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| TRF_RGB | District 7980 Humanitarian District Managed Grant (DMG) Funding ApplicationFor grants being funded after July 1, 2018 |

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| Rotary Club:         | Club President:       |
| Signed MOU Submitted: [ ]  Yes  | Foundation Goals Submitted: [ ]  Yes  |
| Qualified Club Steward: [ ]  Yes | 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

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| 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.

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| **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.

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

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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?

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| 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.)

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

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

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

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| 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**       |

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| 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

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| --- | --- | --- | --- |
| **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**       |

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| PROJECT BUDGET  |
| **Explanation:** For detailed information on what District Managed Grants will fund, please see *Terms and Conditions for Rotary Foundation Grants and Global Grants*. Official RI exchange rates can be found by logging on to your MyRotary account at [www.rotary.org](http://www.rotary.org) and search for Exchange Rates. |

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| Budget item | Name of supplier | Amount |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
|       |       |       |
|  | Subtotal |       |
|  | Exchange rate used | US$1=      |
|  | Total in U.S. dollars |       |

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| 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. |

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

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| 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**.**

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| District 7980 Lead Club | Outside District 7980 Club Host Partner (if any) |
| **President Name** |       | **President Name** |       |
| **Rotary Club**  |       | **Rotary Club**  |       |
| **District #7980** | 7980 | **District #**  |       |
| **President’s Signature** |  | **President’s Signature** |  |
| **Date**  |  | **Date**  |  |
|  |  |  |  |
| **Club Steward –Name** |  | **Club Steward-Name** |  |
| **Date** |  | **Date** |  |

|  |  |
| --- | --- |
| Primary Contact | Primary Contact |
| **Name** |       | **Name** |       |
| **Signature**  |  | **Signature**  |  |
| **Date**  |  | **Date**  |  |
| Project Contact #2  | Project Contact #2 |
| **Name** |       | **Name** |       |
| **Signature**  |  | **Signature**  |  |
| **Date**  |  | **Date**  |  |
| Project Contact #3 | Project Contact #3 |
| **Name** |       | **Name** |       |
| **Signature**  |  | **Signature**  |  |
| **Date**  |  | **Date**  |  |

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| 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**  |  |

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

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

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| 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:

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| **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 for questionsContact Lynda.Hammond1@sbcglobal.net or call 203-281-7540 |

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| 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 |

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| 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?

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| DISTRICT 7980 MANANGED 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 Lynda Hammond, Grants Chair** | **Signature**  |
| **District** 7980 | **Date**  |

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| 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**  |

