

# **GUIDE** **FOR D5010** **DISTRICT** **GRANTS**

## **Introduction**

This handout provides an overview for submitting a district grant at the **Rotary District Grants Website** ([www.matchinggrants.org/district](http://www.matchinggrants.org/district)). All grant submissions must be completed on-line. The website serves as a repository for all District 5010 grants.

Not all of the features of the website are addressed in this handout. There are links at the bottom of the website titled **FAQs** and **About This Site** for additional questions. For more information about grants, go to the District 5010 website, [www.rotarydistrict5010.org](http://www.rotarydistrict5010.org). Click on **Resources**

and the scroll down to **Grants**.

For questions, contact Denise Ringhand, District Grants Resource Leader, at [ringhanddenise@gmail.com](mailto:ringhanddenise@gmail.com) or 907-322-8854.

## **District 5010 Important Dates**

Here are some key dates to remember regarding District 5010 grants:

<b>KEY DATES</b>	<b>COMMENTS</b>
<b>April 20th</b>	Deadline for district grant proposals. <i>Note:</i> Memorandum of Understandings and Grants Management Seminars can be accomplished anytime, but must be completed before distribution of funds.
<b>May 31st</b>	All District Grants and final reports with receipts and signed invoices are due.
<b>July 1st</b>	Matching grant funds will be issued after this date.
<b>October 31st</b>	If funds are not used, project budgeted funds will be re-allocated.

## Applying for a New District Grant for the Rotary Year

- a. Go to [www.matchinggrants.org/district](http://www.matchinggrants.org/district).
- b. Click **Submit Project** near the top or bottom of the website.
- c. Once you click on **Submit Project**, read the instructions carefully and click on the link below:

### Submit a Project

Please read carefully before submitting a project.

Projects on this website are usually submitted by a Rotarian from the project primary club.

You can submit a new project to be published on this website. You should do so if you want to go through your district approval process. Your project will be included in the [Main List](#) and anybody can review the project description. You will be notified by email when your project has moved to the next level in the approval process, or when you are requested to do something.

When submitting a new project, make sure you include a complete description. Only projects with a detailed description will be accepted on this site. Give us an email address that you check very often, as this is the only way you will be notified when changes are made to your project. You can submit pictures and other supporting documents to describe your project.

Before you begin, please be familiar with the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#).

[>> Submit a New Project <<](#)

- d. Begin completing the on-line application. See form below.
- e. Here are some points to remember:
  - (1) The **DDF Requested** amount cannot exceed the **Club Contribution** amount; however, the **Club Contribution** should match or exceed the **DDF Requested** amount.
  - (2) Ensure the correct Rotary year is listed on the grant application. The Rotary year is July 1<sup>st</sup> to June 30<sup>th</sup>.
  - (3) Rotary District Grant projects must be completed and reported before the end of May. Grants cannot be extended into the next Rotary year.
- f. Click to submit your application but **do not sign** the application yet. You may need to make changes to your grant. See the **QuickTips** page on the website for detailed instructions on how to make all these changes.
- g. Once your project has been submitted, your application will be routed to the District 5010 Grants Resource Leader. If there is missing information or questions, you will be contacted.
- h. The District Grants Committee will meet and review all of the District 5010 grant applications in May. Funding of the grants is based on several factors: number of grants received, how much DDF funds were received for the district, club contributions to The Rotary Foundation, etc.
- i. All clubs will be notified regarding approval of their project and the actual amount approved by the committee. Some clubs may need to modify the amount of the **DDF Requested** on the grant application. Make the change first on the website and then **begin the signature process**. Club funds may be spent only AFTER the Block Grant has been approved by The Rotary Foundation (TRF). The District Grants Treasurer will mail checks to the club shortly after the beginning of the new Rotary year.

## Sample of District Grant Application

### Your Information

This must be **YOUR name and YOUR email address** if you are not the primary contact for this project, otherwise you will not be granted access to the project administration

Your Name  Your Email

### Submit a New Project

Project Title  Rotary Year   
Country  Location

#### Areas of Focus (Check all that apply)

- Peace and conflict prevention/resolution  Disease prevention and treatment  
 Water and sanitation  Maternal and child health  
 Basic education and literacy  Economic and community development

Activity Type

**Project Summary:** Short sentence to explain the project. This project description should provide information about what activity is being funded, who is benefitting from the activity, and the name of the location of the project or activity, including the city or country. For example, "Five computers provided to schools for children in Addis Ababa, Ethiopia."

**Project Description:** You should include what needs have been identified, how the project will meet those needs, and the timeline for your project. Please specify what the project funds will be used for and how club members will be involved.

### Project Contact Person

District Number  Rotary Club of   
Contact Name  Email

### Project Budget

Total Budget  Club Contribution  District Contribution (DDF)

### Payment Information

This is the information to provide to your District Leadership to send the check payment after the project is approved.

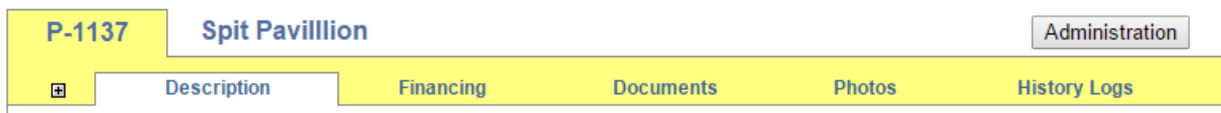
Contact Phone Number  Make checks payable to

Address  City  State  Zip

Check this box to certify that this project fits within the guidelines of the Rotary Foundation Mission Statement:  
*The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.*

## Making Updates To A District Grant Project

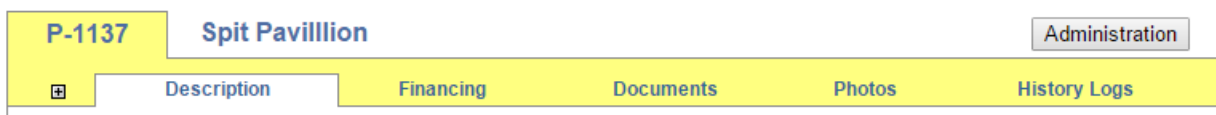
Please keep us updated of the ongoing status of this project. You can make changes to the project page by clicking on the **Administration** link on the right section of the tab navigation bar of your project page, and then clicking on one of the headings in the yellow banner. We recommend that you upload photos and supporting documents to the website to better define your project.



- a. All files in the **Documents** section must be PDF files. **Photos** do not have to be PDF files. **History Logs** can be used to update significant information about the grant during the course of the Rotary year. If there have been no updates to the website project page in 6 months, you will receive an automated email from the website inquiring about the status. Please use the link in the email to make any updates and include an entry in the **History Logs**.
- b. When uploading files, the files may not show up right away on your project page. Please wait at least a day before trying again to upload the file. If your files do not show up on your grants page after a couple of attempts, please contact the District Grants Resource Leader.

## Preparing The Final Report

Once the grant is completed, a Final Report and all receipts showing payment of the DDF funds must be uploaded to the website. The Final Report must be completed within two months of project completion, but NO LATER THAN May 31. To download a Final Report form, go to the project website and click on the **Administration** tab.



Then click on the **Description** tab. You will see a paragraph in the middle of the page with a link highlighted in yellow (see below). Click on that link to download the Final Report. Complete the report and sign it. Upload the file by clicking on the **Administration** box and then the **Documents** heading as shown above. The Final Report and all receipts must be in PDF format. Click on the "**Reported**" button as shown below once you have uploaded your documents. This will alert the District Grants Resource Leader that your project is completed.

Project Contact: Click the "Reported" button to change the status to "reported". Please make sure you upload the report and all receipts on this website before clicking this button. The district leadership will review these documents after you click the button and will only change the project status to "Completed" if all the information has been provided.

>>> [Click here to download a blank report form.](#)

Reported

**The next page is an example of the Final Report.**

# Individual Project Final Report

**Please complete, print, sign, scan and upload this report into your project's Documents tab.** In addition to this form, include all invoices (be sure they are marked "paid"), receipts, and/or copies of checks for the full amount of the project budget.

Rotary Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

## Project Description

1. Describe the project. What was done, when, and where did project activities take place?
  
2. How many people benefited from this project? \_\_\_\_\_
  
3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
  
4. How many Rotarians participated in the project? \_\_\_\_\_
  
5. What did they do? Please give at least two examples, not including financial support provided to the project.
  
6. If a cooperating organization was involved, what was its role?

## Financial Report (District must retain receipts of all expenditures for at least five years)

Currency \_\_\_\_\_ Exchange \_\_\_\_\_ = 1 USD

### 7. Income

Sources of Income	Currency	Amount
1. District Grant funds received from the District		
2. Rotary Club Contribution		
3. Other funding (specify)		
<b>Total Project Income</b>		

### 8. Expenditures (please be specific and add lines as needed)

Budget Items	Name of Supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
<b>Total Project Expenditures</b>			

## Certifying Signature

By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

Certifying Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print name, Rotary title, and club \_\_\_\_\_