

Rotary District 7010 International Service Project General Information about Project Grant Application

In accordance with District 7010's Strategic Plan, the District is looking to support one new or enhanced International Project for up to five years. The project will be funded up to \$10,000.00 for the first year and as required (up to \$10,000. yearly) for another 2-5 years. At the end of the five years the project must be sustainable without Rotary's financial involvement. This grant is not a TRF District Grant, TRF Global Grant or 'Government of Canada Grant', nor can it be used in conjunction to one of these grants.

The intent of this new, one time grant that will allow one lead club and a number of support clubs (that presently may not have the human and financial resources) to initiate and implement a new or enhanced international project. This grant allows clubs either the opportunity of leading or participating in an international project. Therefore, in keeping with this year's theme of "Putting it together to serve humanity" and next year's Theme "Be the one!", projects which maximize participation by District clubs not currently involved in an international project, will be given priority consideration.

Applications for Rotary year 2016-2017 with the possibility of renewal yearly for another 4 Rotary years up until 2020-2021 must be submitted by March 21st, 2017 (NOTE: Meeting these deadlines is essential so that the District's financial report is completed and submitted in a timely manner.)

Criteria for consideration before submitting a Project Application: This new or enhanced International Service Project must be in a community already well known to the lead Rotary Club and where the Club has already done at least one other project. This new proposed project must have both financial and hands-on involvement from Rotarians and Friends of Rotarians from throughout District 7010.

- 1) The Project must address an important need identified by the host community and its members. What is acceptable for funding support may be somewhat more flexible than it is for other project funders. If when submitting a grant application you have some questions as to what is acceptable and what is not, please contact the Director of Service Projects (contact information page 3).
- 2) The Project must support one or more of Rotary's six areas of focus.
- 3) The project must be seen by all to strengthen the host community's capacity to meet its own needs.
- 4) Strong partnerships with Rotarians and/or non-Rotarian organizations must already exist in the host community. When planning the Project, consideration must be given to working closely with the other cooperating organization(s) in the Host community.
- 5) Where possible there should be involvement with a Rotary club in the host country and it must involve a minimum of three and preferably more District 7010 clubs. If there is no Rotary Club involvement in the host country, there must be a designated organization or individual on the ground to oversee the operation of the project.
- 6) The Lead Rotary club must appoint a project committee consisting of a Chair, Treasurer and Secretary.
- 7) The Lead Club must develop a Year One Revenue and Expense Budget and a proposed financial plan for the next 2 to 5 years. The Lead Club is financially responsible for its own yearly contribution of at least 25% of the District's contribution to the Project Revenue Budget. Each of the District 7010 support clubs are financially responsible for its own yearly contribution of at least 5% of the District's contribution to the Project Revenue Budget.
- 8) The yearly report to District must also include a measure of progress leading towards the final outcome.
- 9) One goal of the project is that it must become sustainable over the five year period. Sustainability means different things to different organizations. For Rotary, sustainability means providing long-term solutions to problems that community members will support after the project funding ends.

A. Please take special note of the following:

1. Applications must be submitted using the **District 7010 International Project Application Form**. Please complete the application on a computer and retain a copy for your records.
2. This District 7010 Project Grant is intended to assist one lead Club and at least 2 or preferably 3 or more District 7010 Clubs start up a new or enhanced project, one that is in an area the lead Club has been working in in past projects and knows well. A focus on maximizing District club participation must be evident. Interim reports must be timely (2 months after the end of each Rotary year) and satisfy the review committee. After each yearly- project review and evaluation, funding is again reviewed and available to continue the project for up to five years, ensuring that the project is sustained when Rotary involvement no longer exists.
3. The District 7010 Rotary club that is applying to lead this new Grant must contribute yearly to the project budget an amount equal to or more than one-quarter of the total value of the Project grant.
4. The selected lead Club must retain original receipts for all District Grant funded expenditures and provide the originals to the District with their yearly Final Report. The lead Club is required to retain copies of receipts related to grant funded expenditures in accordance with local laws and for a period of seven (7) years following closure of the grant and District's acceptance of the club's Final Report.
5. Clubs doing this International project should attempt to coordinate all their efforts with a Rotary club in the host country near where the project occurs. If there is a cooperating host Rotary Club supporting documentation is required. If there is no Rotary Club or a Rotary Club that cannot cooperate for whatever reason then the District 7010 Lead Club might consider spearheading a Rotary Corps.
6. International travel will not be funded by the project.
7. The Lead Club must be in "good standing" in accordance with District 7010 Bylaws and have contributed to The Rotary Foundation's Annual Fund in the prior year.

B. Other Project Planning Considerations

1. **Project funding** for 2016-17 invested by Rotary District 7010 is \$10,000. The lead Club is also expected to also contribute 25% of that figure and each supporting club 5% of the same figure. District funding is available for up to another 4 years providing the project is progressing and Interim reports are timely (2 months after the end of the Rotary year) and satisfy the review committee.
2. **Equipment:** Purchase of equipment & technology should if at all possible be from local sources in the host country. District 7010 and the lead sponsoring club are required to maintain a list of all equipment purchased with grant funds and their current ownership and location. A list detailing each piece of equipment with a value over \$1,000.Cdn including the brand and model number, along with the owner and the location of the equipment is required in each Interim Report and the Final Report. (NOTE: A Rotary club, Rotary District or Rotarian may not own anything purchased with these District funds.)
3. **Conflict of Interest:** If an item or service is provided by a Rotarian or a Rotarian family member, please provide an explanation of why this should not be considered a conflict of interest and why it is in the best interests of the project and Rotary to use this particular source (i.e., This might be the best bid of several provided for accomplishing the work or that there was no other source available).
4. **Leadership:** The lead Rotary club must appoint a project committee consisting of a Chair, Treasurer and Secretary. The Lead Club must also report regularly to all other participating Clubs.
5. **Checks and Record Keeping:** Please establish a separate bank account that will hold the grant funds and indicate who will be signing the checks for the equipment and items purchased with the grant funds. Please ensure all grant funds are accounted for and when they are co-mingled with club and other funds please ensure their separate identity is not lost. **When the project is audited it will be necessary to produce bank records of all deposits and expenditures for this grant project.** (NOTE: Our District insists there are two signatures on all grant checks.)

6. **Receipts:** State how the receipts for expenditures of this grant will be maintained. Copies of all deposits to the grant account and receipts for all expenditures are required as part of each year's annual report and the final report. (NOTE: Copies of all receipts are retained by the lead Rotary club for seven (7) years after the Final Report has been accepted as complete or longer if local laws require. Original receipts must be provided to the District with each yearly Interim Report and the Final year's Report).
7. **Training:** Training in the use and maintenance of equipment and supplies must be provided. Define who will do it.
8. **Customs:** Ideally all purchases should be made in the country where the project will happen. If per chance items have to be purchased and shipped from outside the project country, the lead Club must determine and indicate what arrangements will be made for customs clearance.

C. Preparing and submitting the District 7010 International Project Grant Application:

Step 1: **Review** the attached project Application and collect all supporting documentation. It must be a project that embodies one of the Six Areas of Focus of the Rotary Foundation. Project sustainability towards the end of the project will be a key consideration in evaluating and ranking project application.

Step 2: **Complete and Submit the Application by March 21st, 2017.** Include a detailed project description, a spending and project financing plan and all club leadership signatures. All sections of the Application must be complete.

Further information regarding this application and to submit the application please contact:

Dawn Straka, Director Service Projects, District 7010
 705-295-6375 or straka@nexicom.net
 32 Leanne Avenue, Keene, ON K9J 6X8

Date: 2017.02.17