



APPLICATION FORM: PROJECT – SERVICE TO OTHERS 2020 PROJECTS

Before completing your application please read application instructions thoroughly. They can be found on the RTOERO website at:

<https://rtoero.ca/giving-back/grants/>

Title of Project:

District Name/Number:

If more than one District is involved in the project, please list the name and number of each:

Amount Applying for:

\$

(Maximum of \$4,000 per District applying)

Please provide contact information for one or two members involved in the completion of this application:

Name:

Phone:

 Email:

Name:

Phone:

 Email:

DISTRICT DECLARATION

We certify that:

1. All information provided to the PSTO Committee in support of this application is true and complete.
2. Approved funding will be spent solely for the proposed project and activities as described in this application.
3. If funding was awarded for our **2019** project, our District understands that in order to be eligible for future project funding, our District must submit the Final Project Report on or before **June 15, 2020**.
4. Personal information collected on this form, or otherwise collected with our consent in connection with this application, is collected in accordance with the applicable legislation and will be used in conjunction with requests for funding under the Project - Service to Others Committee. Questions about this collection should be directed to: RTOERO, 300-18 Spadina Road, Toronto, Ontario M5R 2S7.

Verification

- Our District President has signed below, verifying that this project is the project our District approved for consideration for the current project year

OR

- At the time we were forwarding this application to you, we were unable to obtain one (or more) District President's signature. We are therefore advising you that our District President (or District Executive designate) **will send an email to jmartin@rtoero.ca verifying that this project is the project our District approved for consideration for the current project year by the deadline date – the close of business (4:30 p.m., Eastern Daylight Time) on August 14, 2020.**

District President: _____ Date Approved: _____

District Name: _____ District Number: _____

If more than one District involved, signatures from all District Presidents are required

District President: _____ Date Approved: _____

District Name: _____ District Number: _____

District President: _____ Date Approved: _____

District Name: _____ District Number: _____

BRIEF OVERVIEW OF PROJECT

Project Commencement Date: _____

Project Completion Date: _____

Location: _____

Overview of Project

Please provide a summary of the proposed community or educational project in 250 words or less:

2. How will this project demonstrate to the general public how RTOERO members continue to serve after retirement? Give examples of how this project will attract future members. Please refer to Appendix C in the Application Instructions for an example.

3. What are the educational, community and/or social benefits that will be met as a result of this project? Be specific and explain how. Please refer to Appendix C in the Application Instructions for examples.

If you are working with a local service agency or organization, please provide some information on how this collaboration and partnership came to be/originated/transpired. Did your District initiate this project? Is the District supporting the project from a community partner? Please clarify.

6. How will the funds provided aid the education/community project?

FUNDING AND EXPENSE REPORT

Must be completed and submitted as part of the application

1. Project Funding Request (\$4,000.00 maximum per District) _____

2. List of Proposed Expenses for this Funding
Be specific and attach supplier quotes to support these expenses

Individual Expenses	Cost/Quote
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses:	\$
<i>*Amount must be equal to the above funding request*</i>	

3. List of Other Expenses which exceed amount requested (if applicable)

Individual Expenses	Cost/Quote
	\$
	\$
	\$
	\$
	\$
Total Other Expenses:	\$

4. Total Project Expenses

Expenses (total from #2)	\$
Other expenses, if applicable (total from #3)	\$
Total Project Expenses	\$

5. Where the project cost exceeds the requested amount, please identify the source(s) to cover the remaining balance

Amount of Expense	Source(s) to cover this expense
\$	
\$	
\$	
\$	
\$	
\$	
\$	

6. Identify the minimum amount that will allow the project to go forward _____

CHECKLIST

Must be completed and submitted with application

		Yes	No
1	The project is in compliance with Federal/Territorial, Provincial, Municipal and/or Out-of-Country laws.		
2	If project funding was received in 2019, we confirm that our District has submitted a final Project Progress Report.		
3	The project has the support and approval of the District Executive(s).		
4	The application is complete.		
5	This District has submitted only one application.		
6	The application has been submitted to RTOERO Office on or before the required deadline of August 14, 2020.		
7	An RTOERO District member prepared this application.		
8	The amount of the funding request is not more than \$4000.00 per District applying		
9	The funding commitment is for a one-year period only.		
10	The Funding/Expenses Report details funding sources and a list of expenses. Quotes for expenses are included.		
11	Funds for this project will only be used for project-oriented expenditures.		
12	The project details support for the Goals of Project – Service to Others.		
13	A detailed list of how members are involved in this project is included.		
14	This application outlines the geographic location of the project.		
15	This project details the timeline for initiation and completion.		
16	A list of educational, community and/or social benefits that will accrue as the result of this project is outlined.		
17	An explanation of how this project will enhance the image of RTOERO and its members is included.		
18	Pertinent information from any local community agency involved in the project is included as supportive documentation.		
19	A plan to publicize the project in a number of ways is included in the application.		
20	We understand that the decision of the Project – Service to Others Committee is final and not subject to appeal.		