|  |  |
| --- | --- |
| Macintosh HD:Users:kkowalchuk:Desktop:TRF_Black.png | **The District Grants Subcommittee District Travel Grant Application 2016-17** |

**WHAT IS THE PURPOSE OF THE DISTRICT TRAVEL GRANT?**The purpose of the District Travel Grant is to subsidize travel to develop a humanitarian project with Host Rotary partner.

**WHO CAN APPLY?**

Rotarians from District 5360 who are travelling to assess project initiatives endorsed by their club and proposed for evaluation by the Host Rotary club.

**HOW LONG CAN I TRAVEL?**

The applicant must be on-site a minimum of 5 days to a maximum of 30 days.

**WHAT IS AN ELIGIBLE EXPENSE?**

1. Economy airfare.
2. Travel Insurance.
3. Transportation to and from airport and local travel related to grant planning/implementation.
4. Cost of required inoculations/immunizations, visas and entry/exit taxes.
5. Normal and reasonable luggage charges. Excess luggage charges are not eligible.
6. Accommodations for duration of stay in the project region and extended stay due to unforeseen or uncontrollable delays on route.
7. Grant applicants can only claim their own expenses.
8. Note: Food and beverages are NOT allowable expenses.

The expectation is that Rotary funds will be used in a prudent and cost-effective manner.

Travelling with a companion (spouse, friend, etc.) is discouraged, unless the companion will be fully involved in the activities that the grant is intended for. If travelling with a companion, none of the companion’s expenses will be covered by this grant. The name of the companion (or companions) and justification for them travelling with you should be entered in the ‘Notes’ field of the budget (Section 3) below.

The award will be to a maximum of CDN$2,500.

Healthcare professionals who will be providing service as part of the grant activities must have a minimum of US$500,000 in professional liability insurance coverage, which they must arrange and pay for themselves.

**WHAT ARE THE APPLICATION REQUIREMENTS FOR A TRAVEL GRANT?**

* There must be an invitation from a Host Rotary Club in the country where the proposed project will take place.
* A Club may receive a maximum of two Travel Grants per Rotary year.
* Each project site may benefit from no more than two Travel Grant awards in any Rotary year.
* The travelers can both be from the same club or from two different clubs.
* Travel must be completed within 6 months of the grant approval.

See Application Checklist in Section 9 for more detail.

**WHAT ARE ELIGIBLE ACTIVITIES?**

|  |  |  |
| --- | --- | --- |
| Definitions | Examples of  Eligible Activities | Examples of  Ineligible Activities |
| Project Planning  A partnership between the sponsoring clubs/districts to plan a specific humanitarian project for implementation by the sponsors at some point in the future. | • Plan a new international humanitarian project within the Humanitarian Grants Program criteria (regardless of whether project funding is to be received from DGC or the club).  • Plan the next phase of an existing project.  • Complete a community needs assessment in the project country to design a specific project that addresses the needs of the community. | • Search for a project to support without any advanced planning.  • Conduct sister-club fellowship visits.  • Conducting business with other organizations that have no connection with the host Rotary club.  • Conduct fundraising activities with host clubs or cooperating organizations.  • Monitoring and evaluation of a completed project or one in progress. |

**WHAT ARE THE REPORTING REQUIREMENTS?**

* A final report must be submitted to Rotary District 5360 using the form at [www.rotary5360.org](http://www.rotary5360.org) within two months of the return from the trip.
* Failure to provide accurate and timely reports will preclude the applicant’s club from applying for further grants until reporting requirements have been satisfied. Also the applicant will not be reimbursed for their travel expenses.
* Travel Grant recipients are strongly encouraged to seek opportunities to report on their activities to Rotary clubs and community groups in the District.

**HOW DO YOUR APPLY FOR A TRAVEL GRANT?**

* For 2016-17 Travel Grants, qualified clubs can submit applications any time after July 1, 2016. Deadline for submissions is May 1, 2017.
* Please contact the District Travel Team Leader, Andrew Bronson, at [bronsondvm@gmail.com](mailto:bronsondvm@gmail.com) prior to filling out an application to ensure availability of funds. Grants will be given on a first come basis for eligible travel. He can also assist you with your application.
* Download the application form from [www.rotary5360.org](http://www.rotary5360.org).
  + Start by selecting “LOGIN” from the menu bar, and enter your Login information.
  + Once you are logged in, select “DOCUMENTATION” from the menu bar.
  + Scroll down to the 2016-17 Travel Grant Application Form and select it. The form will be downloaded to your computer.
* Fill out the form either electronically or by hand.
* Submit your application.
  + Log into [www.rotary5360.org](http://www.rotary5360.org) .
  + Select “PROJECTS” from the menu bar.
  + Choose the item “Apply for a Grant or Global DDF”.
  + Fill out the required information web page (note: Type of Grant is “Travel Grant” and the Year is “2016”), and press “Save Changes”. At this point the Project will have been created and a Project ID assigned. You can leave the web site and come back at a later date to change or add information if required.
  + To find your project at a later date:
    - Log into [www.rotary5360.org](http://www.rotary5360.org) :
    - Select “PROJECTS” on the menu bar.
    - “View Your Grant Applications/Reports or Submit Your Report”.
    - Select “Travel Grants” from the drop down list, push the button “Select Project Type”.
    - If the Rotary year displayed is not the correct for your Travel Grant, enter the year (2016 for the 2016/17 Rotary Year), push the button “Select Year”.
    - Scroll down and select your project.
  + Fill out the second web page with the additional information required. Note: The project value is the total amount that the travel will cost, rather than the cost of the project that is being evaluated.
  + Also on this page, upload the completed application form as well as the Letter of Invitation. In the Documentation Section, press the “Add Row” button, enter a Document Title and press the Upload button for each document that you wish to upload.
  + When you have provided all of the information press the “Save Changes” button.
  + At this stage the application is recorded. However, it has not yet been submitted to the District Grant Subcommittee, changes can still be made to the application.
  + To continue the process the application needs to be approved by your Club President (note: this can be done immediately after you have saved the application if it is complete). At the bottom of the on-line application form is a button “Send to President” When this is pressed an email is sent to your Club President for authorization.
  + Your Club President needs to authorize the request by clicking the link in the email.
  + Once the application has been authorized by the Club President, the District Travel Team Leader will review the application and will contact you if there are any questions or concerns.
  + When your grant application has been approved you will be contacted by the District Travel Team Leader.

**HOW DO YOU ARRANGE YOUR TRAVEL?**

* **Note: There has been a major change regarding how travel arrangements are made. The use of Rotary International Travel Service (RITS) and their travel agency Raptim Humanitarian Travel is no longer mandatory. Also travel insurance will need to be purchased, it is no longer provided free by RITS.**
* An individual can make all of his or her own travel arrangements. Travel arrangements must be made after the grant has been approved. Reimbursement will not be made for any arrangements made before the approval date.
* If desired RITS / Raptim can be used to make some or all of the travel arrangements. If using RITS / Raptim:
  + Go to [www.rotary.org](http://www.rotary.org) (note: this link can be slow), select “My Rotary”, sign in, select “MANAGE” on the upper menu bar and then select “TRAVEL & EXPENSES” in orange print.
  + On the “TRAVEL & EXPENSES” page scroll down to the “ROTARY GRANT AND PEACE FELLOWSHIP TRAVEL” section and select “Grants/peace fellowship travel request”. Note: the “HOW DO I GET REIMBURSED FOR MY TRAVEL EXPENSES?” section does not apply to this application.
  + The “GRANTS TRAVEL REQUEST” page has complete instructions for how to get a quote and how to book through Raptim. Download the Rotary grants travel request form. Note: the grant number to use for 2016-17 is “DG 1736257”, unless the District Travel Team Leader has provided a different number.
  + Raptim will email you a quote for the requested itinerary. If you decide to use Raptim you must book with Raptim within 24 hours, or go through the RITS / Raptim process again. When you book your travel arrangements through Raptim you will have to provide your credit card information. The cost of travel will be charged to your credit card.

**WHAT DO YOU DO WHEN YOU RETURN?**

* A final report for the Travel Grant must be submitted within two months of your return:
  + Go to [www.rotary5360.org](http://www.rotary5360.org)
  + Selecting “LOGIN” from the menu bar, and enter your Login information.
  + Once you are logged in, select “DOCUMENTATION” from the menu bar.
  + Scroll down to the forms section and select “Final Report Form: All Types of District Grants”.
  + The Report Form will download to your computer.
  + You need to fill out the header portion of the form, including the type of grant (DISTRICT TRAVEL GRANT.
  + Next Section 4 needs to be filled out. In item c, briefly describe what you accomplished during your visit, i.e. needs identified, cost clarification, etc.
  + Fill in the EXPENSE LIST at the bottom of the form, or create your own spreadsheet with a list of expenses.
  + Scan in copies of all of your receipts. Note: Detailed receipts are required for all expenses claimed; credit card receipts or statements without details are not satisfactory.
  + If possible have a few pictures ready, note: the maximum size for uploading is 2 megabyte.
  + To submit your report:
    - Log into [www.rotary.org](http://www.rotary.org) (if you are not already logged on).
    - Select “PROJECTS” on the menu bar.
    - “View Your Grant Applications/Reports or Submit Your Report”.
    - Select “Travel Grants” from the drop down list, push the button “Select Project Type”.
    - If the Rotary year displayed is not the correct for your Travel Grant, enter the year (2016 for the 2016/17 Rotary Year), push the button “Select Year”.
    - Scroll down and select your project.
    - Press “Add or Submit a Report”.
    - Upload your report, if required your expense detail list.
    - Upload your scanned receipts.
    - Upload your credit card statement reflecting the receipted costs in Canadian Dollars. Personal information such as credit card number, card limit and account balance can be blanked out.
    - Upload your pictures.
    - Submit your report
* Once the final report has been reviewed and accepted, a cheque will be issued to you to reimburse you for the expenses incurred.

|  |  |
| --- | --- |
| Macintosh HD:Users:kkowalchuk:Desktop:TRF_Black.png | **The District Grants Subcommittee Travel Grant Application 2016-17** |

Table cells will automatically expand as information is added when using the electronic version of the application. Attach additional pages as needed. *Incomplete applications will be returned to the international primary project contact with a brief explanation.*

1. PROJECT DESCRIPTION

1. Project location (the location where the service or planning mission will take place — not the club name).

|  |  |  |
| --- | --- | --- |
| City | Country | Title of the Project |
|  |  |  |
| Amount Requested For Travel Grant: | | |

2. This trip is to plan a Global Grant with another District or Club. Yes ☐ No ☐

3. If this is not a trip to plan a Global Grant, please explain the nature of the proposed planning mission.

|  |
| --- |
|  |

4. What are the needs of the community where the service or planning mission will take place?

|  |
| --- |
|  |

5. How will the proposed project meet the community’s needs?

|  |
| --- |
|  |

2. PROPOSED LENGTH OF STAY

Must be on-site for not less than 5 days.

|  |  |  |
| --- | --- | --- |
| Proposed departure date | Proposed return date | Total number of days (not including travel days) |
|  |  |  |

3. BUDGET

The budget is an estimate of the expenditures related to this grant. Airfare costs and in many cases accommodation costs can be obtained via the internet or a travel agent. It is understood that these costs may vary slightly between the time of the grant application and the time of booking. In some cases, especially in remote areas, accommodation cost must be estimated. Ground transport costs should be a best estimate based on local knowledge, i.e. taxi costs cannot be accurately determined until the taxi journey is taken.

|  |  |  |
| --- | --- | --- |
| Expense | Cost | Description |
| Economy Airfare |  |  |
| Travel Insurance |  |  |
| Ground Transportation |  |  |
| Inoculations / Visa Fees / Entry and Exit Taxes |  |  |
| Luggage Charges |  |  |
| Accommodations |  |  |
| **Total Budget** |  |  |

Notes:

|  |
| --- |
|  |

4. TRAVELER INFORMATION

|  |
| --- |
| **Rotary Club of** |
| **Name:** |
| **Street address:** |
| **City, Province, Postal Code:** |
| **Primary telephone number:** |
| **Alternate telephone number:** |
| **Fax number:** |
| **E-mail address:** |
| **Is there a second grant application being made for this same trip? ☐ Yes ☐ No**  **If yes, by whom?** Click here to enter text. **Name of his or her Rotary Club:** Click here to enter text. |

5. ITINERARY OF SERVICE

Provide a detailed proposed itinerary describing what the Travel Grant recipient will be doing each day of the visit. Add additional lines if necessary.

|  |  |
| --- | --- |
| Day(s) / Date(s) | Project Activity |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

6. PRIMARY HOST PARTNER IN THE PROJECT COUNTRY

List the Rotary Club and person in the project countrythat assumes joint responsibility for the project.

|  |  |
| --- | --- |
| **Rotary Club of** | **Club ID #** |
| **District #** | **Country** |
| **Primary Contact Name:** | |
| **Street address:** | |
| **City, State/Province, Postal Code:** | |
| **Country:** | |
| **Primary telephone number:** | |
| **Alternate telephone number:** | |
| **Fax number:** | |
| **E-mail address:** | |

|  |
| --- |
| Describe below the community’s needs and how the host club will participate in this project. The information for this section must be provided by the HOST PARTNER. In addition, A LETTER OF INVITATION from the HOST PARTNER briefly describing the planning initiatives to be undertaken on this trip must be appended to this application. |
|  |

7. AGREEMENT FORM

This Travel Grant Agreement (“Agreement”) is entered into by clubs (“Partners”) in District 5360 and District Travel Grant Recipients (“Recipients”) and Rotary International District 5360 Inc.(“D5360”) to support the planning mission (“Project”) as outlined in this Travel Grant Application (“Application”). The Travel Grant (“Grant”) refers to the monetary award to reimburse the eligible travel costs as described below to a maximum of $2,500.00. Travel insurance is included in the ticket price purchased from the RITS Travel Agent.

In consideration of receiving this Grant from D5360, the Partners and Recipients agree:

1. That they have received and read the Terms and Conditions aboveand will abide by all the terms and conditions set forth therein.

2. To utilize the Grant to support the Project as outlined in this Application which benefits a community in need. Funds provided by D5360 will not be used for any purposes other than the following eligible expenses:

1. Economy class airfare.
2. Transportation to and from airport and local travel related to grant planning or implementation.
3. Accommodations for duration of stay in the project region and extended stay due to unforeseen or uncontrollable delays on route.
4. Cost of required inoculation/immunizations, visas and entry/exit taxes.
5. Normal and reasonable luggage charges but not excess baggage charges.
6. Travel Insurance.

The Partners and Recipients understand that the Grant can only be used for the eligible travel expenses detailed above.

3. The Partners and Recipients shall defend, indemnify, and hold harmless Rotary International (RI) and, D5360 including its directors, trustees, officers, committees, employees, agents, and representatives (collectively “RI”), from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses (including reasonable attorney’s fees and other legal expenses), awards, judgments, and fines asserted against or recovered from RI arising out of any act, conduct, omission, negligence, misconduct, or unlawful act (or act contrary to any applicable governmental order or regulation) of Partners and/or Recipients resulting directly or indirectly from the Partner’s and/or Recipient’s involvement in the Planning Trip, including all travel to and from such Planning Trip. RI’s entire responsibility is expressly limited to the Grant. RI assumes no further responsibility in connection with this Grant or Planning Trip. Additionally, the Recipients affirm that the Planning Trip has been planned in accordance with the host Partner and beneficiary community.

4. The host Partner is sponsoring this Recipient(s) for the term as provided in the Application. Sponsorship of a Recipient does not carry any financial obligation and any costs beyond the amount of this Travel Grant are the responsibility of the Recipient.

5. The Recipients are solely responsible for their actions and property while participating in, and traveling on the Planning Trip. The Recipients and Partners recognize that as a result of volunteering on this Planning Trip they may be involved in some dangerous activity including exposure to disease, injury, sickness, inadequate and unsafe public infrastructure, unsafe transportation, hazardous work conditions, strenuous physical activity, inclement weather, political unrest, cultural misunderstandings, issues resulting from noncompliance with local laws, physical injury or harm, and crime and fraud. Recipients and Partners understand these risks and assume all risks involved with this Planning Trip. The Recipients and Partners do hereby release D5360 and Rotary International from any liability, responsibility, and obligation, either financial or otherwise, beyond providing the Grant. D5360 shall not assume any additional costs including the cost of any medical care or treatment, now or in the future. Recipient shall be solely responsible for any and all costs and damages for any illness, injury, or other loss incurred or suffered by the Recipients while participating in, traveling to or from the Planning Trip, or otherwise related to the provision of the Grant.

6. D5360 reserves the right to terminate this Agreement without notice upon the failure of the Recipients or Partners to abide by the Terms and Conditions or the terms of this Agreement.

7. The failure of the Parties to comply with the Terms and Conditions due to an act of God, strike, war, fire, riot, civil unrest, hurricane, earthquake, or other natural disasters, acts of public enemies, curtailment of transportation facilities, political upheavals, acts of terrorism, or any reason beyond the reasonable control of the Parties shall not be deemed a breach of this Agreement.

8. The Recipients will not be provided with medical, hospital, illness and basic major medical expense insurance. It is suggested that recipients purchase insurance as outlined below.

(a) US$500,000 for covered medical services per injury or sickness

(b) 100% of the usual and customary charges for emergency evacuation

(c) 100% of the usual and customary charges for repatriation of remains

Healthcare Professionals are required to ensure they have appropriate liability insurance as follows:

US $500,000.00 in professional liability insurance appropriate to the furnishing of professional health care services. (This applies only to health care professionals who will be providing services as part of the grant activities and refers to coverage for that participant’s legal liability arising from their professional acts or omissions that cause harm to others.)

Insurance coverage should be worldwide, not limited to the host country, although coverage in the home country may be excluded. Insurance shall be valid from the date of departure through the date of return home. Recipients shall provide a copy of insurance policies upon request of D5360.

9. Recipients and Partners acknowledge and agree that they are not employees of D5360 or RI and are not entitled to or eligible in any way for, or shall participate in, any compensation, employee pension, health (medical or dental), workers compensation, life, disability, or any other insurance or other fringe benefit plan of D5360 or RI. Nothing in this Agreement shall be deemed or construed by the parties or any third party as creating the relationship of partnership, joint venture, or principal and agent between Recipients and Partners and D5360.

10. The sponsoring club or district must maintain emergency contact information and travel itineraries for all grant recipients traveling on grant funds and share this information with District if requested.

11. The Recipient agrees to file a report to D5360 within 60 days of returning home on the form located at [www.rotary5360.org](http://www.rotary5360.org) . Failure to file an acceptable report within the specified time will result in the revocation of the travel grant award.

**8. PRESIDENT OF APPLICANT’S ROTARY CLUB**

|  |
| --- |
| Club President’s Name: |
| Date of Application: |

MCj03226990000[1] Have you filled in all of the information? Incomplete applications will be returned.

9. APPLICATION CHECKLIST

|  |  |
| --- | --- |
| Item Completed | Required Items |
| ☐ | Club is either district or fully qualified for Rotary Year 2016-17. |
| ☐ | Club is applying for no more than two travel grants in the Rotary Year. |
| ☐ | The project will have no more than two travel grants associated with it. |
| ☐ | The Application is being submitted at least 30 days before the anticipated travel date. |
| ☐ | The trip meets all grant policies and guidelines as stipulated. |
| ☐ | The application identifies a specific project that will be planned or implemented. |
| ☐ | The host Rotary Club has provided a Letter of Invitation. |
| ☐ | The proposed departure and return dates indicate that the applicant will be at the project site for no less than 5 days and no more than 30 days, excluding travel dates. |