



3310

The Rotary Foundation (TRF) 3310 District Grant Application Form RY 2014 -15

What is a District Grant?

District Grants support District humanitarian service projects. Rotary club or clubs must work collaboratively to implement a project.

Who can apply?

Rotary clubs within the district may apply. The club or clubs must be in good standing with the District and Rotary International. This includes payment of dues and being current on reporting for previous grants.

What are the requirements of a District Grant?

District Grants must involve a Rotary club or clubs in the project country implementing a humanitarian project. Rotary Clubs are expected to:

- Maintain communication for the life of the project
- Establish a committee of at least three Rotarians to oversee the project
- Treat grant funds as a sacred trust
- Maintain clear and accurate accounting

All projects must have active Rotarian participation and oversight. Active participation can include:

- Managing project funds
- Visiting the project site on an as-needed basis
- Publicizing the project to local media and the district

Funding Guidelines for District Grants:

- District Grants will be capped at RM10,000 per project.
- For projects carried out within the District, clubs must contribute 1/3 of the amount funded to AF, e.g. if the District provides RM10,000 funding, club must contribute RM3,000 to the Rotary Foundation Annual Fund.
- For projects carried out outside the District, clubs must contribute 2/3 of the amount to AF.
- There is NO MATCHING sponsorship for DISTRICT GRANTS from TRF.

When to apply? Submission dates for District Grant:

- 15 August, 2014
- 15 November, 2014
- 15 February, 2015

What are the reporting requirements?

A final report is due within **two months** of the completion of the project. Project partners must be up to date on reporting for previous projects as any incomplete or overdue reports will prevent a new application from being processed.

DISTRICT GRANT PROJECT DESCRIPTION

Explanation: District Grants support the humanitarian service projects of Rotary clubs in the District. In this section, 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.

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 _____
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 project. What will the Rotarians who are members of the clubs do during the project?

AUTHORIZATIONS

Explanation: Authorizations ensure that partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs and Rotarians involved in this project are responsible to ROTARY DISTRICT 3310 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 and/or CLUBS agrees to undertake this project as an activity of the club and/or clubs.
- We ensure all cash contributions (as detailed in Project Financing) will be forwarded to the project account after approval of the grant.
- The partners agree to share information on best practices when asked, and DISTRICT 3310 may provide contact information to other Rotarians who may wish advice on implementing similar projects.
- The entire responsibility of **DISTRICT 3310 is expressly limited to the dollar amounts approved** based on the application's budget. Additional costs due to changes in budget items, airfares, currency devaluations, etc., are the responsibility of CLUB OR CLUBS or outside sources.
- 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 DISTRICT 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 DISTRICT 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 DISTRICT 3310. (NOTE: Any and all exceptions must be explained in an attached statement.)

HOST PARTNER

Explanation: The host partner is the club in the project country. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below for club-sponsored projects. 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 or communication will be sent to this address. It is highly recommended that the primary contact have an e-mail address to expedite communication. The primary contact will receive all official communication from DISTRICT by e-mail and should be prepared to disseminate this information to the other committee members.

Primary Club/District

Club _____ Club ID number (if known) _____
 District _____ Country _____

Primary Contact:

Name	Member ID	
Club		
Rotary position		
Address		
City		
State/Province	Postal code	Country
E-mail	Mobile:	
Mobile phone	Office phone	Signature

Project Contact #2:

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

Project Contact #3:

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

INTERNATIONAL PARTNER (if applicable)

Explanation: The international partner is the club outside the project country. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below. 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. It is highly recommended that the primary contact have an e-mail address to expedite communication. The primary contact will receive all official communication from District 3310 by e-mail and should be prepared to disseminate this information to the other committee members.

Primary Club/District

Club _____ Club ID number (if known) _____
 District _____ Country _____

Primary Contact:

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

Project Contact #2:

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

Project Contact #3:

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

PROJECT FINANCING

Explanation: Clearly list all financing in RM\$ or S\$ or B\$.The primary host club MUST contribute at least 1/3 to Annual Programs Fund (APF) for projects within the District or 2/3 to Annual Programs Fund for projects outside District 3310. Clubs must show proof of contribution to APF when applying.

NOTE: Upon approval, a letter will be sent to the host club notifying them of approval .

Host Rotary clubs inside the project country	Cash (RM\$)	District Grant (RM\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	District Governor (Print Name)	District Governor Authorization
			PDG Dr Wu Dar Ching		DG Andre Suharto	
International Rotary clubs or clubs outside the project country. (if applicable)	Cash (RM\$)	District Grant (RMS\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	District Governor (Print Name)	District Governor Authorization
Subtotals, Cash						
TOTAL contributions			Additional outside funding (if applicable) Name & amount			
FRCS / Crocodile Foundation						
Total RM\$ project financing						
Name of Rotarian			Amount pledged to TRF (Annual Programs Fund) US\$		Signature	

BENEFICIARY OF THE PROJECT

Name of BENEFICIARY		
Street Address		
City, State	Postal code	Country
Office phone	Fax	
E-mail	Web address	

FINAL REPORT

Explanation: Although club or clubs are responsible for completing progress and final reports, the DISTRICT requires that the host club take primary responsibility for submitting the final report to DISTRICT within 2 (two) months upon completing the project.

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

Print name	Email
Rotary club	Mobile: Signature

3310 DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

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On behalf of the committee, I hereby certify that to the best of my knowledge and ability this District Grant application is complete, meets all District guidelines.

Print name of	Signature
District 3310	Date
District Grant No	

Complete applications should be sent to:

DGSC - albertrotary@gmail.com

With copy to:

i) DRFC - wudc.rotary@gmail.com

ii) DG - andre.suharto@comserv.my

iii) DGE - pmkchong2@gmail.com