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District Grant (DG) checklist for Application (2018-19)

· This list is self-assessment tool for the clubs using DG to check the contents and items of projects

· Please recognize District Grants is the fund for all Rotarians, You should be responsible. for preparing the application and have to plan the project properly.

· Please submit this checklist with DG application form under Club President responsibility.

□ Submitted MOU

□ Took a Grant Management Seminar

□ Contribution for Annual Fund of 3 years ago (2015 - 16) was not zero "0" (see page 34).

＊＊＊Your club Must clear all 3 conditions above to apply DG.＊＊＊

□ DG Application will be sent by postal mail or letter pack

□ DG application will be sent within the due date (postmarked from April 1 to June 15)

□ If your club applied DG in previous Rotary year, the final report already submitted

□ Attached eestimates, a price lists and a catalogs for all items of expenses

□ Customer's name on estimates is your club name.

□ The estimate includes consumption tax

□ You calculate the budget using Rotary exchange rate on April 2018

□ The period for this project should be July 1 2018 to April 30 2019

□ Representative host club apply for DG in the case of a joint project

□ This DG application must be only DG project during 2018-19 if your club is representativehost club

□ If the beneficiary is any organizations, you attached materials show their overviews

□ If DG project will be cooperated with any organizations, the role was described (Form 1 - 1 Project Outline 7).

□ Confirmed the total income and expenditure on budget statement are the same.

□ DG amount is within your Club's upper limit (see page 34).

□ Bank acount should be designated account only for DG

(Preferred non-interest type / You may use the same account as the previous Rotary years)

□ The balance of the DG designated account should be zero "0".

□ The President and the chair of Rotary Foundation committee in your club signed this application

□ Completely different DG project from previous years (excluding schools or the place beneficiaries will be changed).

□ Beneficiaries are not Rotarians, their relatives or person concerned with Rotary

□ DG project is charity activities (including fund-raising activities)

□ Expenses for Rotarians (including transportation, entrance fee or food.) do not exist

(Expertise such as doctor, interpreter, lawyer could be eligible)

□ Expenses for public relations should not be included

□ Submit bidding documents or documents proved legitimacy involving them in the case of

Rotarian’s company will be involved

□ Attached District grant (DG) checklist For application (2018-19)

To RID2750 Rotary Foundation Committee

　Chair of Grant Subcommittee　Mr. Fumihisa Kato

hereby certify all contents on District Grant (DG) checklist for Application (2018-19) are true.

Month/Date/Year

Print name of President 2018-19

Signature of President 2018-19

P110　Form 1-1

Application for the Rotary Foundation District Grants (DG)

The Rotary Foundation Grants Committee Rotary International District 2750

2018-19 Application for District Grant (April 1st 2018 – June 15th 2018)

Applicant Rotary Club ：

Project Name ：

Project Location ：

Project Launch Date ：　　　　　/　　　/

Project Completion Date　　　　　/　　　/

Project Description

1. Please describe specific activities and purpose in this project.

2. How many people will enjoy the benefit of this project, except for Rotarians?

3. Who will be the beneficiaries of this project? And what kind of benefit will they receive?

4. How many Rotarians will participate in this project?

5. What kind of activities will the Rotarians do, except financial assistance?

Please give at least two (2) concrete examples.

6. How will this project affect the community in the long term?

7. If your club will collaborate with other organizations, please give their names and describe what role will they play?

Income and Outgo Budget

Used currency

Exchange rate

= 1 US＄

■ Income

Source of income

Currency

Amount

1. Application amount of District Grant

2. Club Donation

3. Other fund (describe concretely)

Total income for project

■ Outgo (Please write concretely. Add lines If necessary.)

Budget Item

Names of suppliers

Currency

Amount

1.

2.

3.

4.

5.

Total outgo for project

Total budget (US$conversion)

US＄

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Form 1-2

Application for the Rotary Foundation District Grants (DG)

The Rotary Foundation Grants Committee Rotary International District 2750

2018-19 Application for District Grant (April 1st 2018 – June 15th 2018)

Primary contact of the project: Please name two members who will take charge of the management of the grant.

Primary contact：

Rotary position ：

Address：

Tel：

Fax：

E-mail ：

Project contact：

Rotary position：

Address：

Tel：

Fax：

E-mail：

Note) It is required to use the bank account below to receive the grants and to pay to the supplires. New account should open every year and close the account after the usage of the grants. Please name the account so that the account is clearly used only for the management of the grants.

Project bank account

Name on bank account :

Complete bank account number :

Account currency (Account must accept the designated Rotary Currency) :

Receiving bank name :

Receiving bank address :

Receiving bank telephone number :

Signatures by President of the Club and Chairman of the Club Rotary Foundation Committee

As President of the Rotary Club of　　　　　　　　　　and Chairman of the Club Rotary Foundation Committee, we confirm that our board has resolved to implement this program as an official activity.

2018-19 Club President

Name

Date　　　　　/　　　　　/

Signature

2018-19 Chairman of the Club Rotary Foundation Committee

Name

Date　　　　　/　　　　　/

Signature

Please use a word processor to enter all data except signatures.