**DISTRICT 5360 VOCATIONAL TRAINING TEAM**

**CLUB APPLICATION FOR 2017-2018 GRANT**

Note: All fillable blanks on this form expand; General information on this type of grant is below the application

Are you pooling this grant with other clubs from D5360? Y/N:

If yes, name the other club(s):

Name of lead club responsible for compiling the final report?

Title of your initiative

Your Club name

Name of Applicant:

Preferred Telephone  E-Mail:

The Club Board of Directors has approved a contribution of  on

**PROPOSAL DESCRIPTION:**

Provide details on scope and objectives of the proposed initiative.

**PROPOSED TEAM MAKEUP**

The **District VTT Participant Application is** available on the webpage where you found this grant application form and contains a Participant Application Form. Team Participants must complete, sign and email this document before funding will be released.

For this proposal please provide details on team member names, home cities, and brief descriptions of their experience and areas of contribution or learning.

**DETAILS OF ORGANIZATION PROVIDING THE TRAINING**

Organization or Rotary Club Name

Location and if applicable, Rotary District Number

Contact Name:

Telephone: E-Mail:

**DETAILS OF ORGANIZATION RECEIVING THE TRAINING**

Organization or Rotary Club Name

Location: , Rotary District Number (if applicable)

Contact Name:

Telephone: E-Mail:

**COOPERATING ORGANIZATIONS DETAILS (if any)**

Organization name, purpose, web page, home location, areas where working

Contact Name:

Telephone: E-Mail:

**Proposed Budget for the Vocational Training Team**

Funding Expense

Club $ Travel $

District (DDF) $ Accommodation $

Other $ Meals $

 Other –specify $

**Total $      Total $**

For 2017-18, the amount of grant is limited to 75% of total VTT costs to a maximum of C$7,500. Team travel must be completed and a report uploaded to [www.rotary5360.org](http://www.rotary5360.org) by July 15, 2019. Only one award per club is allowed. More than one club can apply for a VTT grant to be directed to the same team project. Payment is only issued to the Lead Club.

Proposed timing:

Proposed length of training:

**Proposed schedule of activities:**

**When this form has been completed, upload to the grants website by going to** [**www.rotary5360.org**](http://www.rotary5360.org) **and logging in. Note the login name and password are not the same that you use for Clubrunner unless you have changed them to be the same. Once logged in, select “PROJECTS”, then select “Apply for a Grant or Global DDF”.**

**If uncertain on the steps to submit the application, view a video at:** [**http://rotary5360.org/dgc/videos/Applying\_for\_a\_District\_Project\_Grant\_Rev1.mp4**](http://rotary5360.org/dgc/videos/Applying_for_a_District_Project_Grant_Rev1.mp4) **. Although this video specifically relates to a district project grant application, the steps are essentially identical.**

**After your application has been successfully submitted, an email will be sent to the president of your club for approval.**

**Vocational Training Team Grants – General Information**

1. **Terms and Conditions**

This is a District Grant. Look for the Terms and Conditions document mid page. .<http://rotary5360.org/dgc/documentation.php>

1. **Grant Terms**
* Maximum Award is $7500
* Club Match Required is 1/3 of Award
* One grant per club
* Pooling of grants with other clubs permitted
* Team Makeup – Rotarians & non-Rotarians. Leader preferably is a Rotarian.
* Collaboration with co-operating organizations permitted
* Destinations – All countries except those barred by TRF
* Travel insurance must be provided for all team members and forms part of the grant. Healthcare professionals who will be providing services as part of the project must nevertheless arrange, at their own expense, a minimum of US$500,000 of professional liability insurance.
* Application deadline – **NOON** on May 11, 2017
* Awards announced - August
* Project must be completed and reported on within 2 years
1. **TEAM MEMBER APPLICATIONS**

You will be notified before August 15 whether your Club application has been approved. ***The grant funds will not be released to your club until:***

* ***the Team Leader has submitted, by email their signed Participant Application Form and a signed MOU for all participating entities***
* ***Each participant has submitted by email their signed Participant Application Form***

District VTT Participant Application form and a blank VTT MOU form are available at <http://rotary5360.org/dgc/documentation.php>