

**District 7120**

**District Grant Application Form**

**Rotary Year 2024-2025**

District 7120 Rotary Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street/PO Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town, NY Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Contact information for Person Responsible for Grant (GMS Attendee)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street/PO Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town, NY Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary District 7120 Clubs **must** use this form to apply for a Rotary 7120 District Grant (DG) Project and answer all the questions as outlined. Submit grant application to DG Chair Patrick Stack, no later than April 1, 2024 by sending an electronic copy to pkroc@outlook.com **AND** a by sending a hard copy to him at 79 Northcliffe Dr., Rochester, NY14616. (There are no longer any scholarship district grants.)

***For the Rotary 2024-2025 year, District Rotary 7120 clubs are to note the following requirements for District Grants:***

1. ***Grants may be used for local projects or small international projects.***
2. ***Clubs may apply for one project grant per Rotary year.***
3. ***The grant applied for may not exceed $4,000, although the total project budget may exceed $4,000.***
4. ***In order to receive any grant, clubs must be qualified. Qualification includes signing a Club Memorandum of Understanding (MOU) and the District 7120 MOU Addendum for the current Rotary year and having a minimum of two (2) members (preferably the president-elect and foundation chair) complete a grant management seminar. (For clubs with fewer than 20 members, their Foundation Area Director/Assistant Governor may serve as the second attendee for qualification.)***
5. ***Submit an executed (signed) Club MOU (Memorandum of Understanding) and the District 7120 Addendum to the MOU for the 2024-2025 year with your application.***
6. ***Please note that all grant money will be disbursed only upon approval of the written final report which includes receipts for all purchases.***
7. ***While these grants do not need to be in an area of focus, they must meet the Mission of Rotary Foundation.\****
8. ***All Rotary Clubs applying for DGs are required to make a financial contribution toward the final cost of their projects.***

**\*The Mission of the Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.**

**A. PROJECT DESCRIPTION (BE CONCISE)**

1. What is the purpose of the project?
2. Provide a brief description of the project.
3. How will it meet the needs of the community?

4. How does this project meet the Mission of the Rotary Foundation?

# B. COOPERATING ORGANIZATIONS

List the cooperating organization(s), if any:

1. Name of organization #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organization #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Use another sheet, if you have more than 2 cooperating organizations.)

1. Attach a letter(s) of support/participation/acceptance from each cooperating organization that specifically states the organization’s responsibilities and how organization(s) will cooperate/work with Rotarians on this project. Also, have cooperating organizations state in their letter of support/participation that they will take ownership of the equipment, maintain it, operate it, and secure the items purchased.

## C. PROJECT COMMITTTEE

A committee of at least two Rotarians must be established by the applicant to oversee the project for its duration, even if it continues into another Rotary year.

Primary Contact\* Secondary Contact\*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Primary & Secondary Contacts are responsible for submitting the final Grant Report by May 15, 2025.

1. **PROJECT BUDGET**

Attach an **itemized** budget with documentation for the entire project.

1. **PURCHASE OF EQUIPMENT**

Who will own equipment, maintain, operate, and secure items purchased with grant funds? Equipment cannot be owned by a Rotary Club or Rotarian.

1. **PROPOSED FINANCING**

Rotary Club Share $

DG Requested $

Cooperating organization(s) $

TOTAL $

In the event your club receives partial funding or a reduce amount of the funds requested, will your club still go forward and complete the project or do a revised version of your project? Yes\_\_\_\_ No\_\_\_\_\_

Note: Checking “NO” will result in no award in the event the full amount of the requested grant cannot be awarded.

1. **AUTHORIZATION**

By signing below, I agree to the following:

* All information contained in this application is true and accurate, to the best of our knowledge;
* The club has agreed to undertake this project as an activity of the club.

**Club President Club President-Elect Club GMS Attendee**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### REPORTS

Although both signatories above are ultimately responsible for completing

progress and final reports, one should take the primary responsibility for

submitting the reports to the District Grant Committee.

***Final reports will be emailed within 30 days of project completion and not later than Thursday, May 15, 2025 to DG Chair Patrick Stack at pkroc@outlook.com***

**Failure to submit the closeout documentation by May 15, 2025 could result in the cancellation of your grant.**

***Club must retain original of report and receipts for 5 years in accordance with the Club MOU/Addendum and any club foundation policies.***

By signing below, I take primary reporting responsibility for the above project. (GMS Attendee)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rotary Club certifies it has contributed on an average per capita basis $35 or more to the Annual Fund of The Rotary Foundation during the Rotary year 2022-2023. If unsure, please contact your Club Foundation Chair.

### DISTRICT APPROVAL

District 7120 Grant Committee has approved the above described

Application for use of District Grant Funds on \_\_\_\_\_ \_\_, \_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_.

Attested by:

District Grant Subcommittee Chair

Name: Patrick Stack

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_