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| **RotaryMBS_PMS-C** | **Rotary District 5360**  **2017-18** | **APPLICATION**  **DISTRICT MATCHING UNDERGRADUATE SCHOLARSHIPS GRANT** |

***TERMS & CONDITIONS***

1. Clubs in District 5360 must use the provided application form.  Incomplete applications will be returned to the Primary contact with a brief explanation.
2. Clubs can apply for a grant award in the range of $250 - $2,000. The club must add club funds in an amount of at least 50% of the grant and use the combined amount of funds to support individuals entering post-secondary study (including Trades Apprenticeship) programs or to support students already in an undergraduate program. Clubs have the flexibility to create any number of scholarships whose total value must equal or exceed 50% of the grant amount. For example, Club A may choose to award one scholarship of $3,000 with a $2,000 grant; Club B may choose to award two scholarships of $1,500 each with a $2,000 grant; Club C may choose to award six scholarships of $500 each with a $2,000 grant; Club D may choose to offer one scholarship for $1,000, and can apply for a $667 scholarship grant.
3. The combined value of one or more scholarships can be greater than $3,000, however only the first $1000 from a club will be matched on a 2 for 1 basis. For example a club may wish to dedicate $1,500 of club funds to a scholarship, which combined with $2,000 from the District would yield a $3,500 pool for scholarships.
4. Clubs are free to establish scholarship eligibility criteria that best suit their particular community and high schools or leave it up to the high schools to establish the criteria.
5. Clubs must submit an application by 12:00 noon, May 11, 2017 and will be informed of the result in July or August, 2017. Since grants must be spent and reported on within 2 years, it is acceptable to award the scholarships for the subsequent year allowing time to receive applications and adjudicate.
6. Over subscription – should the committee receive applications for more than the funds available a random draw will be made to determine the successful clubs.  Notwithstanding point 7 below, unsuccessful clubs will be notified that they will be given priority in the following year’s scholarship program. Each club’s application will be considered as one, regardless of the number of scholarships to be funded with the grant requested.
7. A maximum of two Scholarship Grant applications will be accepted from a club, HOWEVER, clubs must prioritize the applications as #1 or #2, in order of importance to the club. Failure to do so will result in all the applications from the club being disqualified. The #2 applications will only be considered if monies are available after funding all eligible Priority 1 applications.
8. Pooling among clubs is allowed, however separate Scholarship Grant Applications are to be submitted.
9. Applications for grants that are intended to be pooled with other clubs must indicate the name(s) of partner clubs and specify the lead club that will be responsible for assembling the final report on the expenditure of the pooled grants. The non-lead clubs are responsible for uploading a copy of this final report into their project listing on the District Grants Website.
10. There are no guarantees that District Matching Undergraduate Scholarships will be available in future years.

Questions can be directed to: cwlbdl@telus.net or by phone to Clare Lindsay @ 403-502-4202 (Medicine Hat)

The Rotary Club of  is applying for a District Scholarship Grant in the amount of $      which will be matched by the club as required and to be awarded either as a one or more scholarships, as determined by the club.

**Is your club submitting more than one District Scholarship Grant Application?: Y/N:       If yes, please prioritize this application with a #1 or #2:**

**Will you be pooling this grant with one or more clubs? Y/N:       If yes, name the other club(s):**

**Which club will be the lead club responsible for compiling the final report?**

**1. Describe how & where you will use this Grant.**

**2. ROTARY IMAGE:** Describe how the Scholarship will make Rotary more visible.

**3. ROTARIAN INVOLVEMENT:** Describe how your club members will be involved in the award of this Scholarship.

**4. Scholarship Committee:** Many educational institutions have Scholarship Committees. Rotarians may rely on these established committees to handle the evaluation of student applications or they may participate as deemed appropriate.

**5. Eligibility:** Children of Rotarians may be eligible for this scholarship provided no Rotarians sit on the Scholarship Committee which oversees the evaluation and award of the Scholarship.

**6. Forwarding the Grant.** A scholarship should not be paid directly to the student. Rather, a letter should be provided to the student on club stationery and addressed to the post-secondary institution of his/her choice. The letter should inform the post-secondary institution that your Rotary Club has awarded this student a scholarship of the stated amount and request an invoice to be mailed to your club for payment.

**7. REPORTING:** The Rotary Club receiving a District Scholarship Grant has the obligation of reporting to the district on how the money was spent within two months of all scholarship payments or July 15, 2019, whichever is the earliest. The invoice from the post-secondary institution and a copy of the club’s processed cheque need to be included in the closing report. Please note that satisfactory documentation is required both for the grant award and the club match. The name of the individual receiving the Scholarship should appear in the Closing Report.

**8**. **Publicity:** The Rotary Club receiving a District Scholarship Grant has the obligation of providing a short write-up for a District publication such as the website or the District Governors newsletter.

**9**. **REIMBURSEMENT** I/We understand that the Grant award will be sent to the club within two months of the time the district receives the funds from The Rotary Foundation.

Name of Club Contact (in relation to this application:

E-Mail**:**

Address w/postal code:

Tel. Res.:

Tel. Bus.:

Club Mailing Address:

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**Applicant:**

**When this form has been completed, upload it 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 of the steps to submit the application, view the 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.**

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| ***Approvals Record – for Committee use only*** | | | |
| Received date |  | Approval date |  |

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| District Scholarship sub-committee chair |  |
| District Grants Committee Chair |  |
| District Rotary Foundation Chair |  |

**SUGGESTIONS FOR SCHOLARSHIP APPLICATIONS**

Scholarship application wording might include:

* Transcripts of marks, highlighting the marks that are applicable to your post secondary studies.
* Evidence of registration in a post-secondary institution. This could be a letter of acceptance from the institution.
* A summary of school involvement (clubs, athletics, student council, fine arts, etc)
* A summary of community involvement (volunteer work, part-time jobs, athletics, cultural events, etc) Volunteer work does not necessarily have to be long term for one particular agency. Please indicate approximately how many hours have been volunteered for each activity.
* Scholarships may be based on financial need. Please indicate any special circumstances applicable to your situation.