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| **TRF_RGB.png** | **D9810 District Grant Application Local and International Projects** |
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|  | **PLEASE READ** |  |
|  | **Use this form for a humanitarian project. A LOCAL PROJECT takes place within Australia; an INTERNATIONAL PROJECT anywhere outside Australia.****Please read the latest version of *Terms and Conditions for Rotary Foundation District Grants and Global Grants, for Grants Awarded After 1 July 2013,* before applying. This is available for download from the RI website.****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.****Attach additional pages, if needed.** |  |

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

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|  **Rotary Club of**  |

1. **PROJECT DESCRIPTION**

**This Section is to describe the needs of the benefitting community and how the project will meet those needs. Please consider each question before answering.**

1. **Who, or what, is the benefitting community, where is it and how many of the community will benefit?**

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1. **What are the community’s problems that your project will address?**

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1. **Please describe your project and how you will manage it.**

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1. **Estimated start and completion date of the project**

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| Start Date: Completion Date:  |

**Note: No project activities can be commenced until this application has been approved.**

1. **INVOLVEMENT OF BENEFITTING COMMUNITY**

**How will benefitting community members be involved in the project?**

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1. **COOPERATING ORGANISATION**

**A Cooperating Organisation is involved to provide essential work, support or expertise necessary to complete the project. It cannot be the beneficiary or a Project Partner.**

**If a Cooperating Organisation will incur eligible expenses, identify them in your Project Budget.**

1. **Name and address of cooperating organisation**

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1. **Please attach a ‘Memorandum of Understanding’ from that Organisation that specifically states:**
	* **Its responsibilities,**
	* **How it will interact with Rotarians in this project,**
	* **The Organisation’s agreement to provide invoice and receipt copies for its project expenses,**
	* **Its agreement to cooperate in any financial review of activities, if required.**
	* **An MOU template is downloadable from the RI website Document Centre. Search for “Memorandum of Understanding”, and download the “Cooperating Organisation MOU”. Adapt as needed.**
2. **PROJECT PARTNER (NOT REQUIRED FOR A LOCAL PROJECT)**

**It is highly recommended that International District Grants use a project partner (Host Partner) in the community where the project is undertaken. This host partner can be a Rotary District, a Rotary Club or a third party. The Host Partner manages the project activities and coordinates and communicates with your Project Committee.**

**Please provide details of the host partner engaged for the project**

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1. **APPLICANT CLUB COMMITTEE**

**A Project Committee of at least two Rotarians must be established. It is the committee’s responsibility to coordinate the project, monitor expenditure and manage funds, and submit reports as required to D9810’s Foundation Grants Committee and The Rotary Foundation.**

**These activities are to apply for the duration of the project.**

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| **Applicant Club Primary Contact** | **Additional Contact** |
| **Name:** |  | **Name:** |  |
| **Club:** |  | **Club:** |  |
| **Rotary Position/Title** |  | **Rotary Position/Title** |  |
| **Email Address:** |  | **Email Address:** |  |
| **Street Address:** |  | **Street Address:** |  |
| **City/Postcode** |  | **City/Postcode** |  |
| **Home Telephone:** |  | **Home Telephone:** |  |
| **Office Telephone:** |  | **Office Telephone:** |  |
| **Mobile Telephone:** |  | **Mobile Telephone:** |  |

1. **PROJECT BUDGET**

**Please include a complete, itemised budget for the entire project in A$.**

**Use additional pages if necessary.**

**Refer to the Terms & Conditions for eligibility of expense items.**

**Supplier quotations must accompany this application where a supplier provides goods and services totalling in excess of $500**

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| **Items to be purchased** | **Name of Supplier** | **Cost** |
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|  | **TOTAL** |  |

1. **OWNERSHIP OF PURCHASES**
2. **Who will own the equipment and maintain, operate and secure the items purchased with project funds?**

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1. **Who and how will training in the use and maintenance of technical or mechanical equipment be provided?**

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1. **If budget items are to be shipped, what arrangements have been made for customs clearance?**

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1. **PROPOSED FINANCING**

**Please identify and list all funding sources for this project**

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| --- | --- |
| **Funding to be provided as listed below:** | **Amount** |
| **Rotary Club of** |  |  |
| **Rotary Club of** |  |  |
| **Rotary Club of** |  |  |
| **Rotary Club of** |  |  |
| **Rotary Club of** |  |  |
| **Non-Rotary Organisation:** |  |  |
| **Non-Rotary Organisation:** |  |  |
|  **SUB TOTAL** |  |
|  |  |
|  **Rotary District 9810 – District Grant** |  |
|  |  |
|  **TOTAL (Must be equal to budget cost)** |  |

1. **ACTIVE ROTARIAN PARTICIPATION**

**Describe the non-financial activities and responsibilities that will be undertaken by Rotarians from the clubs involved.**

**How many Rotarians are anticipated to be involved in these activities?**

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1. **PUBLICITY**

**How will your club ensure the general public will recognise that this is a Rotary-sponsored project?**

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1. **AUTHORISATION**

**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. 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.**

**By signing below we confirm agreement to the following:**

1. **Each of the Rotary clubs participating in this project is currently financial with Rotary International and with its District dues.**
2. **All information contained in this application is true and accurate, to the best of the club’s knowledge.**
3. **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.**
4. **We understand that if our club/district or partner club/district is overdue on reporting for any previously awarded Foundation grant, this Application will be returned to the primary partner club, unapproved.**
5. **No project activity has commenced, and the project is proposed to be completed within the time stated.**
6. **SIGNATURES**

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

**TO SUBMIT THIS APPLICATION**

**Send the Application form to the Grants Subcommittee Chair, preferably by email.**

**Attachments should preferably be in PDF format (rather than JPG).**

**Email to:**

gmrichardson@bigpond.com

**Alternatively, post or deliver to:**

PP Graham Richardson,

D9810 Grants Chair,

34 Ironbark Drive,

Templestowe Lower,

Vic 3107