**Lodgement Deadline: 24th June 2023**

**GUIDELINES FOR COMPLETING THE FORM:**

1. List 1 to 3 projects for which you will submit a District Grant Application. Only forms submitted to reach the Grants Committee by the **Lodgement Deadline** will have their project(s) outlined below. Clubs will be advised if this date changes.
2. **Club:** Your Club Name

**Proposed by:** The person completing this form.

**Date:** The date you are submitting this form.

**Project Priority:** The priority for selection of the project entered, (see Point 7, below).

**Project Country:** The country in which this project will take place, (Host country).

**Est. Budget:** Your estimate of the project budget.

**Grant Request:** The amount, in AUD, of the grant you will apply for to help fund this project.

**Project Name:** Suggest a brief, descriptive name for your project

**Project Description**: This field should include:

* what the project is to achieve, and how, (its objective),
* why the project is necessary, and for whom, and
* any partners you plan to involve.

Note that if your project is a Community Assessment for a Global Grant, please separately advise basic details of the GG project to the Grants Committee.

1. District Grants will match club contributions $-for-$ for either a Local or International project.

**Single Club Project: $2,000 to $5,000,** minimum project budget $4,000.

**Multi-Club Project: $4,000 to $10,000,** minimum project budget $8,000.

1. Acceptance of your projects will be confirmed. They will be referred to as “Nominated Projects” and used for the District’s application to the Foundation for the upcoming year’s District grants.  
   Acceptance **does not** imply approval of your Grant.
2. Applications for your club’s District Grant projects will be accepted only following our notice that the Foundation has approved the District’s application. The “Proposed by” contact will be notified by email, along with his or her club’s President, as soon as we have that approval.
3. You cannot start active work on the project before your Grant is awarded by the District Governor. Preparatory work of obtaining quotes and preparing the Grant Application, is acceptable.
4. The Priority 1 project, as long as it is eligible, will be chosen for each club that responds by the Lodgement Date. If the total grant money requested exceeds the maximum amount that the Foundation allows for our District, the grants requested may be reduced in the interest of all responding clubs.
5. If Grant money remains after the first project for each club has been accepted, Priority 2 projects will be chosen in order of receipt of this form. Then, if money still remains, Priority 3 projects will be chosen in order of receipt of this form.
6. Please budget your project carefully and realistically.
7. Responding clubs will have until the end of October to submit a District Grant Application for their accepted projects. Until that date, no other grant application will be considered for approval, unless grants have been awarded for all nominated projects. A review of the Grant funds will then be made and the availability of grants from that point will be confirmed to clubs.
8. Please complete this form by computer and send it to:

**Grants@9810rotary.org.au**

**Please Note:** Acceptance of a project you list does NOT approve your grant.

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| --- | --- |
| **Club:** |  |
| **Proposed by:** |  |
| **Date:** |  |

Provide details, as advised in the attached Guidelines; the ‘Description’ boxes will automatically expand when necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Priority** | **Project Description** | **Project Country** | **Est. Budget** | **Grant**  **Request** |
| **1** | **Project Name:** *[Suggest a short descriptive title]* |  |  |  |
| **Project Description:** *[Describe your project]* |
| **2** | **Project Name:** *[Suggest a short descriptive title]* |  |  |  |
| **Project Description:** *[Describe your project]* |
| **3** | **Project Name:** *[Suggest a short descriptive title]* |  |  |  |
| **Project Description:** *[Describe your project]* |

*(Description Boxes will expand as you type, just keep typing !!) (Please Express Amounts in A$)*