

**APPLICATION FOR A DISTRICT SIMPLIFIED GRANT (DSG)  
DISTRICT 5100 TRF DISTRICT GRANTS SUBCOMMITTEE**

**(NO FUNDS SHOULD BE DISBURSED NOR WORK COMMENCED ON A PROJECT UNTIL THE GRANT IS APPROVED)**

Please complete all sections of this application. Rotarians should use this and attach additional pages as needed or may answer the questions below on blank paper, providing the answers follow the same order as the application. Incomplete applications will be returned. Applications must be submitted after July 1<sup>st</sup> of the applicable Rotary Year, and grants will be awarded until funds are exhausted.

**1. PROJECT DESCRIPTION**

Note: The project cannot be started until this application is approved by the District Grants Subcommittee.

- A. Describe the essential elements of the project.
  
  
  
  
  
  
  
  
  
  
- B. How will the project meet the needs of the community?
  
  
  
  
  
  
  
  
  
  
- C. How will Rotarians actively participate in the implementation of the project?

**2. COOPERATING ORGANIZATION**

Is another organization directly involved in the implementation of the project? If so, provide a letter from the organization indicating how they will work with Rotarians in the implementation of the project and agree to cooperate in any financial review of activities associated with the project.

**3. PROJECT BUDGET**

The Grants Subcommittee will favor applications from clubs who will contribute labor as well as funds to the project.

Items to be Purchased	Cost	Items to be Purchased	Cost
A. _____	_____	D _____	_____
B. _____	_____	E _____	_____
C. _____	_____	F _____	_____

**Project Budget Total** \_\_\_\_\_

4. PROPOSED FINANCING - List all Financing

Date Funds Are Required \_\_\_\_\_

Date Funds are disbursed to Club \_\_\_\_\_

Estimated Start Date of Project \_\_\_\_\_

Completion Date of Project \_\_\_\_\_

	CLUB NAME	AMOUNT		AMOUNT
Sponsoring Club				
Sponsoring Club			Sub-Total All Sponsoring Rotary Clubs	
Sponsoring Club			Amount Requested from DSG	
Sponsoring Club			Funding from Add'l Sources (attach list)	
Sponsoring Club			Proposed Financing Total	

*Note: This total should equal the total on the proposed Project Budget. If it does not, the application will be returned.*

**Project Committee:** A committee of at least two Rotarians must be established in the sponsoring club. It is the committee's responsibility to coordinate the project locally, monitor funds, and provide financial accounting to the District 5100 Grants Subcommittee for the duration of the project.

Primary Contact

Name \_\_\_\_\_ Telephone Preferred Number \_\_\_\_\_  
 Rotary Position/Title \_\_\_\_\_ Secondary Number \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Fax Preferred Number \_\_\_\_\_

Additional Contact

Name \_\_\_\_\_ Telephone Preferred Number \_\_\_\_\_  
 Rotary Position/Title \_\_\_\_\_ Secondary Number \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Fax Preferred Number \_\_\_\_\_

**PRIMARY REPORT and COORDINATING CLUB**

Although co-sponsors are also ultimately responsible for completing progress and final reports, the District TRF Grants Subcommittee requires that one club take primary responsibility for submitting the required reports to the District TRF Grants Subcommittee. The president of the club accepting responsibility of submitting the interim and final reports must sign this application.

Club \_\_\_\_\_ Club President's Name \_\_\_\_\_  
(Please Print)

Date \_\_\_\_\_ Club President's Signature \_\_\_\_\_

**NOTE: Please retain a copy of this application for your files, and send a copy to the District 5100 TRF Grants Subcommittee Chairman. The Application may be submitted electronically.**

**5. AGREEMENT FORM**

This Application and Agreement are entered into between the identified project sponsor below and District 5100's TRF Grants Subcommittee. In applying for and accepting, Project Funding, the project sponsor agrees to:

1. 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 purposes other than those considered eligible by the District.
2. To defend, indemnify, and hold harmless Rotary International (RI), TRF, District 5100, 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.
3. 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.
4. Please indicate date funds will be required, the start date of the project and its anticipated conclusion. The club must request funds within six months after approval by the Grants subcommittee; if not please withdraw the request and submit in the next funding cycle.
5. The project must be completed within 12 months of receiving the funds. If the project is not completed within 12 months, **ALL** funds must be returned to Rotary District 5100 within 15 days of a request made by the district Foundation Chair.
6. Completion of the Final Report by the Coordinating club and acceptance of that report by the Grants Sub Committee and TRF will constitute completion of the Project.

All applicable laws of the State of Oregon, USA, govern this Agreement.

By signing on the signature page attached, I certify that the sponsors acknowledge and accept the terms of this Agreement and agree to abide by the stipulations set forth.

**Primary Report and Coordinating Club**

Club President \_\_\_\_\_  
Signature

Please Print Name \_\_\_\_\_  
Please Print Name

Date \_\_\_\_\_

**Additional Sponsoring Club(s)**

\_\_\_\_\_  
Sponsoring Club #2 - President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsoring Club #3 - President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsoring Club #4 President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

**This Completed and Signed DSG Application should be sent by regular mail, e-mail or by fax to:**

**Dennis J. Wickham, PDG  
Grants Subcommittee Chair  
PO Box 61925  
Vancouver, WA 98666-1925  
wickhamdj@comcast.net**

----- DO NOT WRITE BELOW THIS LINE -----

District 5100 TRF Grants Subcommittee accepts the request.

Project Number \_\_\_\_\_  
                            Year           Area           #

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Check Number \_\_\_\_\_ for \$ \_\_\_\_\_ Issued

Date \_\_\_\_\_