and evaluating the project. Briefly explain why this person or organization is qualified for this task.

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LOCATION AND DATES

In the space below, specify where the project will take place and when the project will take place.

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PARTICIPANTS

<u>Cooperating Organization (if applicable)</u>

In the table below, provide the name, website, and location of each cooperating organization. A cooperating organization can be a nongovernmental organization, community group, or government entity. Please attach Rotary's *Memorandum of Understanding* (MOU) that is signed by a representative of the organization. A sample MOU can be found under the heading Resources and References located at:
https://my.rotary.org/en/take-action/apply-grants/global-grants

Name of Organization	Website	Location

In the space below, explain why you chose to partner with this organization and explain what its role will be.

<u>Partners (if applicable)</u>

In the space below, specify any partners that will be participating in the project. Partners may include other Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.

<u>Rotarian Participants</u>

In the space below, describe the role that host Rotarians will have in this project.

In the space below, describe the role that international Rotarians will have in the project.

BUDGET

In the space below, indicate what local currency will be used to implement the project. The currency you select should be what you will use for a majority of the project's expenses.

In the space below, specify the U. S. dollar (USD) exchange rate.

<u>Budget for the Grant</u>

In the table below list each item in your project's budget. Remember that the project's total budget must equal its total funding. Project budgets, including the World Fund match, must be at least $30,000.00. (For a complete description of allowable expenses that may be included in a global grant budget, as well as restrictions and unallowable expenses, refer to the document titled *Terms and Conditions for Rotary Foundation District Grants and Global Grants* located under the heading Resources and References found at: https://my.rotary.org/en/take-action/apply-grants/global-grants

#	Category*	Description	Supplier	Cost in Local Currency	Cost in USD
Total budget:					

*Possible categories include: Accommodations, Equipment, Monitoring/evaluation, Operations, Personnel, Project Management, Publicity, Signage, Supplies, Training, Travel, Tuition.

<u>Supporting Documents</u>

Attach copies of any documents (e.g., price bids or pro forma invoices, to substantiate the listed expenses.

Funding:
In the table below, indicate the funding you have secured and the funding you are requesting from District 5930.

#	Source (District, Club, Organization, Individual)	District Designated Funds	Amount	Cash*	Total
1	Host Club				
2	Host District				
3	International Partner Club				
4	International Partner District				
5	District 5930				
6	Other:				

*Whenever cash is contributed to the Rotary Foundation to help fund a global grant project, an additional 5 percent is applied to help cover the cost of processing these funds. Clubs and districts can receive Paul Harris Fellow recognition points for the additional expense.

<u>World Fund Monies</u>

In the space below, specify how much World Fund money you would like to use on this project.

SUSTAINABILITY

Sustainable projects provide long-term solutions to community problems – solutions that community members can support after the grand funding ends.

In the space below, describe the community needs that your project will address. Also, identity the community assessment tool(s) that were used to identify the needs. Detailed information about these tools can be found in the *Community Assessment Tools* document located under the heading Resources and References found at: https://my.rotary.org/en/take-action/apply-grants/global-grants.

In the space below, explain how the project team identified these needs.

In the space below, explain how the members of the benefiting community were involved in finding solutions to the needs.

In the space below, explain how community members were involved in planning the project.

Humanitarian Project Implementation

In the table below, summarize each step contemplated to facilitate the successful implementation of the project. (Do not include steps related to fundraising, applying for the grant, or report on the grant. Add rows as needed.)

#	Description of Activity	Duration

In the space below, respond to the following questions.

Are there local initiatives addressing the needs identified? ___ Yes ___ No If yes, explain if you will work with these initiatives. (These initiatives could involve governments, nonprofit organizations, and private companies.) If you decide not to work with these initiatives, explain why you made this decision.

<u>In the space below, describe the training, community outreach, or educational programs this project will include.</u>

If training will be involved (e.g., in the use of equipment or material, implementation of procedures/techniques), include responses to the following questions:

- What is the title of the training?
- What is the purpose or goal of the training?
- What knowledge and skills are trainees expected to acquire by participating in the training?
- Explain why you decided to incorporate this training into the project.
- Explain how the training will address any gaps in knowledge and skills of the beneficiaries that were identified during the community assessment.
- Explain if this is new training that was developed as a result of this grant.
- What methods (e.g., presentations, discussion groups, hands-on activities, case studies) will be used to conduct the training?
- How many hours of training will each trainee receive? (Training duration must be sufficient to effectively address the topic.)
- How many times will this training be offered to each trainee? (Follow-up training is required in most projects to ensure that beneficiaries can successfully demonstrate their new knowledge and skills.)
- Who will conduct the training? What are the trainer's qualifications? (Trainers must have professional expertise in the topic.)
- Who will receive the training? How many men will participate? How many women will participate?
- How will trainees continue to use the knowledge and skills they acquired from the training after the grant activities are completed?
- How will this training be evaluated to determine its effectiveness and improve future training?

In the space below, explain how the needs addressed through the project were identified. Ensure you describe how you used one or more Community Assessment tools to help you identify the needs.

In the space below, explain if incentives (e.g., monetary compensation, awards, certification, or publicity) will be used to encourage community members in the project.

In the space below, list any community members or community groups that will oversee the continuation of the project after the grant-funded activities conclude.