



Rotary District 6400
District Simplified Grant (DSG) Application Form
2007 - 2008

1. THE PROJECT

Project Name _____
 (Brief Descriptive Title)

Dollar Value of Requested DSG Grant \$ _____ USD (minimum \$1,000.00 USD)

Sponsoring Rotary Club: _____

Primary Contact and Project Implementation Committee Chair's name at sponsoring Rotary Club:

 (Please Print)

Full Postal Address: _____

Home Tel: _____ Business Tel: _____ Email: _____

2. DESCRIPTION OF PROJECT PROPOSAL

Attach a typed project description (maximum 2-3 pages) describing the proposed project under all of the following seven numbered headings:

1. **Proposed Project** - summarizing goals and deliverables
2. **Implementation Plan** - outline only
3. **Ownership** - who will be the final owner of any project equipment/materials/supplies?
(cannot be a Rotary Club or Rotarian)
4. **Expenditure Budget** - a total project expenditures budget (summary only)
5. **Revenue Budget** - a total project revenue budget (list funding sources and proposed dollar contributions, including the DSG Grant)
6. **Start Date** - estimated start date of the project
7. **Completion Date** - estimated completion date of the project

3. OTHER PARTICIPATING ORGANIZATION

Complete this section **only** if the project involves another, non-Rotary organization.

Name of Organization: _____

Attach a letter from that organization confirming their willingness to cooperate with your Rotary Club on this project.

4. ROTARY CLUB PROJECT COMMITTEE

A Project Implementation Committee of at least **three** Rotarians must be established for the project. It is the Project Committee's responsibility to coordinate the project, monitor funds and provide reporting and financial accounting to the District 6400 DSG Sub-Committee. The chair of this Project Committee (as listed above) will be responsible for successful project completion and compliance with District 6400 DSG reporting requirements. The other committee members will be:

Name: _____ Name: _____

Postal Address: _____ Postal Address: _____

Home Tel: _____ Home Tel: _____

Business Tel: _____ Business Tel: _____

Email: _____ Email: _____

5. TERMS AND CONDITIONS FOR THE DISTRICT 6400 DSG GRANT

1. Program Requirements

- Use of all grant funds must comply with these Terms and Conditions
- Grants must respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture.
- Grants require the direct involvement of Rotarians to:
 - a. Access community needs and develop a project plan;
 - b. Establish a committee of at least three Rotarians to oversee the expenditure of funds;
 - c. Oversee grant funds;
 - d. Implement project(s);
 - e. Provide evidence of community involvement and ownership;
 - f. Organize meetings with local service providers, local officials and/or recipients;
 - g. Promote the project in the local media.

2. Policies

- Projects must be initiated by the Rotary Club making the application and preference will be given to Rotary Clubs willing to contribute Club funds.
- Grant funds cannot be used for:
 - a. construction or renovation of buildings;
 - b. salaries, stipends, or honorariums;
 - c. operating expenses of another organization;
 - d. personal or professional development.

3. Guidelines

- a. The DSG Sub-Committee will award Grants on a first-come-first-served basis. The Committee Chair will receive applications starting 1 July 2007 until the deadline of 15 October 2007, pending the availability of funds.
- b. Incomplete applications will be returned to the Club and may or may not be considered depending on availability of funds.
- c. The DSG Committee will review a Club's application only if that Club's District 6400 and Rotary International dues are current.
- d. The DSG Committee will award the Grants based on project merit, amount of request, and the submitting Club's past contributions to The Rotary Foundation. Clubs that did not meet past DSG reporting deadlines may not be considered.
- e. The DSG Committee will entertain any and all requests regardless of the amount, but may choose to approve an amount less than the requested amount. However, it will not be for an amount less than \$1000.00 US
- f. The DSG Committee will also consider projects that have already been funded and completed by a Rotary Club, providing all of the above have been met, and the project must have been completed and started during the current Rotary year (1 July, 2007 through 30 June, 2008); and the DSG Application at the time of submission must also include the completed final DSG Report.

4. Reporting Requirements

The sponsoring Rotary Club must submit interim project progress reports to the District DSG Sub-Committee Chair every six months for the duration of the project. A final report is required within one month of the full expenditure of grant funds. The final report must include:

- a. A report outlining all expenses (you must retain, but not submit, all original receipts for future audit purposes);
- b. An account of Rotarian participation in the implementation of the Grant, which reflects the required Rotarian activities and includes six photographs appropriate for publicizing the completed project;
- c. A narrative that includes information on the implementation of the project(s) and how experience gained from it will inform/guide the District for the next Rotary year.

6. ROTARY CLUB COMMITMENT

The following signature of the sponsoring Rotary Club President for the period during which the project will be undertaken, confirms that:

- a. All information contained in this application is true and accurate, to the best of our knowledge; this application meets the criteria that is set out above for Terms and Conditions for the District 6400 DSG Grant;
- b. The Club has agreed to undertake this project as an activity of the Club and organization (if any) involved;
- c. We understand and will comply with the required Rotarian activities and reporting requirements as stated;
- d. We agree that interim reports will be submitted by 21 December 2007 and final reports will be provided within one month after project completion and no later than 30 May 2008.

For the Rotary Club of _____ Date: _____
(Print Name) (Please Print)

2007-08 Club President: _____ Signature: _____
(Print Name) (Signature)

7. APPLICATION FORM COMPLETION CHECKLIST

Please complete all sections of the form and note that incomplete applications will not be considered. The value of the DSG Grant will typically be for \$1000 US, but additional amounts will be considered on a per project basis.

Before submitting this application, please take a minute to review this checklist and make sure that your application is complete.

Have you:

- Completed all of the sections of the application form?
- Attached a *Description of Project Proposal* as requested in Section 2?
- Attached, if appropriate, a letter of support from any other affiliated organization as requested in section 3?
- Obtained the signature of the sponsoring Rotary Club President on this application?

If you have any questions or concerns, please contact the Chair of the D6400 DSG Sub-Committee as listed below. Further information regarding DSG Grants is also available at the Rotary International website at www.rotary.org/foundation/grants/district_simplified/index.html.

RI publishes comprehensive Terms and Conditions for all DSG Grants, available for download at: www.rotary.org/newsroom/downloadcenter/foundation/humanitarian.html#district.

Please send the completed application form and all attachments to:

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Vice President Communications & Development
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N9A 1E1**

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