



Preparing Project Narrative, Budget, Letter(s) of Participation, & Letter(s) of Endorsement

Project Narrative

Submit the following narrative with the grant application form.

1. Describe the proposed project in detail. Include goals, objectives, and the implementation plan, as well as, the location of the project.
2. Describe expected outcomes and how the project will benefit the community.
3. What is the start date and the estimated completion date of the project?
4. Describe the non-financial participation by Rotarians in the project, (e.g., hands-on activities by Rotarians, technical expertise, etc.)
5. Describe how the community will know this is a Rotary-sponsored project, (e.g., publicity in local news media outlets or social media, public launch (open house, dedication) of completed project, display of the Rotary wheel, etc.)
6. Describe how the project will be evaluated to determine project sustainability.

For International Projects Only

Submit answers to the following questions with the grant application form if the project is an International Project.

1. Who will operate, secure, and maintain the items purchased with grant funds, ensuring the items continue to function and make necessary repairs when needed? This includes equipment, assets, and materials.
2. Who will own the items purchased with grant funds at the end of the project? This includes equipment, assets, and materials. Please note: these items cannot be owned by a Rotary Club or a Rotarian.
3. How will the primary host sponsor maintain an inventory of the items purchased with grant funds, which includes their location after distribution.
4. What arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country?

Project Budget

Submit the project budget with the grant application form.

1. Submit a complete itemized budget for the project.
2. Attach a narrative description of the budget. Supporting documentation used to develop the budget may be requested if the Grants Committee needs additional information.
3. Maintain records/receipts for the project. Receipts must be submitted at the completion of the project to receive reimbursement.

Letter(s) of Participation

Submit letters of participation with the grant application form.

1. Submit letters of participation from all cooperating organizations. The letter must specifically list its responsibilities for the project and how it will interact with Rotarians. It must also state that it will cooperate in any financial review of the project.

Letter(s) of Endorsement

Submit letters of endorsement for each Rotary club involved in the project with the application form. Copy, sign, and submit with the grant application form.

The form letter on the next page is provided for your use.

TO: District 7620 Grants Committee:

We understand that all Rotary clubs involved in this project are responsible to District 7620 and the Rotary Foundation for the conduct of the project, the proper spending of the District Designated Funds (DDF), and understand they are to file all reports completely and on a timely basis.

The signatures on the application confirm that the sponsors understand and accept this responsibility. The signatures of the sponsors also affirm that all information in this application is true and accurate, to the best of their knowledge, and that all cooperating organizations, if any, are reputable, responsible, registered with the project country, and are acting within the laws of the project country.

As the president of the Rotary Club of _____,

I hereby affirm that the club has voted to undertake this project as an activity of the club.

Print Name:

Signature:

Date:

Club Number: