

Project Title: _____			
Geographic Location: _____			
Amount Requested	CDN \$ _____	Date Received	_____
Amount approved	_____	Project Leader	_____
Date Approved by ISC	_____	WCS Tracking #	_____

1. a) Name of the Applicant _____
 b) History of RCCSP donations received by the applicant in the last 5 years.

2. Project funding required to complete the Project (Circle YES or NO)
 - Donation to the Applicant? **YES NO**
 - Leveraging from Private Sources - **YES NO**
 - Contribution from other Rotary Clubs? **YES NO** Name? _____
 - Leveraging by Applicant - **YES NO** Name? _____
 - Cash contribution towards a District Project Grant **YES NO**
 - Supporting a Global Grant? RCCSP Lead **YES NO** GG #? _____
 - Relies on District Designated Funds? **YES NO** Support **YES NO**

3. Website URL of Applicant. _____
4. Financials of Applicant reviewed/appended. **YES NO**
5. Due Diligence. Do we know the Applicant? **YES NO**
6. Club name if a Supporting Grant _____
 - Contact name (Print) _____
 - Phone _____
 - Email _____

7. Lead Rotary Club if a Global Grant _____
 - Contact name _____
 - Phone _____
 - Email _____

8. Funding Process: (check one)
 - ☐ Cheque in \$ CDN (within Canada)
 - ☐ E-Transfer in \$ CDN (within Canada)
 - ☐ Wire Transfer – Currency (Outside Canada) _____



SECTION 2

**TO BE COMPLETED BY THE REQUESTING
ORGANIZATION/APPLICANT**

1. Project Title and Location

2. Short description of the project and expected results. State the amount requested and the total project value.

3. Description of the beneficiaries

Who are they? How many? How will they benefit?

4. Identify the Area of Rotary International Focus (Check one or more)

- ☐ *Basic Education/Literacy*
- ☐ *Disease Prevention/Treatment*
- ☐ *Maternal/Child Health*
- ☐ *Water/Sanitation*
- ☐ *Economic/Community Development*
- ☐ *Peace/Conflict Resolution*

5. Discussion of the project's sustainability (RI Six Steps to Sustainability).

Hints – BENEFICIARY involvement in identification, implementation and ongoing management, training, purchasing local materials versus imported, availability of spare parts and maintenance knowledge, local funding provided, agreements to maintain, agreements to pay for services. Clear and measurable outcomes and who will collect the data to show they have been met.

6. External risks that may affect the outcome of the project (i.e. Government, Currency Issues, Supply problems etc.).

7. Experience of the Applicant and the host country Project Manager/Implementing Organization re: credibility, reliability and capacity to execute.

8. How will the beneficiaries of the project be involved (needs assessment, implementation, sustainability, in-kind contributions)?

9. How will Rotarians be involved?

10. How will RCCSP be recognized?

11. Source of funds, including any grants, etc.

Source	Amount/\$CAD	Confirmed?
RCCSP		
Total		

12. High level budget (same currency as Sources of Funds)

Description	Amount /\$CAD
Purchases – Products	
Labor	
Services – Professional/Consulting/Management	
Travel and supervision	
Taxes, bank charges	
Contingency (%)	
\$CAD Total	

13. Schedule / Forecast

Start Date: Completion Date:

14. AGLC ID Number if an Alberta organization

15. CRA Number if a Registered Charitable Canadian organization

16. Project Manager/Implementing Organization – If different from the Applicant

- Name
- Full address (if different from the Applicant)
- Phone
- Email

17. The Applicant confirms that it will provide the following information to the RCCSP Project Leader:

- Project Start Date
- Interim Status Report days/months following the Start Date
- Project Completion Date
- Final Completion Report days/months following Completion of the project.
- Evidence (Photos/video/Receipts) of project status.

Applicant's Signature

18. Funding Timeline & Process

- From the date of RCCSP Board & International Service Committee approval, anticipate approximately 90-120 days to receive funding.

19. Applicant's Signing Authority

(Print Name) (Signature)

Title:

Phone: Email:

20. Recipient of Funds Signature:

Print Name:

Date:

Email Address:

Phone Number: