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# International Small Grant Application - ISC Form 1

**Rotary Club of Washington, DC**

Consistent with Rotary International, the Rotary Club of Washington, DC’s International Service Committee (ISC) seeks to support the mission of The Rotary Foundation, which is to enable Rotarians to advance international understanding, goodwill, and peace through the improvement of health, the support of education and the alleviation of poverty. The Washington, DC Rotary Club (DCRC) funds international grants that support humanitarian goals, advocated by Washington, DC club members, within Rotary’s Areas of Focus that are measurable, sustainable, and host community-driven.

The DCRC ISC will award funds for small grants ranging from $100 – $5,000. Please carefully review The Rotary Foundation’s *Terms and Conditions for Rotary Foundation District Grants and Global Grants* and *Areas of Focus Policy Statements,* available online, as the International Service Committee refers to them when making grant decisions. Please also read and sign the *ISC Conflict of Interest Policy* at the end of this application.

**Small Grants --** The ISC funds small grants for humanitarian projects that demonstrate a need for small capital items or startup funding for a special service or basic items that provide direct and tangible benefits, and that can be accomplished on a short-term basis.

**HOW TO APPLY:** To apply for a Small Grant ($100-$5,000), please complete this application form in its entirety, with supporting materials attached, and submit it via e-mail to the International Service Committee at [*ISC@dcrotaryclub.org*](mailto:ISC@dcrotaryclub.org)*.*  Additional background information should be in PDF format, without password protection. No fax or hard copy submissions will be accepted. Funding will be provided only to 501(c)(3) nonprofit organizations.

All grant applications must be approved by the ISC Technical Review Panel and the boards of the DC Rotary Club and the DC Rotary Foundation. After all club approvals are in place, the ISC announce the award and will disburse funds to the designated 501(c)(3). The ISC requires quarterly reporting from the grant proponents until the project is completed.

**DCRC PROPONENT** *(DCRC advocate for this grant):*

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| --- |
| Name:  E-mail: Phone: |
|  |

**APPLICANT DATA:**

|  |  |  |
| --- | --- | --- |
| Lead Club | Contact Name: | Address: |
| Phone: | E-mail: |
| Rotary Club of: | District: |
| International Host Country Rotary Club | Contact Name: | Address: |
| Phone: | E-mail: |
| Rotary Club of: | District: |
| Country: |  |
| Payee:  Non-Profit Organization  501(c)(3) | Organization: | |
| Address: | Phone: |
| Contact name: | E-mail: |
| 501 (c)(3) status (applicable for small grants)  Yes No  Note: Please attach copy of IRS certificate | EIN: |

**PROJECT DATA:**

|  |  |  |
| --- | --- | --- |
| **Project Name** |  | |
| Estimated number of beneficiaries: | |  |
| Name(s) of club(s) also involved in the project: | |  |
| Project Location: | |  |
| Estimated Begin and End Dates: | |  |
| **Project Summary:** Tell us about your project. In 150 words or less, describe what you want to accomplish. | | |
| **Rotary Mission Alignment**: All grants must support one of Rotary’s Areas of Focus.  Describe how this project aligns with the mission of The Rotary Foundation and at least one of Rotary International’s Areas of Focus:   * Peace-building and Conflict Prevention * Disease Prevention and Treatment * Water, Sanitation, and Hygiene * Maternal and Child Health * Basic Education and Literacy * Community Economic Development * Environment | | |
| **Project Goals and Success Metrics:** Please provide details on the primary goals of the project and how success will be measured. Please use only measures directly linked to the impact on participants’ lives, knowledge, or health.  *Note that if a grant is awarded, applicants will have an obligation to report how grant funds were utilized and to report outcomes quarterly.* | | |
| **Provide a brief timeline** of all proposed grant activities. How many staff and volunteers support this project? Outline the specific work plan to accomplish stated goals and measurable objectives, including outreach and recruitment of participants, program implementation, and follow-up. | | |

**BUDGET:**

*Please provide details regarding the costs of the project and how the grant will contribute to meeting the organization’s budgetary needs (please include attachments as necessary)****:***

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| --- | --- | --- |
| Contributions : | Amount | Notes |
| Estimated total cost in US$ (mandatory) | $ |  |
| Cash contribution to be requested from the **DC Rotary Club** | $ |  |
| Other Rotary club partner donations | $ |  |
| Contributions from individuals, foundations, corporations, NGOs, etc. | $ |  |
| Are you planning to fundraise for this project? | Yes No Partially, need support |  |
| Other | $ | |

**COOPERATING ORGANIZATION DETAILS:**

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| --- | --- |
| If your project involves a cooperating organization, please provide the name of the organization below and attach a letter of participation from the organization that specifically details its responsibilities and how Rotarian will interact with the organization in the project. The letter should also affirm the organization as being reputable, responsible, registered with the project country, and is acting within the laws of the project country and the values of Rotary International. A cooperating organization can be a non-governmental organization, community group, or government entity. Provide the following basic contact information for each cooperating organization:  |  | | --- | | Organization name:  Address:  Website:  Contact person:  Phone number:  E-mail:  Tax-exempt status:  EIN: |  Also, please provide copies of the following, if applicable, as PDF attachments:  * The IRS letter granting your organization’s 501(c)(3) status * Most recent IRS Form 990 filing * Charitable solicitation license * Organization’s operating budget for the current and most recently completed fiscal years * Organization’s most recently audited financial statements * Most recent annual report, or briefly describe the organization’s mission, current programs, activities, and accomplishments   Additional Information:   * Briefly describe the organization’s structure and the responsibilities of the board, staff, and volunteers. * Describe your organization’s sources of funding. * If you believe a memorandum of understanding is needed to clarify the terms of how this project will be financed and managed, see the simple *Memorandum of Understanding* form developed by The Rotary Foundation, available online. |

Describe any support that your organization receives from members of the DC Rotary Club.

Provide a list of any DC Rotary Foundation grants that your organization has received.

Date: Project: Amount:

Describe the need that would be addressed with the grant funds, your target population, and how your target population will benefit from the program.

Describe how you will publicize your selection as an awardee of the Rotary Foundation of Washington, DC, in the media and to your stakeholders.

Beyond grant funding, describe whether there is a role for the DC Rotary Club to be involved in the project, including volunteers or in-kind donations.

**SUSTAINABILITY:**

Describe the community needs that your project will address and the concrete changes that you anticipate achieving with the grant funds. What data or information will help you evaluate the success of the program?

How did your project team identify these needs? How were members of the benefiting community involved in finding solutions?

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Describe how the proposed project will improve the organization’s ability to achieve its programmatic or organizational goals.

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Provide a brief description of your plans to sustain the program funded by the grant beyond the grant period.

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**Application Agreement and Signature**

*By signing this form, you affirm that the information on this application is true and accurate, to the best of your knowledge. Your signature confirms that you have read and agree to the Terms and Conditions for Rotary Foundation District Grants and Global Grants and the that any disclosures are made in accordance with the Rotary Club of Washington DC ISC Conflict of Interest Policy as detailed below. Additionally, if a grant is awarded, you agree to provide written and/or photographic evidence for how funds were utilized and agree to allow the Rotary Club of Washington DC and the ISC to share the information on its website and other public forums for the purposes of informing the public and donors how funds are being used to support the overall mission of the Club and Rotary International.*

Full Name:

Title:   
Address, e-mail, phone:

***Submit all documents to ISC@dcrotaryclub.org.***

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**Conflict of Interest Policy and Disclosure Form**

The Rotary Club of Washington DC (“Club”) International Service Committee (“ISC”) is supportive of [The Rotary Foundation Conflict of Interest Policy for Program Participants](https://www.rotary.org/myrotary/en/learning-reference/policies-procedures/governance-documents).   
  
The Club Board of Directors is conscious of possible conflicts of interest, which may arise as the result of Committee members serving on community boards and/or being intimately connected with applicants for grants and scholarships. The Board is also conscious of possible conflicts of interest which may arise as the result of the relationships and business affiliations of Board members, Committee members, or members of the Club.

At the same time, the Board recognizes that it is inherent in the process of asking people to serve as members of a Committee to select persons who are active in the community. Likewise, the Board does not desire to deprive agencies or to penalize those agencies having active boards of their own, some of whose members may also serve on club committees.

Any conflict of interest on the part of any Board or Committee member should be disclosed and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board or Committee action.

Any Board or Committee member having a possible conflict of interest on any matter should not vote on that matter but shall be counted in determining the quorum for the meeting. The minutes of the meeting should reflect that disclosure was made and the abstention from voting.

It shall be deemed that a Board member or Committee member shall have a conflict of interest if that member’s spouse and/or children are deemed to have such a conflict of interest.

Board members who have declared or been found to have a conflict of interest in any matter shall refrain from participating in consideration of the proposed transaction unless, for special reasons, the Board or Committee requests information or interpretation from the Board member(s) involved.

**Impartiality of Selection Committees**

Rotarians who serve on a club or district-level selection committee for an International Service Committee (ISC) program are expected to exercise complete transparency in their familial, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member’s association with an ISC program award candidate, e.g., employees of the same firm or organization, members of the same Rotary club, or member of the same club sponsoring an application, etc.

The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the Club board or the Rotary Foundation chair, as appropriate, will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.

This policy shall be reviewed annually for the information and guidance of Board members and Committee members. New Board members will be advised of the policy upon entering the duties of Board membership.

**Disclosure**

I have read and understand the Conflict of Interest Policy (“Policy”) as approved by the Board of Directors (“Board”).

In compliance with this Policy, the following is a list of all businesses or other organizations, which I, my spouse, or children am/are officer(s), member(s), partner(s) or employee(s) of, or for which I act as an agent, which the Rotary Club of Washington or ISC has or may in the future enter into a relationship or transaction. This would include organizations that could be a beneficiary of funding. Also include the names of a spouse or child(ren) applying for scholarships administered by the Club.

I hereby agree that at any time a matter comes before the Board, or a Committee on which I serve, concerning an existing or contemplated transaction or relationship between the Club and any party which I, my spouse, and/or child(ren) have an interest, I shall make known the potential conflict. I understand that I shall not vote on the matter, but will be counted in determining a quorum for the meeting. I further agree to refrain from participating in deliberations related to the proposed transaction or relationship, unless, for special reasons, the Board or a Committee requests information or interpretation from me.

In submitting this application, I affirm the following (initial the appropriate statement and sign):

☐ There is no Conflict of Interest.   
  
☐ There is an actual or potential for perceived Conflict of Interest, and the details are provided below.

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

Rotary position/title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_