



# District Simplified Grant (DSG) Application

Local Community Grant - \$2,000 Maximum

2 or more Clubs - \$3,000 maximum

Rotarians may use this application and attach additional pages as needed or may answer the questions below on blank paper, on the condition that the answers follow the same order as the application. Incomplete applications will be returned. See Humanitarian Grants Terms & Conditions on D5190 website for eligibility and program requirements. WE WILL BEGIN ACCEPTING APPLICATIONS AT THE BEGINNING OF EACH ROTARY YEAR (JULY 1<sup>st</sup>). APPLICATIONS WILL BE REVIEWED AND APPROVED ON A FIRST-COME, FIRST-SERVED BASIS.

## 1. PROJECT DESCRIPTION

1. What is the purpose of this project? Provide a brief description.

2. How will it meet the needs of the community?

3. How will the Rotary Club and local partners communicate and work together to implement this project? Please provide specific examples of activities.

## 2. PARTICIPATING ORGANIZATIONS

1. Provide the NAME of the PRIMARY BENEFICIARY organization and attach a LETTER OR ENDORSEMENT from that organization endorsing the project and accepting responsibility for maintenance after installation or delivery of any equipment:

\_\_\_\_\_

Letter from Primary Beneficiary attached

2. If a CO-OPERATING ORGANIZATION is involved, provide NAME of the CO-OPERATING ORGANIZATION

\_\_\_\_\_ AND

A) Attach a LETTER OF PARTICIPATION from that organization that specifically states its responsibilities, how it will interact with Rotarians in this project, and the organization's agreement to cooperate in any financial review of activities connected with the project.

Letter from Cooperating Organization attached

### 3. PRIMARY ROTARY CLUB

List the club or district that assumes primary responsibility for the project.

\_\_\_\_\_ CLUB CLUB ID NUMBER (IF KNOWN) DISTRICT COUNTRY

Project Committee: A committee of at least two Rotarians must be established by the primary Rotary Club to over see the project for its duration, even if the project continues into another Rotary year.

Primary Contact (must be member of above club/district)

Name \_\_\_\_\_  
MEMBER ID NUMBER (IF KNOWN)

Rotary club \_\_\_\_\_  
DISTRICT

Position/title \_\_\_\_\_

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

Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_ CITY / STATE / POSTAL CODE

\_\_\_\_\_ COUNTRY

Telephone \_\_\_\_\_  
HOME

\_\_\_\_\_ OFFICE

Fax \_\_\_\_\_

Additional Contact

Name \_\_\_\_\_  
MEMBER ID NUMBER (IF KNOWN)

Rotary club \_\_\_\_\_  
DISTRICT

Position/title \_\_\_\_\_

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

Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_ CITY / STATE / POSTAL CODE

\_\_\_\_\_ COUNTRY

Telephone \_\_\_\_\_  
HOME

\_\_\_\_\_ OFFICE

Fax \_\_\_\_\_

### 5. PROJECT BUDGET

Include a complete itemized budget for the project and indicate currency used. Use separate pages if necessary. Attach documentation (price quotes, etc.)

Item to be purchased	Name of supplier	Cost

Total \_\_\_\_\_

## 6. PROPOSED FINANCING

Please list all financing and indicate cash.

Rotary Club/ District	Amount Contributing (Identify currency)	Cash
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
<b>Subtotal</b>	_____	
Amount requested from District 5190	_____	(Cannot exceed US \$2,000 Community), 2 or more Clubs, \$3,000
Additional funding from other sources	_____	Please Specify BELOW*
<b>TOTAL</b>	_____	Must be equal to budget cost

## 7. REPORTS

Although all partners are responsible for completing progress and final reports, the District requires that one Rotary Club in D5190 take primary responsibility for submitting the reports to District Grants Subcommittee.

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CLUB

\_\_\_\_\_  
DISTRICT

## 8. AGREEMENT FORM FOR BENEFICIARY AND CO-OPERATING ORGANIZATION (IF ANY)

In consideration of Participation in this District Simplified Grant, the PRIMARY BENEFICIARY and COOPERATING ORGANIZATION each agree:

1. To its responsibilities and participation as outlined in its LETTER OF ENDORSEMENT or LETTER OF PARTICIPATION, including timely cooperation in any financial review.

2. To defend, indemnify, and hold harmless Rotary International, The Rotary Foundation and Rotary District 5190, their respective Directors, Officers, employees, and agents (collectively "ROTARY") from any and all claims (including claims of subrogation), demands, actions, damages, losses, judgments, costs, fines, awards, liabilities, or expenses (including with-out limitation reasonable attorney's fees and other legal expenses) collectively ("losses") asserted against or recovered from ROTARY that result or arise directly or indirectly from the project, including any acts or omissions of any of the project participants.

Primary BENEFICIARY	COOPERATING ORGANIZATION
NAME _____	NAME _____
TITLE _____	TITLE _____
CLUB _____ DISTRICT _____	CLUB _____ DISTRICT _____
SIGNATURE _____ DATE _____	SIGNATURE _____ DATE _____



## District Simplified Grants Committee Members

Find your grant committee representative at the link in the paragraph below and then send the completed DSG Application and Agreement Form and any attachments to your committee representative. E-mail or phone that committee member if there are questions about filling out the applications or providing supporting documents.

Grants committee contact information\*\* may be found at:

<http://www.rotarydistrict5190.org/grantresponsibility.asp>

\*\* You will need to login as a guest or District or Club officer to view contact information on the District 5190 web site

## Checklist for Community Based DSG Funded Project:

Before submitting your Matching Grants Application, please take a moment to review this checklist. If you have any questions or concerns, please contact your representative on the D-5190 Grants Subcommittee.

- Does the project meet all grant policies and guidelines (see *The Guide to Humanitarian Grants* (144-EN) on the RI Web site at [www.rotary.org](http://www.rotary.org))? Does the project description clearly state how the project will assist those in need? Is this a NEW project?
- Is a letter of participation endorsing the project attached from the organization benefiting from the project?
- Is a cooperating organization involved? A cooperating organization is a project participant involved in the project other than a Rotary Club or the project beneficiary. If so, is there a letter from the organization, specifically stating its responsibilities, how it will work with Rotarians, and its agreement to cooperate with any financial review of the project?
- Is documentation supporting the proposed budget included?
- Does the project budget, section 5, match the proposed funding, section 6?
- Has the club accepted reporting responsibility by signing page 4?
- Has the community partner (organization benefiting from project) and the club president signed pages 3 and 4?

Have you made copies of all documents for your files prior to submitting them to D-5190?

**Note: The project cannot be started until the District Simplified Grant application has been approved by D-5190.**

## GLOSSARY OF TERMS

**Beneficiary:** the recipient of goods or services

**Co-operating organization:** an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination.

## GRANTS SUBCOMMITTEE

COMMITTEE'S ROLE IN HELPING CLUBS APPLY FOR DSG'S:

- 1) Help clubs choose projects that meet The Rotary Foundation's guidelines.
- 2) Help clubs fill out applications that support the project's plan to maximize its chances for success.
- 3) Submit completed applications to District Foundation Chairperson to expedite delivery of checks to clubs for qualified projects.
- 4) Keep clubs informed about Final Report (located on the District web site at: ([http://www.rotarydistrict5190.org/DSG\\_Report\\_072306.doc](http://www.rotarydistrict5190.org/DSG_Report_072306.doc)) status, letting them know that a club can have only one active DSG at a time.