

ADDITIONAL INFORMATION FOR INTERNATIONAL DISTRICT GRANT

International Rotary Club, if there is one:

International Club President Name:

Postal Address:

E-mail:

Business Tel:

Home Tel:

Cell Tel:

International Primary Project Contact (other than the Club President):

Name:

Rotary Position/Title:

Postal Address:

E-mail:

Business Tel:

Home Tel:

Cell Tel:

Training: Will training in the use and maintenance of equipment be necessary? If so, who will provide required training and how will it be documented?

Checks and Record Keeping: Indicate who will be signing the checks for the equipment and items purchased with the grant funds. Will a separate bank account be established to hold the grant funds (not required for a District Grant) and, if not, how will the grant funds be accounted for so that when they are co-mingled with other funds 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.

INTERNATIONAL DISTRICT GRANT

Please upload a letter or an email from the International Rotary Club stating that they agree to assist the D5500 Rotary club with supervision of the project, administration of the funds (if required), and that they will provide copies of all receipts when the project is completed. Upload this in the DOCUMENT section of your ClubRunner grant application.

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 for International District Grants are required as part of the Final Report.

Customs and Duties: Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

International Travel Expenses: If you are including international travel in your project budget, please attach a separate sheet detailing for each traveler all travel expenses, fees, and related expenses that are included in this grant application. Research available itineraries and select a recently priced itinerary to send in with this application to validate cost estimates. Additionally, attach to the application biographic information for each traveler indicating whether or not they are Rotarians (and if so, from which club), detailing his/her unique qualifications, and his/her role in the project's implementation. (NOTE: Grant travel funds are not available for providing services that are otherwise readily obtainable in the project country.)