

# District 7980 Managed Grant (DMG) Application

For grants being funded after July 1, 2013

rev: June 30, 2013

## PROJECT DESCRIPTION

**Explanation:** District Managed Grants support the humanitarian service projects of District 7980 Rotary clubs which are aligned with at least one of Rotary's six areas of focus. In this section, describe in detail the humanitarian need your project will address, the intent of the project, the area of focus, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of all project partners. Refer to DMG Instructions revised 6/30/13.

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

Project site Rides for Ridgefield, Town Hall, 400 Main Street

City/Village Town of Ridgefield

State/Province Connecticut

Country USA

Describe the project and the problem or humanitarian need it will address, the Area of Focus it relates to, the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project (must be finished by June-September 15 of the next Rotary Year).

The project will provide specialized transport software and computer hardware to help establish a program to provide safe, affordable and adaptable transportation for senior and disabled residents of Ridgefield who do not or cannot drive, about 20 percent of the population (about 25,000). The project is an entirely new activity for the Rotary Club of Ridgefield as it is for the community of Ridgefield since Rides for Ridgefield is in its initial startup phase.

The project addresses the Economic and Community Development area of focus.

The intended beneficiaries are senior and disabled residents who will have improved access to services and activities, including health care services, cultural events, recreation and civic participation. Ultimately, Rides for Ridgefield expects to be coordinating or providing up to 1000 rides per year.

The software and hardware will be donated to and owned by Rides for Ridgefield which has been organized and established in cooperation with the Town of Ridgefield but is a private, non-governmental organization. The Town donates office space and has provided technical assistance at no cost, by the Town's IT manager, for the selection of appropriate software and hardware. Rides for Ridgefield has applied for and is pending designation as a 501(c)(3) organization. Currently, Rides for Ridgefield is supported as an approved program by Friends of Ridgefield Community Programs, Inc., a 501(c)(3) organization supporting programs and activities for the benefit of Ridgefield residents.

The selected software, state of the art and standard for its purposes, provides the ability to manage volunteer driver/transportation programs by recording requests, matching requests with available resources, tracking miles driven by each driver, logging volunteer hours, and performing resource management functions, such as, tracking volunteer training and vehicle maintenance. Currently volunteer rides are available within the Ridgefield community on a severely limited basis, often with restrictions or constraints and do not come near to fully serving the intended beneficiaries community.

The Rotary Club of Ridgefield, with financial assistance through the District Managed Grant, will purchase the software and equipment and deliver it to Rides for Ridgefield with "hands on" assistance to help volunteers set up and initiate operations. The "package" of software and hardware financed through the District Managed Grant will include one year of pre-paid software maintenance but no ongoing operating expenses.

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

Rides for Ridgefield is the benefiting entity. It will own the equipment and software. Rides for Ridgefield will be responsible for all equipment maintenance and upgrades, including software maintenance charges beyond the first year. Rides for Ridgefield will train volunteers on operation of the equipment and software and on becoming volunteer drivers. Rides for Ridgefield has received and will continue to receive support from the Town of Ridgefield but is not a part of any government agency. Rides for Ridgefield has its own fund-raising and volunteer recruitment program and operations.

Describe specific activities of each participating club in implementing the project. What will the Rotarians who are members of the club(s) do in connection with the project? Please note that financial support is not considered active involvement. (See the District Managed Grant application instructions for suggestions.)

Rotarians will purchase the hardware and software, take delivery and provide volunteers to help set up the hardware, install the software and perform initial testing. Rides for Ridgefield provides additional volunteer opportunities for Rotarians since there will be a large and growing need for trained volunteer drivers.

**DISTRICT 7980 CLUB**

**Explanation:** A committee of at least **three** Rotarians from the participating Rotary clubs (the sponsor club and any partner clubs) must be established to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. The primary contact (who receives all information from the District) should have an e-mail address to expedite communication. Club Stewards may not serve on any grant committee.

**District 7980 Sponsor Club**

Club	Ridgefield	Club ID number (if known)	6751
District	7980	Country	USA

**District 7980 Club Contact #1 (Primary Contact):**

Name	Argelo D. Tartaro	Member ID	6962427
Club	Ridgefield		
Rotary position	Secretary / DMG Project		
Address	158 Danbury Road, Suite 8		
City	Ridgefield		
State/Province	CT	Postal code	06877
		Country	USA
E-mail	adt@adt-law.com		
Home phone	203-446-7275	Office phone	203-894-5352
		Fax	203-894-5352

**District 7980 Club Contact #2:**

Name	Clifford C. Heidinger	Member ID	1093776
Club	Ridgefield		
Rotary position	Director / DMG Project Committee Member		
Address	614 Main Street		
City	Ridgefield		
State/Province	CT	Postal code	06877
		Country	USA
E-mail	heidinger@sbcglobal.net		
Home phone	203-313-1714	Office phone	203-431-4444
		Fax	203-431-4941

**District 7980 Club Contact #3:**

Name	Joseph Ellis	Member ID	1997010
Club	Ridgefield		
Rotary position	Sergeant-At-Arms / DMG Project Committee Member		
Address	3 Great Pond Lane		
City	Redding		
State/Province	CT	Postal code	06896
		Country	USA
E-mail	ellis609@aol.com		
Home phone	203-438-7332	Office phone	N/A
		Fax	N/A

**OUTSIDE DISTRICT 7980 PARTNER (if any – leave this page blank for projects within District 7980 )**

**Explanation:** An Outside Club Partner is highly recommended for projects done outside the geographic boundaries of District 7980 if there is a Rotary Club in that country/district. Where a partner club does exist, the primary project contact must be a member of the partner club identified below and the project committee must be composed of members of the Outside District Partner Rotary clubs. In any case committee members must be committed for the duration of the grant process. Club Stewards may not serve on any grant committee.

**Outside District 7980 Primary Club**

Club _____	Club ID number (if known) _____
District _____	Country _____

**Outside District 7980 Primary Contact:**

Name _____	Member ID _____	
Club _____		
Rotary position _____		
Address _____		
City _____		
State/Province _____	Postal code _____	Country _____
E-mail _____		
Home phone _____	Office phone _____	Fax _____

**Outside District 7980 Project Contact #2:**

Name _____	Member ID _____	
Club _____		
Rotary position _____		
Address _____		
City _____		
State/Province _____	Postal code _____	Country _____
E-mail _____		
Home phone _____	Office phone _____	Fax _____

**Outside District 7980 Project Contact #3:**

Name _____	Member ID _____	
Club _____		
Rotary position _____		
Address _____		
City _____		
State/Province _____	Postal code _____	Country _____
E-mail _____		
Home phone _____	Office phone _____	Fax _____



**PROJECT FINANCING**

**Explanation:** Clearly list all financing in U.S. dollars. District 7980 matches \$1 for every \$1 club cash contribution up to \$7,500 per project; however, no one club can contribute more than \$5,000 to any one project and no one club can be matched more than \$7,500 to all DMG projects in which it participates during the Rotary year.

**NOTE:** No funds should be sent to the District with this application. Upon approval, a letter will be sent from District 7980 with a check for the District portion of the project to the President of the Sponsor Club. Rotary Clubs must disburse the funds according to the approved budget.

District 7980 Rotary clubs	Cash (US\$)
Ridgefield	\$2,300
Outside District 7980 Rotary clubs (if any)	Cash (US\$)
N/A	
<b>TOTAL contributions</b>	\$2,300
<b>Funds requested from District 7980</b>	\$2,300
<b>Additional outside funding (not matched by District 7980)</b>	0
<b>Total project financing (must equal budget on page 4)</b>	\$4,600

**PROJECT PLANNING**

**Explanation:** Before an application is submitted to District 7980, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own anything purchased with grant funds.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own any items purchased with grant funds.)  
Rides for Ridgefield will own, operate and maintain all hardware and software.

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?  
The software vendor will provide training and assistance in operating the software. Ridgefield Rotarians will help set up and test the hardware and software configuration. The Town of Ridgefield IT manager provides consultation and technical assistance to Rides for Ridgefield.

Is software necessary to operate any items? If so, has software been provided?  
Yes, it has been budgeted.

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.  
N/A

**AUTHORIZATIONS**

**Explanation:** Authorizations ensure that all participants are aware of, and interested in, pursuing the described project. By signing below, the current club presidents, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) and District 7980 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club agrees to undertake this project as an activity of the club.
- RI, TRF, and District 7980 may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, District Newsletter, etc.
- The partners agree to share information on best practices when asked, and the District 7980 Foundation Committee may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)
- I understand that all participants share some responsibility for timely and accurate reporting. I also understand the requirement to obtain, keep, and submit copies of invoices for project expenditures.

District 7980 Sponsor Club		Outside District 7980 Club Host Partner (if any)	
Name	Joseph F. Kreitz	Name	
Title	President	Title	
Rotary Club	Ridgefield	Rotary Club	
District #	7980	District #	
Signature of Club President	<i>Joseph F. Kreitz</i>	Signature of Club President	
Date	September 25, 2013	Date	

Primary Contact		Primary Contact	
Name	Angelo D. Tartaro	Name	
Signature	<i>Angelo D. Tartaro</i>	Signature	
Date	September 25, 2013	Date	
Project Contact #2		Project Contact #2	
Name	Clifford C. Heidinger	Name	
Signature	<i>Clifford C. Heidinger</i>	Signature	
Date	September 25, 2013	Date	
Project Contact #3		Project Contact #3	
Name	Joseph Ellis	Name	
Signature	<i>Joseph Ellis</i>	Signature	
Date	September 25, 2013	Date	



**COOPERATING ORGANIZATION**

**Explanation:** A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization

Street Address

City, State/Province

Postal code

Country

Office phone

Fax

E-mail

Web address

In addition to the above, the following must be attached:

- Letter of participation from cooperating organization that specifically states:
  - Its responsibilities and how it will interact with Rotarians
  - The organization's agreement to cooperate in any financial review of the project
- A letter of endorsement from the participating District 7980 Club President confirming that the cooperating organization works within the laws of the United States and the project country.

**FINAL REPORT**

**Explanation:** The District Foundation Committee requires that a final report be submitted by the Sponsor Club within two months of completing the project but no later than September 30 following the Rotary year in which the grant is awarded and the report must include financial substantiation for all expenditures (such as receipts and bank statements).

By signing below, our club accepts responsibility for submitting a Final Report on this project within two months of completing the project, but no later than September 30 following the Rotary year in which the grant is awarded.

Print Club President name Joseph F. Kreitz

Signature

9-25-2013

Rotary club Ridgefield

District 7980

**DISTRICT 7980 MANAGED GRANTS REVIEW COMMITTEE CHAIR**

**Explanation:** The District Foundation Committee requires that the District 7980 Managed Grants Review Committee Chairman (DMGRC) certifies the application as complete. If the application is not complete or eligible, the applying club will be notified with a brief explanation.

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF and District 7980 guidelines, and is eligible for funding."

Print name of DMGRC Chip Marsh

Signature

District 7980

Date

11/21/13

**COMPLETION CHECKLIST**

Before submitting your District Managed Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the District 7980 Grants Review Committee Chairman.

- Does the project meet all grant policies and guidelines?
- Does the project description clearly state how the project will assist those in need and in which area of focus?
- Are the activities of the District 7980 Club and Outside District 7980 Club (if any) clearly explained? Will the Rotarians be actively involved in the project?
- Has each participating club created a committee to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- Is a detailed, itemized budget included in the application?
- Are all partner contributions listed in the application?
- Have the club presidents and all committee members provided their authorizing signatures?
- If a cooperating organization is involved, are the following letters included with the application:
  - Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project
  - Letter of endorsement from the primary District 7980 Club President confirming that the cooperating organization is reputable and works within the laws of that country
- Has the District 7980 Grants Review Committee Chairman certified the application as complete and eligible?
- Are there a minimum of three authorizing club signatures included in the application?
- Has the Club president signed in two places (under "Authorizations" and "Final Report")?
- Have copies been made of all documents for club files prior to submitting them to the District?
- Is the project free of any conflict of interest, or the appearance of any conflict of interest?

**DISTRICT FOUNDATION COMMITTEE APPROVALS**

Print Name of Foundation Committee Chairman  
PDG Richard B. Benson

Signature \_\_\_\_\_ Date \_\_\_\_\_

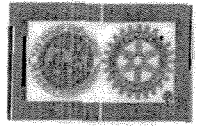
Print Name of District Governor Richard Bassett

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name of DGSC PDG Colin Gershon

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete applications with signatures should be sent via email to:**



District Managed Grants Review Committee Chairman  
Chip Marsh ([cmarsh14@aol.com](mailto:cmarsh14@aol.com))