



Rotary District 5450

District Simplified Grant Instructions

2009-2010

What is a District Simplified Grant?

District Simplified Grants are grants administered by the District that are intended to support local humanitarian service Projects. International humanitarian service Projects may also qualify provided there is no Rotary Club in the country in which the Project will be implemented.

Who can apply?

Any Club in District 5450 may apply for District Simplified Grants. To qualify for District Simplified Grant funding, the Club must be current on reporting for all previous grants of any kind.

How much will the District contribute to the Project?

District 5450 will match \$1 for each dollar contributed by a District 5450 Club to a District Simplified Grant.

What are the requirements of a District Simplified Grant?

Rotarians from a District 5450 Rotary Club must be actively involved in each District Simplified Grant Project. A committee of at least three (3) Rotarians from the sponsoring Clubs must be established to oversee the Project and the expenditure of grant funds. The members of the committee agree to serve until a final report is written and accepted for the Project, even if it extends into future Rotary years. Direct involvement of Rotarians is required and they are responsible for the following:

1. Assessment of community needs and development of a Project plan;
2. Oversight of grant funds - District Simplified Grant Funds may **NOT** be turned over to a cooperating organization;
3. Direct Rotarian involvement in the implementation of the Project;
4. Evidence of community involvement and ownership;
5. Organization meetings with local service providers, local officials, and/or recipients; and
6. Promotion of the Project in the local media.

When can the application be submitted?

The District Simplified Grant Committee will review grant applications submitted on or after July 1, 2009. All District Simplified Grant applications for the 2009-10 Rotary Year must be received by December 31, 2009.

When must Projects be complete?

All Projects should be complete no later than April 30, 2010 and each Project must be planned accordingly. If the Project is not completed by December 31, 2010, the Grant must be closed, a final report filed and any unused funds returned to the District.

What are the reporting requirements?

A final report on the Project must be submitted upon completion of the Project. If a Project is not completed before May 31, 2010, interim reports must be filed on May 31, 2010 and every two months thereafter until the Project is completed. Every effort will be taken to complete the Project as soon as possible.

What are the funding limits for a District Simplified Grant?

The maximum District Simplified Grant Funds for each Club in the 2009-10 Rotary Year is \$4,000. The funding limits for each District Simplified Grant Project are: \$4,000 for one participating Club, \$5,000 for two Clubs and \$6,000 for 3 or more Clubs. Please review the District 5450 Guidelines for Matching Funds.

What Projects are eligible for a District Simplified Grant?

District Simplified Grants fund humanitarian Projects that benefit a community in need. Each District Simplified Grant must meet The Rotary Foundation grant policies and guidelines. If you are unsure of the eligibility of your Project, please contact the District Simplified Grant Chair. Following are the general grant policies and guidelines from The Rotary Foundation:

1. Promote active and personal participation of all Rotarians involved in implementing the Project.
2. Help develop stronger Rotary networks as clubs from different communities work together to implement a club-initiated Project that satisfies the receiving communities' humanitarian needs.
3. Not involve establishment of a permanent foundation, trust, or permanent interest-bearing account.
4. Not directly benefit:
 - a. A Rotarian;
 - b. An employee of a Rotary Club, Rotary District, Rotary International, The Rotary Foundation, or other Rotary entity;
 - c. A spouse or lineal descendant (child or grandchild by blood or legally adopted child) of any living Rotarian or employee of any Rotary entity; or
 - d. A spouse of a lineal descendant or an ancestor (parent or grandparent by blood) of any living Rotarian or employee of any Rotary entity.
5. Not duplicate any existing Rotary Foundation or other Rotary-sponsored programs.
6. The liability to The Rotary Foundation, Rotary International, the Rotary Clubs involved, or any other Rotary Affiliate must be limited to the amount of contribution made by each of these entities.
7. Not be used to reimburse Rotary Clubs or Districts for Projects already undertaken and in progress, an existing Project, activities primarily sponsored by a non-Rotarian organization, or Projects already completed.
8. Not be used to purchase land or buildings.
9. Not be used for the construction of any structure in which individuals live, work, or engage in any gainful activities such as buildings, containers and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance, and /or storage. Construction of infrastructure such as service, roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, waste supplies, and other similar structures is acceptable.
10. Not be used for renovation of structures, including the provision of new services or upgrade of utilities (such as electrical and plumbing), in which individuals live, work, or engage in any gainful activity such as buildings, containers, and mobile homes, or structures where individuals carry out any type of activity including manufacturing, processing, maintenance, and/or storage.
11. Not be used for salaries, stipends, or honorariums for an individual or individuals working for a cooperating organization or beneficiary.
12. Not be used for support of operating or administrative expenses of any organization.
13. Not be used for postsecondary education activities, research, or personal or professional development.
14. Not be excessive support of any one beneficiary, cooperating organization or Project.
15. Not be used for international travel expenses of any kind.

How do I submit the application?

Please complete all areas of the District Simplified Grant form. Applications should be prepared single-sided, unbound, and typed, not handwritten. Have it reviewed by your Club's Area Representative. When review is complete, email, fax or mail the completed document, including signatures to:

Dan Himelspach, District Grants Subcommittee Co-chair
1801 Williams Street, Suite 300
Denver, Colorado 80218
303 321-1115 (Phone)
303 321-1119 (Fax)
Email: Grants5450@DisputeManagementInc.com

How does the Club receive its funds?

Upon receipt of the application, the District Grants Subcommittee Chair will review the application for completeness. If the application is complete the Chair will submit it to the District 5450 Simplified Grant Review Committee. If the application is approved, the lead Club will be notified and requested to transmit funds from all District 5450 Clubs to the District 5450 Treasurer. Upon receipt of all funds, the District 5450 Treasurer will return a check to the lead Club in an amount equal the submitted contributions from the District 5450 Clubs plus the amount of the DDF requested in the application. The maximum DDF allocated to the Grant is an amount equal to the total contributions from all the District 5450 Clubs. This means the District will match the cash contributions from District 5450 Clubs with DDF up to a 1:1 basis.



District Simplified Grant Application District 5450 - 2009-2010 Rotary Year

PROJECT DESCRIPTION

Explanation: District Simplified Grants support the humanitarian service Projects of Rotary Clubs. In this section, set out 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. Direct hands-on involvement is required in every Project.

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 Project and the problem or need it will address, including the intended beneficiaries and how the Project will benefit the community in need. Provide the estimated length of time needed to complete the Project.

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

Describe specific activities of the Club Rotarians in implementing the Project. What will the Rotarians who are members of the partner Clubs, if any, do during the Project? Please note that financial support **is not** considered active involvement.

Primary Club

Explanation: A committee of at least three Rotarians must be established to oversee the Project. The primary Project contact must be a member of the primary Club identified below. The committee members must be committed for the duration of the grant process. Please provide the primary mailing address and email address for all committee members. The addresses must be clearly written or typed.

Primary Club

Club _____ Club ID number _____
 District _____ Country _____

Primary Contact:

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

The primary Project contact agrees to assume personal responsibility for submission of any interim reports and the final report, which must be filed upon completion of the Project. If a Project is not completed before May 31, 2010, interim reports must be filed on May 31, 2010 and every two months thereafter until completion of the Project and every effort will be taken to complete the Project as soon as possible.

Project Contact #2:

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

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.

NOTE 1: No funds should be sent to the District prior to official District Simplified Grant Committee approval. Upon approval, an email will be sent to the sponsors notifying them of approval and providing detailed instructions on how and where to submit their contributions.

NOTE 2: Total funds requested from District must not exceed a 1:1 match from District 5450 Clubs, nor can it exceed the total amount of DDF allocated by all District 5450 Clubs. DDF allocations are limited by the District 5450 Guidelines for Matching Funds.

Rotary Clubs	Cash (US\$)	DDF allocation
TOTAL		
TOTAL Contributions		
Total funds requested from District		
Additional outside funding (not matched by District 5450)		
Total Project financing (must equal budget on page 3)		

PROJECT PLANNING

Explanation: Before an application is submitted to the District Simplified Grant Committee, Project partners should discuss various planning details. The questions below are a guide to aid Project planning. Note that a Rotary Club/District or individual 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 equipment.)

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?

AUTHORIZATIONS

Explanation: Authorizations ensure that Clubs are aware of, and interested in, pursuing the described Project. By signing below, the current Club President, and the committee members, agree to the provisions listed below and affirm their support of the Project.

Those individuals set out below hereby acknowledge, accept, and agree to be bound by the terms set out below:

- All information contained in this application is, to the best of their knowledge, true and accurate, and they intend to implement the Project as presented in this application.
- Their Club agrees to undertake this Project as an activity of the Club.
- They will ensure all cash contributions (as detailed in Project Financing) are timely forwarded to District 5450 after the District Simplified Grant Committee has approved the grant.
- RI and TRF 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, etc.
- They agree to share information on best practices when asked, and TRF may provide any' contact information to other Rotarians who may wish advice on implementing similar Projects.
- **That the Club has the ultimate responsibility for submission of any interim reports and the final report, which must be filed upon completion of the Project.** If a Project is not completed before May 31, 2010, interim reports must be filed on May 31, 2010 and every two months thereafter until completion of the Project and every effort will be taken to complete the Project as soon as possible.
- Each individual below certifies that to the best of their knowledge and belief, except as disclosed herewith, they nor any person with whom they have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF 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.)
- To defend, indemnify, and hold harmless Rotary International (RI), TRF, District 5450, their respective Directors, Trustees, Officers, agents, officials, employees, and committee members (Collectively RI/TRF/District) from any and all damages, losses, judgments, costs, fines, awards, liabilities, and or expenses, including without limitation reasonable attorney's fees and costs of litigation, asserted or recovered from RI/TRF/District, that result or arise directly or indirectly, from the implementation of this Project.
- That this agreement may be cancelled for any reason without notice upon the failure of the sponsors to abide by the terms set forth herein. The sponsors agree to return any grant funds, in their entirety including any interest earned, should funds be misused or used for ineligible purposes.
- All applicable laws of the States of Colorado, USA, govern this Agreement.

Primary Club	
<input type="checkbox"/> Club president (Club-sponsored)	
Name	
Title	
Rotary Club	
Signature	
Date	

Primary Contact	
Name	
Signature	
Date	
Project Contact #2	
Name	
Signature	
Date	
Project Contact #3	
Name	
Signature	
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, a letter of participation from the cooperating organization must be attached that specifically states:

1. The organization's responsibilities and how it will interact with Rotarians.
2. The organization's agreement to cooperate in any financial review of the Project.
3. That organization is legally organized and is in good standing.

FINAL REPORT

Explanation: While the primary Project contact agrees to assume personal responsibility for submission of all interim reports and the final report; the Rotary Club and individual identified below are ultimately responsible for the timely submission of all reports. It is understood and agreed that the final report must be filed upon completion of the Project. If a Project is not completed before May 31, 2010, interim reports must be filed on May 31, 2010 and every two months thereafter until completion of the Project and every effort will be taken to complete the Project as soon as possible.

"By signing below, our Rotary Club accepts primary reporting responsibility."

Print name _____

Signature _____

Rotary Club _____

District _____

(-----DO NOT WRITE BELOW THIS LINE-----)

District 5450 DSG Committee accepts the request. Project Number: _____

Reviewed by _____ Date: _____

Approved by _____ Date: _____

Check Number _____ for \$ _____ issued

Date: _____