Dear Grant Seeker,

Thank you for your interest in pursuing an international project. We wish you success! Please read these directions carefully and complete the attached application form in its entirety.

**We offer technical assistance for grant seekers**. If you would like us to review your proposal before final submission and give feedback, please follow instructions below.

Finally, check our weekly club bulletin for important International Service Committee news.

**Are you eligible to apply for a grant?**

* 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. (For example, an applicant must have contributed in FY 2022-2023 for a project in FY 2023-2024.)
* Also, a Club member’s current project/s must meet reporting requirements before new project applications by the club member will be considered. (see below for reporting requirements)

**Submitting your application:**

* **For 2023-2024 year applications,** submit your completed, typed application electronicallyto the ISC Chairon or before **May 1, 2023.**
* If you would like technical assistance, please submit your application **by April 15, 2023.**
* Preliminary decisions on awards will be made in June 2023 and final decisions when the budget is announced after June 30, 2023.
* Incomplete or late submissions will be considered only if funds are available after applications that met the requirements have been considered. Incomplete applications must be completed

**Required financial information:**

* The ISC Itemized Budget Form – This lists the items and/or services that will be funded by the project. Be sure to include $50 for International Wire Transfer. Include as appendices **pro forma invoices** and/or price quotes from vendors, or estimates from service providers, if possible.
* The ISC Project Funding Form – This provides the confirmed and projected sources of funding and the amount each one will provide.
* These forms must be included within the application, not submitted as separate attachments.

**Optional additions:**

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

**Proposal evaluation criteria**

* Projects must involve a credible partner Rotary club from 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.
* A financial commitment from the international Rotary partner should be included in the proposal. The ISC is aware that Rotary clubs around the world have varying levels of financial strength and these contributions may be small. Still, a financial commitment from the partner club is critical.
* 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. Ideally, projects will be proposed by non-U.S. clubs to meet local needs and adopted by us, rather than our club members identifying projects and then searching for a foreign Rotary club to take part. 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.”
* Projects should attempt to **leverage club funds,** when possible, by involving other collaborators and funding sources.
* Projects should provide opportunities for **participation of Club** **members** (e.g., sponsoring, traveling, donating or taking items or funding for a project, or helping with a presentation).
* **Priority will be given** to projects presented by University Rotary Club members over projects presented by other clubs.

**Project completion and reporting requirements:**

* **Projects are expected to be completed within one year after funds are received**, except for Global Grant projects or exceptions discussed with the ISC when applying**.** If delays or special circumstances occur the applicant must inform the ISC.
* A final report to the ISC chair(s) and the Service Fund Board is required after the project is completed. The report must include:
  + An accounting of grant funds spent, and
  + Photos documenting project achievements.
* Project sponsors may also be asked to make a short presentation to the club and/or write a newsletter article on the outcomes of their project.

**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 Funds (RFF) form to the UDRC treasurer along with the approved project proposal before funds are dispersed.

**Other funding for a project**

* Projects approved for funding by the ISC may accept additional donations from Rotarians or other individuals or organizations that wish to support the project. The ISC Chair will announce projects accepting donations at Rotary meetings.
* Projects that propose to pass additional donations through the UDRC Service Fund (from other Rotary Clubs, non-profits, individuals, etc.), will be considered, as long as they meet all the criteria specified above and there is some UDRC participation in the project (for example, a co-sponsor). A UDRC Rotarian must also be responsible for meeting the reporting requirements.

**For questions or assistance with District or Global Grants,** please see guidance at [www.5030grants.com](http://www.5030grants.com/). Contacts:District Grants**-**Larry Logue, ltilarry@gmail.comHYPERLINK "mailto:ltilarry@gmail.com%20/%20cell", 206-726-9813 or Global Grants-Kathleen Davis, daviskathleenk@gmail.com, 206-850-4725.

**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:*

*(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**: $

**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 project. Details on the funding and/or other support they will provide will be provided on the ISC Project Funding Form.*

***International Host Rotary Club partner and the name of 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? 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.)?*

**Lead U District Rotarian Second UD Rotary co-sponsor**

Name

Phone

E-mail

Date

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Cost | Unit Name/Description | # of Units | Local Currency | US Dollars |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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. $) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Funds Available** |  |  |