



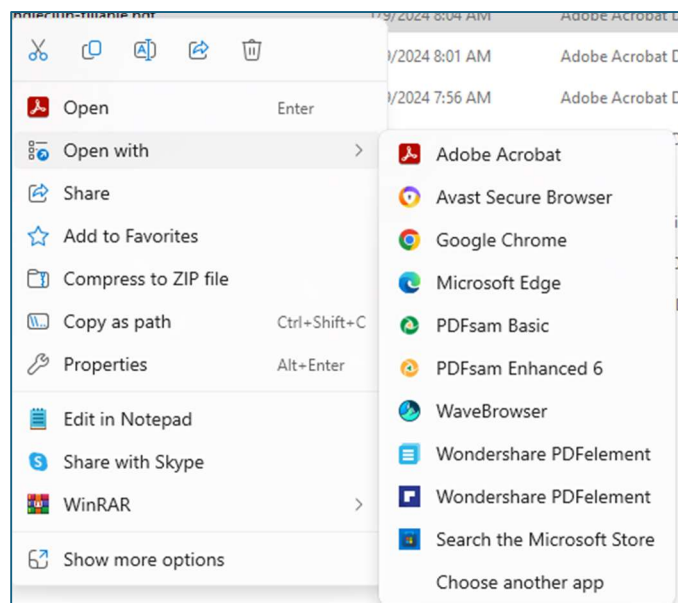
Instructions for Completing and Submitting Fillable Forms

To work with CNY Rotary fillable forms, you must view them in Adobe Acrobat Reader or a similar PDF viewer. Browsers generally do not support fillable forms, so do not use your web browser or Apple Preview to work with these files. The latest version of Acrobat Reader – it's free – can be downloaded [here](https://get.adobe.com/reader/) - <https://get.adobe.com/reader/>

After downloading the pdf, you will use your computer to view the file:


1. Make sure Adobe Acrobat or [Acrobat Reader](#) is on your computer.
2. Right click the pdf name on the CNY Rotary website
3. Select Save Link As and choose the destination folder and file name for the pdf on your computer.
4. Double-click on the file to open the pdf on your computer.
The file should open using Adobe Acrobat or Adobe Reader if these programs are on your computer and are set as the default pdf reader

If the file opens in a web browser, you will need to close the file and instruct your computer to reopen it in Acrobat. In Windows, right click on the file and select Open With.....



- Once the file is open, enter your information in the fillable fields (highlighted in blue).

Please Read Fillable Forms Instructions Document First



THE ROTARY FOUNDATION 2024-25 CNY Rotary District Grant Application

This is a QUALIFYING DOCUMENT

1. Sponsoring Rotary Club:
2. PRIORITY -- Please Check ONE: #1 or #2.
3. If other Rotary clubs are involved in the project, please list:
4. Project Title:
5. **PROJECT DATES BETWEEN July 2024 to May 31, 2025**
 Project Start Date: Projected Completion Date:
6. Describe the project. Please provide specific and detailed information to explain the scope of community impact and the unmet need(s) this project will address. Also include how Rotarians will participate in this project. (Please add an attachment if necessary)

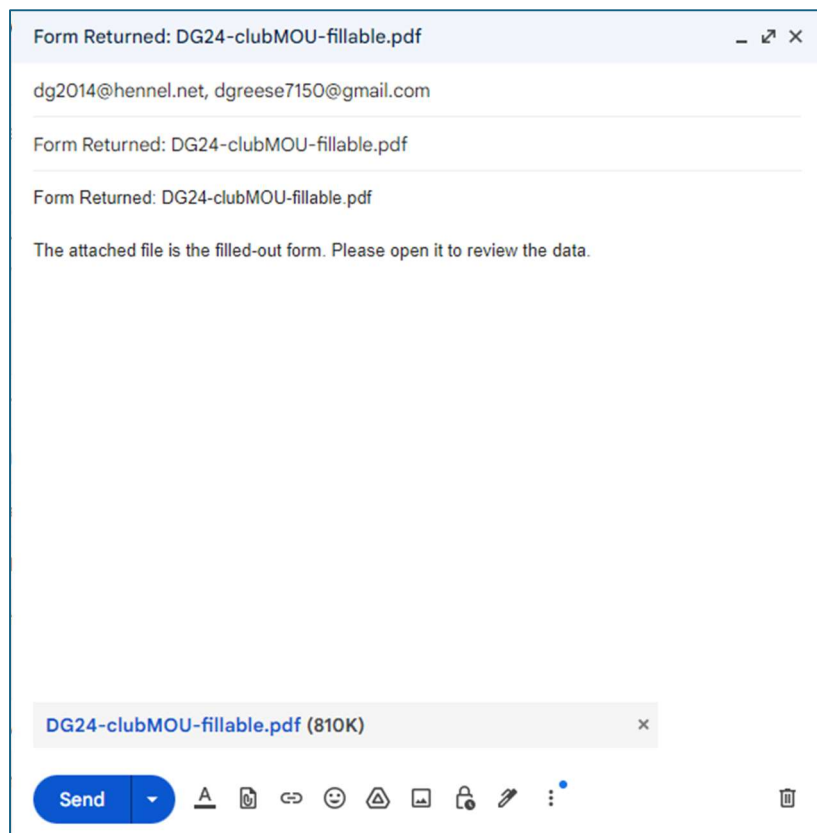
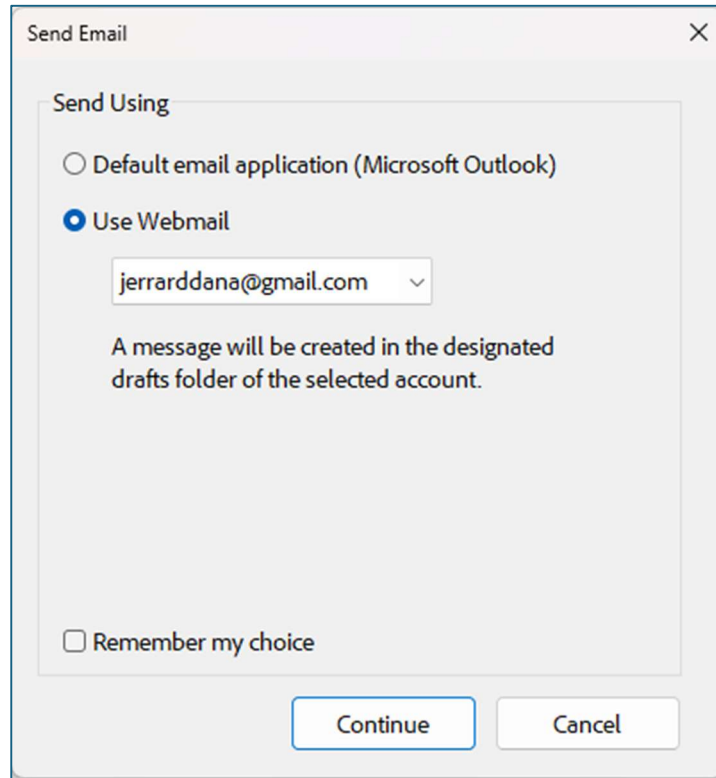
 District Grant 20234-25 Writer (name): |

The Print, Save, and Email buttons at the bottom of qualifying (required) forms will only work if using a PC running Windows, or a Mac personal computer (these will not work on an iPhone, iPad, or Android device).

For your convenience, if you are filling out this form on a Windows or Mac PC, the buttons to the right may be used to save or print a copy of your form as well as submit your form via email to both Dave Hennel and Don Reese. Note: the EMAIL button will automatically attach this form.

- The button will prompt you to save a copy of the pdf file to your computer, with all entries and changes that you have made. It is not necessary for you to complete the form in one session; return to this file later and pick up where you left off. You can also select Save or Save As... from the Acrobat menu
- The button will print a copy of the pdf file to your computer's default printer, with all entries and changes you have made. You can also select Print from the Acrobat menu

- The **EMAIL** button will format a draft email in your default email program. The email will automatically have Dave Hennel and Don Reese as recipients, and a copy of your current pdf file will be automatically attached. If you have more than one email configuration on your computer, you will be prompted to select one:



- A video tutorial illustrating these instructions can be found on YouTube by clicking here:

The screenshot shows a YouTube video player displaying a PDF document titled "DG23-clubMOU-fillable.pdf" in Adobe Acrobat Reader DC. The document content includes a list of disqualifying activities and a "Club Qualifications Checklist".

Club Qualifications Checklist:

Please Note: All qualification items listed below must be *completed and checked-off* prior to the application deadline of May 1, 2022.

- Designate a club Foundation Representative for each year of qualification. This representative, or club-designated appointee, must attend district grant management and qualification training.

Please List:

Club Foundation Representative: Dana [input field]

Contact Information: Email: [input field] **Phone:** [input field]

Alternate Representative: [input field]

Contact Information: Email: [input field] **Phone:** [input field]

- Have the above individual(s) attended grant training? Please Check: YES NO
- Acknowledgement of Matching Funds: Clubs must put a minimum of one dollar (\$1.00) of the requesting clubs own funds for every dollar requested towards the project
- Cooperate with any financial, grant, or operational audits
- Be current on all Rotary International and District 7150 dues

The video title is "District 7150 Fillable Forms Tutorial" and it is marked as "Unlisted".

<https://www.youtube.com/watch?v=juDA6tvCiWk>