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**2022/2023**

**D9810 District Grant Application**

**for**

**Local Grants**

**International Grants**

**Community Assessments**

**INSTRUCTIONS**

Please complete all sections of this application. Attach additional pages as needed.

**Incomplete or hand-written applications will be returned.**

* Use this form for either Local or International projects, or to fund a Community Assessment for a Global Grant project.
* Your answers should fully satisfy the questions and directions of each Section.
* Please read “Guidelines for Completing a D9810 District Grant Application (2021-22)” before commencing this Application.

**HOW TO SUBMIT THIS APPLICATION**

Save this completed form in MS Word or as a PDF.

Email your Application to the Grants Subcommittee at [grants@9810rotary.org.au](mailto:grants@9810rotary.org.au)

**No project activities can commence until this application has been approved.**

**District Grants are PAID to Clubs AFTER ACCEPTANCE of a Final REPORT**

**that includes all Project Receipts that reconcile to the report’s Statement of Expenses.**

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**D9810 District Grants Program**

## CLUB COMPLIANCE TO PARTICIPATE IN THE GRANTS PROGRAM

Please review and complete the following Club Grant qualifying criteria before lodging your application:

|  |  |  |
| --- | --- | --- |
| **Club Grant Qualification** | **Yes** | **No** |
| At least 1 Rotarian per Club must:   * Have attended the Grants Qualification and Planning Seminar for the year of Grant Implementation: * (For Global Grants); have received certification of course completion from RI’s Online Grants Management Seminar |  |  |
| **Name of Grants Qualification and Planning Seminar Attendee** |  | |
| Your Rotary Club must:   * Be current on your Rotary International and District 9810 Club dues, and be In good standing with District 9810, Rotary international, and The Rotary Foundation. |  |  |
| * Have established and recorded an annual giving goal in Club Central for the current year |  |  |
| **Club Annual Giving Goal Amount: $ for 2021/22** | $ | |
| Your Rotary Club must:   * Be current on all Rotary Grant reporting requirements.   (If you have been pre-paid last year’s grant and its project is not yet Reported, please enter “Pre-paid’ & the expected completion date in the “No” column) |  |  |
| * Have appointed your Club Rotary Foundation Chair for a one to three‐year term to administer your grants. |  |  |
| **Name of Club Rotary Foundation Chair** |  | |

|  |
| --- |
| To understand where the points of your Application should best be placed and to avoid making your entry in the wrong place, **Please Read through the Following Pages, First!** |

**District Grant Application**

**SECTION 1 APPLICATION SUMMARY PAGE**

## 1.1 a) PROJECT TITLE, LOCATION & PURPOSE

**b) [Select one only] This Application is for A) Local Community Grant; B) International Grant; C) Community Assessment for Global Grant;**

**c) Project Purpose (****Why is this project needed? – in 1 sentence)**

## 1.2 APPLICANT CLUB(S)

1. (Primary Applicant):

2.

3.

**Project Management Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Club Primary Contact** | | **Additional Club Contact** | |
| Name |  | Name |  |
| Email Address: |  | Email Address: |  |
| Mobile Telephone: |  | Mobile Telephone: |  |

## 1.3 AUTHORISATION

By signing below, we confirm agreement to the following:

a) All Rotary Clubs and Districts involved in this project are responsible to The Rotary Foundation (TRF) for the physical and financial conduct of the project, and for reporting on it.

b) It is understood and accepted that responsibility for the project, the project’s financial governance, and reporting, lies with the Applicant Rotary Club and is governed by TRF’s Terms and Conditions for Rotary Grants.

c) All information contained in this application is true and accurate, to the best of the club’s knowledge.

d) The club(s) and district(s) have agreed to undertake this project as an activity of the club(s) and/or district(s), and to make required reports.

e) No project activity, other than project planning has commenced.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| Application Author |  |  |  |
| Club President |  |  |  |

**SECTION 2 PROJECT PLANNING PAGES**

## 2.1 COMMUNITY ASSESSMENT [For all Local and International Grant Projects]

Your Grant Application should reflect a need that has been identified in the community, by the community in conjunction with your Rotary Club. Local ownership of the project outcome is important for ‘sustainability’ of project benefits. (If you are applying for a District Grant to conduct a Community Assessment for a Global Grant, insert “To be identified” in 2.1 b) below. (Refer ‘Community Assessment Tools - A resource for Rotary projects’ if you need assistance to conduct your Community Assessment).

a) **Current Situation:** Describe the beneficiaries of this project, their location and characteristics of their current situation that are relevant to the project. (Briefly describe how you discovered the need for the project).

b) **Needs Identified**: Describe the needs you have identified from the community assessment. How was your Club involved; and how were the beneficiaries involved in identifying the needs and designing this project? (Include any other assessments or work that was done to establish the scope and objectives for the project).

c) **Responsibility**: Please describe how your project naturally fits within the jurisdiction and responsibility of a Rotary Club. If you are undertaking an initiative which fits under the jurisdiction of another authority (i.e. doing the work of a responsible authority) such as a State or Local Government or Agency, or a Non Government Organisation, how will you engage them in the project and transfer ownership at the end of the project?

d) **Scope & Objectives**: Outline the scope and objectives of your project. [Or of the Global Grant Project your Community Assessment will support]

e) **Impact of Project Not Proceeding**: How will the community be affected if these needs are not addressed?

## 2.2 ASSURANCE OF SUSTAINABLE PROJECT BENEFITS

Describe actions the project will include to ensure benefits to the community continue after the completion of the project. (Include any costs of sustainability initiatives in your Budget).

## 2.3 PROJECT PLAN (List the milestones you have determined for the project).

|  |  |  |
| --- | --- | --- |
| **PROJECT PLAN** | | |
|  | **Stage** | **Milestone Date** |
|  | Planned Project Start Date |  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  | Planned Project Completion Date |  |

Note: No project activities can commence until this application has been approved.

## 2.4 PROJECT PARTNERS

Describe what active involvement each of the following partner groups will have in the design and implementation of the Project.

[It is highly recommended that District International Grants and Grants to conduct a Community Assessment as a pre-requisite for a Global Grant; - use a project partner (Host Partner) in the community where the project is undertaken. The host partner can be a Rotary District, a Rotary Club or a third party. The Host Partner facilitates local project activities for the Project.

|  |  |  |
| --- | --- | --- |
|  | **Involvement in Design & Implementation (# and tasks)** | |
| Your Club Members |  | |
| Partnering Clubs |  | |
| Non-Rotary Organisations |  | |
|  | **International Project Partner Details (if applicable)** | |
| Name & Location of Host International Partner |  | |
| Organisation |  | |
| Partner Contact Person |  | |
| Attach Host MOU or Letter of Participation |  | Yes/No |

## 2.5 COOPERATING ORGANISATIONS MOU

A Cooperating Organisation is engaged to provide essential work, support or expertise that is necessary for the project and unavailable from the project partners. It cannot be the beneficiary or a project sponsor. An MOU must be provided when there is a critical dependency on the support of a cooperating organisation for the success of the project.

|  |  |  |
| --- | --- | --- |
| **Cooperating Organisation** | **Purpose of Engagement** | **MOU (Yes/No)** |
|  |  |  |

## 2.6 PUBLICITY

Describe how you propose to promote Rotary’s image; e.g. publicise involvement of your Club, Rotary and Foundation internally (within Rotary); and externally (into the community). Include costs in Budget.

(Your project publicity must acknowledge The Rotary Foundation’s funding for this project).

|  |  |
| --- | --- |
| **Audience** | **Promotion & Publicity** |
| Project Community during the Project |  |
| D9810 and its Clubs |  |
| Communities beyond the above |  |

**SECTION 3 FINANCIAL PLANNING PAGE**

## 3.1 PROJECT BUDGET

Please provide an itemised budget of goods and services for the project. (If insufficient space, attach an Excel Spreadsheet).

NOTE: Supplier quotations must accompany this application where a supplier provides goods and services totalling $500 or more.

|  |  |  |  |
| --- | --- | --- | --- |
| **Items/Services to be Purchased** | **Name of Supplier** | **Cost (A$)** | **Quotation Attached (Y/N)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL BUDGET** | | **$** |  |

## 3.2 PROPOSED FINANCING

All funding sources for this project should be listed. Total Funding must equal Total Budget cost.

|  |  |  |
| --- | --- | --- |
| **Funding to be provided as listed below:** | | **Amount** |
| District 9810 – District Grant Requested | |  |
|  | **Club Name** |  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| Other |  |  |
| Other |  |  |
| **TOTAL FUNDING** | |  |

## 3.3 OWNERSHIP OF PURCHASES

a) Who will own the equipment and maintain, operate, and secure the items purchased?

b) Describe training required to use and maintain technical or mechanical equipment; and who will provide it?

c) If budget items are to be shipped, what arrangements have been made for customs clearance? Estimated costs should be included in the budget.

**End of Application**