**District 1040 Grant Application and MOU Agreement 2023/24**

Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ALL QUESTIONS MUST BE COMPLETED.**

Support in the completion of this application is available from Richard Henton-Jones Email - richardhj@me.com to whom completed application forms should be sent **via email by 15 August 2023**

For ease of communication please ensure all forms are completed as a typed WORD document ie docx and send to [richardhj@me.com](mailto:richardhj@me.com) Please put your club name in subject line of email..

**Project Contacts**

Two Rotarians from the Club should be listed who will provide oversight and management for the duration of the project. They’re responsible for submitting reports as required.

* Name
* Rotary Position in your club.
* Email address
* Correspondence Address
* Telephone contact number.

**2ND PERSON**

* Name
* Rotary Position in your club.
* Email address
* Correspondence Address
* Telephone contact number

Payment will be made by cheque and sent to the lead contact. If it is to be sent to someone other than quoted above e.g Treasurer, please provide details below. **The cheque will be made out to your Rotary Club for payment into your charity account.**

**Please provide name of your charity account if it is not the same as your Rotary Club name:**

* Club Position
* Rotary Position in your club.
* Email address
* Correspondence Address
* Telephone contact number

**Project description**

Please describe the project. *[under each heading, in no more than 200 words total for the whole 7 headings please.]*

* Its location.
* Its objectives.
* How they will be achieved.
* In what ways Rotarians will be involved.
* How sustainability of the project is to be ensured.
* Estimated start date of project.
* Estimated completion date of project.

N.B. The project should not be started until the Grant Application has been approved and the Grant Cheque received by the Club.

**Publicity**

How will the public know that this is a Rotary sponsored project and how will you celebrate its success?

**Areas of Focus**

All projects should comply with Rotary Areas of Focus.

**Try and nominate just ONE principal area of focus.**

* Peace and conflict prevention/resolution
* Disease prevention and treatment
* Maternal and child health
* Basic education and literacy
* Water and sanitation
* Economic and community development
* Protecting the environment

**Other Supporting Organisations**

If this project involves other cooperating organisations, please provide the name of the organisation and how Rotarians will interact with the organisation(s) in the project.

NB By submitting this application, the Rotary Sponsor Club endorse the organisation(s) as reputable, responsible, registered and act within the laws of the project country (as appropriate).

Name of the participating organisation

Name of the person within organisation who has approved their participation.

**Purchase of equipment, materials, or supplies**

Who will own any equipment, materials or supplies purchased? (These cannot be owned by a Rotarian or Rotary Club)

Who will be responsible for the maintenance, operating and/or storage costs of equipment and/or supplies?

**Project Budget**

Please include a complete itemised budget for the project. Clubs must seek Best Value and to keep documentation relating to quotes and supplier selection.

**Total Budget Proposed Financing**

Host Rotary Club contribution £

Other Rotary Clubs contribution £

Any additional Funding £

Subtotal £\_\_\_\_\_\_\_\_\_\_\_\_

Requested District Grant? £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Funds? £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that the maximum District Grant is normally £1,000 and any grant awarded will not exceed half of the total project cost. You may submit more than one grant application, however the total of applications should not exceed £1000.

**Authorisation**

All Rotary Clubs and Districts involved in this project are responsible to the Rotary Foundation, via District 1040 Foundation Grants Committee, for the conduct of the project and for reporting on it.

By submitting this form, the named members of the Club confirm that **the sponsoring Club** understands and accepts its overall responsibility for the project implementation and management. They also agree that

* The project must have active participation from Rotarians in your Club.
* All information contained in this application is true and accurate, to the best of their knowledge.
* The Club made contributions to The Rotary Foundation Annual Fund during the preceding three years
* Grants are awarded to the Club whose officers and successors are responsible for oversight and management of grant activity
* The Club will complete a full report to the District within two months of project completion with interim reports being completed at six monthly intervals from the date of grant allocation if appropriate
* Grants will be paid into an account which is used solely for receiving and disbursing Charity Funds within the Club. This account will require two Club signatories to authorise payments and that an annual set of accounts (to include all payments and receipts and supported by official bank statements) should be published to members annually. As grant money is expected to be spent promptly, it is not expected that any interest will be attributable to it but if such is received, it should be allocated to grant activity.
* All documents relating to financial transactions linked to the approved grant activity, including bank statements, receipts, and payment documentation together with Club minutes approving grant activity and reports, should be kept for a minimum of 5 years (or longer if required by local law) and must be made available, at reasonable notice, to the District Foundation Treasurer (or nominated representative) who has the responsibility to audit the use of DDF on behalf of Foundation. RI may also audit grant related activity.
* Report immediately to the District Grant Committee on any potential or real misuse of Grant Funds.

**Name of Authorising Club Officers (no need for physical signatures)**

Club President - Print please………………………………………………

Club Secretary - Print please………………………………………………

Dated………………………………………… 2023