



# THE ROTARY FOUNDATION

## Individual Grant Application Instructions

### What are Individual Grants (IG)?

The Rotary Foundation offers Individual Grants (IGs) to subsidize travel for qualified international humanitarian service in Rotary countries for periods of up to 60 days. Funding is provided to plan future humanitarian projects or for a direct service to the benefiting community.

### Who can apply?

Rotarians, spouses of Rotarians, Rotaractors, and qualified Rotary Foundation alumni, or small groups thereof.

### What expenses do IGs cover?

Approved grants can provide an expense subsidy toward airfare, room and board, and ancillary travel expenses such as visas and immunization. Participants should not receive compensation or salary for their service. The grant recipient is responsible for contacting all Rotary partners and obtaining any licenses or approvals necessary to perform the service in the host country. All grants are subject to the availability of funds.

### What are the requirements for an IG?

- IGs must adhere to the Terms and Conditions of Individual Grants, which are available by download from the RI Web site at [www.rotary.org](http://www.rotary.org) or by contacting The Rotary Foundation or any Rotary International office.
- Applicant(s) must be registered as a Rotary Volunteer (see below).
- IG applications must be received by The Rotary Foundation four months prior to anticipated departure dates and approved eight weeks prior to the grant applicant's scheduled departure.

### What are the funding limits?

- An individual person may be supported with a maximum of two IGs per Rotary year.
- Each project site may benefit from only one grant award at any one time.
- The maximum grant award for small groups (two to five individuals) is US\$6,000. If a group is traveling, one group application will be submitted.

The funding scale for IGs is:

Length of Volunteer Service/Planning Mission*	Maximum Grant Award per Person, Including Economy Airfare
5-8 days	US\$1,200
9-15 days	US\$2,000
16-21 days	US\$3,000
22-30 days	US\$3,500
31-38 days	US\$3,900
39-46 days	US\$4,300
47-54 days	US\$4,700
55-60 days	US\$5,000

\*not including travel days

### How to apply.

#### 1. Complete an International Volunteer Personal Registration Form (284).

Registration forms are available for download from the RI Web site at [www.rotary.org](http://www.rotary.org) or by contacting the International Support Section of the Rotary International Programs Department: tel.: (847) 866-3361; fax: (847) 866-6116; or e-mail: [programs@rotaryintl.org](mailto:programs@rotaryintl.org). Actively registered volunteers do not need to submit this form. Volunteer reregistration is required every two years to maintain an active status.

#### 2. Complete a Rotary International Travel Service (RITS) Travel Request Form.

All individuals traveling at the expense of The Rotary Foundation must submit a travel request to RITS. When RITS notifies the grant applicant of the estimated airfare, this figure should be used to complete the budget portion of the grant application. If the grant applicant can obtain a lower cost airfare than the RITS estimate, the lower figure should be used to complete the budget portion of the grant application. Travel Request Forms are available by download from the RI Web site at [www.rotary.org](http://www.rotary.org) or by contacting Foundation staff. Please note that submission of this form to RITS does not imply a grant will be awarded.

### 3. Complete the IG Application.

A complete application must be submitted to The Rotary Foundation at least four months prior to proposed travel. All authorizations and attachments requested on the form must be submitted with the completed application.

### 4. Sign the IG Agreement Form and provide proof of insurance.

If the application is approved, the applicant(s) will receive an IG Agreement Form that must be signed and returned to The Rotary Foundation. In addition, the applicant(s) must provide proof of insurance. Applicants should be aware that if a grant is approved, proof of coverage for medical care and hospitalization, and accidental death and dismemberment must be submitted to The Rotary Foundation before the grant can be paid.

### 5. What happens after the service is complete?

- If actual expenses are less than the grant funds received, excess funds must be returned to The Rotary Foundation.
- The host club (in the project country) must submit a completed post-service evaluation form to The Rotary Foundation.
- The grant recipients must provide The Rotary Foundation with a final report on their service activities within two months following completion of service. Good action photos of service activities are encouraged, which can be used in Rotary publications and displays.
- Failure to provide accurate and timely reports will result in preventing the sponsoring clubs and the individuals who traveled from participating in future grants until acceptable reports are received.
- IG recipients should seek opportunities to report on their service activities to Rotary clubs and community groups in their home country.

IF YOU HAVE QUESTIONS ABOUT IGS OR YOUR APPLICATION,  
PLEASE FEEL FREE TO CONTACT HUMANITARIAN GRANTS STAFF.  
RETURN THIS APPLICATION AND ALL RELATED DOCUMENTS TO:

INDIVIDUAL GRANTS  
THE ROTARY FOUNDATION  
ONE ROTARY CENTER  
1560 SHERMAN AVENUE  
EVANSTON, IL 60201-3698 USA  
TEL.: (847) 866-3000; FAX: (847) 328-8554



# INDIVIDUAL GRANT Application

**1. Applicant Contact Information. The individual listed here is the person traveling on this grant. If more than one person will travel on this grant, the person named here will serve as the project contact for the group. Attach additional pages with this information for any additional persons traveling on this grant.**

ROTARY CLUB \_\_\_\_\_ DISTRICT \_\_\_\_\_

Name \_\_\_\_\_ Member ID number (if known) \_\_\_\_\_

Rotary position/title \_\_\_\_\_

E-mail \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_ Fax \_\_\_\_\_

**Applicant is a (select one of the following options):**

Rotarian     Rotaractor     Spouse of a Rotarian \_\_\_\_\_  
(Provide Rotarian spouse's name)

Qualified Rotary Foundation alumnus/alumna \_\_\_\_\_  
(Specify qualifying program)

**2. Describe your professional or specialized skills, language abilities, and/or special experience which qualifies you for this service (you may also attach a resume or *curriculum vitae*).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Will any persons traveling on this grant be providing any medical or dental care in countries where they are not licensed to practice? If so, has the minister of health granted the necessary clearance?**

Yes     Not applicable

No (please explain)

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**4. Project Location**

Project site name

City

Country

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**5. Describe the project at which you will be serving or the future project that you will be planning. (Attach additional pages if needed.)**

How will the service or planning be accomplished? (Describe the specific activities that will be undertaken.)

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**6. Cooperating Organization. If this project involves a cooperating organization: 1) Provide the name of the organization below; 2) Attach a letter of participation from that organization that specifically states that it will work cooperatively with the Rotarians and will participate and cooperate in any financial review of activities connected with the project; and 3) Attach a letter of endorsement of the organization from the Rotarians in the project country that confirms that the organization is reputable and responsible and that it is registered and acts within the laws of the project country.**

Name of organization

Letter of participation from organization attached     Letter from project country Rotarians attached

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**7. Is this project associated with another Rotary Foundation grant, Rotary Foundation Educational Program, World Community Service project, or Rotary International Registered Volunteer Site?**

Yes     No

Program name

Grant tracking number (if applicable)

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**8. Proposed length of stay (must not exceed 60 days)**

Proposed departure date

Proposed return date

Total number of days (not including travel days)

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9. Describe your food and housing arrangements at the project site. Will local Rotarians provide accommodations? (Attach additional pages if needed.)

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10. Proposed Grant Budget. Please note that if the total budget amount including airfare exceeds the maximum allowable grant amount (refer to funding chart on page 1 of IG Application Instructions), the grant award will be reduced.

Item	Cost
Estimated airfare	
Food	
Hotel/lodging	
Other (must be itemized)	
	<b>Total:</b>

Currency used: \_\_\_\_\_ Exchange rate used: \_\_\_\_\_

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**11. Travel Arrangements**

- I am attaching a copy of the RITS Travel Request Form for my air travel.
- I am attaching an estimate from a local travel agent, which is less than the attached RITS estimate.
- I am waiving a request for airfare.

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**12. Sponsor Partner (Home) Rotary Club or District Authorization**

ROTARY CLUB \_\_\_\_\_ DISTRICT \_\_\_\_\_

The Rotary club president or district grant subcommittee chair serving in the Rotary year of the proposed travel must sign this application or provide a letter of endorsement which includes the same information as this section of the application. In some cases this may be a club president-elect.

The Rotary club or district named above will be pleased to sponsor this grant recipient(s) for this service term in another country. We believe this person(s) will be an effective Rotary goodwill ambassador(s) and we are pleased to associate ourselves with this service.

We understand that sponsorship of a Rotary Foundation Individual Grant applicant does not carry any financial obligation, although clubs and districts are encouraged to assist their Rotary Foundation Individual Grant recipients in every way possible. We understand that The Rotary Foundation offers the grant recipient(s) a partial subsidy toward the costs of airfare, lodging, meals, and travel expenses and that the balance of the cost must be met by other means (such as the grant recipient's personal finances, the sponsoring Rotary club or district, or another organization).

We agree to encourage the grant recipient(s) to report back to Rotarians in this club or district after his or her return, so that all of us can learn and increase international understanding through this grant.

We understand that by signing this application we agree to undertake the following *required* activities in support of this grant:

- Provide a brief paragraph outlining the list of intended outcomes and a schedule of events for this grant, as follows (a separate letter may also be attached):

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- Provide a brief paragraph outlining the activities of members of this club or district in support of this project, as follows (a separate letter may also be attached):

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- Establish communication with members of the host sponsor Rotary club or district.
- Register participating individual(s) as a Rotary Volunteer(s).

In addition to the above, we agree to undertake the following *recommended* activities (please mark all that apply):

- Involve local Rotarians in the implementation of the grant.
- Publicize the volunteer service/planning mission in the media.
- Organize presentations about the grant upon return to home country.

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Club president or district grant subcommittee chair's name (please print)

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Club president or district grant subcommittee chair's signature

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Date

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**13. Host Partner (Project Site) Rotary Club or District Authorization**

ROTARY CLUB \_\_\_\_\_ DISTRICT \_\_\_\_\_

**Host Partner (Project Site) Rotary Club or District Contact Information**

Name \_\_\_\_\_ Member ID number (if known) \_\_\_\_\_

Rotary position/title \_\_\_\_\_

E-mail \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_ Fax \_\_\_\_\_

The Rotary club or district named above will be pleased to sponsor this grant recipient(s) for this service term in our country. We believe this person(s) will be an effective Rotary goodwill ambassador(s) and we are pleased to associate ourselves with this service.

We understand that sponsorship of a Rotary Foundation Individual Grant applicant does not carry any financial obligation, although clubs and districts are encouraged to assist their Rotary Foundation Individual Grant recipients in every way possible. We understand that The Rotary Foundation offers the grant recipient(s) a partial subsidy toward the costs of airfare, lodging, meals, and travel expenses and that the balance of the cost must be met by other means (such as the grant recipient's personal finances, the sponsoring Rotary club or district, or another organization).

We agree to encourage the grant recipient(s) to report back to Rotarians in this club or district after his or her return, so that all of us can learn and increase international understanding through this grant.

We understand that by signing this application we confirm the proposed skill and/or project is needed in the community.

In addition to the above, we agree to undertake the following *recommended* activities in support of this grant (please mark all that apply):

- Provide a brief paragraph outlining Rotarian activities (please attach).
- Organize meeting(s) with local service providers and/or local officials for visiting Rotarians.
- Offer accommodations in the homes of local Rotarians. If this is not possible, arrange hotel accommodations for visiting Rotarians.
- Assist with local transportation.
- Visit the project site and/or volunteer at the project site.
- Invite visiting Rotarian(s) to speak to local Rotary clubs.

\_\_\_\_\_  
Club president or district grant subcommittee chair's name (please print)\_\_\_\_\_  
Club president or district grant subcommittee chair's signature\_\_\_\_\_  
Date

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**14. Grant Applicant's Signature**

By signing this application I confirm that to the best of my knowledge all information included in this application is accurate and true.

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Signature

Date

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**15. District Grant Subcommittee Chair Certification**

Although not required, the Trustees strongly suggest that the district grant subcommittee chair (DGSC) from either the host or international district certify the application. If the application is not complete or eligible, it will be returned to the DGSC with a brief explanation.

I hereby certify that to the best of my knowledge and ability this grant application is complete and eligible.

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District grant subcommittee chair's (DGSC) signature

District

