

District Simplified Grants Process
Rotary District 5730
Rotary Year 2011 / 2012

- STEP 1: Download a DSP application from the District web site. (ridistrict5730.org)
- STEP 2: Complete the application. Please use simple sentences. Just the facts. You do want to be sure member participation is explained in detail.
- STEP 3: Check the financial information. **No club can receive more than \$500 DSG funds.** Example 1: Your project costs \$800.00; the match from the District will be \$400.00. Example 2: Your project costs \$1000.00; the match from the District will be \$500.00.
- STEP 4: Application must be signed by the Club President.
- STEP 5: Application must have complete information on the three committee members.
- STEP 6: Send the completed application to PDG Roger Sepulveda, Foundation Chairman. You may use e-mail, fax or U.S. Mail. If by e-mail, it must include the required signatures.
- E-mail: sepulveda-rj@sbcglobal.net
Fax: 806-274-9257
U.S. Mail: 410 Baylor St., Borger, TX 79007
- STEP 7: Complete project and inform PDG Roger Sepulveda you are ready to file your Club DSG Final Report form. Roger will e-mail you the proper form. **IT MUST BE ON THE ROTARY FOUNDATION FORM.** Complete the form, again keeping it simple and return the form along with receipts covering your expenditures to PDG Roger Sepulveda. Funds cannot be approved without the proper completed form and receipts.
- STEP 8: Upon receipt of the final club report the District Treasurer will be instructed to send your club a check for the District match.
- NOTE: All projects for the year 2011 / 2012 must be completed by April 1, 2012 and the report received by April 15, 2012 unless they have been approved for later filing by the Foundation Committee. Late filing without prior approval may result in forfeiture of funds.

DISTRICT 5730 COMMUNITY GRANT APPLICATION
Mail To: PDG Roger Sepulveda, District Foundation Chairman
410 Baylor St.
Borger, TX 79007
sepulveda-rj@sbcglobal.net

I. NAME OF THE CLUB _____

II. A FULL DESCRIPTION OF THE PROJECT:

III. WHAT WILL BE ACCOMPLISHED WITH THIS GRANT AND HOW MANY PEOPLE WILL BE IMPACTED?

IV. NAMES OF THE COMMITTEE MEMBERS

CHAIRMAN _____
PHONE NO. _____
ADDRESS _____
E-MAIL _____

MEMBER _____
PHONE NO. _____
ADDRESS _____
E-MAIL _____

MEMBER _____
PHONE NO. _____
ADDRESS _____
E-MAIL _____

V. BUDGET

LOCAL FUNDS \$ _____
DISTRICT FUNDS (UP TO \$500.00) \$ _____
TOTAL AMOUNT OF PROJECT \$ _____

VI. HOW WILL THE LOCAL CLUB BE INVOLVED IN THIS PROJECT?

SIGNED:

CLUB PRESIDENT

All project need to be completed by **April 1, 2012**. A final report will need to be sent outlining the project, the success of the project, the number of Rotarians who participated and a complete accounting of expenditures. **This includes all of the receipts for funds used.**

GRANT FUNDS CANNOT BE USED FOR:

1. Reimbursement of existing projects
2. Construction or renovation
3. Salaries, stipends or honorariums
4. Operating expenses of another organization
5. Personal or professional development