



PROJECT PROPOSAL GUIDELINES

DISTRICT 7020 HURRICANE RECOVERY COMMITTEE are encouraging clubs either individually or on a joint basis to submit project proposals for consideration for funding by the District 7020 Hurricane Recovery Projects Committee:

1. **What type of Project Proposals can be submitted?** They can fall into these categories:
 - a) **Potential Global Grants: Total project value of at least US\$30,000 falling within at least one of the Six Areas of Focus** <https://www.rotary.org/en/our-causes> and the Rotary Foundation's criteria for sustainability, accountability and measurability. Examples of this type of project might be reequipping an existing school computer lab or medical equipment at a clinic or hospital. These projects could be funded by a combination of cash from the participating club(s), partnerships with other clubs or districts and possibly, non-Rotary partners, cash from our Hurricane Recovery Funds and DDF. Cash would be matched 50% and DDF 100% by The Rotary Foundation for any successful Global Grant application. Further guidelines can be found at <https://my.rotary.org/en/take-action/apply-grants/global-grants>.
 - b) **Potential larger projects not complying with all Global Grant Criteria:**
For example, a significant project, similar to a larger District Grant, possibly US\$5,000 to US\$30,000 plus in value, maybe involving a rebuilding or construction element, not necessarily (but preferably) within at least one of the Six Areas of Focus (see link above). Projects should still meet the Rotary Foundation's criteria for sustainability, accountability and measurability. Examples of this type of project might be the reconstruction and/or equipping of parts of a school, clinic, old people's home, child care centre or other community resource. The committee's preference would be for these projects not to be for private residences, unless exceptional cases could be made, for example that the owners had no other source of funding/repair. Other types of project could include environmental and replanting projects for example. These projects would not be eligible for a Global Grant, but could be funded by a combination of cash from the participating club(s), partnerships with other clubs or districts and possibly, non-Rotary partners and cash from our Hurricane Recovery Funds.
 - c) **Potential smaller projects not complying with Global Grant Criteria:**
For example, a project possibly involving a donation of school books or equipment or medical supplies, not necessarily (but preferably) within at least one of the Six Areas of Focus, similar to a District Grant, probably US\$1,000 to US\$5,000 in value. Projects would less likely meet the Rotary Foundation's criteria for sustainability, however should still meet Rotary accountability and measurability best practices. Again, the committee's preference would be for these projects not to be for private individuals, unless exceptional cases can be made. Other types of project could include environmental and replanting projects for example. Again, these projects would not be eligible for a Global Grant, but could be funded by a combination of cash from the participating club(s), partnerships with other clubs or districts and possibly, non-Rotary partners and cash from our Hurricane Recovery Funds.

NB: The above categories are examples are only meant as a guide and other projects may well be eligible for funding.



2. How can Project Proposals be submitted?

There are two ways that Project Proposals can be submitted:

- a) Using the fillable **Project Proposal Form pdf** attached or downloadable from www.7020.org and www.dna-rag.com and returned to:

PDG Felix Stubbs

Projects Committee Chair

e-mail: felixstubbs7020@gmail.com

Phone: +1 (242) 424-6163

Please copy your Assistant Governor and Country Hurricane Coordinator (assuming they are different).

- b) Using the **Club Project Proposal and Management APP (CLUB APP)** specifically developed for the purpose, links for which can be found below.

The benefits of using this APP are that you will be able to update the project once you submit it on a real-time basis as well as submit the required project updates and reports online once the project has been approved. You will also be able to review (but not edit) the District Committee's comments and recommendations/conditions for the project and know its status.

To login to the CLUB APP:

1. Designate an APP user for your club and send it by email to the Committee's APP designer and coordinator, **PAG Michael Terrelonge at michael@terrelonge.org or +1 876 381 1330**. This will enable your APP User and club to have access to the APP.
2. To access the app from a web browser, click on the following link <https://www.appsheet.com/start/5e76b53b-eee3-4798-90e3-a09af4a68121>
3. There is also a mobile version of the app (same data) that runs on a smart phone/tablet (Android/Apple) and this can be downloaded and installed. Click on the APP install link: <https://www.appsheet.com/newshortcut/4fff0ba1-6a3f-4632-8abb-c038e6f9d6a3>
When you arrive on the landing page, click on the "USE THIS APP" button. (NB: we'd recommend using the web based version initially). The data you've entered will synch if you add the mobile version later.
4. You'll arrive on the Projects Page and see several projects, which have already been uploaded as tests or actual club projects. You can review, but not edit these.
5. Click on the big blue "+" sign to add your project.
6. Work your way through the fields starting with your project number, which will automatically be assigned. **Any questions contact PAG Michael Terrelonge** at the details above.
7. You can save your project and return to it before submitting it. Once submitted the project is frozen. You will also be able to upload project progress reports directly to the CLUB APP.

*** DO NOT hold up your project proposal to acquaint yourself with this APP. If in doubt, submit your proposal on the fillable PDF form provided and transfer the project onto the CLUB APP later ***

For further information contact:

PDG Felix Stubbs

e-mail: felixstubbs7020@gmail.com

Phone: +1 (242) 424-6163

OR/

PAG Michael Terrelonge

e-mail: michael@terrelonge.org

Phone: +1 (876) 381 1330