

DISTRICT 5180 GRANT POLICIES

District 5180 grant application and approval policies incorporate those established by The Rotary Foundation (TRF) as prerequisites for grant approval. In addition to TRF requirements District 5180 has established some additional policies to insure all clubs have access to the District Designated Funds (DDF) available for matching club cash donations to Global Grants and the funds available for District Grants. The DDF available will initially be split evenly between Global and District Grants. Any funding not used for District Grants will be made available for additional Global Grants. Each Rotary year Clubs must complete the certification process and have submitted the signed Memorandum of Understanding (MOU) to District 5180's Grants Chair.

Annual review and recommendations for change may be made by the Global and District Grant Sub-Committees, Finance/Advisory Committee or Club Presidents and submitted to the District 5180 Grants Committee for consideration. Any changes as to the manner DDF is allocated between Global and District Grants is subject to approval by the clubs.

GLOBAL GRANTS

Club cash donations are matched by District 5180 one to one with DDF. Global grant applications shall be submitted to District 5180's Global Grants Sub-Committee for review and allocation of DDF from July 1 to March 1 of each Rotary year. (ie July 1, 2013 to March 1, 2014) The March 1 deadline is to allow sufficient time for review and submittal by TRF's deadline of March 31. TRF has final approval on all Global Grant applications.

During the period of July 1 to September 30 of each Rotary year the available DDF for each club is their pro rata share based upon their contributions to the Foundation in the prior two and half years. Effective October 1 DDF is available on a first come first serve basis to any club. During the restricted period of July 1 to September 30 a club may transfer any or all of their DDF to another club with or without a cash donation. The receiving club would be responsible to insure there is sufficient cash to match the donated DDF one to one. Clubs are encouraged to partner on projects either through their DDF allocation and/or cash contributions.

Each year one graduate level scholarship will be available for international study in the six areas of focus awarded in compliance with TRF Global Grant guidelines. This scholarship will be funded first from the John Cole Endowed Scholarship and then from the Global Grant allocation if insufficient funding is available from the John Cole

Endowed Scholarship. Every club may submit one candidate to the Scholarship Committee. Applications are accepted from May 1 to May 31 each Rotary year with studies to commence after January 1 of the following Rotary year. (Applications accepted May 1 to May 31, 2013 study commences after January 1, 2014) This timeline allows for the required approval by TRF of the selected candidate and their course of study.

DISTRICT GRANTS

District Grant projects must meet TRF grant guidelines and TRF has final approval on all projects. In addition to any TRF guidelines, District 5180 has established policies and procedures to insure every club has access to these funds. District Grant funds must be used for local projects defined as performed within District 5180 boundaries.

Every club may submit one grant application with a minimum grant amount of \$500.00 and a maximum grant amount of \$3,000.00. Clubs must match the grant amount dollar for dollar. Clubs will fund the entire project and the grant is paid when the final report and receipts are approved by the District Grant Sub-Committee Chair.

Fifteen percent (15%) of available funding will be set aside specifically for local scholarships (study at an approved college or university including vocational or technical schools at an undergraduate level). Should there be insufficient requests for scholarship funding, unused funds will be made available for other District Grant requests. A club may submit an application for a scholarship grant in addition to a general grant, however the maximum funding available to a club is \$3,000.00.

Grant applications are due between March 1 and April 30 each Rotary year to the District Grant Sub-Committee Chair. The District Grant Sub-Committee will review the applications for compliance with TRF guidelines and District policy. Should grant requests for the general funds exceed available funding the committee shall rank the projects using the District Grant Selection criteria. In the event of a tie for the general funds and more scholarship applications than funds available, weight will be given to the per capita contributions of those clubs.

The projects/scholarships selected will be submitted to TRF for final approval in May. The project must be completed and the final report and receipts approved by April 30 of the Rotary year. Sample timeline:

Submittal of District Grant Application March 1 to April 30, 2013

Selected projects submitted to TRF for approval May 1 to May 31, 2013

Approval received from TRF June 1 to June 30, 2013

Projects commence upon notification by District Grants Sub-Committee Chair July 1, 2013.

Project completion, final report and receipts must be submitted for grant payment no later than April 30, 2014. If the final report and receipts are not received by April 30, 2014 any unused or unapproved funding will be returned to TRF for Global Grants.

EVALUATION CRITERIA FOR DISTRICT GRANTS

POINTS	ITEM
10	BENEFICIARIES - Who and how many people will benefit from the project? (Projects should benefit as many people as possible)
15	PROJECTS DIRECTLY AFFECTING CHILDREN – Will the project provide for the educational, nutritional or health needs of children?
25	HUMANITARIAN BENEFIT – Is the project a viable commitment to the needs of the community? Is the project capable of making a long term impact on the beneficiaries/community?
5	SIX AREAS OF FOCUS – Does the project meet one of TRF's six areas of focus? Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, Economic and community development.
10	COOPERATING ORGANIZATION, PROJECT PARTNER - How are they involved? (Clubs are encouraged to have project partners. This includes a partner who helped assess the need for a project)
5	PARTNERING WITH OTHER CLUBS – Will the size and scope of the project benefit by clubs combining their financial and human resources?
20	WORK HOURS- How many hours will be contributed by club members to complete the project. (Clubs are encouraged to have members time consist of hands on activities or interactions with beneficiaries rather than fundraising.)
10	PUBLIC RELATIONS IMPACT - How will publicity for the project and Rotary be generated?

Guidelines adopted on January 12, 2013.