



# Rotary International

## District 2452

### District Grant application

TO BE SUBMITTED: NO LATER THAN 30<sup>th</sup> of July, 2020  
FOR PROJECTS PLANNED FOR PROGRAM YEAR 2020-21: Once TRF gives its approval for the District

➔ THE PROJECT SHOULD NOT BE IMPLEMENTED BEFORE THE DISTRICT GET THE APPROVAL FROM TRF.

**BEFORE SUBMITTING YOUR CLUB'S 'DISTRICT GRANT APPLICATION', CHECK OFF EACH ITEM IN THE LIST BELOW TO DETERMINE WHETHER YOUR GRANT MAY QUALIFY FOR A DISTRICT GRANT IN ACCORDANCE WITH ROTARY INTERNATIONAL FOUNDATION REQUIREMENTS. INCLUDE THIS CHECKLIST IN YOUR APPLICATION.**

#### D2452 Grant Application:

- ☐ The club is applying for one District Grants for RY 2020-2021, COVID-19
- ☐ **Signed Memorandum of Understanding must be included with the application**
- ☐ Note: District generally does not fund more than **500USD** of a project
- ☐ Application completely describes the project, its location and objectives
- ☐ Application explains the community need for the project
- ☐ Application estimates of the number of people who will benefit
- ☐ Application explains how our club members will be involved, beyond distributing or spending funds
- ☐ **Application explains how the project will proceed if only partial funding is available**
- ☐ Letter(s) of support (if any) from project partner(s) are attached and their role is thoroughly explained
- ☐ A complete and itemized budget for the project is included or attached
- ☐ The project's timetable is included, club understand the deadlines and will timely submit reports
- ☐ Projects funded by District Grants must be completed within the Rotary year granted 2020-2021
- ☐ Exclude any liability to the Rotary District 2452, the Rotary Foundation or to Rotary International except for the amount of the District grant
- ☐ The identified responsible parties have signed the application

#### The Rotary Foundation Terms and Conditions for District Grants:

- ☐ **The grant may not be used for unrestricted cash donations to a beneficiary or cooperating organization**
- ☐ The project title is "COVID-19 - Rotary District 2452"
- ☐ Club will be directly responsible for overseeing funding and implementation of the project
- ☐ Promotes active and personal participation of Rotarians in the implementation of the project
- ☐ Grant cannot be used for continuous or excessive support of any one beneficiary, entity or community
- ☐ Club will promote club's involvement with appropriate signage, labels, PR, etc. Any uses of the name "Rotary" or Rotary's symbols will comply with RI policies, including Rotary branding requirements. Signage and labels must not only say Rotary International, rather state "Rotary Club of \_\_\_\_\_" (insert your club's name). Project signage cost is covered by the club sponsor.
- ☐ Club will not establish a permanent foundation, trust or interest-bearing account with this grant money
- ☐ The project does not directly benefit a Rotarian, spouse, lineal descendant or ancestor
- ☐ The project doesn't duplicate an existing Rotary program

- ☐ This is not reimbursement for a project that is already in progress or already completed, that is, **funds may not be used for a project that starts prior to the club receiving the actual Grant funds from the District**
- ☐ Club is the primary sponsor of this project, not some other non-Rotary organization
- ☐ Club is asking for funding only to implement the COVID-19 project as stipulated in its documents and guidelines.
- ☐ None of the funds will be used for salaries, stipends or honorariums for project beneficiaries or individuals working for our project partners
- ☐ None of the funds will be used for travel expenses
- ☐
- ☐
- ☐ ***Return of grant awarded funds to District*** - (1) For any project that is abandoned or uncompleted, Club shall return 100% of District awarded funds to the District 2452. (2) Where actual project final expenses are less than indicated in Application Question #6, Club shall return unused funds in the same proportion as grant bears to Club's original grant request. Example: Club original Grant Budget = \$1,750, club contribution is 750\$, District grant award = \$1,000. Actual project costs = \$1,500. Club shall return \$250 to District (1750\$-1500\$= 250\$).

**Reporting:**

- ☐ A Final Report must be submitted as outlined in the Memorandum of Understanding before 1<sup>st</sup> of February 2021.
- ☐ Club will submit documentation of all sources of revenue and receipts for all expenditures. Club agrees to retain original records of all grant income and expenses for current Rotary year 2020-2021 plus 5 following Rotary years.
- ☐ Club will cooperate with any District 2452 or RI Foundation review/audit.

# District 2452 Grant Application

TO BE SUBMITTED: NO LATER THAN July 31<sup>st</sup>, 2020  
FOR PROJECTS PLANNED FOR PROGRAM YEAR: 2020- 2021  
On basis of first comes first served

This form must be completed by filling in the fields using Adobe Reader

Local District 2452 Project: ☐

International Project: ☐

Rotary club

of:

Project

Name:

Expected Completion

Start Date:

Date:

Name of Primary Club

Contact:

E-mail

Telephone

Local Club Attended District  
2452 Grant Management Training  
Seminar

YES ☐ No ☐

Name of Second Club

Contact:

E-mail

Telephone

Local Club Attended District  
2452 Grant Management Training  
Seminar

YES ☐ No ☐

Name of Third Club

Contact:

E-mail

Telephone

A Local Club Attended District  
2452 Grant Management Training  
Seminar

YES ☐ No ☐

Address to Mail Grant

Payment: Name

Street Address

City, State, Zip

## Club TRF (The Rotary Foundation) Contribution History

Rotary Year	TRF Annual Fund Goal EREY	Annual Fund -- Total Club Contribution Amount EREY	Per Member Amount EREY	PolioPlus Contribution
2018 - 2019				
2019 - 2020				
2020 - 2021				

1. Briefly describe the project, its location, and its objectives. (Fields will expand as you type.)

(a) Project Description:

(b) Location:

(c) Objectives:

2. Describe how the project will benefit the community

(Fields will expand as you type.)

3. Describe the non-financial participation by Rotarians in the project. Identify the number of Rotarians and how they will be participating in the project.

(Fields will expand as you type.)

4. How will the general public know this is a Rotary-sponsored project? Please provide details, e.g., publicity in a newspaper or display of the Rotary wheel and club name. (Fields will expand as you type.)

5. Cooperating Organizations - If the project involves a cooperating organization, please provide the name of the organization below and attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, and acting within the laws of the United States.

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Name(s) of Cooperating Organization(s)

5a. If this is an International Project, identify the district number (required) and cooperating club (if any).

District Number:

Club Number and

Name:

6. Enter Budget Information:

PROJECT INCOME:

Sources of Income	Amount
Amount of District Grant Funds	500USD
Total approved grant amount must be matched by the club	
Other Funding Sources (please specify):	
Club Funds (Must match or exceed approved grant amount)	
Other Funding Sources (list separately each other funding sources)	
Total Budgeted Income:	

**PROJECT EXPENSES** (please attach an additional sheet if you need more space):

Expense Items (please be specific)	Cost
Total Budgeted Expenses:	

While the District initially requests the budget items outlined above, the District reserves the right to request supporting documentation related to the development of the budget and the Sponsoring Club understands that if requested, it is important for the information to be provided so that the application can be reviewed and processed.

7. As President and President-elect of the Rotary Club named above, we hereby affirm that the club's board has voted to undertake this project as an activity of the club and that the club's officers and directors have read, understand and agree to abide by the Terms and Conditions for Rotary Foundation District and Global Grants and the District Policies and Procedures Supplement for RY 2020-2021. In consideration of receipt of these grant monies, we agree to perform the work necessary to complete this project in the time frame stated and to submit a complete final report within 30 days of the project being completed and before 1<sup>st</sup> of February 2021. **Failure to follow the requirements as outlined in the above identified documents including failure to complete the project or to timely file the Final Report can disqualify this club from future district or global grants and/or necessitate the repayment of the Grant Award received.**

We affirm that all information in this District Grant Application is true and accurate, to the best of our knowledge.

Club President 2020-21	
Name	
Signature or e-mail address*	
Date	

Club President-Elect 2021-22	
Name	
Signature or e-mail address*	
Date	

\*Signatures are not required if submitted via e-mail with both parties listed in the e-mail address line.

Send completed application and other required forms to:  
E-Mail: [alrais@yahoo.com](mailto:alrais@yahoo.com) and [dq1819micheljazzar@gmail.com](mailto:dq1819micheljazzar@gmail.com)

If you have questions about District Grants, please contact:

**Grants District Chair 2020-21**

**PP Hassan Al Rais**

Rotary Club of Dubai, UAE.

Mobile: (+971)506446229

[alraisha@yahoo.com](mailto:alraisha@yahoo.com)

**District Rotary Foundation Chair 2020-21**

**PDG Michel Jazzar**

Rotary Club of Kesrouan, Lebanon

Mobile: (+961) (0)3.225525

[dq1819micheljazzar@gmail.com](mailto:dq1819micheljazzar@gmail.com)

## DISTRICT 2452 USE ONLY

GRANT RECEIVED AND PROCESSED BY DISTRICT 2452 GRANT CHAIR:

\_\_\_\_\_  
**PP Hassan Al Rais.**

Signature Grants District Chair 2020-2021

\_\_\_\_\_  
**Date Received**

RI DISTRICT 2452 DISTRICT GRANT COMMITTEE RESULTS:

GRANT APPROVED ☐ GRANT DENIED ☐

Program Year: 2020-21

Assigned District Grant # \_\_\_\_\_

Approved Grant Amount: **500usd/only five hundred dollars US**

**Final Report Due before 1<sup>st</sup> of February 2021**

As Officers of District 2452, we hereby affirm the use of stated amount from the District's Grant Funds for 2020-2021 program year account.

\_\_\_\_\_  
**Michel P. Jazzar**

Signature District 2452 Rotary Foundation Chair 2020-21

\_\_\_\_\_  
**Date Action Taken**

\_\_\_\_\_  
**Mazen Al Umran**

Signature District Governor 2020-21

\_\_\_\_\_  
**Date**