Hello fellow Rotarian,

This application form is for fellow Rotary clubs seeking support from the University District Rotary Club (UDRC) for club-to-club, District, or Global Grants. We welcome your application!

We may also need a copy of your District or Global Grant application, but this form is the first step.

**Submitting your application:**

* **For 2023-2024 year applications,** submit your completed, typed application electronicallyto the UDRC ISC Chairon or before **May 1, 2023.**
* Preliminary decisions on awards will be made in June 2023 and final decisions when the budget is announced after June 30, 2023.
* A University District Rotary Club Rotarian sponsor is required for all projects. If you already have sponsor, please enter their name on the application. If you don’t have a sponsor when you apply, we will try to help find one from our ISC members.

**Required financial information:**

* Both the Itemized Budget and the Project Funding forms at the end of the application must be filled out using the forms provided. Applications without this information will not be considered.
* These forms should be included in the application, not submitted as separate attachments.

**Optional additions:**

* Extended project description (up to 1 pages).
* Additional information on the need/problem.
* Background information on trusted partner(s) involved in project, including experience, references, etc.
* All additions must be added as appendices on the application, not as separate attachments.

**Proposal evaluation criteria:**

* **Complete applications, including the two financial forms are required.**
* Projects must involve a credible Rotary partnerin the project country, except in countries where Rotary does not exist. In the latter case, the international partner may be an NGO/non-profit organization with a reliable history. This is a top priority.
* Priority will be given to **sustainable** projects that **benefit large groups** and have a high potential for **local empowerment, capacity**-**building, and community impact,** without displacing local capacity. 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.”
* The proposal should include a financial commitment from the foreign Rotary partner club. The ISC is aware that Rotary clubs around the world have varying levels of financial strength so this contributions may be small. Still, a financial commitment from the partner club is critical.

**Other important considerations:**

* Follow-up by the UDRC sponsoring club member is required after the project is funded. A **final report upon completion of the project** must be turned in to the UDRC ISC chair(s) and the Service Fund Board. This report must include an accounting of grant funds spent on the project and photos documenting project goal achievement.
* **Reciprocity between clubs**. UDRC highly values and encourages collaboration with other Rotary clubs. However, automatic “quid pro quo” agreements cannot be guaranteed by UDRC. Each application to UDRC funds will be considered on its own merits. Funding by the UDRC will be granted on the quality of the project.

**Date:**

**Rotary Club sponsoring the project:**

**Funds requested from UDRC:**

**Rotarian sponsor:**

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

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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. *What is the* ***purpose*** *of this project?*
5. ***How*** *will it meet the needs of the community?*
6. ***Who*** *are the* ***primary beneficiaries*** *of this project?*
7. ***How many*** *individuals (approx.) will benefit?*  Est. \_\_\_\_\_\_\_\_\_\_\_\_ Persons.
8. ***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.*

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

*Start Date: End Date:*

*Except for Global Grants, the ISC assumes projects will be completed within one year of receiving funding.*

1. **TOTAL PROJECT COST**: $

**FUNDS REQUESTED from** **UNIVERSITY ROTARY**: **$**

1. **CONTINUATION**:  *Is this project the* ***continuation of a prior project carried out with the leadership or participation of the University District Rotary Club****? If so, please describe:*
2. **SUSTAINABILITY**: *How will you ensure the* ***ongoing sustainability/support for the project****, once completed at the international site?*
3. **PARTNERS**: *Name the* ***University 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 Details on the funding and/or other support they will provide will be provided on the ISC Project Funding Form.*

***International Rotary Partner Club and the name of the partner Rotary Club member who will oversee the project.***

*ROTARY CLUB:*

*Member 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? If so, what amount?*

No Yes \_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_\_

*District Matching Grant Funds will be sought:*

*For District grant only\_\_\_\_\_\_\_\_\_*

*As part of a Rotary Foundation Global Grant\_\_\_\_\_\_\_*

*Will* ***Matching Grant Funds*** *from* ***The Rotary Foundation*** *be sought? If yes, what amount?*

No Yes\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_

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.)?*

**U-District Rotarian Sponsor**

Name

Phone

E-mail

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

1. **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** |  |  |