

**District 1080 Grant Application**

Please type all information on the screen and when complete save the file with your Club name in

the file name and email it as an attachment to the Grants Team on grants@rotaryeastanglia.co.uk, and copy it to your Club’s President.

Areas in **RED** must be completed.

|  |  |
| --- | --- |
| **Rotary Club** | *Click here to enter text*. |
| **Project Title** | *Click here to enter text*. |

**Project Description** This should include specifics about the receiving Community’s needs and the Areas of Focus addressed. Max 1000 characters.

|  |
| --- |
| *Click here to enter text****.*** |

**Foundation Area of Focus :**

|  |
| --- |
| **Peace Building & Conflict Prevention** |[ ]
| **Disease Prevention & Treatment** |[ ]
| **Water, Sanitation & Hygiene** |[ ]
| **Maternal & Child Health** |[ ]
| **Basic Education & Literacy** |[ ]
| **Community Economic Development** |[ ]
| **Environment** |[ ]

**Who will benefit and how will affect their lives?**

|  |
| --- |
| *Click here to enter text*. |

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| --- | --- |
| **Project Start Date** | *Click here to enter text***.** |

**Who are the participating Rotarians and how are they involved in the Project?** Max 500 characters

|  |
| --- |
| *Click here to enter text***.**  |

**Who will own any equipment supplied?** It must not be a Rotarian or a Rotary Club

|  |
| --- |
| *Click here to enter text***.**  |

**Who will be responsible for the storage, maintenance and running costs**

**of any supplies?**

|  |
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| *Click here to enter text.* |

**Costs and Financing.**

The District applies for the consolidated Grant from TRF towards the end of the year.

The funds will be available as soon as they are received from TRF. Projects must not start until

the club has received their Grant.

**Income:**

|  |  |
| --- | --- |
| **Source** | **Amount** |
| **Grant request amount.** Must be equal or less than 50% of the total project cost | *Enter amount in £* |
| **Club Contribution** | *Enter amount in £* |
| Source of other income*Click here to enter text.* | *Enter amount in £* |
| Source of other income *Click here to enter text.* | *Enter amount in £* |
| Source of other income *Click here to enter text.* | *Enter amount in £* |
| **Project Total** | *Enter amount in £* |

**Expenditure:**

|  |  |
| --- | --- |
| **Item** | **Amount** |
| *Click here to enter text***.** | *Enter amount in £*  |
| *Click here to enter text.* | *Enter amount in £* |
| *Click here to enter text.* | *Enter amount in £* |
| *Click here to enter text.* | *Enter amount in £* |
| *Click here to enter text.* | *Enter amount in £* |
| **Project Total** | *Enter amount in £*  |

|  |  |  |
| --- | --- | --- |
| **Will a cooperating organisation be involved?** | **Yes** [ ]  | **No**[ ]  |

If ‘Yes’ what is its name and role in the project?

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| *Click here to enter text.* |

|  |  |
| --- | --- |
| If not the UK, Country where the project will be carried out | *Click here to enter text.*  |
| If the country is India tick the box [ ]  to show that it is FCRA registered and you have the relevant documentation.

|  |  |
| --- | --- |
| **Club Charity Account Name** | *Click here to enter text***.**  |
| **Bank Name & Branch** | *Click here to enter text***.**  |
| **Acct No.** | *Click here to enter text***.** | **Sort Code** | *Click here to enter text***.** |

|  |  |
| --- | --- |
| **Contact Name**  | *Click here to enter text..* |
| **Contact Tel. Number** | *Click here to enter text.* |
| **Contact Email Address** | *.Click here to enter text.* |

 |  |

**Publicity:** It is vital as we try to grow Rotary that

the public knows of your efforts.

|  |  |
| --- | --- |
| **Media** | **Web Address** |
| *Click here to enter text.*  | *Click here to enter text.* |
| *Click here to enter text.*  | *Click here to enter text.* |
| *Click here to enter text.*  | *Click here to enter text.* |
| *Click here to enter text.*  | *Click here to enter text.*  |

**Did your Club have a District Grant last year***? Yes* [ ]  *No* [ ]

**If Yes, have you submitted the Project Report from that Project***? Yes* [ ]  *No* [ ]

**By submitting this application, we confirm that to the best of our knowledge these District Grant**

**funds will only be spent on eligible items in accordance with Trustee-approved guidelines, that**

**any unused funds will be returned and that all of the information contained herein is true and**

**accurate. Receipts for all grant-funded expenditures are required and to be made available to**

**the District if requested. We confirm that the Club has a registered Charity with its own**

**dedicated bank account that is used for receiving and disbursing TRF grant funds.**

|  |  |
| --- | --- |
| **Club Presidents Name** | *Click here to enter text.* |
| **Date** | *Click here to enter text.*  |

**Club/ District MoU**

**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING**

**FOR RECEIVING A 1080 DISTRICT GRANT**

1. Club Qualification

2. Club Officer Responsibilities

3. Financial Management Plan

4. Bank Account Requirements

5. Report on Use of Grant Funds

6. Document Retention

7. Reporting Misuse of Grant Funds

1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district’s grant management seminar each year and complete the relevant training on the RI web site.

The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

1. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year
2. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies
3. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds
4. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes
5. The club must cooperate with any financial, grant, or operational audits

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants. Club officer responsibilities include:

1. Appointing at least one club member to implement, manage, and maintain club qualification
2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
3. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds. The financial management plan must include procedures to

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
2. Disburse grant funds, as appropriate
3. Maintain segregation of duties for handling funds
4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
5. Ensure that all grant activities, including the conversion of funds, comply with local law

4. Bank Account Requirements

In order to receive grant funds, the club must have a bank account that is used for receiving and disbursing TRF grant funds. The club bank account must:

1. Have a minimum of two Rotarian signatories from the club for disbursements
2. Be a low or noninterest-bearing account
3. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF
4. A separate account should be opened for each club-sponsored Global grant, and the name of the account should clearly identify its use for grant funds
5. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks. Bank statements must be available to support receipt and use of TRF grant funds.
6. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories

.

5. Report on Use of Grant Funds

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant’s progress and how funds are spent.

6. Document Retention

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

1. Documents that must be maintained include, but are not limited to:
	1. Bank information, including copies of past statements
	2. Club qualification documents including a copy of the signed club MOU
	3. Documented plans and procedures, including:
		1. Financial management plan
		2. Procedure for storing documents and archives
		3. Succession plan for bank account signatories and retention of information and documentation
	4. Information related to grants, including receipts and invoices for all purchases
2. Club records must be accessible and available to Rotarians in the club and at the request of the district.
3. Documents must be maintained for a minimum of five years, or longer if required by local law

7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

8. Authorization and Agreement

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of Enter text., the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year Enter text. and will notify Rotary International District 1080 of any changes or revisions to club policies and procedures related to these requirements.

|  |  |
| --- | --- |
| Rotary Club of  | Click here to enter text. |

|  |  |
| --- | --- |
| President | President-Elect |
| Term | *Click here to enter text.* | Term | *Click here to enter text.* |
| Name | *Click here to enter text.* | Name | *Click here to enter text.* |
| **E-mail** | *Click here to enter text.* | **E-mail** | *Click here to enter text.* |
| **Date** | *Click here to enter text.* | **Date** | *Click here to enter text****.*** |

 

**District 1080 Grant Report**

Please type all information on the screen and when complete save the file with your Club name in

the file name and email it as an attachment to the Grants Team on grants@rotaryeastanglia.co.uk

Areas in **RED** must be completed.

|  |  |
| --- | --- |
| **Rotary Club** | *Click here to enter text.* |
| **Project Title** | *Click here to enter text.* |
| **Year of Grant Received** | *Click here to enter text.* | **Report type** | Final [ ]  Progress[ ]  |

**Project Information**

|  |  |
| --- | --- |
| **Where was it carried out?** | *Click here to enter text.* |
| **When was it carried out?** | *Click here to enter text.* |

**What was done?**

|  |
| --- |
| *Click here to enter text.* |

**Who benefited and what was the impact of the project on them?**

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| *Click here to enter text.* |

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| **Where the aims of the project achieved?** | **Yes ☐ No** [ ]  |

**Who are the participating Rotarians and how were they involved in the**

**Project?**

|  |
| --- |
| *Click here to enter text.* |
| **Was a co-operating organisation involved?** | **Yes ☐ No** [ ]  |

**If Yes how did it help?**

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| --- |
| *Click here to enter text.* |

**Costs and Financing.**

**Income:**

|  |  |
| --- | --- |
| **Source** | **Amount** |
| **Grant amount.**  | *Click here to enter text.* |
| **Club Donation** | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
| **Project Total** | *Click here to enter text.* |

**Expenditure:**

|  |  |
| --- | --- |
| **Item** | **Amount** |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* |  *Click here to enter text.* |
| **P**roject **Total** | *Click here to enter text.* |

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the public knows of your efforts.

|  |  |
| --- | --- |
| **Media** | **Web Address** |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
|  |  |
| **Magazine or Newspaper Publication** | **Date** |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter text.* | *Click here to enter text.* |

**Please attach to your email reply any images you have of your projects**

**progress. We will help to publicise your club’s exploits.**

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| --- |
| **Images attached Yes** [ ]  **No** [ ]  |

By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI’s sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

|  |  |
| --- | --- |
| **Certify by printing your name** | *Click here to enter text.* |
| **Date** | *Click here to enter text.* |
| **Rotary Title** | *Click here to enter text.* |
| **Tel. Number** | *Click here to enter text.* |
| **Email Address** | *Click here to enter text.* |

**This form is not designed to be printed and scanned. Please save the completed**

**form with your Club name in the file name and send it as an attachment to:**

**grants@rotaryeastanglia.co.uk**

**Please also copy it to your Club President.**

**If you require any assistance, please contact the team at:**

**grants@rotaryeastanglia.co.uk**