

**District 6450 – District Grants**

**Overview**

Every year, each Rotary Club in good standing within District 6450 is eligible to apply for one or more district grants to help fund a qualified activity. Smaller in nature than the Global Grants, these activities must support the **Mission of The Rotary Foundation (TRF):**

*To enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.*

Each Club President, President Elect and one other Club Designee will receive a grants package containing a letter with the exact amount of funds allocated to the Club, an application form, and other basic documents outlining the process, policies and eligible project examples. President Elects must complete the applications and submit them to the District Grants Committee for approval. Acceptable applications will be collated for a district grant application to TRF for final approval and funds distribution. At the close of each project, Clubs must complete and submit a report with appropriate receipts and documentation.

**Rules**

District grants have been streamlined and simplified to encourage maximum participation of Clubs every year; however, there are still a few rules to be followed:

* To be eligible, Clubs must have completed the prior year District Grant Final Report and be current on Rotary International and District Dues.
* Clubs may apply for a maximum of the amount indicated in their grants application file which is equivalent to 25% of the total contribution its members made to The Rotary Foundation three years earlier.
* Clubs must contribute funds as least equal to the amount allocated by the district, e.g., if the allocation is $750, the Club must commit to contribute at least $750 for a minimum total project amount of $1,500. (Clubs may contribute more funds for a larger project.)
* If a Club does not submit its grant application(s) by the deadline, its allocated funds will no longer be available for District Grants.
* Clubs may submit multiple applications up to the total amount of their allocation. For example, if its allocation is $3,000, the Club may submit 1 application for $3,000 or 3 applications for $1,000 each or any other combination.
* Multiple Clubs may pool their funds together into a single application/project. All other rules still apply. (The lead Club will receive the funds.)
* All applications must be submitted electronically as directed on the application form.
* Changes to approved applications must be approved by the District Grants Committee and TRF.
* Projects must be completed no later than May 31 of the applicable Rotary year.
* Final reports are due within 2 weeks of the project ending date. Failure to close the project will result in the Club not being eligible for District Grants the following year.
* Clubs may choose to designate their funds to use toward a Global Grant (GG). The full allocation must be used toward a GG. The GG must be submitted to TRF in the 2016-17 Rotary year.

**What’s Allowed and What’s Not**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YES |  | Examples of Approved Projects |  | NO |
| Scholarships |  | Playground repairs, community children’s activities |  | “Check-writing” to other organizations or activities primarily implemented by non-Rotary organizations |
| Travel for related Global Grants\*  |  | Back Pack Programs |  | Specified Rotary promotional materials (shirts, bags, etc.) |
| Support of other organizations through direct Rotarian involvement |  | Holiday or special event meals and celebrations; holiday gifts |  | Rotary sponsored events or fundraisers |
| Vocational Training Teams  |  | Community events |  | Salaries or operating expenses to other organizations |
| Stipends\*\* |  | Dictionaries |  | NON-needs based scholarships |
| TRF Programs such as RYE and RYLA; or District 6450 Peace Summit |  | Community mental health materials |  | Establishment of another fund - allocation must be used in same year |

*\*contact the District Grants Chair for specific instructions related to travel prior to submission*

*\*\*For questions or details contact the District Grants Chair*

*Subject to change per The Rotary Foundation Grants Terms and Conditions found at www.rotary.org*

**Application Process and Timeline**

 **April 25 May 15 May 31 June July July/August**

1. **Grants Package:**

President Elects will receive a grants package including the application via email. Applications are due May 15th.

1. **Application Submission:**

Applications must be in electronic form and submitted via email by the May 15th deadline. All required fields must be completed in order for the application to be accepted for review.

1. **Committee Approval:**

Individual Club applications will be consolidated and reviewed for general compliance by the District Grants Committee no later than May 31.

1. **TRF Submission & Approval:**

Consolidated application file will be used for submission to TRF as soon as the prior year report is complete and submitted.

1. **Approval Letter & Checks:**

The approved application file will be returned via email to Club Presidents with an approval notice and final report file. Checks will be sent to the Club’s standing mailing address once funding has been received from TRF.

1. **Implementation:**

Share the good works via websites, Facebook, twitter, etc. using photos, video, etc.

Keep copies of ALL primary, itemized receipts and proof of payment for electronic submission with final report.

1. **Final Reports:**

Final reports are due on the 15th of the month following the Project Completion Date indicated on the approved application. Scanned copies of all receipts and proof of payment are required.