

4. How many Rotarians will be involved in this project, and how?
5. How many Other Individuals will be involved in this project (see Section B.)?
6. What are your plans if this grant request is not fully funded? Will you be able to move forward with partial funding, or will your project need to be canceled?

B. OTHER NON-ROTARY ORGANIZATIONS

If this project involves a cooperating organization, provide the name of the organization below, attaching a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered with the project country, and acting within the laws of the project country.

Name of organization _____

Letter of Participation from Organization attached.

C. DISTRICT ROTARY CLUB MAKING/RESPONSIBLE FOR THE APPLICATION AND GRANT.

Name the club that will coordinate principal funding for the project and that will assume responsibility for the project.

Club _____

Project Contacts: Three (3) Rotarians must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year.

Primary Contact

Name _____
 Rotary position/title _____
 E-mail _____
 Address _____

 Telephone (h) _____
 Telephone (w) _____

Additional Contact

Name _____
 Rotary position/title _____
 E-mail _____
 Address _____

 Telephone (h) _____
 Telephone (w) _____

Additional Contact

Name _____
 Rotary position/title _____
 E-mail _____
 Address _____

 Telephone (h) _____
 Telephone (w) _____

D. PROJECT BUDGET

Include a complete itemized budget for the entire project. Please use separate pages if necessary. Price quotes from the supplier and/or other cost documentation must be attached for each item. Supplier estimates attached

TOTAL _____

E. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES

1. Who will own equipment, materials, or supplies? (Cannot be owned by a Rotary Club or Rotarian)

2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?

3. If equipment/supplies will be shipped (in the event of this being as international project), have arrangements been made for customs clearance?

F. PROPOSED FINANCING

Please list all financing and indicate cash and District Simplified Grant money being requested.

	Amount Contributing
Primary Sponsor Rotary Club _____	_____
Other Sources: _____	_____
_____	_____
_____	_____
_____	_____
	Sub-Total _____
Amount requested from District Simplified Grant	
<i>(Not to exceed amount contributed by Local Club/s)</i> _____	_____
PROJECT TOTAL	_____

G. PUBLICITY

How will the general public know that this is a Rotary-sponsored project? Please provide details, e.g., publicity in a newspaper or display of the Rotary wheel.

H. REPORT

The sponsoring club is required to complete and submit progress and final reports to the district grants subcommittee. Please indicate below the individual who will take primary responsibility for submitting these reports.

Name _____ Signature _____

Name of Club _____

I. SPONSORSHIP AUTHORIZATION

All Rotary clubs and districts involved in this project are responsible to The District 6360 Foundation Grants Subcommittee and ultimately to The Rotary Foundation of Rotary International for the conduct of the project and for reporting on it. The signatures on pages 4 and 5 confirm that the sponsors understand and accept responsibility for the project. Sponsors may either sign this page or submit a separate letter of commitment.

Please list below the activities your club will undertake demonstrating the active involvement of Rotarians in this project.

By signing below, we agree to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
 - This application meets all District Simplified Grant criteria as stated in District Simplified Grants (DSG) 'CRITERIA AND GUIDELINES'.
- The club has agreed to undertake this project as an activity of the club.
 - We understand and will comply with the required Rotarian activities and reporting requirements as stated in District Simplified Grants (DSG) 'CRITERIA AND GUIDELINES'.
 - **We agree that, should the project take more than six months to complete, interim reports will be submitted every six months from the time the grant is paid, and final reports will be provided no later than two months after the completion of the project.**

Club President (print name) _____ Signature _____

Club _____ Date _____

J. AUTHORIZATION OF CLUB FUNDS

Complete below authorization for club funds to be used for this project. Presidents of all clubs contributing must sign this authorization. (Duplicates of this sheet may be made).

Club president (print name)

Signature

Club _____

Date _____

Amount authorized _____

K. COMPLETION CHECKLIST

- Before submitting your District Simplified Grant (DSG) application, please take a minute to review this checklist and make sure that it is complete. If you have any questions or concerns, please contact the district grants subcommittee chair.
- Does the project meet all DSG criteria?
- Has the sponsoring club appointed three contacts to oversee the project? Are these individuals correctly listed on the application?
- Is there written funding confirmation from the club president/s who will be in office during the year of the funding request?
- Have the responsibilities of the project sponsor been outlined? Do they meet the requirements of a DSG project?
- Is there a written commitment (or signature on Section I of the application) from the project sponsor? Is there a detailed budget provided for the project?
- Is there a cost estimate from the supplier for each item?
- Is a cooperating organization involved? If so, is there a letter from the organization which specifically states how the organization will work together and how Rotarians will be involved and interact?
- Have you outlined in detail how you plan to publicize the project?
- Have you made copies of all documents for your files prior to submitting them to the district grants subcommittee?

Send the completed application and all attachments to:

District Grants Co-Chair

Cheryl Vander Veen

cmvanderveen@comerica.com

Comerica Bank

49 West Michigan Ave.

Battle Creek, MI 49017

(269)966-6319 (work)