

# District 5810 Rotary International District Project Grant Application

***For grant requests of US\$1,500 or less using District Simplified Grant proceeds from The Rotary Foundation)***

Rotarians may use this application and attach additional pages as needed or may answer the questions below on blank paper, on the condition that the answers follow the same order as the application. *Incomplete applications will be returned to the primary host partner with a brief explanation. Date of Application will be considered as the date at which a complete, accurate application is received.*

**Note:** Application of these funds must conform to the requirements and limitations established by The Rotary Foundation for District Simplified Grants in every particular.

## 1. PROJECT DESCRIPTION

1. What is the purpose of this project? Provide a brief description.

2. How will it meet the needs of the community?

3. How will the host and international partners communicate and work together to implement this project? Please provide specific examples of activities.

## 2. COOPERATING ORGANIZATIONS

If this project involves a cooperating organization:

1. Provide the *name* of the organization below.

2. Attach a *letter of participation* from that organization that specifically states its responsibilities, how it will interact with Rotarians in this project, and the organization's agreement to cooperate in any financial review of activities connected with the project.

3. Attach a *letter of endorsement* of the organization from the Rotarians in the project country.

Name of organization \_\_\_\_\_

\_\_\_\_\_ Letter of participation from organization attached

\_\_\_\_\_ Letter from project country Rotarians attached

### 3. DISTRICT 5810 CLUB

List the club in District 5810 that assumes joint responsibility for the project.

CLUB	CLUB ID NUMBER (IF KNOWN)	DISTRICT	COUNTRY
		5810	USA

**Project Committee:** A committee of at least two Rotarians must be established by the primary host partner to oversee the project for its duration, even if the project continues into another Rotary year.

**Primary Contact** (must be member of above club/district)

Name
Member ID (if known)
Rotary club
District
Position/title
E-mail
Address
Street Address
City / State / Postal Code
Country
Telephone -home
Telephone - office
e-mail
Fax

**Additional Contact** (must be member of above club/district)

Name
Member ID (if known)
Rotary club
District
Position/title
E-mail
Address
Street Address
City / State / Postal Code
Country
Telephone -home
Telephone - office
e-mail
Fax

### 4. PRIMARY INTERNATIONAL PARTNER OUTSIDE THE USA (IF APPLICABLE)

List the club or district *in the project country* that assumes joint responsibility for the project.

CLUB	CLUB ID NUMBER (IF KNOWN)	DISTRICT	COUNTRY
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**Project Committee:** A committee of at least two Rotarians must be established by the primary international partner to oversee the project for its duration, even if the project continues into another Rotary year.

**Primary Contact** (must be member of above club/district)

Name
Member ID (if known)
Rotary club
District
Position/title
E-mail
Address
Street Address
City / State / Postal Code
Country
Telephone -home
Telephone - office
e-mail
Fax

**Additional Contact** (must be member of above club/district)

Name
Member ID (if known)
Rotary club
District
Position/title
E-mail
Address
Street Address
City / State / Postal Code
Country
Telephone -home
Telephone - office
e-mail
Fax

**5. PROJECT BUDGET**

Include a complete itemized budget for the project and indicate currency used. Use separate pages if necessary.

Item to be purchased	Name of supplier	Cost

**Total** (identify currency) \_\_\_\_\_

**Exchange rate used** \_\_\_\_\_

**6. PROPOSED FINANCING**

Matching Funds requested from District 5810 cannot exceed \$1,500 or the amount supplied by the requesting club, whichever is smaller. No further use of District Designated Funds or matching by the Rotary Foundation is possible on this District Grant Project.

**Funds from District 5810 Club** \_\_\_\_\_

**Funds requested from District 5810 for District Project Grant** \_\_\_\_\_

**Funds from other Rotary Club / District outside USA (if applicable)** \_\_\_\_\_

**Funds from Other\* sources** \_\_\_\_\_

**TOTAL (Must be equal to budget cost)** \_\_\_\_\_

\* List all "Other" sources of funds

**7. DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION**

The district grants subcommittee chair from District 5810 must certify the application as complete. *If the application is not complete or eligible, it will be returned to the host partner 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 and meets all District 5810 and TRF guidelines."

\_\_\_\_\_  
DISTRICT 5810 GRANTS SUBCOMMITTEE CHAIR SIGNATURE

\_\_\_\_\_  
Date

**8. REPORTS**

Although *both* partners are responsible for completing progress and final reports, District 5810 requires that the District 5810 club take primary responsibility for submitting the reports to the District for subsequent reporting to The Rotary Foundation.

"By signing below, our club/district accepts primary reporting responsibility."

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Print Name

**9. AGREEMENT FORM**

This District 5810 Project Grant Application and Agreement Form (collectively "Agreement") is entered into by the clubs and/or districts (partners) as identified below and Rotary International District 5810 (5810). In consideration of receiving this District 5810 Project Grant, the partners agree:

1. That they have received and read this document and will abide by all the terms and conditions set forth herein.
2. To utilize District 5810 Project Grant funds to support a short-term humanitarian project, as outlined in this application, which benefits a community in need. Funds provided by 5810 will not be used for any purposes other than those considered eligible by TRF as described herein.
3. To defend, indemnify, and hold harmless District 5810, Rotary International and The Rotary Foundation, their respective Directors, Trustees, Officers, employees, and agents (collectively "5810/RI/TRF") from any and all claims (including claims of subrogation), demands, actions, damages, losses, judgments, costs, fines, awards, liabilities, or expenses (including without limitation reasonable attorney's fees and other legal expenses) collectively ('losses') asserted against or recovered from 5810/RI/TRF that result or arise directly or indirectly from the project, including any acts or omissions of the partners.
4. To keep 5810 informed on the project's progress by submitting progress reports every three months during the implementation of the project and submitting the final report with complete financial accounting within two months of the project's completion. The partners will immediately inform 5810 of any significant problems with the implementation of the project or deviations from the project, including deviations in the budget, as approved.
5. That this Agreement may be cancelled by 5810 for any reason without notice upon the failure of the partners to abide by the terms and conditions set forth in this Agreement. The partners agree to return any grant funds, in their entirety, including any interest earned, should funds be misused or used for ineligible purposes.
6. This Agreement is governed by the laws of the State of Texas, USA. Any action brought in connection with this Agreement shall be filed in the County of Dallas, State of Texas, USA. The partners agree to submit to the jurisdiction of the Circuit Court of Dallas County for the State of Texas.

By signing below, the partners acknowledge and accept the terms and conditions of this Agreement.

**District 5810 Partner**  
Club President)

**International Partner (If applicable)**  
Club President

\_\_\_\_\_  
NAME  
\_\_\_\_\_  
TITLE  
\_\_\_\_\_  
CLUB, DISTRICT 5810  
\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
\_\_\_\_\_  
TITLE  
\_\_\_\_\_  
CLUB, DISTRICT 5810  
\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
DATE

**Send the completed Matching Grants Application and Agreement Form and any attachments to:**

**MIKE SLATON,  
Rotary International District 5810  
District Grant Chair  
305 Brookwood Forest  
Sunnyvale, Texas 75182**

**Telephone Home 972-203-1847, Work 214-343-0642  
e-mail mikes@coleslaton.com**

***DO NOT SUBMIT THIS FORM PRIOR TO JULY 1<sup>st</sup> of the year.***