

# GLOBAL GRANT APPLICATION TEMPLATE

The following pages outline the questions you will be asked on the online global grant application. You can use this document for planning purposes. Find the actual grant application at [www.rotary.org/grants](http://www.rotary.org/grants).

## Step 1: Basic information

**What's the name of your project?**

**What type of project are you planning? (humanitarian project, vocational training, scholarship)**

All global grants support activities within Rotary's areas of focus.

**Select the primary host and international contacts for this project.**

The primary host contact lives in the country where the project, training, or study will take place. The primary international contact lives in another country. Both contacts will be responsible for all grant-related correspondence and reporting to The Rotary Foundation.

## Step 2: Committee members

The committee will include at least three members from the host sponsor and three members from the international sponsor.

**Who will serve on the grant's host committee?**

**Who will serve on the grant's international committee?**

**Do any of these committee members have potential conflicts of interest? If so, please briefly explain.**

A conflict of interest is a relationship through which an individual involved in a program grant or award causes benefit for such individual or such individual's family, acquaintances, business interests, or an organization in which such individual is a trustee, director, or officer.

## Step 3: Project overview

**Tell us a little about your project. What are the main objectives of the project, and who will benefit from it?**

We're only asking for a general idea of the project. Try to be as concise as possible here. We'll ask you

for details later in the application.

## Step 4: Area of focus

### Which area of focus will this project support?

Select at least one area. Note that we'll ask you to set goals and answer questions for each area of focus you select.

- Peacebuilding and conflict prevention
- Disease prevention and treatment
- Water, sanitation, and hygiene
- Maternal and child health
- Basic education and literacy
- Community economic development
- Environment (Coming July 2021)

## Step 5: Measuring success

### Which goals of this area of focus will your project support?

We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal. Each area of focus has its own set of goals. Select only the goals that your project will address.

### How will you measure your project's impact?

Use only measures that are clearly linked to your goals and will demonstrate the project's impact on participants' lives, knowledge, or health. Find tips and information on how to measure results in the [Global Grant Monitoring and Evaluation Plan Supplement](#). You need to include at least one standardized measure from the drop-down menu as part of your application. (Add rows as needed.)

| Measure | Collection Method | Frequency | Beneficiaries |
|---------|-------------------|-----------|---------------|
|         |                   |           |               |
|         |                   |           |               |
|         |                   |           |               |

### Do you know who will collect information for monitoring and evaluation?

If yes, please provide the name and contact information for that person or organization and briefly explain why this person or organization is qualified for this task. If no, please tell us how you plan to

find a person or organization to complete this task.

## Step 6: Location and dates

### HUMANITARIAN PROJECT

Where and when will your project take place?

### VOCATIONAL TRAINING TEAM

Give us some information on your team or teams. (Add rows as needed.)

| Team name | Type | Training location | Departure - Return |
|-----------|------|-------------------|--------------------|
|           |      |                   |                    |
|           |      |                   |                    |

### SCHOLARSHIP

What are the candidate's estimated travel dates?

## Step 7: Participants

### VOCATIONAL TRAINING TEAM

In this section team leaders and at least two other members must be added to each team created.

The following documents need to be uploaded for each member: their CV and [Vocational Training Team Member Application](#). Team itineraries must also be included in this step. It is the team leader's responsibility to gather, review, and upload all member documents.

The Vocational Training Team Member Application includes the following questions:

How does your educational and professional experience relate to the selected area of focus?

What is your role in this training? Describe how you will participate.

### COOPERATING ORGANIZATIONS (OPTIONAL)

Provide the name, website and location of each cooperating organization.

A cooperating organization can be a nongovernmental organization, community group, or government entity. Please attach Rotary's [memorandum of understanding](#) that's signed by a representative of the organization. (Add rows as needed.)

| Name | Website | Location |
|------|---------|----------|
|      |         |          |
|      |         |          |

**Why did you choose to partner with this organization and what will its role be?**

**PARTNERS (OPTIONAL)**

Partners may include other Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.

**List any other partners that will participate in this project.**

**VOLUNTEER TRAVELERS (OPTIONAL)**

A grant for a humanitarian project can pay for travel for up to two people who will provide training or help implement the project if the necessary skills are not available locally.

**Provide name, email of traveler(s).**

**Describe this person's role in the project.**

**SCHOLARSHIP CANDIDATE**

**Provide name and email for the scholarship candidate. Upload the candidate's admission letter.**

**ACADEMIC INSTITUTION**

**Provide the name and address of the academic institution.**

**ROTARIAN PARTICIPANTS**

**Describe the role that host Rotarians will have in this project.**

**Describe the role that international Rotarians will have in this project.**

## Step 8: Budget

**What local currency are you using in your project's budget?**

The currency you select should be what you use for a majority of the project's expenses.

**What is the U.S. dollar (USD) exchange rate?**

**What is the budget for this grant?**

List each item in your project's budget. Remember that the project's total budget must equal its total funding, which will be calculated in step 9. Project budgets, including the World Fund match, must be at least \$30,000. (Add rows as needed.)

| #             | Category* | Description | Supplier | Cost in local currency | Cost in USD |
|---------------|-----------|-------------|----------|------------------------|-------------|
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
|               |           |             |          |                        |             |
| Total budget: |           |             |          |                        |             |

\*Possible categories: Accommodations, Equipment, Monitoring/evaluation, Operations, Personnel, Project management, Publicity, Signage, Supplies, Training, Travel, Tuition

### Supporting documents

Upload any documents, such as price bids or pro forma invoices, to substantiate the listed expenses.

## Step 9: Funding

**Tell us about the funding you've secured for your project.**

We'll use the information you enter here to calculate your maximum possible funding match from the World Fund. List all of your funding, including cash contributions and District Designated Funds (DDF). (Add rows as needed.)

| # | Source | Details | Amount (USD) | Support* | Total |
|---|--------|---------|--------------|----------|-------|
|   |        |         |              |          |       |
|   |        |         |              |          |       |
|   |        |         |              |          |       |
|   |        |         |              |          |       |
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|   |        |         |              |          |       |
|   |        |         |              |          |       |
|   |        |         |              |          |       |

\*Whenever cash is contributed to the Foundation to help fund a global grant project, an additional 5 percent is applied to help cover the cost of processing these funds. Clubs and districts can receive Paul Harris Fellow recognition points for the additional expense.

**How much World Fund money would you like to use on this project?**

The World Fund can match all of the DDF contributed to your project.

## Step 10: Sustainability

Sustainable projects provide long-term solutions to community problems — solutions that community members themselves can support after grant funding ends. Your answers to the questions below will help us understand the components of your project that will make it sustainable.

**HUMANITARIAN PROJECTS – PROJECT PLANNING**

Describe the community needs that your project will address.

How did your project team identify these needs?

How were members of the benefiting community involved in finding solutions?

How were community members involved in planning the project?

**HUMANITARIAN PROJECTS – PROJECT IMPLEMENTATION**

Summarize each step of your project’s implementation.

Do not include steps related to fundraising, applying, or reporting. (Add rows as needed.)

| # | Activity | Duration |
|---|----------|----------|
|   |          |          |
|   |          |          |
|   |          |          |

Will you work in coordination with any related initiatives in the community? If yes, briefly describe the other initiatives and how they relate to this project. If no, please explain. Are local initiatives not addressing these needs? Or, if they are, why did you decide not to work with them?

There can be value in working with other groups including governments, nonprofit organizations, and private companies.

Please describe the training, community outreach, or educational programs this project will include.

How were these needs identified?

What incentives (for example, monetary compensation, awards, certification, or publicity), will you use, if any, to encourage community members to participate in the project?

List any community members or community groups that will oversee the continuation of the project after grant-funded activities conclude.

These may or may not be Rotary members or clubs.

**VOCATIONAL TRAINING TEAMS – PROJECT IMPLEMENTATION**

Describe the training needs that the team will address.

How did your team identify these needs?

Describe the specific objectives of the training, including what you expect training participants to gain from the team's expertise.

How were members of the local community involved in planning the training?

Will you work in coordination with any related initiatives in the community? If yes, briefly describe the other initiatives and how they relate to this project. If no, please explain. Are local initiatives not addressing these needs? Or, if they are, why did you decide not to work with them?

There can be value in working with other groups including governments, nonprofit organizations, and private companies.

What incentives (for example, monetary compensation, awards, certification, or promotion) will you use, if any, to encourage community members to participate in the training?

How will training recipients be supported after the training to keep the skills they acquire up-to-date?

List any community members or community groups that will oversee further training after the project ends.

These may or may not be Rotary members or clubs.

**SCHOLARSHIP\*\* (SEE BELOW FOR SCHOLAR PROFILE QUESTIONS)**

Describe the process your team used to select this candidate.

How do this candidate's background, studies, and future plans qualify them for a global grant under this area of focus?

**BUDGET**

Will you purchase budget items from local vendors? Explain the process you used to select vendors.

Did you use competitive bidding to select vendors? If no, please explain.

Please provide an operating and maintenance plan for the equipment or materials you purchased for this project. This plan should include who will operate and maintain the equipment and how they will be trained.

Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?

If the grant will be used to purchase any equipment, will the equipment be culturally appropriate and conform to the community's technology standards? If yes, please explain. If no, describe how the project team will help community members adopt the technology.

After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary district, club, or member.

**FUNDING**

Have you found a local funding source to sustain project outcomes for the long term? If yes, please describe this funding source.

Will any part of the project generate income for ongoing project funding? If yes, please explain.

Is your economic and community development activity a microcredit project? If yes, upload your [microcredit supplement](#) file.

**\*\*SCHOLAR APPLICANTS WILL ANSWER THE FOLLOWING QUESTIONS:**

List the two educational institutions you have most recently attended:

Provide the following information about the academic program you plan to attend:

Matriculating educational institution (including city and country):

Language of instruction:

Website:

Academic program:

Academic program start date:

Academic program end date:

List the classes you plan to take and provide any relevant links to information about the program.

How does your educational, professional, or volunteer experience align with Rotary's goals in the selected area of focus?

What are your plans immediately after the scholarship period?

How do your long-term professional goals align with Rotary's goals in the selected area of focus?