|  |  |
| --- | --- |
| **TRF_RGB.png** | **D9810 District Grant Application Low-Level Scholarship Grant** |
|  |  |  |
|  | **PLEASE READ** |  |
|  | **Please refer to *D9810 Guidelines for Low-Level Scholarship Grants,* (attached), before completing this Application.****This form is designed to be completed using Microsoft Word (2007 Version and later).****Handwritten or incomplete Applications will not be considered.****Most text boxes will expand, when needed, as entries are made in them.** |  |

1. **THIS APPLICATION IS MADE BY THE:**

|  |
| --- |
|  **Rotary Club of**  |

1. **Details of School, College or other Institution**

|  |  |
| --- | --- |
| **Name of School:** |  |
| **Address of School:** |  |
| **Principal’s Name:** |  |
| **School Contact’s Name:** |  |

1. **When do you intend to present the Scholarship to the School?**

|  |  |
| --- | --- |
| **Date: (mmm yy)** |  |
| **Reason for this Date:** |  |

1. **When do you anticipate this Scholarship to be complete?**

|  |  |
| --- | --- |
| **Date: (mmm yy)** |  |

***The Scholarship will be complete when the school has completed all associated purchases, and copies of the financial documentation are available to you.***

1. **Have you discussed the following items with the School?**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **The Purpose and Guidelines for the Scholarship**  |  |  |
| **The need for your Club to report on the Scholarship when spent, or at year end** |  |  |
| **The need for the School to account for Scholarship purchases of goods & services** |  |  |
| **The need for copies of invoices and receipts as the Guidelines require** |  |  |
| **How many Students has the school decided will be supported by the scholarship?**  |  |

1. **Your Club Support of the Scholarship**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **Does your club have $1,000 available immediately to help fund the Scholarship?** |  |  |

1. **Applicants’ Authorisations *(You agree to the Guideline points attached to this Application)***

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
| **Rotarian Applicant:** |  |  |
| **Club President:** |  |  |
|  |  | **Date:**  |

|  |  |
| --- | --- |
| **TO SUBMIT THIS APPLICATION:** | **TO ENSURE CORRECT PAYMENT OF GRANT** |
| **Email this Form to:** **gmrichardson@bigpond.com** **Or Send to:**PP Graham Richardson,D9810 Grants Chair,34 Ironbark Drive,Templestowe Lower Vic 3107 | **Please enter your Club Banking Details:** |
| Account Name: |  |
| BSB Number: |  |
| Account Number: |  |

|  |  |
| --- | --- |
| TRF_RGB.png | **D9810****Guidelines for Low-Level Scholarship Grants** |

**Description**

* In 2017/18, ten Low-Level Scholarship Grants of $1,000 will be available on a one per club basis.
* Each scholarship is to be for $2,000, made up of a Club contribution of $1,000 and a matching $1,000 contribution from the District Grant.
* The Application form for these grants is titled, *D9810 District Grant Application – Low-Level Scholarship Grant,(Sep 17)*, available for download. Head to the District website and navigate to:

*Club & District Operations  / The Rotary Foundation / Grants*

**Purpose**

* To provide support for financially disadvantaged secondary students.
* To help build stronger relationships between clubs and their local schools.

**Guidelines for Awards**

* The students may be enrolled in any year of secondary education in the one Victorian state school, college, or similar. The scholarship may be used for students located on different campuses of the one institution.
* Scholarships are to be paid directly to the school.
* The scholarship can benefit one to four students, as determined by the school.
* Awards are intended for financially disadvantaged students to assist them to more fully participate in the normal school curriculum. They are not to be used for rewarding the student. Nor are they for use in connection with extra-curricular or any activity outside the normal school program.
* The school will need to account for the full $2,000 so that a statement of the scholarship expenses can be provided for each student. Copies of relevant invoices and/or receipts are required to accompany your Report (see below).
* Upon approval of an Application, the grant will be paid electronically to the club so that, with the club’s matching contribution, the full scholarship can be formally presented to the school. **A receipt must be obtained.**
* Clubs should be sensitive to the fact that many students shun recognition of receiving charity, so anonymity of beneficiaries may have to be observed. Please discuss this with your school contact.

**Financial Governance**

* It is important that clubs make all requirements known and understood to the school officers involved, before the scholarship is presented. The school will need to plan accordingly, both to determine recipients and to administer the scholarship such that your club’s reporting and evidence of expenses are acceptable to the Foundation.
* When the scholarship is fully spent, or at the end of the school year, please collect the school’s statement of expenditures for each student. If any of the scholarship money remains unspent, it has to be returned, so please encourage schools to utilise the full scholarship.
* **Reporting on the scholarship is the club’s responsibility**. Do not expect, or ask, the school to complete the report. You should obtain the data and information for your report from your school contact, but the report is to be completed by a Rotarian or Rotarians from your club. It is then to be signed by your president. The Report Form is available for download from the District website. Navigate to the relevant page, as above.

Please refer any queries to the D9810 Grants Committee.