**District 5910 Disaster Relief Foundation Fund**

**Project Request and Acceptance Form**

**This form will be emailed to the Rotary 5910 Disaster Relief Foundation Fund by sending it to amy.killgore@gmail.com. You will be notified of the outcome of this application by an email to the first designated Rotary Club contact person. Only emailed applications will be accepted.**

Date of Request:

Club Name:

Rotary Club Project Coordinator/Contact Person (The person listed here will be the person to receive all communications from the 5910 DRFF Committee):

Club Address:

City, State, Zip:

Phone Numbers: Home: Work: Cell:

E-mail Address:

Add another contact if more than one is needed:

Entity to which the applicant Rotary Club identifies as the Recipient of funds (What organization will the check be payable to?):

Tax Identification Number:

Project Name or Title:

Project timeline—Date funds are desired:

Project start date, or may already be in progress:

Projected end date:

Number of Individuals served:

Amount of request: $

General description of the project (Indicate what type of needs assessment was conducted; what other supports are in place (if any) to support this project; will the proposed dollar request completely fill the need or only partially fill it and why; identify any community partners for this project):

How is your Rotary Club, if at all, supporting, participating, or supplementing this project?

Disbursement description (Provide as much detail as possible.):

Club President or Designee electronic signature and title:

**Below to be completed by the District 5910 Disaster Relief Foundation Fund Committee**

Project Number (attached automatically or by the first reviewer)

Date of Review:

Reviewed by:

Amount approved: $

Stewardship Report due date required by reviewer(s):

Comments that are directed to the rest of the foundation committee concerning the project:

Comments that a committee member wants to direct to the applicant concerning the project, including suggested or required modifications to the above request:

Disbursements documented here (automatically or by a committee designee tracking the disbursement):

**Documented Outcome of the Project**

Photos:

Story of the project as supplied by the Recipient club: