Dear Grant Seeker,

Please read these directions carefully and complete the attached application in its entirety.

**Eligibility Requirements**

* UDRC applicants must have contributed to the UDRC Service Fund and The Rotary Foundation in the fiscal year (July 1-June 30) before they receive their funds.
* Club member’s current project(s) must meet reporting requirements before new project applications by the club member will be considered. (see below)
* All applications must be typed and submitted in WORD or as a PDF.

**Submitting your application:**

* **For the 2025-2026** year, submit your completed application electronicallyto the ISC Chairon or before **June 30, 2025.** ISC Chair: Sheila Hosner, breadpudding@aol.com.
* **If you would like technical assistance**, submit your application **by June 1, 2025.**
* Decisions on awards will generally be made in July-September 2025.
* Applications can be found at [www.udrotary.org](http://www.udrotary.org), Member Information tab.

**Required financial information:**

* Both the **Itemized Budget** and the **Project Funding** forms in the application must be filled out. No substitute forms will be accepted.
* Include invoices and/or price quotes from vendors or estimates from service providers, if possible. Include in the application, not as separate attachments. Back up budget with data.

**Proposal evaluation criteria**

* Project has a **credible Host Rotary club partner** from the project country.
* **A financial commitment** from the Host Rotary partner is included in the proposal.
* **Priority will be given to projects** that will become self-sustaining.
* Projects should attempt to **leverage our club funds** by involving other clubs/collaborators.
* **Priority will be given** to projects presented by UDRC members over projects from other clubs.

**Club approval and disbursement of funds**

* Grants will only be made upon approvals by: (1) ISC Committee, (2) Club President, and (3) the UDRC Service Fund. No grant funds are to be spent or committed before these approvals.
* After being approved by the ISC, project sponsors must submit a **Request for Funding (RFF)** form along with the approved project proposal to the ISC Chair before funds are dispersed.

**Other funding for a project**

* Approved projects may accept donations from individuals or organizations other than UDRC. Donations should be made through the Service Fund clearly designated to the specific project.

**Project completion and reporting requirements:**

* **Projects are expected to be completed within one year** after funds are received. Global Grant and District Grant projects carry their own completion dates.
* A **final report by the UDRC sponsor** must be submitted to the ISC and Service Fund Board within 90 days of completion. The report must include use of grant funds and project photos.

**All sections 1 through 12 must be filled out.**

**Date:**

**Amount requested from ISC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UDRC Rotarian sponsor: UDRC Rotarian co-sponsor:**

Name:

Phone:

Name:

Phone:

Email:

Email:

**Is this your first UDRC-ISC project?** Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_

1. **PROJECT NAME & COUNTRY**:
2. **NEED/PROBLEM**: *What community* ***need or problem*** *will be addressed through this project? (Provide a* ***brief description*** *here and attach up to 1 page of additional information if necessary.)*
3. **Project Information:**
4. ***Brief project description****, including anticipated project outcomes and specific elements. An extended description may be included as an appendix at the end of the application.*
5. ***Who*** *are the* ***primary beneficiaries*** *of this project? (Describe the population)*
6. ***How many*** *individuals (approx.) will benefit?*  Est. \_\_\_\_\_\_\_\_\_\_\_\_ Persons.
7. ***How*** *will it meet the needs of the community?*

1. **TIMING**: *What are the anticipated* ***start and end dates*** *for this project?*

*Start Date: End Date:*

*(Other than Global Grants, the ISC assumes projects will be completed within one fiscal year [July 1-June 30] after the funds are transferred.)*

1. **TOTAL PROJECT COST**: $
2. **CONTINUATION**:  *Is this project* ***a continuation of a prior project carried out with the leadership or participation of the University District Rotary Club****? If so, please describe:*
3. **SUSTAINABILITY**: *How will the* ***ongoing sustainability of the project*** *be ensured?* Definition of sustainability from Rotary International: *“sustainability means providing long-term solutions to community problems that community members themselves can support after the grant funding ends.”* Please address items like: lifespan, maintenance, costs, or other inputs that might be required*.*
4. **PARTNERS**: *Name the* ***University District Rotary Club*** *member(s) working on the proposed project and the role(s) they are playing:*

*If applicable, list* ***other Rotary Club/s or other organizations*** *that will participate in the project.*

***Host Rotary Club partner and the Host Rotary Club member who will oversee the project.***

*ROTARY CLUB:*

*Name Email:*

*Do you have experience working with this club?*

*List their qualifications for carrying out this project (attach further background information if necessary):*

1. **LEVERAGING CLUB MONIES**:

*Will* ***District Matching Grant Funds*** *be requested?*

*For District Grant only*: No Yes \_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_

*As part of a Global Grant:* No Yes \_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_ GG#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **CLUB PARTICIPATION**: *Is it possible for a Rotary* ***delegation*** *to visit the International Service project? If so, please describe potential dates and activities:*

*What other opportunities exist for* ***involvement*** *of U-District and other Rotary members (e.g., contributions in funds or in kind, project set up, performance attendance, hosting, etc.)?*

|  |  |  |  |
| --- | --- | --- | --- |
| Country: | Name of Project: | Date:  | Current Exchange Rate  |

# **ITEMIZED BUDGET** (add more line items if needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Cost | Unit Name/Description | # of Units | Local Currency | US Dollars |
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| **Bank transfer fee** |  |  |  |
| **Total Amount Requested** |  |  |  |

1. **PROJECT FUNDING** (add more line items if needed)

|  |  |  |
| --- | --- | --- |
| Source of Funds (Mark with X if confirmed for this Rotary Year) | X | Amount(U.S. $) |
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| **Total Funds Available** |  |  |