

**Rotary D9650 Foundation**

**District Grant Application**

**2019-20**

This application can be completed online, then **saved** and either:

1. Emailed as an attachment to elizabeth.tollis@gmail.com

2. Printed, and posted to: **Eizabeth Tollis, P O Box 5190 Hallidays Point NSW 2430**

**Applications need to be submitted by 31 October 2019.**

**Amount available: US$30,631 (= AU $44,415 depending on changes in exchange rate.)**

**If more than this amount is applied for, then clubs that received a grant in 2018-19 may become ineligible in 2019-20.**

**1. Overview of Project:**

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| Rotary Club of NARRABRI |

**Type of District Grant** - insert cross in box

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| DGA - Within Australia | DGI - InternationalX | DGS - Scholarship - an additional application form is required from the District Document Library |

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| Amount of grant requested: | $4000 |
| Amount, if any, of additional funds provided or arranged by your club: | $12884 |
| Total cost of project: | $16884 |

**2. Project Description:**

**Describe the project**, its location and its objective (the box provided will expand as you type):

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| Storm Water Drainage and Sanitation, Katoogo Village, Uganda. The project aims to improve health outcomes for the residents of Katoogo Village through providing suitable toilets and addressing storm water issues that promote disease and pollution of a nearby lake. |

**Describe how the project will benefit the community** and/or improve lives of the less fortunate:

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| Improved sanitation (construction of toilets) & storm water management for the prevention of diseases (especially cholera, typhoid and malaria), improved environmental outcomes through reduced pollution in the adjoining lake and the associated increase in dignity and equity for the residents of Katoogo village. Improved safety through an appropriately constructed storm water drainage system to replace the deep, water filled open drains that are largely ineffective and have resulted in broken limbs and drownings. |

**Timing:**

Clubs should aim to complete their project within 12 months of receiving funds from the District Foundation Committee. Extensions of time may be available on application.

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| Est. start Date: 1 January 2020 | Est. completion date: 31 December 2020 |

**Describe non-financial participation** by Rotarians in the project:

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| Members of the Rotary Club of Gaba will be acting as onsite project management, purchasing materials, supervising works, educating the community and promoting community ownership & maintenance of the amenities |

**3. Primary Partner Project Contacts**: Three Rotarians must be listed who will provide oversight and management of the project funds. For clubs to be qualified, all three Rotarians must complete the online qualification and/or attend a qualification session at a District PETS, PRE-PETS or Assembly.

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| **1st Contact name:**  | Rotary position: | Qualified: Y/N |
| Address: |  |
| Telephone: | Email: |
| **2nd Contact name:** | Rotary position: | Qualified: Y/N |
| Address: |  |
| Telephone: | Email: |
| **3rd Contact name:** | Rotary position: | Qualified: Y/N |
| Address: |  |
| Telephone: | Email: |

**4. Publicity:** How will the general public know this is a Rotary sponsored project? Please provide details, (eg. publicity in a newspaper or display of the Rotary wheel):

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| Rotary Club Facebook, Local Media (Narrabri & Gaba), Rotary Wheel |

**5. Cooperating organisations**: If the project involves a cooperating organisation, please provide the name of the organisation below and attach a letter of participation from that organisation that specifically states its responsibilities and how Rotarians will interact with that organisation in the project. *By signing this application, the Rotarian sponsors endorse the organisation as reputable, responsible, registered with the project country (if the project is overseas), and acting within the laws of the project country.*

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| Name(s) of cooperating organisations: Rotary Club of Gaba |

**6. Budget**: Please include a complete, detailed and itemized budget for the entire project. Supporting documentation utilized for the development of this budget may be requested. *Insert more lines if needed.*

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| **Item** | **Cost** **UGX** | **Cost** **$AUD** |
| Excavate trench 200 m long 1M wide and 1m deep | 1,000,000 |  $ 400  |
| Provide for timbering trench to protect workers in trench | 160,000 |  $ 64  |
| Level and ram bottom of trench to the required slope | 204,000 |  $ 82  |
| Supply pipe culvert DN 500 6m long spigot joint | 8,976,000 |  $ 3,590  |
| Lay pipe culvert DN 500 6m long spigot joint | 1,020,000 |  $ 408  |
| Import and fill granular surround for the culvert pipe | 27,000 |  $ 11  |
| Backfill trench while ramming in layers of 100mm | 408,000 |  $ 163  |
| Construct masonry wall at NWSC fence to receive runoff | 400,000 |  $ 160  |
| Construct manhole at bend and at 80 m from manhole | 2,400,000 |  $ 960  |
| Provide for heavy concrete manhole covers | 200,000 |  $ 80  |
| Burnt clay bricks | 1,750,000 |  $ 700  |
| Cement | 975,000 |  $ 390  |
| Lake sand (5 ton truck) | 400,000 |  $ 160  |
| Plaster sand ( 3 ton truck) | 300,000 |  $ 120  |
| Aggregates | 100,000 |  $ 40  |
| Iron bars | 420,000 |  $ 168  |
| Pipes 4” PVC | 222,000 |  $ 89  |
| 4” PVC Bends | 120,000 |  $ 48  |
| Corrugated iron sheets 28 gauge | 540,000 |  $ 216  |
| Hard wood timber 4X2 | 120,000 |  $ 48  |
| Wire nails( Assorted) 3” 4”& 5” | 25,000 |  $ 10  |
| Roofing nails | 50,000 |  $ 20  |
| Paint | 8,100,000 |  $ 3,240  |
| Doors & Hard wood complete with hinges and locking system( Staples) | 1,320,000 |  $ 528  |
| Provide for washing hands | 100,000 |  $ 40  |
| Add contingency and supervision 10%  | 2,933,700 |  $ 1,173  |
| Labour | 3,500,000 |  $ 1,400  |
| 18% VAT | 6,438,726 |  $ 2,575  |
| **Total** | **42,209,426** | **$16883.70** |

\*exchange rate of 1UDX = 0.0004AUD

**7. Purchase of Equipment**: Who will own the equipment and maintain, operate and secure items purchased with grant funds?

N/A

**8**. **Proposed Financing Details**: Please identify and list funding sources for this project:

(*Insert more lines where necessary)*

Name of your club Foundation account: xxxxxx

BSB : xxxxxx Account Number : xxxxxx

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| --- | --- |
| **Funding to be provided by** | **Amount $AUD** |
| Rotary Club of Gaba  | $3375 |
| Rotary Club of Narrabri | $3509 |
| Rotary Club of Walcha | $1500 |
| Rotary Club of Inverell | $1500 |
| Rotary Club of Coonabarabran | $1500 |
| Rotary Club of Armidale North | $1500 |
| **SUBTOTAL** | **$12884** |
| **Other:** |  |
| **Rotary D9650 DDF (District portion)** | **$4000** |
|  |  |
| **TOTAL (Must be equal to budget cost)** | **$16884** |

**9. Authorization**:

* All Rotary clubs / districts involved in this project are responsible to the Rotary Foundation and Rotary District 9650 for the conduct of the project and for the final report on the project.
* Each of the Rotary Clubs participating in this project have signed and lodged a current and original copy of the ‘**Club Memorandum of Understanding’.** It is available in the Documents library as a stand-alone item.

*The signature on the application confirms that the sponsors understand and accept the responsibility. The signatures of the sponsors also affirm that all information in this application is true and accurate, to the best of their knowledge.*

**As Club President of the Rotary Club of**

NARRABRI

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

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| --- | --- |
| Name:  | Mailing Address: |
| Signature: | Date: |
| Telephone: | Email: |

**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING**

**THE ROTARY FOUNDATION - D9650 - 2019-20**

**1. Club Qualification**

**To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district’s grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.**

A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.

B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.

C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.

D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.

E. The club must cooperate with any financial, grant, or operational audits.

**2. Club Officer Responsibilities**

**The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.**

Club officer responsibilities include:

A. Appointing at least one club member to implement, manage, and maintain club qualification

B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices

C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

**3. Financial Management Plan**

**The club must have a written financial management plan to provide consistent administration of grant funds.**

The financial management plan must include procedures to

A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds

B. Disburse grant funds, as appropriate

C. Maintain segregation of duties for handling funds

D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities

E. Ensure that all grant activities, including the conversion of funds, comply with local law

**4. Bank Account Requirements**

**In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and**

**disbursing TRF grant funds.**

A. The club bank account must

1. Have a minimum of two Rotarian signatories from the club for disbursements

2. Be a low- or noninterest-bearing account

B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.

C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.

D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.

E. Bank statements must be available to support receipt and use of TRF grant funds.

F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

**5. Report on Use of Grant Funds**

**The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant’s progress and how funds are spent. REPORTING BACK TO THE DISTRICT REGARDING GRANT PROGRESS AND COMPLETION IS MANDATORY. A Progress report is required after 6 months and a Final report on completion.**

**6. Document Retention**

**The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.**

A. Documents that must be maintained include, but are not limited to:

1. Bank information, including copies of past statements

2. Club qualification documents including a copy of this signed club MOU

3. Documented plans and procedures, including:

a. Financial management plan

b. Procedure for storing documents and archives

c. Succession plan for bank account signatories and retention of information and documentation

4. Information related to grants, including receipts and invoices for all purchases

B. Club records must be accessible and available to Rotarians in the club and at the request of the district.

C. Documents must be maintained for a minimum of five years, or longer if required by local law.

**7. Reporting Misuse of Grant Funds**

**The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.**

**Authorization and Agreement**

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of Narrabri, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2019/20 and will notify Rotary International District 9650 of any changes or revisions to club policies and procedures related to these requirements.*

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| --- | --- |
| **Club President 2019-20** | **Club President 2020-21** |
| **Name** |   | **Name** |  |
| **Signature** |   | **Signature** |  |
| **Date** |   | **Date** |  |

 **2017**