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| **FOR DISTRICT USE****Received**      **Approved**      **Date.**      **Club notified**       |

**District 1080 - Grant No.**

11-15

**District Grant Application Form**

**For Rotary Year 2019-20**

 **THIS FORM TO BE USED TO RECEIVE FUNDING FROM 1ST JULY 2019**

Please type all information on the screen, and email as an attachment to District Foundation Grants Chairman, trfgrants@rotary1080.org.uk.

**Incomplete applications will not be considered.**

***NOTE****: Before completing this application form you should read the District Grant Criteria, the Grant Manual and the guidance on Involvement and Signage. Your club must have attended a grant training session and the District must hold a signed MOU for the current year. See the disc provided to your club officers. In accordance RIBI recommendations Clubs with charitable income over £5,000 will be expected to have a Registered Charity.*

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| --- | --- |
| ***Rotary Club(s):*** |       |
| ***Project Title:*** |       |
| ***Club Charity Name*** |       | ***Registered******Charity No:*** |       |
|  | **Bank account details:**Grants may be paid by BACS direct to the clubs Charity account - you will be notified of the transfer | **Account name:**       |
|  |  | **Bank name and branch**:       |
|  |  | **Account number:**        | **Sort code:** |    |    |    |

**AREA OF FOCUS**

**Which area(s) of focus is the proposed activity aligned:-**

(See **“Areas of Focus – Statements of Purpose & Goals”** document)

**[ ]  Peace & Conflict prevention/resolution**

**[ ]  Disease Prevention and Treatment**

**[ ]  Water & Sanitation**

**[ ]  Maternal and Child Health**

**[ ]  Basic education and literacy**

**[ ]  Economic and community development**

1. **Project Description**

***NOTE****: The Terms and Conditions require that projects should meet the ‘real humanitarian needs of the receiving community.’ You should be specific that the project meets the Community needs.*

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| 1. What is the purpose of this project? Provide a brief description. What do you propose to do, when and where will the project activities take place?

      |
| 1. Who will be the beneficiaries, and how many will benefit?

      |
| 1. Give a brief description of the Area(s) of Focus:-

       |

|  |
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| 1. **Planning & Finance**
2. Please indicate the approximate start and finish dates for the project.

 Start       Finish      1. Date of first expenditure for your project

**Do not start the project until you have formal approval.** |

1. Who are the participating Rotarians, and how will they be involved in this project?

|  |
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| 1. **Rtns**.
2. (Names & Rotary Office held)
 |
| 1. **Involvement**. *(Work/activities of Rotarians on the project – must be at least* ***three*** *members)*

      |

***NOTE****:* *Foundation grants are intended to support club service activities. At least three Rotarians should be actively involved in planning and/or delivery of the project. Foundation grants are* ***not*** *intended to be a source of grant funding for charitable causes and projects implemented without the involvement of Rotarians*.

1. **Purchase of equipment, materials or supplies**

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| 1. Who will own equipment, materials or supplies? ***NOTE****: Cannot be owned by Rotarian or Rotary Club*

      |
| 1. Who will be responsible for maintenance, and/or storage costs of the equipment/supplies?

      |

1. **Cooperatingorganisation(s**)

Will a cooperating organisation be involved? If so please name the organisation and explain what its role will be.

***NOTE****: You should submit a statement of undertaking from the co-operating organisation which explains how Rotarian involvement will be built into the planning and/or delivery of the project.*

|  |
| --- |
| Name of the co-operating organisation:       |
| 1. Explain its role:

     1. Is a statement of undertaking attached? Yes       No
 |

1. **Costs and financing**

Districts are required to apply for their District Grant for any one year in one application, giving brief details of the spending plan for the grant. This will comprise a list of the Clubs requesting District Grants, brief details of their projects, and an indication of the sum required.

For this reason, it is expected that the grant funds will not be available for distribution to the Clubs until after October 31st 2019

1. Income Amount

|  |  |
| --- | --- |
| District Grant funds requested from District 1080 **NOTE**: This will not exceed 50% of the overall funding of the project |       |
| Other funding (specify)       |       |
|        |       |
|        |       |
|        |       |
|        |       |
| **Total Project Income**  |       |

 **Where other Rotary Clubs are providing funds, a letter signed by the President will be required**

 **B.** Expenditures (please be specific and add lines as needed)

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| --- | --- |
|        |       |
|        |       |
|        |       |
|        |       |
|        |       |
| **Total Project Expenditures (must equal “Total Project Income”)**  |       |

1. **Publicity**

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| --- |
| How will the general public know that this is a Rotary-sponsored project?Please provide details, e.g., publicity in a newspaper, website, etc.      Recipients of **Rotary Foundation** grant funds are required to provide appropriate project signage, with recognition of The Rotary Foundation (TRF) grant support. **Ask for details & Signage template**. |

***NOTE****: It is a condition of the District Grant that copies of publicity are provided on the Final Report.*

**Certifying signatures** *By signing this report, we confirm that to the best of our knowledge these District Grant funds will be spent only for eligible items in accordance with Trustee-approved guidelines, that any unused funds will be returned, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures will be kept and made available to the District if requested.* We confirm that the Club has a registered Charity with its own dedicated bank account that is used for receiving and disbursing TRF grant funds.

|  |  |
| --- | --- |
| **Club President’s name** |       |
| Signature | [ ]  Authorisation | Date: |       |
|  |  |  |  |
| **Contact Name** (responsible for reporting on the project – must be a member of the sponsoring Rotary club) |       |
| Signature | [ ]  Authorisation | Date: |       |
| E-mail |       | Tel.No. |       |

Boxes **1** to **7** must be completed - have you completed all these questions? [ ]

**Send the completed application and all attachments to:**

**District 1080 Grants Sub-committee Chairman, John Beer -** **john.beer@kbocic.co.uk**

**Grants will not be paid if the project commences before the Club receives**

**formal approval from the Grants Sub-committee Chairman**