

District 7120 District Grants
SCHOLARSHIP Application Form 2022-2023

Rotary Club: _____

Address: _____

Contact Name and Information: _____

Amount of Grant requested: \$ _____

This application form is used solely to apply for a grant to fund a scholarship. A scholarship is an amount of money given to a student to help pay for a student's educational expenses. An award or prize for past performance is not considered a scholarship.

A club may apply for one project grant **OR** one scholarship grant per Rotary year. A scholarship grant application may not exceed \$1,000.00. An application for a scholarship grant must be matched at least on a 1:1 basis by club contributions. The amount of the scholarship may be any amount the club may determine. There are no restrictions on the level (vocational, college, or graduate), length, or area of study. A scholarship can support students attending a local institution or a school in another country. Scholarships support the mission of Rotary by its support of education.

Rotary District 7120 Clubs must use this form to apply for a Rotary 7120 District Grant for a scholarship and answer all questions as outlined. Submit the application, the MOU (Memorandum of Understanding) and the Addendum of Understanding to the MOU for District 7120, to DG chairman Bruce Spector by **April 1, 2022** by mail to 87 Montpelier Circle, Rochester, NY 14618 **AND** electronically to bruce4rotary@gmail.com.

The following rules apply in submitting an application:

- a. Scholarship must include Rotary District 7120 in the name.
- b. The applying Rotary Club must be qualified.
- c. Grant money awarded will be disbursed by the District to the club in accordance with Section I of District 7120 Rotary Foundation Grant Policies (attached).
- d. No scholarship may be awarded to a Rotarian or a child or grandchild of a Rotarian and club must certify that no conflicts of interest exist in connection with the award of the scholarship.
- e. Submit Club MOU (Memorandum of Understanding) and the Addendum to the MOU for District 7120 for the 2022-2023 year with your application.

Application Questions

(Please attach additional sheets if more space is required.)

- A. **What is the purpose of the scholarship?**
 - a. _____ Support student in need of financial aid
 - b. _____ Promote study in a particular area of study,
 - c. _____ Recognize outstanding performance
 - d. _____ Other, briefly describe. _____

- B. **State the length of the scholarship (semesters, years etc.)** _____

- C. **State the eligibility requirements to apply for the scholarship.** _____

- D. **Describe the selection process that will be utilized in awarding the scholarship** _____

- E. **When will the scholarship be awarded to the recipient?** _____

- F. **What is the amount of the scholarship and what eligible expenses will it cover?**

G. **What are the obligations of the recipient of the scholarship, if any?** _____

H. **List any cooperating organizations that will be involved in the award of the scholarship.**

I. **How will the scholarship be publicized to attract as many applications as possible?**

J. **If DG committee awards a partial (or reduced amount) of the funds requested, will your club still go forward and complete the scholarship or revise the scholarship?**
Yes ___ No _____. State any revisions as a result of a reduced award. _____

Checking No will result in no award in the event the full amount of the requested grant cannot be given.

K. **How does the club plan to monitor the course of study by the recipient?** _____

L. **Project Committee**. A committee of at least two Rotarians must be established by the applicant to oversee the scholarship process.

a. Primary Contact

i. Name. _____

ii. Address. _____

iii. E-mail _____

iv. Telephone(s) _____

b. Secondary Contact

i. Name _____

ii. Address _____

iii. E-mail _____

iv. Telephone(s) _____

M. **Project Budget**

a. Amount of Scholarship \$ _____

b. Other costs \$ _____

c. Total \$ _____

N. **Proposed Financing:**

a. Rotary Club Share \$ _____

b. DG Grant Requested \$ _____

c. Other Contributions \$ _____

d. Total \$ _____

O. The _____ Rotary Club certifies it has contributed on a per capita basis \$25 or more to the annual program fund of the Rotary Foundation during the Rotary year 2020-2021. If unsure, please contact your Club Foundation Chair.

- P. **Authorization.** By signing below, I agree to the following:
- a. All information contained in this application is true and accurate, to the best of our knowledge.
 - b. The application meets the Terms and Conditions of the District Grant applications.
 - c. The club has agreed to undertake this project as an activity of the club.
 - d. Reports will be submitted as required by District 7120 Rotary Foundation Grant Policies, Section I. As part of the final report proof of attendance at the educational institution selected will be submitted.

Club President _____

Signature _____

Date _____

Club President-elect _____

Signature _____

Date _____

Club GMS Attendee _____

Signature _____

Date _____

Q. District Approval

District 7120 Grant Committee has approved the above described application for a District Grant for a scholarship on _____ in the amount of \$_____.

District Grant Committee Chairperson

Date: _____



District Grants/Scholarships Policy

1. District Grants are awarded to clubs in the spring of each year (April-May). The grant is for the following Rotary year (referred to as the “implementation year”) and work and expenses on the approved project may not occur before July 1 of the implementation year. Upon completion of the project each club awarded a DG is required to file a final report with the District by May 14 of the implementation year. Upon receipt of the final report the District will pay the grant to the club.
2. In the case of a DG for a scholarship no award shall be made to a child or grandchild of a Rotarian. In the event the scholarship has been awarded, paid, and proof of attendance at the designated educational institution is obtained by May 14 of the implementation year a final report shall be submitted to the District for payment of the grant.
3. In the event a club has paid out the scholarship by May 14 but is unable to file a final report because it has not received proof of attendance by the recipient of the scholarship to the designated educational institution, the club shall file a progress report by May 14 requesting payment of the DG from the District. The club will then be responsible for filing a final report upon receipt of evidence that the student attended the designated educational institution.
4. In the event a club is unable to make payment of the scholarship before May 14 it shall file a progress report requesting payment of the DG from the District. The club shall open a separate bank account to be used solely for receiving and disbursing the grant funds. The grant funds shall be paid into this account. The account shall require a minimum of two Rotarian signatories from the club for disbursements, and the administration of the account shall otherwise be in accordance with paragraph 4 of the Club Memorandum of Understanding. A final report of the DG shall be submitted upon payment of the scholarship and receipt of proof of attendance together with copies of the bank statements for the bank account showing deposit and disbursement of the grant funds. Upon completion of the project each club awarded a DG is required to file a final report with the District by May 14 of the implementation year. Upon receipt of the final report the District will pay the grant to the club.
5. In the case of a DG for a scholarship no award shall be made to a child or grandchild of a Rotarian. In the event the scholarship has been awarded, paid, and proof of attendance at the designated educational institution is obtained by May 14 of the implementation year a final report shall be submitted to the District for payment of the grant.
6. In the event a club has paid out the scholarship by May 14 but is unable to file a final report because it has not received proof of attendance by the recipient of the scholarship to the designated educational institution, the club shall file a progress report by May 14 requesting payment of the DG from the District. The club will then be responsible for filing a final report upon receipt of evidence that the student attended the designated educational institution.
7. In the event a club is unable to make payment of the scholarship before May 14 it shall file a progress report requesting payment of the DG from the District. The club shall open a separate bank account to be used solely for receiving and disbursing the grant funds. The grant funds shall be paid into this account. The account shall require a minimum of two Rotarian signatories from the club for disbursements, and the administration of the account shall otherwise be in accordance with paragraph 4 of the Club Memorandum of Understanding. A final report of the DG shall be submitted upon payment of the scholarship and receipt of proof of attendance together with copies of the bank statements for the bank account showing deposit and disbursement of the grant funds.

Policy Adopted June 07, 2017