

Rotary Club Calgary West

INTERNATIONAL PROJECT APPLICATION FORM

Project categories:

1. - **Projects involving several grants and participation of two or more clubs**
2. - **Projects where matching grants are requested to support cash contributions.**
3. - **Projects where RCCW is the sole participant**

Review “Policy re funding of International Projects by The Rotary Club Calgary West” dated August 11th, 2006 for guidance. (Available at our club’s web site: www.calgarywestrotary.org) Complete all questions and submit the application form to the International Projects Committee chairperson & copy Director.

Filling out the Form:

- A- Click on the Grey area once and begin Typing the boxes they will expand**
- B- Depending on the type of projects please fill in the area as identified with the corresponding numbers (1,2&3)**

Date (1,2&3)

Your name (1,2&3)

Your e-mail and phone number (1,2&3)

Name of the Project (1,2&3)

Location of the Project: City or Area and Country **(1,2&3).**

Description and expected results from the Project.

What needs will be met? What objectives will be fulfilled? Who will benefit? How many people will be affected by the project? **(1,2&3)**

Expected date the project will be completed: (1,2&3)

Which priority area of Rotary’s work does this apply to? (1,2&3)

Click one or more boxes.

Literacy Education Water Nutrition Health Development
Micro-Credit Disaster Other _ _

Is this a new project/program or a continuation/extension? (1,2&3)

New Continuation/Extension

How did this project/program get selected?

For example did it result from a contact by a Rotarian, reading a publication, following a GSE team visit, or after a visit by a Rotarian to another country? **(1,2&3)** Explain.

Explain if, and how our Club and its members will be involved? (1,2)

Is the project/program sustainable? Are we training or encouraging local residents to maintain or spread it? **(1,2)**

In what manner will Rotary Club Calgary West be recognized for its contribution? (1,2&3)

Project Expense Budget. (1,2&3)

What are the funds being spent on.

Include details of items to be purchased, their cost, cost of training, transportation of equipment, etc. Provide an attachment with additional details if you wish.

For WCS projects **(1)** This information will come from the Host Club.

Item	Vendor or Source	\$
Total (matches Proposed Revenue or requested funds)		

Project Budgeted Revenue (1,2&3)

(As a proposed budget it is not expected that confirmation of any sources of additional funding will be complete when this budget is submitted). It is expected that all matching grants budgeted have been investigated as to their qualifying for funding grants before submitting this form.

Names	Contribution	US\$	Cnd\$
Rotary Club Calgary West	Amount requested (1,2&3)		
Host Club (other country)	(1,2)		
District 5360	----- --- (1,2)		
Host Club District	(1,2)		
Other Club	(1,2)		
Other Club	(1,2)		
Wild Rose Foundation	----- - (1,2)		
The Rotary Foundation	----- - (1,2)		
CRCID	----- - (1,2)		
Other Donors	----- - (1,2)		
Other Sources	(1,2)		
Total	----- -		

Who from our Club (Project Champions) are overseeing this project?

There must be a least three members and one is designated as the Project/Program Lead. Provide names, positions in Rotary if applicable, addresses, phone and e-mail. The Project Lead will be the main contact and will be responsible for reporting for the life of the project. Alternate project champions must be prepared to takeover leadership of the project/program if necessary. **(1,2)**

Project Lead
Champion
Champion

Who from the Host Rotary Club or District are overseeing the carrying out of this project/program?

There must be a least three members on the Committee of which one is Project Lead. Provide names, positions in Rotary if applicable, addresses, phone and e-mail. The Project Lead will be the main contact and will be responsible for reporting.

(1,)

Project Lead

Champion

Champion

In what direct ways will the Host Club participate in carrying out the project/program?

For example will it be the banker? Will it participate directly in managing the project?

Will it oversee the NGO involved? Etc. **(1,2)**

Has the Host club been approved as a club in good standing with Rotary International as to reporting and success in executing projects: **(1,2)**

Yes No

Is there is a cooperating organization that will be retained to carry out, or partially carry out the project? **(1,2)**

Yes No

If yes, identify the name of the organization. **(1,2)**

Identify the name, location and e-mail of the main contact person of the cooperating organization. **(1,2)**

Please confirm the following by clicking on applicable boxes.

We have established a good working relationship with the club hosting this project.

Provide details. **(1,2)**

The cooperating organization, if one is involved, has been checked out thoroughly on their record and credibility. **(1,2)**

Provide details.

The project Champions understand that they will be responsible to the International Projects Committee for the project for its entire life, which will likely extend beyond the current Rotary year. **(1,2&3)**

The project Champions will ensure that regular reports are submitted as required by The Club and/or its funding partners. **(1,2&3)**

Signatures are required.

Signature of Project Lead Champion **(1,2&3)**

Second Champion **(1,2)**

Third Champion **(1)**