**Special Project Award Submission Form**

**Name of Rotary Club**:……………………………………………………….

**Name of Project Director** :…………………………………………………….

**Name of Club President**:………………………………………………………………..

**Signature of Club President**:…………………………………………….

**If your Rotary Club is in Kenya, tick your region:**

* Coast
* Eastern
* Nairobi East
* Nairobi West
* Western
* Rift Valley
* Central Highlands

**Is this a joint entry with another Rotary Club?**

* Yes
* No

**If yes, provide name of Clubs**:…………………………………………

**Names of Project Directors**: …………………………………………

**Details of Club Presidents**: …………………………………………

**Signature/s of Club Presidents**: …………………………………………

* Each question will be 25 points.
* We expect you to employ the 4-Way-Test.
* Be as detailed as possible and provide evidence to support your statement. It can be in form of photos, videos (insert a video link), screenshots, correspondence, testimonials etc.

For this Entry, you need to present a compelling case why you have called the project Special.

1. Tell us about a project or partnership that has had a big impact in the community. What is it about? How many people are benefiting? How does it address needs within the community? Who is involved? *(Provide evidence)*
2. Show how Club members participated or are participating in the project/partnership. *(Provide evidence)*
3. Demonstrate how the project incorporates inclusivity and diversity – how does it ensure a wide range of voices are accommodated and everyone feels welcome and represented? *(Provide evidence)*
4. How does the project ensure openness, transparency, and accountability in finances? Activities and reporting? If you have a procedures manual, explain what it entails. *(Provide evidence.)*