

ROTARY INTERNATIONAL DISTRICT 5300

DISTRICT SIMPLIFIED GRANTS (DSG)

Rotary clubs can use a District Simplified Grant (DSG) to support short-term humanitarian projects that benefit a local community or an international location. DSG funds are allocated from DDF – District Designated Funds - at the discretion of the District Governor each year. Project applications are approved by the District Simplified Grants Chair and the District Rotary Foundation Chair as meeting all criteria and guidelines.

Each Club submits a request for DSG to the District Simplified Grants Chair. The address is found at the bottom of the commitment letter on the application form.

Clubs pledging funds to a project can request a DDF match at 100% (e.g., the Club spends \$2,000 and the District matches at 100% or a total for the project of \$4,000). Note that the minimum amount of DSG matching is \$500 and the maximum is \$2,000. A club may do just ONE District Simplified Grant in a single Rotary year.

Project Requirements

DSG projects should support the goals and mission of Rotary International and The Rotary Foundation. Projects may be local or international in scope, and should adhere to the official DSG Terms and Conditions provided by TRF.

The project must be NEW – and must be “hands-on” with meaningful Rotarian involvement.

International travel, construction, salaries and the operating expenses of a cooperating organization are a few examples of items that are NOT ELIGIBLE for funding through DSG.

International DSGs must respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture.

DSGs require the direct involvement of Rotarians by:

- Assessment of community needs and development of a project plan;
- Establishment of a committee of at least two Rotarians to oversee the expenditure of funds;
- Involvement in the implementation of the project;
- Provision of evidence of community involvement and ownership;
- Organization of meetings with local service providers, local officials, and or recipients;
- Promotion of projects in the local media.

Instructions

- Complete all sections on pages 2 through 7 of this application to submit for approval and funding.
- Additional pages may be attached as needed, numbered and following the same order as on this application.
- **Incomplete applications will be returned.**
- Applications must be submitted before December 31st of the appropriate Rotary year. Funds are allocated based on a first-come, first-served basis as long as funds are available.
- **Projects MAY NOT be started until application has been approved.**
- **Upon completion of the project, a FINAL REPORT MUST BE COMPLETED AND SUBMITTED TO CLOSE OUT THE GRANT. The last two pages of this form, pages 8 and 9, are to be used for the FINAL REPORT.**

District Simplified Grant Commitment Letter Rotary International District 5300

I have completed all sections of the application form, including all required signatures.

Project budget and proposed financing total the same dollar amount.

I personally commit to submitting a completed final report 30 days after the project is complete, no later than May 31, 2012.

I have no outstanding final project reports due from previous years.

Our club supported THE ROTARY FOUNDATION last year with financial contributions to the Annual Program Fund.

Name of Rotary Club

Name of DSG Project

Local or International?

Signature of Primary Contact for Project

Date

Preferred E-Mail Address

Phone #

Signature of Sponsoring Club President

Date

Mail/fax/e-mail completed application for a District Simplified Grant to:

Gary Webster
P.O. Box 720763
Pinon Hills, CA 92372
Thegwebster9@msn.com
H: 760-868-0222

DSG Application Form

PROJECT NAME

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PROJECT DESCRIPTION

(Note: The project **CANNOT** be started until this application has been approved.)

A. What is the purpose of this project?

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B. How will this project meet the needs of or benefit the community?

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C. How will the sponsoring club or clubs work together to implement this project? Specify at least two ways that Rotarian will have "hands-on" involvement.

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COOPERATING ORGANIZATION

Is another organization directly involved in the implementation of the project by providing technical expertise and / or staff?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If YES, please provide the following:

1. Attach a letter from the sponsoring Club(s) indicating the organization is reputable and registered to work within the community.
2. Attach a letter from the organization indicating how it will work with Rotarians in the implementation of the project and agree to cooperate in any financial review of activities associated with the project.

PROJECT BUDGET

Include a complete, itemized budget for the entire project: Please use additional pages if necessary.

	<u>Item(s) to be purchased</u>	<u>Cost</u>
1		
2		
3		
4		
5		
6		
7	TOTAL	

PROPOSED FINANCING

Please list all financing - the total should equal the total on the proposed budget. If it does not, the application will be returned.

Source:	Financing (\$)	Example
Sponsoring: Rotary Club of		\$2,000.00
Partnering: Rotary Club of		
Partnering: Rotary Club of		
Sub Total Partnering Rotary Club(s)		\$2,000.00
Amount Requested from the DSG Fund		\$2,000.00
Funding from Additional Sources (attach list)		
TOTAL Must equal total budget (#7 above)		\$4,000.00

PROJECT COMMITTEE

A committee of at least two Rotarians must be established in the sponsoring club. It is the Club committee's responsibility to coordinate the project locally, monitor funds, and provide financial accounting and reports to the DSG Committee in accordance with the Terms and Conditions of this agreement for the duration of the project.

Primary contact: Full Name	
Rotary Position/Title	e-mail:
Mailing Address	
Phone: Preferred Number	Secondary Number:
Fax: Preferred Number	

Additional contact: Full Name	
Rotary Position/Title	e-mail:
Mailing Address	
Phone: Preferred Number	Secondary Number:
Fax: Preferred Number	

ADDITIONAL SPONSOR AND CONTACT NAMES

If more than one club is co-sponsoring, please complete separate information for EACH co-sponsor.

Co-sponsor Club:	President:
e-mail:	Phone: Preferred Number
Co-sponsor Club President's Signature:	Date:

Additional Contact: Full Name	
Rotary Position/Title	e-mail:
Mailing Address	
Phone: Preferred Number	Secondary Number:
Fax: Preferred Number	

AGREEMENT

This Application and Agreement are entered into between the identified project sponsor and District 5300 TRF DSG Committee. In applying for, and accepting project funding, the project sponsor agrees to the following:

- A. To utilize the Project Funds to support a short-term humanitarian and/or educational project as outlined in this application, which benefits a community in need. Funds provided by the District will not be used for any purpose other than those considered eligible by the District as described in the Project Requirements above.
- B. To defend and hold harmless Rotary International (R.I.), The Rotary Foundation (TRF), District 5300, their respective Directors, Trustees, Officers, 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.
- C. 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.

This Agreement is governed by all applicable laws of the State of Illinois, U.S.A.

By signing below, I certify that the sponsors acknowledge and accept the terms of this Agreement and agree to abide by the stipulations set forth therein.

Primary Sponsoring Club: Rotary Club of

Club President's Name:

Club President's Signature:	Date:
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MAILING OF CHECK TO THE CLUB

If the grant is approved, the matching check from the District will be mailed to the Club at the Club's mailing address as noted in the current District Directory. An optional mailing address can be requested as noted below:

Name:

Address:

NOTE:

Please save an electronic and hard copy of this DSG application for your files.

DO NOT WRITE BELOW THIS LINE - FOR DSG COMMITTEE USE ONLY

District 5300 TRF DSG Committee accepts the request.

Project number:

Approved by District DSG Chair	Date:
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Approved by District Rotary Foundation Chair	Date:
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Approved by District Governor	Date:
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**ROTARY INTERNATIONAL DISTRICT 5300
DISTRICT SIMPLIFIED GRANT 2010-2011
FINAL REPORT**

Submit within 30 Days of completion of project - no later than May 31, 2012 –

To: DSG Chair Gary Webster
PO Box 720763
Pinon Hills, CA 92372

All grant money MUST be utilized in the 2011-2012 Rotary year or returned as per instruction letter.

Rotary Club:

Project Title:

Project Description

Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries? Was there media recognition?

How many Rotarians participated in the project?

What did the Rotarians do? Please give at least two examples of how Rotarians were involved in a hands-on manner.

How many non-Rotarians benefited from this project?

What are the expected long-term community impacts of the project?

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If a cooperating organization was involved, what was its role?

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Financial Report *(District must retain receipts of all expenditures)*

Income

	Income	<u>Amount</u>
1	District Simplified Grant funds received from the District	
2	Other funding (specify)	
3		
	Total project income	

Expenditures *(please be specific and add lines as needed)* Please attach receipts.

	Item(s) purchased	<u>Amount</u>
1		
2		
3		
4		
5		
6		
	Total project expenditure	

By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the district.

Certifying Signature:	Date:
Name, Rotary Title, and Club:	