

Rotary District 7980  
District Training Assembly

April 7, 2018



# District 7980 Grant Funding Application (Humanitarian DMG or Youth Scholarship) For grants being funded after July 1, 2017

Rotary Club: Chester

Club President: Cheryl Archer

Signed MOU Submitted:  Yes  No

Foundation Goals Submitted:  Yes  No

Qualified Club Steward:  Yes  No

Club Steward Name: Sam Chorches

This is an application for:  Humanitarian Grant  RYLA Scholarship  World Affairs Conference

*Red Taigen R. Chester*  
Principal Tyson Stoddard, Chester

If this DMG or Scholarship is approved, to whom and where should the check be mailed?  
Elementary School, 23 Ridge Road, Chester, CT 06412

**Scholarships – Complete this section and submit. (Do not fill in any of the DMG information following this section.)**

Student's Name: \_\_\_\_\_ Conference Date: \_\_\_\_\_ School: \_\_\_\_\_

Funding RYLA: Maximum per scholarship dollar for dollar match: \$125. Limited to 2 RYLA scholarships per Club per year.  
Funding World Affairs Conference, dollar for dollar match up to \$500.00 per scholarship, limited to 1 per club per year.

1. For scholarships, Clubs are not required to meet District's qualifications for DMGs.
2. Completed application is submitted directly to Lynda Hammond, District Grants Chair by e-mail via email: [lynda.hammond1@sbcglobal.net](mailto:lynda.hammond1@sbcglobal.net).
3. Reporting will consist of a copy of the completion certificate for each individual student or confirmation of attendance by the RYLA Committee.

Payment will be made upon receipt and approval of this DMG application.

By signing below, our club accepts responsibility for submitting the completion certificate for each student sponsored within two months of the event, but no later than September 30 following the Rotary year in which the scholarship is awarded.

Club President Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Humanitarian DMG (please check all boxes that apply):**

Area of focus:  Peace and conflict prevention/resolution

Estimated number of people will benefit from this project: 207

Disease prevention and treatment

Estimate the number of Rotarians who will participate: 21

Water and sanitation

Maternal and child health

## PROJECT DESCRIPTION

**Explanation:** District Managed Grants support the humanitarian service projects of District 7980 Rotary clubs which are aligned with at least one of Rotary's six areas of focus. In this section, describe in detail the humanitarian need your project will address, the intent of the project, the area of focus, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of all project partners.

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

<b>Project site</b>	<u>Chester Elementary School</u>
<b>City/Village</b>	<u>Chester</u>
<b>State/Province</b>	<u>CT</u>
<b>Country</b>	<u>USA</u>

Describe the project and the problem or humanitarian need it will address, the Area of Focus it relates to, the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project (must be finished by September 15<sup>th</sup> of the next Rotary Year).

We are requesting support for the Chester Elementary School Aquarium Learning and Relaxation Center. The Aquarium Center will provide exciting learning opportunities and serve as a "place of calm" for children and staff, while also nurturing respect and responsibility for nature. This project relates directly to the "Basic Education and Literacy" Area of Focus for a Humanitarian DMG, but we also believe that it meets the goals of "Peace and Conflict Resolution" and "Community Development" within the context of the school environment. The intended beneficiaries of the project are the students of the Chester Elementary School, both those currently attending the school (207) and those who will attend in the future, as well as school staff.

The school currently has a small, older donated aquarium that has served as a favorite spot for students and staff for many years. The aquarium has been used for diverse science lessons including activities involving observation skills, classification exercises, and real life examples of biotic and abiotic components of an ecosystem. Writing and art classes also utilize the aquarium as inspiration for a variety of creative projects. In addition, the aquarium is central to an enrichment academy of aquarium management (Aqua Adventures) where students in grades 4-6 take on the responsibilities of maintaining the aquarium ecosystem, a role appreciated by all who love the aquarium.

A second, equal benefit of the aquarium is the contribution it makes to the school environment. The aquarium has become a "happy spot" for students to catch a glimpse of their favorite fish. Students have named the fish, and most have a favorite they salute with a "hello" when they pass by each day. But the aquarium does even more. For students having a bad day, the aquarium can settle emotions and nurture peace of mind. This makes it especially useful for students with autism who can be relaxed and reassured by the aquarium's sights and sounds. Students new to the school have also found comfort there, experiencing a willingness to talk when that first conversation centers on some fish or feature of the aquarium.

For all of these reasons, the aquarium is much beloved.

The current aquarium is also aging, limited by size, and located in an area that is awkward for student use and access. Working parts and materials are not enclosed, creating an unfinished appearance and distracting from the display. The proposed project will resolve these issues and our new CES Aquarium Center will enable an expanded impact on the school community.

The new Aquarium Center will nearly triple the size of the current aquarium, increasing it from 55 to 150 gallons, and providing students with a huge, six-foot wide view of the fish and marine creatures inside. A new stand will enclose all working parts. In addition, the aquarium station will be relocated to a larger, angled location at the juncture of the main lobby hallway and the hallway to the cafeteria. This new spot provides more space for classroom use and is a location where students will see it multiple times a day. A floor-to-ceiling mural depicting various aspects of ocean life will be painted on the 12-foot wall behind the aquarium. The mural will be sketched by the art teacher and painted by Rotarians working with CES students. Two four-foot long padded, movable benches will be added, providing a spot where students can sit and think and observe and enjoy. Two lighted, acrylic signs on the wall behind the aquarium will complete the center, with one sign for the school, and the other sign for Rotary International.

In summary, our project consists of four elements:

- 1) Purchase of a large 150-gallon saltwater tank, plus cabinet and associated equipment. Please note: Shoreline Pet and Aquarium will provide the aquarium and cabinet at their wholesale cost
- 2) Purchase of two padded benches
- 3) Creation of a mural of ocean life behind the aquarium on the 12-foot wall behind the aquarium.
- 4) Purchase of two lighted signs, one for CES, the other for Rotary International, positioned on the wall behind the aquarium.

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

The Chester Elementary School community, including students, parents (Chester PTO), and staff has enthusiastically embraced this project and will maintain the Aquarium Learning Center after it is established by this grant. A statement to this effect by Principal Tyson Stoddard is included with this application. The maintenance support staff at CES, headed by James Grzybowski, has for several years maintained a small salt-water aquarium and are well-versed in the demands and requirements for keeping the aquarium healthy.

Describe specific activities of each participating club in implementing the project. What will the Rotarians who are members of the club(s) do in connection with the project? Please note that financial support is not considered active involvement. (See the District Managed Grant application instructions for suggestions.) How will the project and the club's involvement be publicized?

Chester Rotarians will be directly involved in the CES Aquarium Learning and Relaxation Center in three different ways.

The first of these is a targeted fund-raising and public awareness effort associated with our weekly Rotary Booth at the Chester Sunday Market. This effort was actually initiated on Sunday, July 16 and will continue intermittently throughout the summer and fall. The booth was staffed by Rotarians and Principal Stoddard, and enthusiastically supported by the Chester PTO. This project serves to bring attention to Rotary sponsorship as well as raising some money for the aquarium project. Money from these fundraising efforts will be donated to the school to be used to purchase additional fish for the tank.

The second avenue of active Rotarian involvement is participating in painting the ocean wall mural behind the aquarium. The 12-foot wall mural will be designed and laid out by Lori Lenz, CES art teacher, and then will be painted by Rotarians working with CES students. We anticipate that most, if not all, Chester Rotarians will participate in this collective activity.

The final opportunity for Rotarian involvement will occur when the furniture and salt-water tank are actually placed in the designated area. Rotarians will help with the physical assembly and set up of the Aquarium Center in the location that will be prepared in advance by building manager James Grzybowski.

In terms of publicity, we anticipate that each of these three forms of active participation will create public awareness of our project. The Chester Sunday Market is attended by thousands of visitors throughout the summer and our Rotary Booth has already informed many visitors about our activities through posters, brochures, and dialogue at our booth. We will also encourage media coverage of the collaborative creation of our ocean mural painting, and then again on the actual assembly and set up of the new Aquarium Learning and Relaxation Center and its "grand opening."

**DISTRICT 7980 CLUB**

**Explanation:** A committee of at least three Rotarians from the participating Rotary clubs (the sponsor club and any partner clubs) must be established to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. The primary contact (who receives all information from the District) should have an e-mail address to expedite communication. Club Stewards may not serve on any grant committee.

**District 7980 Sponsor Club**

<b>Club</b>	Chester	<b>Club ID number (if known)</b>	6715
<b>District</b>	7980	<b>Country</b>	USA

**District 7980 Club Contact #1 (Primary Contact):**

<b>Name</b>	Ted Taigen		<b>Member ID</b>	097683545	
<b>Club</b>	Chester				
<b>Rotary position</b>	Member				
<b>Address</b>	6 Waterhouse Lane				
<b>City</b>	Chester				
<b>State/Province</b>	CT	<b>Postal code</b>	06412	<b>Country</b>	USA
<b>E-mail</b>	taigen@uconn.edu				
<b>Home phone</b>	860-322-4308	<b>Office phone</b>	860-208-6870	<b>Fax</b>	

**District 7980 Club Contact #2:**

<b>Name</b>	Jan Taigen		<b>Member ID</b>	9768342	
<b>Club</b>	Chester				
<b>Rotary position</b>	Member				
<b>Address</b>	6 Waterhouse Lane				
<b>City</b>	Chester				
<b>State/Province</b>	CT	<b>Postal code</b>	06412	<b>Country</b>	USA
<b>E-mail</b>	jantaigen@gmail.com				
<b>Home phone</b>	860-322-4308	<b>Office phone</b>	860-951-6902	<b>Fax</b>	

**District 7980 Club Contact #3:**

<b>Name</b>	John Ivimey		<b>Member ID</b>	5292744	
<b>Club</b>	Chester				
<b>Rotary position</b>	Member				
<b>Address</b>	19 Gilbert Hill Rd				
<b>City</b>	Chester				
<b>State/Province</b>	CT	<b>Postal code</b>	06412	<b>Country</b>	USA
<b>E-mail</b>	john.ivimey@snet.net				
<b>Home phone</b>	860-526-1106	<b>Office phone</b>	860-240-1062	<b>Fax</b>	

**OUTSIDE DISTRICT 7980 PARTNER (if any – leave this page blank for projects within District 7980)**

**Explanation:** An Outside Club Partner is highly recommended for projects done outside the geographic boundaries of District 7980 if there is a Rotary Club in that country/district. Where a partner club does exist, the primary project contact must be a member of the partner club identified below and the project committee must be composed of members of the Outside District Partner Rotary clubs. In any case committee members must be committed for the duration of the grant process. Club Stewards may not serve on any grant committee.

**Outside District 7980 Primary Club**

Club \_\_\_\_\_ Club ID number (if known) \_\_\_\_\_  
 District \_\_\_\_\_ Country \_\_\_\_\_

**Outside District 7980 Primary Contact:**

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

**Outside District 7980 Project Contact #2:**

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

**Outside District 7980 Project Contact #3:**

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_



## PROJECT FINANCING

**Explanation:** Clearly list all financing in U.S. dollars. District 7980 matches \$1 for every \$1 club cash contribution up to \$7,500 per project. However, no one club can be matched more than \$2,500 for any one project, and no one club can be matched more than \$5,000 to all DMG projects in which it participates during the Rotary year.

**NOTE:** No funds should be sent to the District with this application. Upon approval, a letter will be sent from District 7980 with a check for the District portion of the project to the President of the Sponsor Club. Rotary Clubs must disburse the funds according to the approved budget.

District 7980 Rotary clubs	Cash (US\$)
Chester	\$2,497.09
Outside District 7980 Rotary clubs (if any)	Cash (US\$)
<b>TOTAL contributions</b>	\$2,497.09
<b>Funds requested from District 7980</b>	\$2,497.09
<b>Additional outside funding (not matched by District 7980)</b>	
<b>Total project financing (must equal budget on page 5)</b>	\$4,994.18



## PROJECT PLANNING

**Explanation:** Before an application is submitted to District 7980, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own anything purchased with grant funds.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own any items purchased with grant funds.)

The equipment purchased in completing this project will be entirely owned by Chester Elementary School. Maintenance of the equipment will be undertaken by the maintenance staff of the school.

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

The skills needed by maintenance staff to maintain the Aquarium Center are already in place through years of experience with a smaller tank in the school. Any additional training for the proposed Aquarium Center will be available through the helpful staff of the Old Saybrook Pet & Aquarium Center. In addition to serving as a ready source of information for maintenance of a healthy tank, Shoreline Pet & Aquarium has also offered to price the tank and stand at wholesale valuations.

Is software necessary to operate any items? If so, has software been provided?

No

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

Not applicable


**AUTHORIZATIONS**

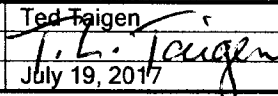
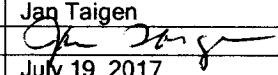
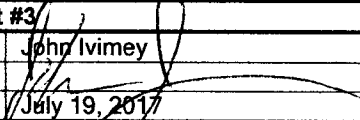
**Explanation:** Authorizations ensure that all participants are aware of, and interested in, pursuing the described project. By signing below, the current club presidents, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) and District 7980 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club agrees to undertake this project as an activity of the club.
- RI, TRF, and District 7980 may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, District Newsletter, etc.
- The partners agree to share information on best practices when asked, and the District 7980 Foundation Committee may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)
- I understand that all participants share some responsibility for timely and accurate reporting. I also understand the requirement to obtain, keep, and submit copies of invoices for project expenditures.

District 7980 Sponsor Club		Outside District 7980 Club Host Partner (if any)	
Name	Cheryl Archer	Name	
Title	President	Title	
Rotary Club	Chester	Rotary Club	
District #	7980	District #	
Signature of Club President		Signature of Club President	
Date	July 19, 2017	Date	

Primary Contact		Primary Contact	
Name	Ted Taigen	Name	
Signature		Signature	
Date	July 19, 2017	Date	
Project Contact #2		Project Contact #2	
Name	Jan Taigen	Name	
Signature		Signature	
Date	July 19, 2017	Date	
Project Contact #3		Project Contact #3	
Name	John Ivimey	Name	
Signature		Signature	
Date	July 19, 2017	Date	



**COMPLETION CHECKLIST**

Before submitting your District Managed Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the District 7980 Grants Review Committee Chairman.

- Does the project meet **all** grant policies and guidelines?
- Does the project description clearly state how the project will assist those in need and in which area of focus?
- Are the activities of the District 7980 Club and Outside District 7980 Club (if any) clearly explained? Will the Rotarians be actively involved in the project?
- Has each participating club created a committee to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- Is a detailed, itemized budget included in the application?
- Are all partner contributions listed in the application?
- Have the club presidents and all committee members provided their authorizing signatures?
- If a cooperating organization is involved, are the following letters included with the application:
  - Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project
  - Letter of endorsement from the primary District 7980 Club President confirming that the cooperating organization is reputable and works within the laws of that country
- Has the District 7980 Grants Review Committee Chairman certified the application as complete and eligible?
- Are there a minimum of three authorizing club signatures included in the application?
- Has the Club president signed in two places (under "Authorizations" and "Final Report")?
- Have copies been made of all documents for club files prior to submitting them to the District?
- Is the project free of any conflict of interest, or the appearance of any conflict of interest?

N/A

**DISTRICT FOUNDATION COMMITTEE APPROVALS**

Foundation Committee Chairman: PDG Richard B. Benson

Signature \_\_\_\_\_ Date \_\_\_\_\_

District Governor: Patricia Pearson

Signature \_\_\_\_\_ Date \_\_\_\_\_

District Grants Subcommittee chair: Lynda Hammond

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete applications with signatures should be sent via email to:**



District Managed Grants Review Committee Chairman  
[glennpearson64@gmail.com](mailto:glennpearson64@gmail.com) 203.640.8231 for questions



# District 7980 Managed Grant (DMG) Final Report

For DMGs Funded After July 1, 2017

**DMG Grant # 1855485-2**

## PROJECT SUMMARY

**Explanation:** Reports are due from clubs to the District Steward within 2 months of project completion, but no later than September 30 following the year of the grant award. Managed Grants support the humanitarian service projects of District 7980 Rotary clubs.<sup>1</sup> Final Reports are not required for District youth scholarships.

**Project Title:** Chester Elementary School Aquarium Learning and Relaxation Center

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable. Chester

**District 7980 Club:** Chester

We have included an itemized statement detailing how grant funds have been expended on this project.

We have attached **copies** of receipts and other relevant documentation for all expenditures for this project.

## IMPACT

**Explanation:** Provide detailed information regarding the project and its beneficiaries.

What Area of Focus was served? What humanitarian need was addressed?

The Aquarium Center provides exciting learning opportunities for students and serves as a "place of calm" for children and staff. It also nurtures respect for and understanding of nature. This project relates directly to the "Basic Education and Literacy" Area of Focus for a Humanitarian DMG, but we also believe that it meets the goals of "Peace and Conflict Resolution" and "Community Development" within the context of the school environment. The beneficiaries of the project are the students of the Chester Elementary School, both those currently attending the school and those who will attend in the future, as well as school staff.

How many Non-Rotarians benefited from this project? How were they helped?

203 CES students and 52 teachers and staff benefit directly from the contribution that the Aquarium Center makes to the school learning environment. The impact of the Center is enhanced by its placement in the central hallway of the school where it is readily accessible for viewing by students and staff throughout the school day.

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<sup>1</sup>This form is a Microsoft Word document. The fields will expand to accommodate the information you enter. Please provide complete information and attach any additional information.

How has the project provided community members with specific skills or knowledge that will allow them to help themselves?

The aquarium is used for diverse science lessons including activities involving observation skills, classification exercises, and real life examples of biotic and abiotic components of an ecosystem. Writing and art classes also utilize the aquarium as inspiration for a variety of creative projects. In addition, the aquarium is used in an enrichment "academy of aquarium management" (Aqua Adventures) where students in grades 4-6 take on the responsibilities of maintaining the aquarium ecosystem, thereby reinforcing important life skills.

Another compelling benefit of the aquarium is the contribution it makes to the school environment. The aquarium has become a "happy spot" for students to catch a glimpse of their favorite fish. Students have named the fish, and most have a favorite they salute with a "hello" when they pass by each day. But the aquarium does even more. For students having a bad day, the aquarium can settle emotions and nurture peace of mind. This makes it especially useful for students with autism who can be relaxed and reassured by the aquarium's sights and sounds. Students new to the school have also found comfort there, experiencing a willingness to talk when that first conversation centers on some fish or feature of the aquarium.

If a cooperating organization was involved, name the organization and describe their role: N/A

How many Rotarians participated in the project?

21 Rotarians from the Chester Club participated in various ways.

Describe how these Rotarians participated:

Chester Rotarians were directly involved in the CES Aquarium Learning and Relaxation Center in three different ways.

The first of these was a targeted fund-raising and public awareness effort associated with our weekly Rotary Booth at the Chester Sunday Market. This effort was initiated on Sunday, July 16 and continued intermittently throughout the summer and fall. The booth was staffed by Rotarians and CES Principal Tyson Stoddard, and enthusiastically supported by the Chester PTO. This effort served to bring attention to Rotary sponsorship of the project as well as raising some money to purchase additional fish for the aquarium.

The second avenue of active Rotarian involvement was participating in painting the ocean wall mural behind the aquarium. The 12-foot wall mural was designed and laid out by Lori Lenz, CES art teacher, and painted by a combination of Rotarians working with CES students over a three-day period.

The final opportunity for Rotarian involvement occurred when the furniture and salt-water tank were actually placed in the designated area. Rotarians helped with the physical assembly and set up of the Aquarium Center in the location that had been prepared in advance by CES building manager James Grzybowski.

## FINACIAL DETAILS

**Explanation:** Provide the details of project spending versus the approved budget. Attach copies of all receipts to this is Final Report. Club funds are to be spent first, any unspent District funds are to be returned with the Final Report.

<b>Items Purchased/Project Expense</b>	<b>Cost in US Dollars</b>
150 gallon tank/stand/assembly and supplies	\$3176.53
Upholstered benches	\$862.12
Fish and tank supplies	\$478.47
Lighted acrylic signs (Rotary and CES)	\$642.72
Total funds expended	\$5159.84
Budget total from original application	\$4994.18
Unused funds returned to District 7980, if any	\$0
Additional funds provided by Club, if applicable	\$165.66

### CERTIFICATION

**Explanation:** Add any additional comments and sign and date the report

**Other information:** The items purchased and project expenses listed here are consolidated according to the itemized receipts submitted with this report. These expenses were listed separately in our grant application. The total budget is essentially unchanged.

By signing this report I confirm that District Managed Grant funds of \$2,500<sup>2</sup> (US Dollars) were spent in accordance with Trustee approved Terms and Conditions for District Grants and that all information contained herein is true and accurate. Original receipts for all expenses will be retained for at least five (5) years in case of audit.

**Signature:** \_\_\_\_\_  
**Name:** Theodore L. Taigen    **Club Name:** Chester Rotary Club  
**Rotary Title:** Member, Aquarium Project Chairman    **Date:** Feb. 28, 2018

<sup>2</sup>Insert the total amount of Grant Funds SPENT, which may be less than or equal to the Grant amount APPROVED, – NOT the total project amount.



Old Saybrook, CT  
719 Boston Post Rd  
(860) 388-0784

Receipt #: 39078  
2/23/2018 1:54:45 PM  
Receipt Type: Regular  
Cashier: SYSADMIN

Bill To: SCHOOL  
CHESTER ELEMENTARY SCHOOL  
CHESTER, CT 06412

ALU	QTY	ORIG PS	PRICE	EXT PRICE
KORAN2	1.00	69.99	62.99	62.99
KORAN ANGEL				% None
LUNAR1	1.00	29.99	26.99	26.99
LUNARE WRASSE				% None
PEPHOG	1.00	99.99	89.99	89.99
PEPPERMINT HOGFISH				% None
795105	1.00	6.99	6.29	6.29
JELLYFISH ORANGE				% None
0879542009495				
879063	1.00	18.99	17.09	17.09
SPECT MD FISH 2MM				% None
0687916583003				
RODSO	1.00	19.99	19.99	19.99
ROD'S ORIGINAL				
0850390002005				
042118	1.00	19.99	18.59	18.59
FROZEN KRILL				% None
0042055308403				
795110	1.00	6.99	6.29	6.29
JELLYFISH YELLOW				% None
0879542009549				
000535	1.00	21.99	19.79	19.79
ANEMONE REEFSCAPE				% None
0051378151993				
RR1554	1.00	14.99	13.49	13.49
STARFISH 3/PK				% None
0030172092404				

ALU	QTY	ORIG PS	PRICE	EXT PRICE
CRL5W	1.00	7.99	7.19	7.19
RED FAN CORAL				% None
0030172092367				
RR1750	1.00	9.99	8.99	8.99
BLUE CORAL				% None
0030172091964				
RR1753	1.00	9.99	8.99	8.99
ORANGE CORAL				% None
0030172091995				
795122	1.00	14.99	13.49	13.49
YELLOW TIPPED ACROPORA				% None
0879542010057				
NMR34	1.00	11.99	10.79	10.79
DORY & MARLIN				% None
0030172080258				
795121	1.00	14.99	13.49	13.49
WHITE TIPPED ACROPORA				% None
0879542010040				
795119	1.00	14.99	13.49	13.49
RED/GRN ACROPORA				% None
0879542010019				
MIMIC	1.00	39.99	35.99	35.99
YELLOW MIMIC TANG				% None
DGOBY	1.00	34.99	31.49	31.49
DIAMOND GOBY				% None
URCHIN	1	19.99	17.99	17.99
ASST. URCHIN				% None
000369	1.00	12.99	11.69	11.69
NEON TANGERINE LUDWIGIA				% None
0081997014195				
029302	1.00	12.99	11.69	11.69
NEON PINK CABOMBA				% None
0081997014225				
795148	1.00	12.99	11.69	11.69
DISCO MUSHROOM CORAL GLC				% None
0879542010316				

23 Unit(s) Subtotal: 478.47  
Club Savings: 50.30  
RECEIPT TOTAL: 478.47

Tendered: Cash 478.47

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39078





719 BOSTON POST RD  
 OLD SAYBROOK, CT 06475  
 (860)-388-0784

Bill To		Ship To	
Customer	Chester Schools/Rotary Club	Recipient	[Recipient Name] [Company]
Customer ID#	James Grybowski	Address	[Address] [City, ST ZIP Code]
Address	[Address] [City, ST ZIP Code]	Phone	[Telephone]
Phone	[Telephone]		

Payment Due	September 22, 2017	Delivery Date	[Select Date]
Salesperson	JEROMY	Shipping Method	[Ship Method]
PO#	83792	Shipping Terms	[Terms]

Qty.	Item#	Description	Unit Price	Discount	Line Total
		Supplies			3176.53

				Subtotal	3176.53
				Sales Tax	0
				Total	3176.53 ✓



Old Saybrook, CT  
719 Boston Post Rd  
(860) 388-0784

Receipt #: 32933      Receipt Type: Regular  
9/22/2017 1:39:26 PM      Cashier: SYSADMIN

Bill To: SCHOOL  
CHESTER ELEMENTARY SCHOOL  
CHESTER, CT 06412

ALU	QTY	ORIG PS	PRICE	EXT PRICE
CHESTEF	1.00	1500.00	1500.00	1500.00
150G TNK/STD/CANOPIES				
013018	3.00	29.99	26.99	80.97
ARAG-ALIVE SPCL REEF SND 2				
0008479007902				
013003	2.00	49.99	44.99	89.98
SEAFLOP SPCL REEF SAND 40				
0008479000507				
D700	1.00	299.99	299.99	299.99
JEBAO SKIMMER 100-200 G				
014185	2.00	129.99	123.49	246.98
NEO-THERM HEATER 300W				
0847852004691				
000502	1.00	149.99	149.99	149.99
JEBAO DC PUMP 9000				
QP-9	1.00	89.99	89.99	89.99
QP-9 WAVE MAKER				
006613	1.00	269.99	256.49	256.49
RS 200 REEF SUMP 125-225G				
0689076891448				
006644	2.00	13.99	12.59	25.18
RECTANGLE MICRON BAG				
0689076316712				
972267	2.00	129.99	123.49	246.98
ADV LED STRIP LIGHT 36IN				
0047431908181				

ALU	QTY	ORIG PS	PRICE	EXT PRICE
000468	2.00	99.99	94.99	189.98
BASE ROCK 40LB BOX				

11 Unit(s)      Subtotal:      3176.53  
**Club Savings:      71.30**  
**RECEIPT TOTAL:      3176.53**  
 Tendered: Cash 3176.53

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Like us on Facebook!



P. O. Box 8030  
Appleton, WI 54912-8030

SEND ORDERS & CORRESPONDENCE TO  
SCHOOL SPECIALTY  
PO BOX 1579  
APPLETON, WI 54912-1579

Toll Free Phone (888) 388-3224  
Toll Free Fax (888) 388-6344

Corporate FID# 39-0971239


On receipt of order, examine the carton contents for damage or lost product. Retain damaged items and their packaging. Contact us within 10 days for damage, 30 days for shortages. Product returned without authorization, additional items not part of the original authorization, or products arriving in an unsellable condition will not be eligible for credit and product will not be shipped back to the customer.

PLEASE NOTE: Your invoice now includes shipment and delivery tracking information on the last page of your invoice and following the invoice total.

# Invoice

Invoice Number : 208119412239 Page 1 of 1  
Order/Ref Number : 50621437  
Invoice Date : 06-OCT-2017 Currency : USD 081-810-01  
Customer Number : 240293  
PO Number : CHESTER ROTARY  
Ship To Attention : ROTARY CHESTER  
Bill To Attention : CATHERINE ANOUAR

Ship To : CHESTER ELEMENTARY SCHOOL  
23 RIDGE RD  
CHESTER, CT 06412-1152

Bill To :  090552  
CHESTER ELEMENTARY SCHOOL  
23 RIDGE RD  
CHESTER, CT 06412-1152

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
2	EA	2		1363696		BENCH 2-SEAT UPHOLSTERED W/WOOD SLED BASE SPECIFY WOOD FINISH FABRIC STYLE AND COLOR GR2	478.950	431.060	862.12
					1368135	OPTION CLASS - LESRO GRADE 2 FABRIC AND VINYL COLORS			
					1430221	ELECTRIC GRADE 2 CORE			
					1370609	OPTION CLASS - LESRO IND STANDARD FURNITURE WOOD FINISH COLORS			
					1270580	BLACK (2113) - MAYLINE			
								Subtotal \$	862.12
								Taxes \$	.00
								Shipping/Handling \$	.00
								INVOICE Total \$	862.12

Standard delivery terms shall be F.O.B. origin. Ownership and title shall pass to Buyer when products are delivered to Carrier unless otherwise agreed to in writing.

<< tear along this perforation >>

## REMITTANCE STUB

To ensure proper credit, please return this portion with remittance.

Customer Name: CHESTER ELEMENTARY SCHOOL  
and PO Number: CHESTER ROTARY

Make Checks  
Payable To: SCHOOL SPECIALTY  
& Mail To: 32656 COLLECTION CENTER DR  
CHICAGO, IL 60693-0326

*Paid  
10/26/17  
Check-  
2206*

Customer Number : 240293 USD  
Invoice Number : 208119412239  
Invoice Date : 06-OCT-2017  
Due Date : 05-NOV-2017  
Taxes : \$ 0.00  
Shipping/Handling : \$ 0.00  
Invoice Amount : \$ 862.12  
Less payments : \$ 0.00  
Balance DUE : \$ 862.12  
Remittance Amount : \$ \_\_\_\_\_



003265620811941223900008621200000862128



182 Court St  
 Middletown, CT 06457  
 (860) 347-8569

# INVOICE

## 2053-5127

More than fast. More than signs. ®  
 fastsigns.com

Payment Terms: Cash Customer

Created Date: 1/16/2018

**DESCRIPTION:** Hanging signs (Rotary) - acrylic panels with boutique hangers

**Bill To:** Chester Elementary School  
 23 Ridge Road  
 Chester, CT 06412  
 US

**Pickup At:** FASTSIGNS-Middletown  
 182 Court St  
 Middletown, CT 06457  
 US

**Ordered By:** James Grzybowski  
 Email: jgrzybowski@reg4.k12.ct.us

**Salesperson:** Kevin Wyman  
 Work Phone: (860) 347-8567 x 12

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	23"W x 23"H acrylic panel, clear 3/16" - printed vinyl on first surface, frosted vinyl on second surface	2	\$251.3600	\$0.00	\$502.72
1.1	Acrylic 3/16" Clear -				
1.2	Vinyl - Calendered -				
1.3	Overlaminates- 3 mil UV Gloss -				
1.4	Vinyl - frosted crystal (3M) -				
1.5	Routing -				
2	Stainless steel boutique hanging fork - one set Price will vary based on specific model, size, and availability - this cost is only an estimate.	2	\$70.0000	\$0.00	\$140.00
2.1	Stand-Offs -				

<b>Subtotal:</b>	\$642.72
<b>Taxable Amount:</b>	\$0.00
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$642.72
<b>Amount Paid:</b>	\$0.00
<b>BALANCE DUE:</b>	\$642.72

Thank you for your business!!

Please look for the customer satisfaction survey in your email and let us know how we are doing. Our goal is, of course, 100% and your input really helps us get there!

Also, the same person who helped you with your sign, banner, or vehicle wrap can help with brochures, business cards, presentation folders, and dozens of other printed items that are produced in-house.



## District 7980 Managed Grant (DMG) Application

For grants being funded after July 1, 2014

Rotary Club: The Rotary Club of Mystic, CT

Signed MOU Submitted:  Yes No

Foundation Goals Submitted:  Yes No

Qualified Club Steward:  Yes No

Club Steward Name: Virginia Bainbridge

### PROJECT DESCRIPTION

**Explanation:** District Managed Grants support the humanitarian service projects of District 7980 Rotary clubs which are aligned with at least one of Rotary's six areas of focus. In this section, describe in detail the humanitarian need your project will address, the intent of the project, the area of focus, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of all project partners.

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

<b>Project site</b>	Coogan Farm
<b>City/Village</b>	Mystic
<b>State/Province</b>	Connecticut
<b>Country</b>	United States

Describe the project and the problem or humanitarian need it will address, the Area of Focus it relates to, the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project (must be finished by September 15<sup>th</sup> of the next Rotary Year).

Coogan Farm is a 45 acre historic farm in the heart of Mystic, CT that was recently acquired by the non-profit Denison Pequotsepos Nature Center (DPNC). The property links geographically to DPNC and fits nicely into their future plans for nature trails, restoration of the farm and orchards and teaching low income families to prepare nutritious meals in the old farmhouse on the property.

This past summer saw the first crop production from the farm done by volunteers under the supervision of a paid farm manager. All tilling, seeding, weeding and harvesting was done by hand. Crops produced were then donated to the Gemmea E. Moran Untied Way/Labor Food Center which distributes food to 63 programs that serve 91 feeding sites across New London County and through their Mobile Food Pantry which stops at 11 different locations in the region.

This project proposes to purchase a used tractor and needed assorted attachments for the tractor to increase crop productivity through mechanized plowing and especially to assist in moving large amounts of garden mulch (seaweed). Recently mobile greenhouses were donated which are impossible to move by hand. These greenhouses on wheels will enable year-round gardening. Using only solar energy, crops will be grown in all seasons simply by moving the greenhouses. The Area of Focus to be addressed is Community and Economic Development.

The humanitarian need for access to fresh nutritious food in our community is significant. United Way information tells us that one in six children in Southeastern Connecticut is food insecure. A U.S. Census Bureau study indicates that 19,000 people in our region are living below poverty level. The United Way serves 22,000 people each month through homeless shelters, soup kitchens, senior centers, daycare programs and other community services. It is the only United Way organization in the country with its own food center. DPNC has formed a unique partnership with the United to supply fresh nutritious in-season food to needy recipients. Crops planned for next season are primarily those that are sturdy, transport well and are high in nutrition such as, potatoes, squash, carrots and beets.

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

A formal agreement exists among the DPNC, The United Way of Southeastern CT and the Robert Young Foundation regarding the establishment of what is referred to as the "Giving Garden" at Coogan Farm. The Foundation partially underwrites the salary of the Farm Manager for his work on the Giving Garden. The Farm Manager has many years of experience in farming and is passionate about his mission in feeding the poor of Southeastern CT. He also holds a certificate in humane farming.

Describe specific activities of each participating club in implementing the project. What will the Rotarians who are members of the club(s) do in connection with the project? Please note that financial support is not considered active involvement. (See the District Managed Grant application instructions for suggestions.) How will the project and the club's involvement be publicized?

Mystic and Stonington Club members have volunteered hours in the past manning the Mobile Pantry at the Stonington Social Services Office stop and will continue to do so. The Mystic Club also did a Sweat Equity land clearance project on the farm in 2013.

In signing their Letters of Commitment to this project, all six clubs have agreed to participate in sweat equity projects at the Farm in the coming year. The Farm Manager has given assurance that there is no shortage of projects to be accomplished. Spring and Fall sweat equity projects will be set up by the Mystic Club for all to participate in.

The Mystic Club will assume responsibility for publicizing the award of the grant to local newspapers in the Southeastern CT area. If a club has a web site, they will post it on their web site. DPNC will also acknowledge the award in its newsletter, the "Chickadee" and on their web site. DPNC has also agreed to place a plaque on the tractor itself.

## DISTRICT 7980 CLUB

**Explanation:** A committee of at least **three** Rotarians from the participating Rotary clubs (the sponsor club and any partner clubs) must be established to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. The primary contact (who receives all information from the District) should have an e-mail address to expedite communication. Club Stewards may not serve on any grant committee.

### District 7980 Sponsor Club

<b>Club</b>	The Rotary Club of Mystic	<b>Club ID number (if known)</b>	6737
<b>District</b>	7980	<b>Country</b>	USA

### District 7980 Club Contact #1 (Primary Contact):

<b>Name</b>	Carol A.Kent	<b>Member ID</b>	8120798
<b>Club</b>	The Rotary Club of Mystic		
<b>Rotary position</b>	Recording Scretary/Grant Writer		
<b>Address</b>	322 Brooklyn Rd.		
<b>City</b>	Canterbury		
<b>State/Province</b>	CT	<b>Postal code</b>	06331
<b>Country</b>	USA		
<b>E-mail</b>	clrk2knt@aol.com		
<b>Home phone</b>	860-546-69224	<b>Office phone</b>	<b>Fax</b>

### District 7980 Club Contact #2:

<b>Name</b>	William C. Smith	<b>Member ID</b>	8348798
<b>Club</b>	The Rotary Club of Mystic		
<b>Rotary position</b>	Member		
<b>Address</b>	255 Neptune Drive		
<b>City</b>	Groton		
<b>State/Province</b>	CT	<b>Postal code</b>	06340
<b>Country</b>	USA		
<b>E-mail</b>	wksmith@aol.com		
<b>Home phone</b>	858-449-6559	<b>Office phone</b>	<b>Fax</b>

### District 7980 Club Contact #3:

<b>Name</b>	Feng Xue Sure	<b>Member ID</b>	6999479
<b>Club</b>	The Rotary Club of Stoningtons		
<b>Rotary position</b>	Secretary		
<b>Address</b>	8 Deer Ridge Rd.		
<b>City</b>	Stonington		
<b>State/Province</b>	CT	<b>Postal code</b>	06378
<b>Country</b>	USA		
<b>E-mail</b>	feng@first-han.com		
<b>Home phone</b>	860-536-2129	<b>Office phone</b>	<b>Fax</b>

**OUTSIDE DISTRICT 7980 PARTNER (if any – leave this page blank for projects within District 7980)**

**Explanation:** An Outside Club Partner is highly recommended for projects done outside the geographic boundaries of District 7980 if there is a Rotary Club in that country/district. Where a partner club does exist, the primary project contact must be a member of the partner club identified below and the project committee must be composed of members of the Outside District Partner Rotary clubs. In any case committee members must be committed for the duration of the grant process. Club Stewards may not serve on any grant committee.

**Outside District 7980 Primary Club**

Club \_\_\_\_\_ Club ID number (if known) \_\_\_\_\_  
 District \_\_\_\_\_ Country \_\_\_\_\_

**Outside District 7980 Primary Contact:**

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

**Outside District 7980 Project Contact #2:**

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

**Outside District 7980 Project Contact #3:**

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_





## PROJECT FINANCING

**Explanation:** Clearly list all financing in U.S. dollars. District 7980 matches \$1 for every \$1 club cash contribution up to \$7,500 per project. However, no one club can be matched more than \$2,500 for any one project, and no one club can be matched more than \$7,500 to all DMG projects in which it participates during the Rotary year.

**NOTE:** No funds should be sent to the District with this application. Upon approval, a letter will be sent from District 7980 with a check for the District portion of the project to the President of the Sponsor Club. Rotary Clubs must disburse the funds according to the approved budget.

District 7980 Rotary clubs	Cash (US\$)
The Rotary Club of Mystic	\$2,500
The Rotary Club of the Stoningtons	2,500
The Waterford Rotary Club	500
Rotary Club of Montville	500
Groton Rotary Club	955
New London Rotary Club	1,500
Outside District 7980 Rotary clubs (if any)	Cash (US\$)
<b>TOTAL contributions</b>	\$8,455
<b>Funds requested from District 7980</b>	\$7,500
<b>Additional outside funding</b> (not matched by District 7980)	-0-
<b>Total project financing</b> (must equal budget on page 4)	\$15,955

## PROJECT PLANNING

**Explanation:** Before an application is submitted to District 7980, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own anything purchased with grant funds.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own any items purchased with grant funds.)

The tractor will be owned, operated, maintained and secured by DPNC, Inc. It will be housed in a heated barn/workshop and maintained mechanically by the Farm Manager.

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

This will not be necessary as the Farm Manager possesses all required skills.

Is software necessary to operate any items? If so, has software been provided?

N/A

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

N/A

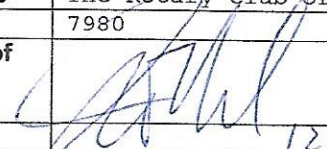
**AUTHORIZATIONS**

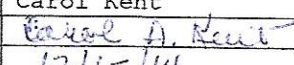
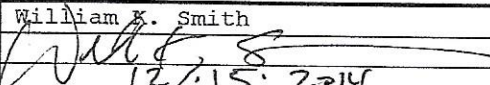
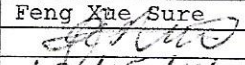
**Explanation:** Authorizations ensure that all participants are aware of, and interested in, pursuing the described project. By signing below, the current club presidents, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) and District 7980 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club agrees to undertake this project as an activity of the club.
- RI, TRF, and District 7980 may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, District Newsletter, etc.
- The partners agree to share information on best practices when asked, and the District 7980 Foundation Committee may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)
- I understand that all participants share some responsibility for timely and accurate reporting. I also understand the requirement to obtain, keep, and submit copies of invoices for project expenditures.

District 7980 Sponsor Club		Outside District 7980 Club Host Partner (if any)	
Name	John D. Merkel	Name	
Title	President	Title	
Rotary Club	The Rotary Club of Mystic	Rotary Club	
District #	7980	District #	
Signature of Club President		Signature of Club President	
Date	12/15/14	Date	

Primary Contact		Primary Contact	
Name	Carol Kent	Name	
Signature		Signature	
Date	12/15/14	Date	
Project Contact #2		Project Contact #2	
Name	William K. Smith	Name	
Signature		Signature	
Date	12.15.2014	Date	
Project Contact #3		Project Contact #3	
Name	Feng Xue Sure	Name	
Signature		Signature	
Date	12/15/14	Date	



**COMPLETION CHECKLIST**

Before submitting your District Managed Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the District 7980 Grants Review Committee Chairman.


- Does the project meet all grant policies and guidelines?
- Does the project description clearly state how the project will assist those in need and in which area of focus?
- Are the activities of the District 7980 Club and Outside District 7980 Club (if any) clearly explained? Will the Rotarians be actively involved in the project?
- Has each participating club created a committee to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- Is a detailed, itemized budget included in the application?
- Are all partner contributions listed in the application?
- Have the club presidents and all committee members provided their authorizing signatures?
- If a cooperating organization is involved, are the following letters included with the application:
  - Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project
  - Letter of endorsement from the primary District 7980 Club President confirming that the cooperating organization is reputable and works within the laws of that country
- Has the District 7980 Grants Review Committee Chairman certified the application as complete and eligible?
- Are there a minimum of three authorizing club signatures included in the application?
- Has the Club president signed in two places (under "Authorizations" and "Final Report")?
- Have copies been made of all documents for club files prior to submitting them to the District?
- Is the project free of any conflict of interest, or the appearance of any conflict of interest?

**DISTRICT FOUNDATION COMMITTEE APPROVALS**

Print Name of Foundation Committee Chairman  
PDG Richard B. Benson

Signature  Date 2/25/15

Print Name of District Governor Mukund Nori

Signature  Date March 1, 2015

Print Name of DGSC Lynda Hammond

Signature  Date 27 Feb 2015

**Complete applications with signatures should be sent via email to:**



District Managed Grants Review Committee Chairman  
[cmarsh14@aol.com](mailto:cmarsh14@aol.com)

## People our garden touched in 2014

**With a harvest season of Aug. 6 to Oct. 3, the garden produced 2,088 pounds of radishes, chard, kale, tomatoes, peppers, turnips, beets, and scallions. The produce went to 11 of the Gemma E. Moran United Way/Labor Food Center's feeding sites, in seven communities, and fed about 3,300 individuals (see chart below, from the United Way).**

Distribution Site	Avg # Households Served	Avg # Individuals Served
Jewett City – St. Mary's Church	101	271
Sprague – Sprague Community Center	85	264
Norwich – NFA	137	500
Norwich – Three Rivers Community College	81	261
Taftville – Wequonnoc Family Resource Center	82	294
Groton – St. John's Christian Church	123	361
Groton – Groton Human Services	113	304
New London – Thames River Apartments	101	356
New London – Walls Temple A.M.E. Zion Church	102	364
Stonington – Stonington Human Services	122	263
Salem – Town of Salem	28	68

Produce from our garden goes to the Gemma E. Moran United Way Labor Food Center which distributes food to 63 programs that serve 91 feeding sites across New London County. The food bank distributes 2.7 million pounds of food annually.

- We are a member of the Northeast Organic Farming Association of Connecticut
- Work this fall and winter will triple the size of the growing area
- We estimate 6 tons of produce in 2015. We need 7.25 tons to supply produce for all 22000 people
- We expect 8 tons in five years as the soil is balanced.
- We received a greenhouse from the Eastern Connecticut Community Garden Association and look forward to two more in 2016
- Greenhouses or "High Tunnels" will facilitate year round production with no heat.
- A plan to grow the ranks of the volunteer support the Garden saw in 2014 is being developed.
- In addition to volunteers and financial donations, the garden **needs a tractor.**

Virginia L. Mason, President and CEO of the United Way of Southeastern Connecticut said: "We look forward to a long partnership and to living the dream of spreading the produce and its nutrition all over the county — to so many who need supplemental food. We are thankful to DPNC and its staff and volunteers."

***We need a tractor to:***

- ***Move our 3000 pound high tunnels each time the season changes. This will allow us to provide produce year round with no heat.***
- ***Move tons of seaweed, biochar, leaves and cover crops. 60% of our garden is grown for compost. Our garden will be bio intensive which uses no chemicals and is fed solely by what we grow.***
- ***Distribute compost on our 200+ garden beds of differing sizes. Most which measure 5' X 40'.***
- ***Support the many projects and routine maintenance of DPNC's massive acreage of woods, trails, ponds and meadows.***

Respectfully submitted by Craig L. Floyd Farm Manager

December 9, 2014

John D. Merkel, President  
The Rotary Club of Mystic  
Box 153  
Mystic, CT 06355

Dear John:

The Groton Rotary Club is pleased to partner with the Rotary Club of Mystic in support of its District Managed Grant (DMG) application to District 7980 in the amount of \$15,000. It is the intention of our club to contribute \$955.00 toward the \$7,500 match of this grant to purchase a used tractor to be used by the Coogan Farm, a part of the Denison Pequotsepos Nature Center in Mystic, CT.

The use of a tractor will greatly enhance the productivity of the farm and permit up to an estimated six-fold expansion in overall produce output. We understand and fully support the mission of Coogan Farm to raise produce for distribution to the 22,000 people served each month through the United Way of Southeastern CT in their various meal sites and mobile food pantry. As a club we are also prepared to participate in a "sweat equity" project at the farm when called upon.

Sincerely,

A handwritten signature in cursive script, appearing to read "Linda Lee".

Linda Lee

President

Groton Rotary Club



Nov 24, 2014

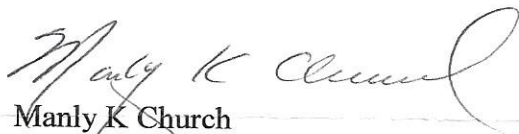
John D. Merkel, President  
The Rotary Club of Mystic  
Box 153  
Mystic, CT 06355

Dear John:

The Waterford Rotary Club is pleased to partner with the Rotary Club of Mystic in support of its District Managed Grant (DMG) application to District 7980 in the amount of \$15,000. It is the intention of our club to contribute \$500 toward the \$7,500 match of this grant to purchase a used tractor to be used by the Coogan Farm, a part of the Denison Pequotsepos Nature Center in Mystic, CT.

The use of a tractor will greatly enhance the productivity of the farm and permit up to an estimated six-fold expansion in overall produce output. We understand and fully support financially the mission of Coogan Farm to raise produce for distribution to the 22,000 people served each month through the United Way of Southeastern CT in their various meal sites and mobile food pantry.

Sincerely,



Manly K Church

President

Waterford Rotary

November 29, 2014

John D. Merkel, President  
The Rotary Club of Mystic  
Box 153  
Mystic, CT 06355

Dear John:

The New London Rotary Club is pleased to partner with the Rotary Club of Mystic in support of its District Managed Grant (DMG) application to District 7980 in the amount of \$15,000. It is the intention of our club to contribute \$ 1500 toward the \$7,500 match of this grant to purchase a used tractor to be used by the Coogan Farm, a part of the Denison Pequotsepos Nature Center in Mystic, CT.

The use of a tractor will greatly enhance the productivity of the farm and permit up to an estimated six-fold expansion in overall produce output. We understand and fully support the mission of Coogan Farm to raise produce for distribution to the 22,000 people served each month through the United Way of Southeastern CT in their various meal sites and mobile food pantry. As a club we are also prepared to participate in a "sweat equity" project at the farm when called upon.

Sincerely,



Bill Schmidt

President

New London Rotary Club

Rotary Club of the Stoningtons  
P.O. Box 304  
Stonington, CT 06378

November 21, 2014

John D. Merkel, President  
The Rotary Club of Mystic  
Box 153  
Mystic, CT 06355

Dear John:

The Rotary Club of the Stoningtons is pleased to partner with the Rotary Club of Mystic in support of its District Managed Grant (DMG) application to District 7980 in the amount of \$15,000. It is the intention of our club to contribute \$2500.00 toward the \$7,500 match of this grant to purchase a used tractor to be used by the Coogan Farm, a part of the Denison Pequotsepos Nature Center in Mystic, CT.

The use of a tractor will greatly enhance the productivity of the farm and permit up to an estimated six-fold expansion in overall produce output. We understand and fully support the mission of Coogan Farm to raise produce for distribution to the 22,000 people served each month through the United Way of Southeastern CT in their various meal sites and mobile food pantry. As a club we are also prepared to participate in a "sweat equity" project at the farm when called upon. We also understand that public education about food production will be conducted at the Coogan Farm.

Sincerely,



Rich Willner, DVM  
President  
Rotary Club of the Stoningtons  
PO Box 304  
Stonington, CT 06378

Stonington Veterinary Hospital  
785 Stonington Rd



**Rotary Club of Montville, Conn.**

P.O. Box 94  
Uncasville, CT 06382  
"Service Above Self"

November 25, 2014

John D. Merkel, President  
The Rotary Club of Mystic  
Box 153  
Mystic, CT 06355

Dear John:

The Rotary Club of Montville is pleased to partner with the Rotary Club of Mystic in support of its District Managed Grant (DMG) application to District 7980 in the amount of \$15,000. It is the intention of our club to contribute \$500 toward the \$7,500 match of this grant to purchase a used tractor to be used by the Coogan Farm, a part of the Denison Pequotsepos Nature Center in Mystic, CT.

The use of a tractor will greatly enhance the productivity of the farm and permit up to an estimated six-fold expansion in overall produce output. We understand and fully support the mission of Coogan Farm to raise produce for distribution to the 22,000 people served each month through the United Way of Southeastern CT in their various meal sites and mobile food pantry. As a club we are also prepared to participate in a "sweat equity" project at the farm when called upon.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Navetta".

Kim Navetta

President

Rotary Club of Montville, 2013-2015



# District 7980 Youth Scholarship Applications

For grants being funded after July 1, 2018

Rotary Club:

Club President:

Signed MOU Submitted:  Yes  No

Qualified Club Steward:  Yes  No

Club Steward Name:

Type of Scholarship:  RYLA Scholarship  World Affairs Conference (WAS)

Student #1 Name:

Conference Date:

School:

Student #2 Name:

Conference Date:

School:

## Funding

**RYLA:** Maximum per scholarship dollar for dollar match: \$125.  
Limited to 2 RYLA scholarships per Club per year.

**WAS:** Maximum per scholarship dollar for dollar match: \$500  
Limited to 1 WAS scholarships per Club per year.

Scholarship Applications MUST be received by **March 30, 2019**.

## Rules & Instructions

1. Clubs are **not required** to be fully qualified, however signed MOU (TRF & District) must be completed for the current Rotary year.
2. Completed application is submitted directly to Lynda Hammond, District Grants Chair by e-mail via email: [lynda.hammond1@sbcglobal.net](mailto:lynda.hammond1@sbcglobal.net).
3. Reporting shall consist of a copy of the completion certificate for each student within 10 days following the end of the program.
4. Upon receipt of this application a District check will be issue pending the availability of funds.

By signing below, our club accepts responsibility for submitting the completion certificate for each student sponsored as stated above.

**Club President Name:**

**Signature:**

**Date:**

\_\_\_\_\_



# District 7980 Humanitarian District Managed Grant (DMG) Funding Application

For grants being funded after July 1, 2018

Rotary Club:

Club President:

Signed MOU Submitted:  Yes  No

Foundation Goals Submitted:  Yes  No

Qualified Club Steward:  Yes  No

Club Steward Name:

Where should the check be mailed, pending approval?

Estimated Number of beneficiaries: \_\_\_\_\_ Estimated Number of Rotarians who will participate: \_\_\_\_\_

### Project Timeline

All projects MUST be completed by 15 September of the next Rotary year.

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Date Final Report is Due (60 days from Completion): \_\_\_\_\_

### Area of Focus

Basic Education & Literacy  Water & Sanitation  Disease Prevention & Treatment

Maternal & Child Health  Economic & Community Development  Peace & Conflict Prevention & Resolution

### PROJECT DESCRIPTION

**Explanation:** District Managed Grants support humanitarian service projects of District 7980 Rotary clubs which are aligned with one or more of Areas of Focus. Describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of all project partners.

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

**Project site** \_\_\_\_\_  
**City/Village** \_\_\_\_\_  
**State/Province** \_\_\_\_\_  
**Country** \_\_\_\_\_

Describe the humanitarian need this project will address, how it relates to the Area of Focus, the intended beneficiaries and how the project will benefit the community.

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

Describe specific activities of each participating club in implementing the project. What will the Rotarians who are members of the club(s) do in connection with the project? Please note that financial support is not considered active involvement. (See the District Managed Grant application instructions for suggestions.) How will the project and the club's involvement be publicized?

## PROJECT PLANNING

**Explanation:** Before an application is submitted to District 7980, project partners should discuss various planning details. The questions below are a guide to aid project planning.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own any items purchased with grant funds.)

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

Is software necessary to operate any items? If so, has software been provided?

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

## DISTRICT 7980 CLUB

**Explanation:** A committee of at least **three** Rotarians from the participating Lead Rotary clubs must be established to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. The primary contact (who receives all information from the District) should have an e-mail address to expedite communication. Club Stewards may not serve on any grant committee.

### District 7980 Lead Club

Club \_\_\_\_\_ Club ID number (if known) \_\_\_\_\_  
 District 7980 \_\_\_\_\_ Country \_\_\_\_\_ USA \_\_\_\_\_

### District 7980 Club Contact #1 (Primary Contact):

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### District 7980 Club Contact #2:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### District 7980 Club Contact #3:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_



## OUTSIDE DISTRICT 7980 PARTNER (if any – leave this page blank for projects within District 7980)

**Explanation:** An Outside Club Partner is highly recommended for projects done outside the geographic boundaries of District 7980 if there is a Rotary Club in that country/district. Where a partner club does exist, the primary project contact must be a member of the partner club identified below and the project committee must be composed of members of the Outside District Partner Rotary clubs. In any case committee members must be committed for the duration of the grant process. Club Stewards may not serve on any grant committee.

### Outside District 7980 Primary Club

Club \_\_\_\_\_ Club ID number (if known) \_\_\_\_\_  
 District \_\_\_\_\_ Country \_\_\_\_\_

---

### Outside District 7980 Primary Contact:

Name		Member ID
Club		
Rotary position		
Address		
City		
State/Province	Postal code	Country
E-mail		
Home phone	Office phone	Fax

---

### Outside District 7980 Project Contact #2:

Name		Member ID
Club		
Rotary position		
Address		
City		
State/Province	Postal code	Country
E-mail		
Home phone	Office phone	Fax

---

### Outside District 7980 Project Contact #3:

Name		Member ID
Club		
Rotary position		
Address		
City		
State/Province	Postal code	Country
E-mail		
Home phone	Office phone	Fax



## PROJECT FINANCING

**Explanation:** Clearly list all sources of financing in U.S. dollars. District 7980 will match club cash contributions \$1 for \$1 up to \$7500 per project. No one club can be matched for more than \$2,500 per project. A maximum funding per Club is \$5000 per Rotary year.

**NOTE:** No funds should be sent to the District with this application. Upon approval, a letter will be sent from District 7980 with a check for the District portion of the project to the President of the Lead Club. Rotary Clubs must disburse the funds according to the approved budget.

District 7980 Rotary clubs	Cash (US\$)
Outside District 7980 Rotary clubs (if any)	Cash (US\$)
<b>TOTAL contributions</b>	
<b>Funds requested from District 7980</b>	
<b>Additional outside funding</b> (not matched by District 7980)	
<b>Total project financing</b> (must equal the total budget in USD)	

## AUTHORIZATIONS

**Explanation:** Authorizations ensure that all participants are aware of, and interested in, pursuing the described project. By signing below, the current club presidents, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) and District 7980 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club agrees to undertake this project as an activity of the club.
- RI, TRF, and District 7980 may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, District Newsletter, etc.
- The partners agree to share information on best practices when asked, and the District 7980 Foundation Committee may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)
- I understand that all participants share some responsibility for timely and accurate reporting. I also understand the requirement to obtain, keep, and submit copies of invoices for project expenditures.

District 7980 Lead Club		Outside District 7980 Club Host Partner (if any)	
Name		Name	
President		President	
Rotary Club		Rotary Club	
District #7980		District #	
President's Signature		President's Signature	
Date		Date	
Name		Name	
Club Steward		Club Steward	
Date		Date	

Primary Contact		Primary Contact	
Name		Name	
Signature		Signature	
Date		Date	
<b>Project Contact #2</b>		<b>Project Contact #2</b>	
Name		Name	
Signature		Signature	
Date		Date	
<b>Project Contact #3</b>		<b>Project Contact #3</b>	
Name		Name	
Signature		Signature	
Date		Date	

District 7980 Partnering Clubs – Presidents Only			
Name		Name	
Title	President	Title	President
Rotary Club		Rotary Club	
Signature of Club President		Signature of Club President	
Date		Date	

District 7980 Partnering Clubs – Presidents Only			
Name		Name	
Title	President	Title	President
Rotary Club		Rotary Club	
Signature of Club President		Signature of Club President	
Date		Date	

District 7980 Partnering Clubs – Presidents Only			
Name		Name	
Title	President	Title	President
Rotary Club		Rotary Club	
Signature of Club President		Signature of Club President	
Date		Date	

## COOPERATING ORGANIZATION

**Explanation:** A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization

Street Address

City, State/Province

Postal code

Country

Office phone

Fax

E-mail

Web address

In addition to the above, the following must be attached:

- Letter of participation from cooperating organization that specifically states:
  - Its responsibilities and how it will interact with Rotarians
  - The organization's agreement to cooperate in any financial review of the project
- A letter of endorsement from the participating District 7980 Club President confirming that the cooperating organization works within the laws of the United States and the project country.

Complete applications with signatures should be sent via email to:

District Managed Grants Review Committee Chairman  
[glennpearson64@gmail.com](mailto:glennpearson64@gmail.com) 203.640.8231 for questions

## FINAL REPORT

**Explanation:** The District Foundation Committee requires that a final report be submitted by the Lead Club within 60 days of completing the project but no later than September 30 following the Rotary year in which the grant is awarded and the report must include financial substantiation for all expenditures (such as receipts and bank statements).

By signing below, our club accepts responsibility for submitting a Final Report on this project within two months of completing the project, but no later than September 30 following the Rotary year in which the grant is awarded.

Print Club President name

Signature

Print Club Steward Name

Signature

Rotary club

District 7980

## COMPLETION CHECKLIST

Before submitting your District Managed Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the District 7980 Grants Review Committee Chairman.

- Does the project meet **all** grant policies and guidelines?
- Does the project description clearly state how the project will assist those in need and in which area of focus?
- Are the activities of the District 7980 Club and Outside District 7980 Club (if any) clearly explained? Will the Rotarians be actively involved in the project?
- Has each participating club created a committee to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- Is a detailed, itemized budget included in the application?
- Are all partner contributions listed in the application?
- Have the club presidents and all committee members provided their authorizing signatures?
- If a cooperating organization is involved, are the following letters included with the application:
  - Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project
  - Letter of endorsement from the primary District 7980 Club President confirming that the cooperating organization is reputable and works within the laws of that country
- Has the District 7980 Grants Review Committee Chairman certified the application as complete and eligible?
- Are there a minimum of three authorizing club signatures included in the application?
- Has the Club president signed in two places (under "Authorizations" and "Final Report")?
- Have copies been made of all documents for club files prior to submitting them to the District?
- Is the project free of any conflict of interest, or the appearance of any conflict of interest?

## DISTRICT 7980 MANAGED GRANTS REVIEW COMMITTEE CHAIR

**Explanation:** The District Foundation Committee requires that the District 7980 Managed Grants Review Committee Chairman (DMGRC) certifies the application as complete. If the application is not complete or eligible, the applying club will be notified with a brief explanation.

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF and District 7980 guidelines, and is eligible for funding."

Print name of DMGRC Glenn Pearson

Signature

District 7980

Date

## DISTRICT FOUNDATION COMMITTEE APPROVALS

Foundation Committee Chairman: PDG Richard B. Benson

Signature

Date

District Governor: Larry Gardner

Signature

Date

District Grants Subcommittee chair: Lynda Hammond

Signature

Date





# District 7980 Managed Grant (DMG) Final Report

For DMGs Funded After July 1, 2018

## DMG Grant #

### PROJECT SUMMARY

**Explanation:** Reports are due from clubs to the District Steward within 2 months of project completion, but no later than September 30 following the year of the grant award. Managed Grants support the humanitarian service projects of District 7980 Rotary clubs.<sup>1</sup> Final Reports are not required for District youth scholarships.

#### Project Title:

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

#### District 7980 Club:

- We have included an itemized statement detailing how grant funds have been expended on this project.
- We have attached **copies** of receipts and other relevant documentation for all expenditures for this project.

### IMPACT

**Explanation:** Provide detailed information regarding the project and its beneficiaries.

What Area of Focus was served? What humanitarian need was addressed?

How many Non-Rotarians benefited from this project? How were they helped?

How has the project provided community members with specific skills or knowledge that will allow them to help themselves?

If a cooperating organization was involved, name the organization and describe their role:

How many Rotarians participated in the project?

Describe how these Rotarians participated:

### FINACIAL DETAILS

**Explanation:** Provide the details of project spending versus the approved budget. Attach copies of all receipts to this is Final Report. Club funds are to be spent first, any unspent District funds are to be returned with the Final Report.

Items Purchased/Project Expense	Cost in US Dollars

<sup>1</sup>This form is a Microsoft Word document. The fields will expand to accommodate the information you enter. Please provide complete information and attach any additional information.



Items Purchased/Project Expense	Cost in US Dollars
Total funds expended	
Budget total from original application	
Unused funds returned to District 7980, if any	
Additional funds provided by Club, if applicable	

## CERTIFICATION

**Explanation:** Add any additional comments and sign and date the report

**Other information:**

By signing this report, I confirm that District Managed Grant funds of \_\_\_\_\_<sup>2</sup> (US Dollars) were spent in accordance with Trustee approved Terms and Conditions for District Grants and that all information contained herein is true and accurate. Original receipts for all expenses will be retained for at least five (5) years in case of audit.

**District 7980                      Rotary Club:** \_\_\_\_\_

**DMG Primary Contact Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Club President Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Club Steward Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Complete report with signatures and copies of receipts should be sent electronically to:**

**Lynda Hammond District Grants Chairperson  
Lynda.hammond1@sbcglobal.net**

<sup>2</sup>Insert the total amount of Grant Funds SPENT, which may be less than or equal to the Grant amount APPROVED, – NOT the total project amount.

## CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

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### THE ROTARY FOUNDATION

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds
8. District 7980 Supplemental Requirements



#### **1. Club Qualification**

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

#### **2. Club Officer Responsibilities**

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

### **3. Financial Management Plan**

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

### **4. Bank Account Requirements**

In order to receive Global Grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must
  - 1. Have a minimum of two Rotarian signatories from the club for disbursements
  - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored global grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

### **5. Report on Use of Grant Funds**

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

### **6. Document Retention**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
  - 1. Bank information, including copies of past statements
  - 2. Club qualification documents including a copy of the signed club MOU
  - 3. Documented plans and procedures, including:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation
  - 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

## 7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

## 8. District 7980 Supplemental Qualification Requirements

The following additional requirements have been approved by the District 7980 Rotary Foundation Executive Committee:

- a. All clubs wishing to be eligible to apply for participation in or to receive funds from District Managed Grants (including scholarships or humanitarian grants) or Global Grants (including all Scholarships, Humanitarian Grants, or Vocational Training Teams) must have a trained **Club Foundation Steward** who has (a) attended a designated Rotary Foundation Grants Management and Stewardship training either in person or on-line (b) has been certified as trained by the District Steward and (c) has been designated as Club Foundation Steward by the acting Club President. Such Training is a qualification requirement.
- b. The **Club Foundation Steward** will be responsible for managing the Club's Officer Responsibilities as spelled out in the Club MOU and will sign all DMG application and final reports indicating they are complete. It is recommended that all clubs have a Club Rotary Foundation Committee to promote contributions to The Rotary Foundation and to promote participation the grant programs and that a second club member be trained at the District Grants Seminar annually.
- c. It is a Qualification requirement that the club annually submit a fundraising Goal Form for the Annual Program Fund on Rotary Club Central or to the District Rotary Foundation Chair (DRFC) prior to participation in grant programs.
- d. It is understood that all District Grants including District Managed Grants and District Scholarships and all Global Grants including humanitarian grants, scholarships, or Vocational Training Teams be consistent with the Statements of Purpose and Goals for the Six Areas of Focus as defined by The Rotary Foundation.
- e. All receipts and expenditures related to approved District Managed Grants must be made in accordance with the budget approved by the District Grant Sub-committee and documented with receipts and cancelled checks. In Lieu of section 4c of the Club MOU it is adequate for the club to maintain one checking account, but to have separate ledger accounts for grant receipts and expenditures, and to submit the documentation supporting District Managed Grant receipts and expenditures to the District Grants committee along with the District Managed Grant Final Report in a timely fashion; and for the club to retain copies of such records in accordance with Section 6 of the Club MOU.

**Authorization and Agreement**

*This memorandum of understanding 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, The Rotary Foundation, and Rotary District 7980.*

*On behalf of the Rotary Club of \_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2018-2019 and will notify Rotary International District 7980 of any changes or revisions to club policies and procedures related to these requirements.*

Club President	
Term	July 1, 2018 - June 30, 2019
Name	
Signature	
Date	

Club President Elect	
Term	July 1, 2018 - June 30, 2019
Name	
Signature	
Date	

Scan and email signed MOUs to District Steward John Merkel:  
theMerkels@cox.net Club to retain the original.

Revised 4/4/18 for the Rotary year beginning 7/1/2018



## DMG Youth Scholarships

**Funding** - Applications **MUST** be received by March 30<sup>th</sup> of the current Rotary year.

**RYLA:** Maximum per scholarship dollar for dollar match: \$125.  
Limited to 2 RYLA scholarships per Club per year. Available: 24 scholarships

**WAS:** Maximum per scholarship dollar for dollar match: \$500  
Limited to 1 WAS scholarships per Club per year. Available 5 scholarships

## Rules & Instructions

1. Clubs are **not required** to be fully qualified, however signed MOU (TRF & District) must be completed for the current Rotary year.
2. Completed application is submitted directly to Lynda Hammond, District Grants Chair by e-mail via email: [lynda.hammond1@sbcglobal.net](mailto:lynda.hammond1@sbcglobal.net).
3. Reporting shall consist of a copy of the completion certificate for each student within 10 days following the end of the program.

## What is a Humanitarian District Managed Grant?

District Managed Grants support local and international humanitarian service projects. They are funded through a Rotary Foundation Grant awarded to District 7980. The Rotary Foundation derives its funds from contributions from clubs and individuals to The Rotary Foundation. These grants are managed by the District 7980 Foundation Committee (PDG Rick Benson, chair), the Grant Sub-committee chair (Lynda Hammond, Orange RC) and the District Governor. Because these grants are funded by The Rotary Foundation they must adhere to all policies and Terms and Conditions of The Rotary Foundation for District Grants. Yet, because these grants are administered by the District, and each District sets its own supplemental guidelines, it is best not to contact TRF with questions and not to try to find answers on the RI web site about District Managed Grants. The District web site will have all forms and reference materials for District Managed Grants. Questions may be directed to Glenn Pearson, Chair of the District Managed Grant Review Committee, [glennpearson64@gmail.com](mailto:glennpearson64@gmail.com) or phone number is 203.640.8231.

## Who can apply?

Rotary clubs from District 7980 who have met the requirements to be qualified, and are certified as such by the District Stewardship Chairperson may apply as the Lead Club. Partnering clubs do not need to be fully qualified, as properly executed MOU must be submitted. To be qualified, a club must:

1. Sign the combined Rotary Foundation/District Memorandum of Understanding (MOU) and submit it to the District Steward;
2. Have one or more members attend a grants training session (Grants Seminar or Foundation Seminar), complete the on-line training on <http://www.rotary7980.org/Stewardship.php>, or attend the full Rotary Foundation Seminar
3. Electronically submit their Rotary Foundation contribution goals to TRF through Member Access/Rotary Club Central
4. Designate a Club Steward who has attended and listed on DACdb a Grants Seminar, on-line qualification or a Foundation Seminar for the current Rotary year;
5. Be current on reporting for previous District and Global grants.

## What are the District 7980 requirements of a District Managed Grant?

District Managed Grants must be;

1. A matched dollar for dollar by a District club or clubs
2. A new project is a project that is new to the club or one that involves a specific new addition to an existing project that improves the project's effectiveness. A club may wait for a period of 3 years for a project to be again considered "new." Example: project completed June 30, 2018, will be considered "new" on July 1, 2021.
3. A humanitarian project in alignment with one or more of Rotary's six Areas of Focus ; To see detailed Statements of Purpose & Goals by Area of Focus, [click here](#)
  - Peace and conflict prevention/resolution
  - Disease prevention and treatment
  - Water and sanitation
  - Maternal and child health
  - Basic education and literacy
  - Economic and community development
4. Be short term-projects with all application approvals received and funds disbursed to the lead club during the current Rotary year.
5. Involve Club Rotarians in hands-on activities that directly support or relate to the humanitarian project for which the grant is made.
6. Not have any funds spent by the club, any partner organization or beneficiary organization, nor begin to implement the project until all District approval signatures have been obtained.
7. Be capable of generating specific, clear, direct documentation for all project expenditures consistent with the project budget and the Club Memorandum of Understanding. Such documentation must be retained for a minimum of five years by the lead club.
8. Partnering with other clubs is encouraged to broaden participation and to increase the size of the grant to make its impact more significant.
9. Projects to be implement outside of our District, it is strongly recommended to have the support and participation of the local Rotary Club when one exists.

District Managed Grants will be limited to one to each qualified club taking principal responsibility until January 1<sup>st</sup>, at which time clubs may apply for a second grant if District funds remain available. All grants must be approved by June 30 of the current Rotary year. All projects must be completed by September 15th and final reports submitted by September 30th, unless an exemption is made by the District Stewardship Chair and the District Foundation Chair.

## What are the funding limits?

District 7980 Clubs, in collaboration with partner clubs, may request a grant of up to \$7,500 for each project. Any one club can receive a maximum of \$2500 per project and \$5000 per Rotary year. There is no minimum grant size. The Committee matches the Club(s) cash contributions \$1 for \$1.

## How to apply?

Lead clubs must complete a *District Grant Application* and submit it electronically to the District Managed Grants Review Committee Chair Glenn Pearson, ([glennpearson64@gmail.com](mailto:glennpearson64@gmail.com)). Qualified clubs may submit draft applications for committee comment after 1 April of the current Rotary year, but final fully authorized applications will be accepted only after July 1, 2018. Applications are reviewed on a first come, first served basis until all funds have been disbursed. Decisions will be rendered no later than June 15 of the Rotary year for which the grant is awarded, however funding for the grant is dependent upon our receipt of the TRF funds.

NOTE: Applications should be typed, not handwritten, and submitted via email. Original signatures are not required – copies are acceptable.

Lead Rotary clubs receiving a grant are expected to:

1. Maintain communication with all host and partner clubs for the life of the project
2. Establish a committee of at least three Rotarians from the partnering clubs to oversee the project
3. Treat grant funds as a sacred trust
4. Keep the funds in a separate account, or if merged with other club funds, they must be accounted for separately
5. Get proposed budget changes approved by the District Grants Committee prior to implementing.

All projects must have active Rotarian participation and oversight. Examples of club participation include:

1. Managing project funds
2. Hands-on participation at the project site as-needed basis
3. Partner clubs sharing information via correspondence
4. The partner clubs sharing expertise, including identifying local needs.
5. Purchasing, shipping, and/or distributing items purchased
6. Publicizing the project to your club members, local media and within the District

### **What projects are eligible for a District Managed Grant?**

District Managed Grants fund humanitarian projects that benefit a community need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. In all cases projects must meet Rotary International and District 7980 Managed Grant guidelines. Please review the TRF Eligibility Criteria from the Rotary Foundation “Terms and Conditions” by clicking on the following link: [www.rotary.org](http://www.rotary.org)

### **What are the District 7980 reporting requirements?**

1. The project must be approved and funded by June 30, completed by September 15 and a Final Report must be submitted by the Lead Club within two months of the completion of the project but no later than September 30 following the Rotary year of the grant award.
2. The Final Report Forms should use and are provided on the District 7980 District Managed Grant website. Final reports must include financial records, such as copies of all receipts documenting for all expenditures and must total the FULL AMOUNT of the project budget approved in the application.
3. If there are unspent funds, they must be returned to Lynda Hammond, the District Grants Chairperson with a copy of the final report. Note: The Club’s share of project funds must be spent first before District monies are used.
4. Lead Clubs must be current on all grant reporting, inclusive of global and district grants.
5. Submit final reports to District Grants Chair Lynda Hammond at [Lynda.Hammond1@sbcglobal.net](mailto:Lynda.Hammond1@sbcglobal.net)



## How to submit the application

Complete applications should be sent to:

District Managed Grants Review  
Committee Chairman Glenn Pearson,  
[glennpearson64@gmail.com](mailto:glennpearson64@gmail.com)

(Visit the District Web Site, the  
electronic District Directory, or contact  
the District Secretary Doug Lisk  
[dklisk@aol.com](mailto:dklisk@aol.com) , for additional club  
contact information)

## Glossary of commonly-used terms

Beneficiary: the recipient of goods or services

Cooperating organization: an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination

TRF: The Rotary Foundation of Rotary International

DMG: District Managed Grant

DDF: District Designated Fund

DGSC: District Grants Subcommittee Chair

DMGRC– District Managed Grant Review Committee Chair

DRFC: District Rotary Foundation Committee

Lead Club: the District 7980 club with fiduciary responsibility for the project

District 7980 Club: a Rotary club in District 7980

Outside Club partner: any participating Rotary club outside District 7980

Primary Contact: member of partner club who serves as main point of contact between the District Managed Grants Review Committee and project partners

Supplier: the entity providing goods or services being purchased with grant funds

6.

NOTE: These instructions represent an overview of the District Managed Grants process. Please be sure to review the District Managed Grants section of the District 7980 web site at

<http://www.rotary7980.org/DistrictManagedGrants.php> for updates. Other grants resources are:

[www.rotary.org/en/grants](http://www.rotary.org/en/grants); [www.rotary.org/elearning](http://www.rotary.org/elearning) - E-Learning; [www.polioeradication.org](http://www.polioeradication.org) ;

[www.matchinggrants.org](http://www.matchinggrants.org)