

**District 7360 District Community Grant Application 2021-22**  
**Application Deadline: September 15, 2021**

***This form must be typed.***

Community Project     International

Rotary Club of: Hagerstown- Sunrise

Project Title: Robert W. Johnson Community Center locker room renovation

Amount of funds requested from District: \$2,660

Amount of funds committed by Rotary Club for Project: \$2,660 (Must be equal to or greater than amount of funds requested from District)

2021-2022 Club Grants Chair    Amy Gulino    amy.gulino@gmail.com  
(Name)    (E-mail)

2021-2022 Club Chair of this project Amy Gulino    amy.gulino@gmail.com  
(Name)    (E-mail)

2021-2022 Club Treasurer    Mark Subrizi    Mark.Subrizi@bankwithlimited.com  
(Name)    (E-mail)

**No project may start until final approval is received from District 7360 and The Rotary Foundation**

**PLEASE ANSWER THE FOLLOWING QUESTIONS IN NARRATIVE FORM:**

1. Briefly describe the proposed project. What will be done, when and where will the project take place, and who will benefit from the project?

The project will benefit the Robert W. Johnson Community Center (RWJCC) and those that use their pool. The RWJCC is named after one of its past directors, Lt. Robert W. Johnson, a former Tuskegee Airman, who had a career as public school educator, coach, and a man who valued community. Johnson sought to educate and help the community. Through his contribution, a seed was planted and watered by every leader that served the center. The RWJCC pool has been a staple in the community for more than 50 years. Several years ago, it was determined there needed to be critical repairs made to the pool. Due to the extreme expense in making those repairs, the pool has been closed for the last four seasons. Funds have been secured to make the necessary repairs but other preparations must be made before the pool can open to the public in 2022.

To help RWJCC begin to prepare for reopening, club members will help renovate the locker rooms to better serve the community center's pool guests. The pool is scheduled to be renovated by the start of the 2022 pool season and the locker room renovation will be completed before the pool opening. The locker rooms are in need of updating for regular public use including; a deep clean, fixture replacements, painting, and the purchase of additional lockers.

2. How many club members will participate in the project and in what role? Is there a cooperating organization also involved and what will their role be?

We anticipate participation from approximately 20 club members. The foundation committee will work closely with the community service committee to organize multiple volunteer days to accommodate everyone's schedule and to complete the work in a timely manner. Our goal is to engage the Interact Club with some parts of the project as well. To ensure the project stays within budget, partnerships with local businesses will be sought out to help offset the cost of skilled labor and materials.

3. How will the project benefit the community? Approximately how many people will benefit from the project?

Prior to the pool closing due to expensive upkeep, it was used weekly by 150+ individuals during the summer months. After the renovations are complete the RWJCC expect to see those numbers again. In addition the 150+ the pool will see weekly, it will also be utilized by the approximately 70 kids that attended the free summer camp offered to the children in the community.

The pool will also be a source of revenue for the community center. Groups and organizations will be able to rent out the facilities including the pool, picnic area, and locker room for private use.

4. Will the project be completed if less than requested funds are granted? NO  YES   
If yes will the project be modified if this occurs? NO  YES  in what way?

Part of this project is manual labor and a donation of time to complete the necessary work. If the project is not fully funded, Rotary leadership and RWJCC leadership will prioritize needs for the locker room and purchase those needs with the available funds.

5. How does this project reflect the mission of The Rotary Foundation?

The mission of the Rotary Foundation of Rotary International 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.

The project planned at the RWJCC helps further its support of the community, ultimately supporting the mission of the Rotary Foundation. As mentioned previously, the RWJCC is a staple in the community. Its programs are focused around supporting the youth and providing a safe environment for the children to learn, grow, and play.

### **APPLICATION REQUIREMENTS:**

- **All 2021-22 Rotary Foundation Certified Clubs may submit one (1) Community Grant Proposal if they gave \$6,000 or less to Annual Fund in 2018-19 OR two Community Grant Proposals if Annual fund giving exceeded \$6,000 OR one (1) collaborative project with one or more clubs.**
- **Each year the Rotary Club must be certified. Please check to certify that the following steps for the 2021-22 Certification have been completed:**

X Two (2) club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.

X Clubs must submit a Memorandum of Understanding (MOU) to the District 7360 Grants Subcommittee by September 15<sup>th</sup> 2021

X Clubs must have entered at least 13 goals for the 2021-22 fiscal year in MyRotary by September 15, 2021

X Clubs must disclose any conflicts of interest and cooperate with any District or TRF audit.

X Club President or designee must have attended PETS or equivalent training.

X Club must be current on Rotary International and District Dues.

**Reminder: The club will receive the grant money when the final report and all receipts have been submitted to the District Grants Committee Chair**

Grant Application Signatures:

Rotary Club President (2021-22): Stephanie Baralik e-mail: Stephaniebaralik@gmail.com  
Rotary Club President-Elect (2021-22): [Signature] e-mail: Tiffany Kallgard.com  
Rotary Club Grants Chair: (2021-22): Amy Quino e-mail: amy.quino@gmail.com

Submit by e-mail to Ken Martin, [kpmartin@stamps.org](mailto:kpmartin@stamps.org) and Pam Wagoner, [depotflorist@yahoo.com](mailto:depotflorist@yahoo.com)

Revised 2020/05/02

# District 7360 Club MOU Document 2021-22

## *This document must be typed.*

**This form is for District Community Grants only. All information for Global Grants must be completed at MyRotary.org.**

Rotary Club of Hagerstown- Sunrise MOU Qualifications Document

### **A) Terms of Qualification**

- Clubs that receive certification are qualified through June 30, 2022.
- 2 club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.
- Clubs must submit a MOU to the District 7360 Grants Subcommittee by September 15<sup>th</sup> 2021
- Clubs must have entered at least 13 goals in MyRotary for 2021-22 fiscal year by September 15, 2021
- Clubs must disclose any conflicts of interest and cooperate with any District or TRF audit.
- Club President or designee must have attended PETS or equivalent training.
- Club must be current on Rotary International and District dues.

### **B) Club Leadership Responsibilities**

- The Rotary Foundation Chair of the Rotary Club of Hagerstown- Sunrise will be responsible for the management of the club's qualifications and ensure there are financial stewardship measures and proper grant management practices in place.
- Documents will be stored in hard copy by the club's TRF Chairperson. Also, an electronic file of all related documents (preferably in DACdb) will be kept by the TRF Chair and financial records by the Club Treasurer. The Club TRF Chair, Club Treasurer, Club President and the Club Grants Chair will have access to these records.
- If any one of these individuals should leave the club or position for any reason, in a timely manner the club will appoint an individual to replace the person who left. Any replacements must be provided a copy of this document so they will be aware of duties as they relate to the TRF Grants/Monies.

### **C) Financial Management Plan**

- The District Community Grant is **reimbursable** after submission of the "Final Report." There is no need to open a separate bank account.
- The Club Treasurer will keep a standard set of accounts related to the Club's District Community Grant(s) and will maintain a record of all receipts in hard copy and electronic copy with access by the Club TRF Chair, Club President and Club Grants Chair.
- A copy of all Bank Statements will be kept both hard copy and electronically.
- The Club Community Grant(s) Chair will be responsible for the inventory of items purchased, produced or distributed through grant activities and provide a copy of such to the Club TRF Chair.

### **D) Document Retention**

- The Club TRF Chair will maintain the MOU and documents relating to Terms of Qualification, Leadership Responsibility, Financial Management and Document Retention both hard copy and electronically (ideally in DACdb).

### **E) Reporting on Use of Grant Funds**

- The club must submit the District Community Grant Final Report within 45 days of the completion of the grant project with copies of all receipts, bank statements.

- These items must be submitted by e-mail by **May 31, 2022** to the District Community Grants Co-Chairs (DCGC), Pam Wagoner and Ken Martin.

**F) Method for Reporting and Resolving Misuse of Grant Funds**

The club will report to the District Rotary Foundation Chair Swan Stull any potential misuse or irregularities in grant related activity.

**Authorization and Agreement**

This memorandum of understanding (MOU) is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of Hagerstown- Sunrise, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2021/2022 and will notify Rotary International District 7360 of any changes or revisions to club policies and procedures related to these requirements.

Club President (type) Stefanie Basalik, Ph.D  
 Term 2021-22  
 Signature *Stefanie Basalik*  
 Date 9/10/2021

Club President-elect (type) Tiffany Gardner  
 Term 2021-22  
 Signature *Tiffany Gardner*  
 Date 9/10/2021

Club Foundation Chair (type) Amy Gulino  
 Term 2021-22  
 Signature *Amy Gulino*  
 Date 9/10/2021

Club Grants Chair (type) Amy Gulino  
 Term 2021-22  
 Signature *Amy Gulino*  
 Date 9/10/2021

**Send electronic copies of this form to the following two people:**  
**District Grant Co-Chair Ken Martin - [kpmartin@stamps.org](mailto:kpmartin@stamps.org),**  
**District Grant Co-Chair Pam Wagoner – [depotflorist@yahoo.com](mailto:depotflorist@yahoo.com)**