**Lodgement Deadline: 30th June 2021**

**GUIDELINES FOR COMPLETING THE FORM:**

1. 1 to 3 projects for which you will submit a District Grant Application. Only forms submitted to reach the Grants Committee by the **Lodgement Deadline** will have their project(s) considered for use as described below. Clubs will be advised if this date changes.
2. **Contact:** The person completing this form.

**Date:** The date you completed the form.

**Priority:** The priority for selection of the project entered.

**Project Country:** The country in which the project will take place, (Host country).

**Est. Budget:** Your estimate of the project budget at this stage.

**Grant Request:** The amount, in AUD, of the grant you will apply for, for this project.

**Project Description** should be brief and tell:

* why the project is necessary,
* what it will achieve, (its objective)
* for whom, and
* any partners you plan to involve.
1. District Grants will match club contributions $-for-$ for either a Local or International project.

**Single Club: $2,000 to $5,000,** minimum project budget $4,000.

**Multi-Club: $4,000 to $10,000,** minimum project budget $8,000.

1. Acceptance of your projects will be confirmed. They will be referred to as “Nominated Projects” and used for the District’s application to the Foundation for the upcoming year’s District (Block) Grant.
Acceptance **does not** imply approval of your Grant.
2. Submit a District Grant Application for the project once you have been advised of the Foundation’s approval of the year’s block grant.
3. You cannot start active work on the project before your District Grant is awarded by the District Governor. Preparatory work of obtaining quotes and preparing a Grant Application, is acceptable.
4. The first project listed (Priority 1), as long as it is eligible, will be chosen for each club that has responded by the Lodgement Date. If the total grant money requested exceeds TRF’s approved block grant, the grants requested may be reduced in the interest of all responding clubs.
5. If Grant money remains after the first project for each club has been chosen, Priority 2 projects will be chosen in order of receipt of this form.
If money is then still remains, Priority 3 projects will be chosen in order of receipt of this form.
6. Please budget your project carefully and realistically.
7. Responding clubs will have until the end of October to submit a District Grant Application for their accepted projects. Until that date, no other grant application will be considered for approval, unless grants have been awarded for all nominated projects. A review of the Grant funds will then be made and the availability of grants from that point will be confirmed to clubs.

Please complete this form by computer, it was designed for Microsoft Word.

Provide brief project details, as advised in the attached Guidelines:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CLUB:** |  | **CONTACT:** |  | **DATE:** |  |
|  |  |  |  |  |
| **Priority** | **Description** | **Project Country** | **Est. Budget** | **Grant****Request** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

 *(Boxes will expand as you type) (Please Express Amounts in A$)*

Suggest a Name for your project:

|  |  |
| --- | --- |
| **Priority** | **Project Name** |
| 1 |  |
| 2 |  |
| 3 |  |