# **global grant application tEMPLATE**

## PLANNED ACTIVITIES

In a few short sentences, tell us your objectives for this global grant.

Who will benefit from this global grant? Provide the estimated number of direct beneficiaries.

Which of the following activities will this global grant fund?

## HUMANITARIAN PROJECT

Where will your project take place?

When do you anticipate your project will take place?

|  |  |  |  |
| --- | --- | --- | --- |
| From: |  | Until: |  |

Outline your project implementation schedule. (Add additional lines as needed)

|  |  |  |
| --- | --- | --- |
| No. | Activity | Duration |
| 1: |  |  |
| 2: |  |  |
| 3: |  |  |
| 4: |  |  |
| 5: |  |  |
| 6: |  |  |

What community needs will your project address and how were these needs identified? Provide any relevant data or survey results.

Detail how your project will address these community needs.

How were members of the local community involved in planning the project? Does your project align with any current or ongoing local initiatives?

Describe any training, community outreach, or educational programs, if applicable, and who will conduct them. How will recipients be selected?

Note: If the project includes microcredit activities, a completed [Application Supplement for Microcredit Projects](https://www.rotary.org/myrotary/en/document/application-supplement-microcredit-projects) must be submitted with the application.

## VOCATIONAL TRAINING TEAM

Identify the vocational training team(s): (Add additional lines as needed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Team Name | Type | Location of training | Departure | Return |
|  |  |  |  |  |  |

What training needs will the team(s) address and how were these needs identified? Provide any relevant data or survey results.

Detail the specific objectives for the training, including expected positive changes in recipient knowledge, abilities, and/or skills.

How were members of the local community involved in planning the training? Does the training align with any current or ongoing local initiatives?

How will you support training recipients so that skills received through training are kept up-to-date?

Note: A completed [VTT Itinerary](https://www.rotary.org/myrotary/en/document/global-grants-vocational-training-team-itinerary) must be submitted with the application.

### Vocational training team member applicants will answer 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.

## SCHOLARSHIP

What are the scholarship candidate's estimated travel dates?

How did you select this candidate?

In what ways is this candidate qualified to receive a global grant scholarship?

### 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?

## AREAS OF FOCUS

Select the applicable area(s) of focus and goal(s) that your activity will support:

Which goals will your activity support?

How will you meet these goals?

How will you measure your impact? (More information about measures can be found in the [Global Grant Monitoring and Evaluation Supplement](https://www.rotary.org/myrotary/en/document/global-grant-monitoring-and-evaluation-plan-supplement).)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Measure | Measurement Method | Measurement Schedule | Target |
| 1: |  |  |  |  |
| 2: |  |  |  |  |
| 3: |  |  |  |  |

Who will be responsible for collecting information for monitoring and evaluation?

## COOPERATING ORGANIZATION

Identify any cooperating organization participating in your project.

Describe your process for selecting this organization. What resources or expertise will this organization contribute?

Note: A [Cooperating Organization MOU](https://www.rotary.org/myrotary/en/document/cooperating-organization-memorandum-understandinghttps:/www.rotary.org/myrotary/en/document/cooperating-organization-memorandum-understanding) must be completed for each participating organization.

## VOLUNTEER TRAVELER(S)

Identify any Rotarian or non-Rotarian whose international travel will be funded by this global grant.

Identify the responsibilities of the volunteer traveler(s) and the specific tasks that each individual will complete.

## PARTNERS

List any additional partners who will participate and identify their responsibilities. This may include Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.

## ROTARIAN PARTICIPATION

Describe the role of the host Rotarians in this activity and list their specific responsibilities.

Describe the role of the international Rotarians in this activity and list their specific responsibilities.

Describe the role that members of the local community will play in implementing your project. What incentives (e.g., compensation, awards, certification, promotion) will you provide to encourage local participation?

Identify any individuals in the local community who will be responsible for monitoring outcomes and ensuring continuity of services. How will you support these individuals to help them take on this leadership role?

## BUDGET

|  |  |  |  |
| --- | --- | --- | --- |
| Local currency: |  | Exchange rate to 1 USD: |  |

(Add lines as necessary)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Description | Supplier | Category\* | Local cost (USD) | | Cost in USD | |
| 1: |  |  |  |  | |  | |
| 2: |  |  |  |  | |  | |
| 3: |  |  |  |  | |  | |
| 4: |  |  |  |  | |  | |
| 5: |  |  |  |  | |  | |
| 6: |  |  |  |  | |  | |
| 7: |  |  |  |  | |  | |
| 8: |  |  |  |  | |  | |
| 9: |  |  |  |  | |  | |
| 10: |  |  |  |  | |  | |
| 11: |  |  |  |  | |  | |
| 12: |  |  |  |  | |  | |
| Total budget: | | | | |  | |  |

\*The budget categories are selected from a drop down list. The options are Accommodations, Equipment, Monitoring/evaluation, Operations, Personnel, Project management, Publicity, Signage, Supplies, Training, Travel and Tuition

Describe the process for selecting these budget items. Do you plan to purchase any items from local vendors? Have you performed a competitive bidding process to select vendors? Do these budget items align with the local culture and technology standards?

How will the beneficiaries maintain these items? If applicable, confirm that spare or replacement parts are readily available and that the beneficiaries possess the skills to operate equipment.

Who will own the items purchased with grant funds at the end of the project, including equipment, assets, and materials? Note that items cannot be owned by a Rotary club or Rotarian.

## FINANCING

To determine the World Fund match for your global grant, list all sources of funding, specifying contributions from cash, DDF, and other sources. Non Rotarian contributions with no match from TRF can be included in the grant financing if they are being used to purchase grant budget items. These contributions should not be sent to TRF. The total financing must be equal to the total budget of your activity. Note: Project sponsors will now have to contribute an additional 5 percent for cash contributions made to The Rotary Foundation for global grant applications submitted on or after 1 July, to offset processing and administrative costs. The additional 5 percent is not required for contributions sent directly to a project’s bank account. (Add rows as necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Method | Organization | Amount (USD) | Extra support | Contribution plus Extra support |
|  |  |  |  |  |
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|  |  |
| --- | --- |
| DDF contributions: |  |
| Cash contributions: |  |
|  | |
| World Fund match (maximum): |  |
| World Fund match (requested): |  |
| Financing subtotal (matched contributions + World Fund): |  |
|  | |
| Total financing: |  |
| Total budget: |  |

Have you identified a local funding source to ensure long-term project outcomes? Will you introduce practices to help generate income for ongoing project funding?