

<https://rotarydistrict9800.org.au/sitepage/district-and-global-grants/year-11-scholarships>

Application for a Grant – Close November 30th 2019

- Ten grants of \$1,000 payable in two instalments are available for D9800 clubs in 2019
- Contact your target school early and ask them to identify a suitable scholarship recipient as soon as possible, but no later than November 15th 2019
- Explain the guidelines to the school, as set out in the *Rotary D9800-Scholarship Grant-Guidelines-Clubs*
- Club to submit the following forms with the application:
 1. District 9800 Foundation Scholarship Application Form 2020-2021.docx
- Scan the completed and signed form and email it to the Chair of the Humanitarian Grants Committee Richard Blakeman at:
foundationgrants@rotarydistrict9800.org.au
- Submit the form no later than November 30th 2019
- Priority will be given to clubs that have not participated in the Scholarship Grant program before, after that, to applications according to the chronological order in which they are received.
- Payment of the first \$500 of the District Foundation contribution will be made upon approval of your application by the Humanitarian Grants Committee.

Grant Approved - Communication with the School

- Email the school using the suggested wording provided in the document *Rotary D9800-Scholarship Grant-Club Letter to School Template*
- Attach the following electronic files to your email:
 1. *Rotary D9800-Scholarship Grant-Guidelines-Schools Oct 2019.pdf*
 2. *Rotary D9800-Scholarship Grant-Interim Report-2020.docx*
 3. *Rotary D9800-Scholarship Grant-Final Report-2020.docx*
 4. *Rotary D9800-Scholarship Grant-Acquittal Statement-2020-21,xlsx*
- Diarise to ensure that the school is followed up in November 2020 for the Acquittal Report for the first grant year.
- Make the payment of the first instalment of \$1,000 for the Scholarship directly to the school in early December 2019, for the 2020 school year

Acquittal Process – End of First Year of the Grant

- Receive and verify the Acquittal Report from the school in November 2020. The Acquittal Report must contain the following properly completed documents:
 1. *Rotary D9800-Scholarship Grant-Interim Report-2020.docx*
 2. *Rotary D9800-Scholarship Grant-Acquittal Statement-2020-21,xlsx*
 3. *Schools Receipt for \$1,000 first year grant payment*
- Forward the documentation to the Chair of the Foundation Grants Stewardship Committee Katrina Flinn: foundationstewardship@rotarydistrict9800.org.au by November 30th, 2020
- Make the payment of the second instalment of \$1,000 for the 2021 school year directly to the school in early December 2020 after confirming that the same student(s) is progressing to Year 12.

- The District Foundation Committee will process the payment of the second instalment of \$500 from your grant upon receipt of the Acquittal Report for the first year of the grant.

Acquittal Process – End of Second Year of the Grant

- Receive and verify the Acquittal Report from the school in November 2021. The Acquittal Report must contain the following properly completed documents:
 1. *Rotary D9800-Scholarship Grant-Final Report-2021.docx*
 2. *Rotary D9800-Scholarship Grant-Acquittal Statement-2020-21,xlsx*
 3. *Schools Receipt for \$1,000 second year grant payment*
- Forward the documentation to the Chair of the Foundation Grants Stewardship Committee Katrina Flinn: foundationstewardship@rotarydistrict9800.org.au by November 30th, 2021
- **Return by December 15th 2021 unused funds from Years 1 and 2 of the grant to The D9800 Foundation Committee Bank Account: BSB:033-181 A/C:361375 Ref: Your Grant Number**

Unused Funds

- Unused funds from the first year of the scholarship may be retained by the school and applied to expenses in the second year of the scholarship, provided the student beneficiary is progressing to Year 12.
 - If the student elects not to proceed to Year 12, any unused funds are to be returned by the school to the club, and 50% of those funds must be returned to the District 9800 Foundation Grants Committee.
- Any unused funds from the \$2,000 scholarship at the end of the second year of the Scholarship, must be returned by the school to the club, and 50% of those unused funds must be returned by the club to the District 9800 Foundation Grants Committee:

Bank: Westpac

BSB: 033-181

A/C No: 361374

Ref: Your Grant No.

Richard Blakeman
Committee Chair
Humanitarian Grants - District and Global
District 9800

E. foundationgrants@rotarydistrict9800.org.au
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