

## Welcome to Global Grants!

The Global Grant application process involves three simple steps:

1. Complete this D5030 Global Grant Proposal Form and e-mail it to the Help Desk at [d5030grantshelpdesk@rotary5030.org](mailto:d5030grantshelpdesk@rotary5030.org).
2. Log in to “My Rotary” at [www.Rotary.org/](http://www.Rotary.org/) ... then choose “Take Action”... click on “Grant Application Tool”... and click on “Global Grants.” Begin the on-line application for your Global Grant by answering the initial few questions listed as “First Steps.” When the Foundation assigns a Global Grant number (GG#1234567) to your proposal, notify the Help Desk right away.
3. Complete the on-line application to The Rotary Foundation (TRF.)

The following proposal form below gives sponsors an opportunity to confirm that their activity meets global grant requirements, and that the districts and clubs involved have established a solid working relationship.

The District Global Grants Committee (Committee) is available to help clubs become familiar with basic grant requirements, terms and conditions, and The Rotary Foundation’s (TRF’s) published expectations with respect to Areas of Focus, measurable outcomes, sustainability, conflicts of interest, and other issues that might affect TRF approval of your grant application.

We encourage clubs, as an integral part of your project design and development effort, to seek input and advice from the Committee.

Complete this form and send it to the [d5030grantshelpdesk@rotary5030.org](mailto:d5030grantshelpdesk@rotary5030.org). We will promptly distribute it electronically to the committee members for their review and recommendations. *Do this PRIOR to starting the TRF on-line application process!*

The Committee does not “approve” or “deny” any grant proposal. Its role is to support and coach clubs in addressing TRF requirements, vet any named Cooperating Organizations, confirm club “qualification”, advise District leadership as to how much DDF is being requested<sup>1</sup>, and present its recommendations regarding potential conflicts of interest, measurable outcomes, sustainability elements, and the project’s general viability.

The Global Grants Committee will communicate, as needed with the club’s Primary Contact.

We look forward to working with you!



Jeffrey A Brennan  
District Grants Committee Chair

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<sup>1</sup> District 5030 DDF is not “reserved” for your project during the design and development phase. District DDF will be pledged to your project when, during the on-line application process, the District Governor and District Rotary Foundation Committee Chair affix their electronic signatures “Authorizing” the DDF.

**Project Name:** \_\_\_\_\_

**Project Focus Area:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**International Sponsor Club:** \_\_\_\_\_

District 5030

**Host Sponsor Club:** \_\_\_\_\_

District \_\_\_\_\_

**Needs Assessment:** Who conducted the Community Needs Assessment and who in the community was involved in providing the input? Describe the need(s) your project intends to address. <sup>2</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Description:** Describe the project you, your partner club(s) and cooperating organizations have determined that you are capable of executing, and will meet the community needs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Measurable Outcomes of your Project:**

\* Beneficiary Community: \_\_\_\_\_

\* Who will benefit and how? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* What are the measurable outcomes (**results**) you expect from this effort and expense, and how will you measure/ quantify the results? E.g. “Within two years, school absenteeism will drop by 25% due to improved hygiene/ sanitation.” Method: School attendance records.

Result #1: \_\_\_\_\_

Method of measurement: \_\_\_\_\_

<sup>2</sup> In conducting the community needs assessment, refer to “Communities in Action” ([www.rotary.org/RIdocuments/en\\_pdf/605a\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/605a_en.pdf) ) and “Community Assessment Tools” ([www.rotary.org/RIdocuments/en\\_pdf/605c\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/605c_en.pdf) )

# District 5030 Global Grant Proposal Form for 2015-16

Result #2: \_\_\_\_\_

Method of measurement: \_\_\_\_\_

Result #3: \_\_\_\_\_

Method of measurement: \_\_\_\_\_

Result #4: \_\_\_\_\_

Method of measurement: \_\_\_\_\_

Result #5 \_\_\_\_\_

Method of measurement: \_\_\_\_\_

## Sustainability:

\* What sustainability elements<sup>3</sup> have you included in the Implementation Plan?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* When will the project start and when will it be completed? \_\_\_\_\_

## Project Partners: (list Rotary Clubs and cooperating organizations and the roles each will play)

Entity

Role

| Entity | Role  |
|--------|-------|
| _____  | _____ |
| _____  | _____ |
| _____  | _____ |
| _____  | _____ |

## Project Application Checklist (verify that you have confirmed or will obtain the following):

- Your club and the Host sponsor clubs are in good standing with R.I.
- MOUs with all partners and Cooperating Organizations signed and in hand. (Confirm these are in place. No need to provide the district a copy, but TRF will require a signed copy.)
- MOU signed between your club & D5030. (Send signed copy to District Stewardship Officer.)
- The 3-person grant committee from each sponsor club is set. Be prepared to provide the name and contact information of the Primary Contact in each club.
- Impact/ benefits monitoring plan complete.
- Quotations/ bids/ pro forma invoices for major project expenditures in hand.

<sup>3</sup> See [www.rotary.org/myrotary/en/document/638](http://www.rotary.org/myrotary/en/document/638) for guidelines re: sustainable elements.

# District 5030 Global Grant Proposal Form for 2015-16

## PROJECT OVERSIGHT RESPONSIBILITY

Primary Contact (Intn'l Sponsor): \_\_\_\_\_  
(Rotarian's name)

Email: \_\_\_\_\_

Primary Contact (Host Club): \_\_\_\_\_  
(Rotarian's name)

Email: \_\_\_\_\_

### Your Club's Approvals:

President (14-15) \_\_\_\_\_  
Print Name Signature

President-elect (15-16) \_\_\_\_\_  
Print Name Signature

President-nominee (16-17) \_\_\_\_\_  
Print Name Signature

## FINANCING & BUDGET

**CAUTION: Do not list a Rotary club as a source of funds until that club has committed to giving you the money. Do not begin the TRF on-line application until you have your funding nailed down!**

| <b>BUDGET</b>    |        | <b>FUNDING</b>     |        |
|------------------|--------|--------------------|--------|
| Expense Category | Amount | Sources of Funding | Amount |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
|                  |        |                    |        |
| <b>TOTAL</b>     |        |                    |        |
|                  |        | <b>TOTAL</b>       |        |

E-mail this form to: [d5030grantshelpdesk@rotary5030.org](mailto:d5030grantshelpdesk@rotary5030.org).

For D-5030 use:  
 Date Received: \_\_\_\_\_

Clubs qualified? \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_ date  
Stewardship Chair's name