



# Rotary International

## District 2452

### District Grant application

TO BE SUBMITTED: **NO LATER THAN 15<sup>th</sup> of November, 2018**  
FOR PROJECTS PLANNED FOR PROGRAM YEAR: September 15<sup>th</sup>, 2018 through  
March 15<sup>th</sup>, 2019

**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 2018-2019
- ☐ **Signed Memorandum of Understanding must be included with the application**
- ☐ Note: District generally does not fund more than 1500USD of a project
- ☐ Application completely describes the project, its location and objectives
- ☐ Application explains the community/students 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
- ☐ Lists at least two club contacts
- ☐ 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 2018-2019
- ☐ Exclude any liability to the Rotary District, the Rotary Foundation or to Rotary International except for the amount of the 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 supports Educational activities, under the project title "Civic education for peacebuilding)
- ☐ 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 DAOF 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. (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 On (date)
- ☐ 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 2018-2019 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 November 15<sup>th</sup>, 2018

FOR PROJECTS PLANNED FOR PROGRAM YEAR: 2018- 2019

On basis of first come first served

Local District 2452 Project: ☐

International Project: ☐

Rotary club

of: \_\_\_\_\_

Project \_\_\_\_\_

Name: \_\_\_\_\_

**Expected Completion**

**Start Date:** \_\_\_\_\_

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

Name of Primary Club

Contact: \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

Attended District Grant  
Management Training Seminar  
YES No

Name of Second Club

Contact: \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

Attended District Grant  
Management Training Seminar  
YES No

Name of Third Club

Contact: \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

Attended District 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
2016 - 2017				
2017 - 2018				
2018 - 2019				

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 and/or improve the civic education

(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:

**PROJECT INCOME:**

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

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. 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. **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	
Name	
Signature or e-mail address*	
Date	

Club President-Elect	
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: [fgebran@inco.com.lb](mailto:fgebran@inco.com.lb) and [dg1819micheljazzar@gmail.com](mailto:dg1819micheljazzar@gmail.com)

**If you have questions about District Grants, please contact:**

DAOF Chair

**PE Ghada Ayoub Bou Fadel**  
Rotary Club of Saida, Lebanon  
Mobile: (+961)03699480  
[drgayoub@gmail.com](mailto:drgayoub@gmail.com)

District Grants Chair 2018-19

**PDG Farid Gebran**  
Rotary Club of Metn, Lebanon  
Mobile: (+961)03704525  
[fgebran@inco.com.lb](mailto:fgebran@inco.com.lb)

**DISTRICT USE ONLY**

**GRANT RECEIVED AND PROCESSED BY DISTRICT GRANT CHAIR:**

\_\_\_\_\_  
**PDG Farid Gebran**

Signature District Grants Chair 2018-2019

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

**RI DISTRICT 2452 DISTRICT GRANT COMMITTEE RESULTS:**

**GRANT APPROVED**

**GRANT DENIED**

**Program Year: 2018-19**

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

**Approved Grant Amount: \_\_\_\_\_**

**Final Report Due: 30/3/2019**

As Officers of District 2452, we hereby affirm the use of stated amount from the District's Grant Funds for 2018-2019 program year account.

\_\_\_\_\_  
**Farid Gebran**

Signature District 2452 Rotary Foundation Chair 2018-19

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

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

Signature District Governor 2018-19

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