|  |  |
| --- | --- |
|  | **The Rotary Foundation (TRF)**  **District Grant Application Form** |

|  |
| --- |
| **PROJECT DESCRIPTION** |
| **Explanation:** District Grants support the humanitarian service projects of Rotary clubs and districts. 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. Involvement is required of both the host and international partners. |

Please provide the name of the project site, the city, province, and country. List multiple locations,   
if applicable.

|  |  |
| --- | --- |
| Club name |  |
| Project name |  |
| Project site |  |
| City |  |
| Province |  |
| 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.

|  |
| --- |
|  |

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

|  |
| --- |
|  |

Describe specific activities in implementing the project. What will the Rotarians do during the project? Please note that financial support is not considered active involvement.

|  |
| --- |
|  |

**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 | | |
| Home phone | Office phone | Fax |

**Project Contact #2:**

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

**Project Contact #3:**

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

|  |
| --- |
| **PROJECT BUDGET** |

|  |  |  |
| --- | --- | --- |
| **Budget item** | **Name of supplier** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Subtotal** |  |
|  | **Total in BAHT** |  |

|  |
| --- |
| **PROJECT FINANCING** |

|  |  |  |  |
| --- | --- | --- | --- |
| **District Grant award** | **DDF (US$)** | **Exchange rate (BAHT = 1 US$)** | **Amount (BAHT)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Additional outside partner funding** | **DDF (US$)** | **Exchange rate (BAHT = 1 US$)** | **Amount (BAHT)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total project financing** |  |  |  |

|  |
| --- |
| **PROJECT PLANNING** |
| **Explanation:** Before an application is submitted to District, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own anything purchased with grant funds. |

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)

|  |
| --- |
|  |

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

|  |
| --- |
|  |

Is software necessary to operate any items? If so, has software been provided?

|  |
| --- |
|  |

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

|  |
| --- |
|  |

|  |
| --- |
| **AUTHORIZATIONS** |

|  |  |
| --- | --- |
| **Host Partner** | |
| ☐ Club president (club-sponsored) | |
| Name |  |
| Title |  |
| Rotary Club |  |
| District # |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| **Primary Contact** | |
| Name |  |
| Signature |  |
| Date |  |
| **Project Contact #2** | |
| Name |  |
| Signature |  |
| Date |  |
| **Project Contact #3** | |
| Name |  |
| Signature |  |
| Date |  |

|  |
| --- |
| **COOPERATING ORGANIZATION** |
| **Explanation:** A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization. |

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

|  |  |  |
| --- | --- | --- |
| Name of organization | | |
| Street Address | | |
| City, State/Province | Postal code | Country |
| Office phone | Fax | |
| E-mail | Web address | |

In addition to the above, the following must be attached:

Letter of participation from cooperating organization that specifically states:

– Its responsibilities and how it will interact with Rotarians

– The organization’s agreement to cooperate in any financial review of the project

A letter of endorsement from the host partner confirming that the cooperating organization works within that   
country’s laws

|  |
| --- |
| **FINAL REPORT** |

“By signing below, our club/district accepts primary reporting responsibility.”

|  |  |  |
| --- | --- | --- |
| Print name | Signature | |
| Rotary club | | District |

Note:

1. Complete the application every item.
2. Signed by Club President and project committees.
3. Mention the person who makes the final report.
4. Attach the quotation of equipment and material.
5. Attach photo of location before conduct the project ( If have)
6. Complete payee form
7. Attach bank book to confirm the account name