

4. TIMELINE: Project start date: _____ Estimated completion date: _____
(Projects must begin after funding is approved and be completed by the end of the current Rotary year.)

5. NON-FINANCIAL ROTARIAN INVOLVEMENT – Other than providing funding, how will your club’s Rotarians actively participate in the project?

6. PUBLICITY - How will you ensure that the general public knows this is a Rotary project? Provide details on how you will publicize this project.

7. RESPONSIBLE ROTARIANS: List the two Rotarians from your club that will be responsible for project oversight, funds management and successful completion:

Primary contact name :

Rotary title/position:

Street address :

City:

Zip:

Telephone:

Fax:

E-mail:

Secondary contact name :

Rotary title/position:

Street address :

City:

Zip:

Telephone:

Fax:

E-mail:

8. COOPERATING ORGANIZATIONS – If the project involves a cooperating organization(s), provide the name of the organization and provide a brief description of the role of the organization. Attach a letter from them specifically stating their responsibilities and how Rotarians will interact with the organization. By signing this application, the Rotarian sponsors endorse the organization as reputable, reliable and responsible. Name(s) and role(s) of cooperating organization(s) are:

9. **BUDGET:** Provide below, or attached, a complete, detailed and itemized budget for the entire project. Indicate what items DSG funds will be used to purchase. (Please review the list of ineligible items in the guidelines first.) Please note that items cost need not necessarily be split evenly between DSG and club funds.

The budget should be in the form:

<u>Item Name</u>	<u>Amount</u>	<u>DSG Funds</u>	<u>Club Matching Funds</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL BUDGET: \$ _____

11. **REPORTS AND AUTHORIZATION :**

A progress report is required at 6 months and a final report is required when the project is completed.
 Funds will not be released unless these reports have been filed with the Humanitarian Grants Committee.
A receipt for ALL items purchased for the project must accompany the final report.

With my signature below, as president of the Rotary Club of _____, I understand that all Rotary clubs/districts involved in this project are responsible to the Rotary Foundation and District 6780 for the conduct of the project. I further understand that project progress reports are required at six month intervals and that a final report is to be submitted within two months of the projects completion. I affirm that the club has voted to undertake this project and that this application is accurate, true and complete to the best of my knowledge.

CLUB PRESIDENT’S NAME (please print): _____

 SIGNATURE

 DATE

Send this completed form to Rotarian Jim Roxlo, 400 South Crest Road, Chattanooga, TN 37404, fax to 423-875-7308 or email it to him at Jim@Roxlo.com. Questions? Contact Rotarian Roxlo via email or call him at (423) 875-7031 (Work), 423-624-3603 (Home)

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