

Request for Proposal (RFP)

Rotary Club of Ludington

Local District Grant 2026-2027

Guidelines and Instructions for Applying for Grants

Introduction

Rotary Club of Ludington plays an important role in supporting local organizations that advance the public good, foster innovation, and address community needs. This Request for Proposal (RFP) aims to solicit applications from eligible entities seeking funding for sustainable projects and programs. Eligible entities do not include individuals, families or for-profit organizations. We prioritize projects that provide benefits beyond the year in which the grant is awarded, that demonstrate measurable outcomes, support one or more of our Areas of Focus, involve active participation by Rotary members, or are sponsored by a member of Rotary. We will not consider projects for the operating, administrative, or indirect program expenses of another organization.

Areas of Focus

We are seeking proposals in the following focus areas:

- Peace Building and Conflict Resolution
- Disease Prevention and Treatment
- Providing Clean Water, Sanitation, and Hygiene
- Maternal and Child Health
- Basic Education and Literacy
- Community Economic Development
- Supporting the Environment

Funding Information

Rotary Club of Ludington anticipates awarding a grant ranging from \$1,000 to \$5,000, depending on the scope, scale, and impact of the proposal. Rotary Club of Ludington will fund up to \$2,500 and will apply for matching funds from Rotary District 6290. The final

award amount will be contingent on the amount of grant funds matched by Rotary District 6290. Funds will be awarded to the applicant following receipt of the matching grant funds from Rotary District 6290. This will likely occur in January or February of 2027.

Proposal Submission Guidelines

Applicants must submit an initial proposal that includes the following components:

- Name of the Benefiting Organization
- Amount of Funds Requested
- Executive Summary: A brief overview of the applicant's mission, project summary, and the amount requested
- Statement of need and target population
- Detailed project budget listing how the funds will be spent
- Start and End Dates – Project must be completed by December 31st, 2027
- Organization contact information
- Ownership - Who will be the final owner of any project equipment/materials/supplies
- Rotary Area of Focus
- Statement of Sustainability – describe how your project is sustainable and for how long

Timeline

- RFP Release Date: 7/20/2026
- Proposal Submission Deadline: 8/28/2026
- Review Period: 9/1/2026 – 9/20/2026
- Notification of Project Acceptance: 9/21/2026
- Complete application for District 6290 matching funds: 9/21/2026 – 10/15/2026
- District 6290 Grant committee review meeting: 11/10/2026
- Awarding of Funds: January or February 2027

Terms and Conditions

The Rotary Club of Ludington reserves the right to reject any or all proposals at its discretion.

- 1) The benefiting organization will assist Rotary Club of Ludington in completing the Rotary District 6290 Local Grant application to be submitted prior to October 15th 2026.
 - a. Provide a budget and timeline for the project.
 - b. Agree on a plan for how the project will gain community awareness for The Rotary Club of Ludington, the benefiting organization, and the project.
 - c. Sign the application and agree to its terms as listed below:

As an officer of the benefitting organization, I have reviewed and received a copy of this grant application. Our organization agrees to return to the Rotary Club any funds received if our organization's project is cancelled or if the funds received are not used as intended on the Rotary grant application.

- 2) The benefiting organization will assist Rotary Club of Ludington in preparing all required reports on the use of District Grant funds by agreeing to provide the following:
 - a. Status update on the progress of the project by June 15th, 2027. Include any reasons why the project is behind schedule, if needed. Should include when the project is planned to be completed.
 - b. A report (**electronic**) that provides details of all expenses, including copies of all original receipts. Must be provided by June 15th, 2027 showing the current expenditures and final expenditures within 20 days of project completion, if after June 15th.
- 3) The benefiting organization agrees to complete the project to the best of its ability by December 31st, 2027.
- 4) The benefiting organization agrees to promote the project and Rotary in the community as outlined in the completed Rotary District 6290 Local Grant application.

Submission Process

Proposals must be submitted via email to ludington.rotary@gmail.com by 8/28/2026. Late submissions may not be considered.

For questions please send an email to ludington.rotary@gmail.com

ELIGIBLE ACTIVITIES

(Updated by RI October 2025)

Activities that are eligible for district grant funding:

- A. Align with The Rotary Foundation's mission.
- B. Can include:
 - 1. Local service projects and related travel
 - 2. Scholarships for any educational level
 - 3. Vocational training teams (groups of professionals who teach others about a particular field or learn more about their own) and related travel
 - 4. Scholar and vocational training team orientation
 - 5. Grant management seminars
 - 6. Rotary members' participation in, and travel to and from, Rotary project fairs, to help clubs and districts find project partners
 - 7. Projects and activities in countries where Rotary has clubs as well as in areas where we do not, and in geographic areas where permitted by law and in accordance with Foundation policies
 - 8. Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, or Interact programs
 - 9. Community assessments
 - 10. Construction and renovation
 - 11. Microcredit activities when working with a registered microfinance institution that has operated for at least three years to administer loan programs
 - 12. Campaigns to build awareness of and signs alerting people to the presence of land mines
- C. Involve active participation by Rotary members
- D. Cause no harm and comply with the laws of both the United States and the country where the grant-funded activities will be carried out. (If you plan to sponsor activities in or travel to countries sanctioned by the U.S. Treasury Department's Office of Foreign Assets Control, you will be asked to supply more information.)
- E. Protect the safety and well-being of all minors who participate, and comply with Rotary International's youth protection policies
- F. Are reviewed and approved by the Foundation before they are implemented.
- G. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out

- H. Comply with the Conflict-of-Interest Policy for Program Participants as outlined in section 30.040. of The Rotary Foundation Code of Policies and summarized in section 10, Conflict of Interest Policy for Grants
- I. Adhere to Rotary's policies for the use of the name "Rotary" and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the Rotary Code of Policies
- J. Include signage on or near project sites that identifies the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of The Rotary Foundation Code of Policies and in accordance with Rotary's brand guidelines, which can be found in the Brand Center
- K. Adhere to Rotary's Privacy Statement for Personal Data, outlined in section 26.080. of the Rotary Code of Policies

INELIGIBLE ACTIVITIES AND SPENDING

(Updated by RI October 2025)

District grant-funded activities may not:

- A. Discriminate against any group
- B. Promote a particular political or religious viewpoint
- C. Perform purely religious functions
- D. Provide continuous or excessive support to any one person, entity, or community
- E. Establish a foundation, permanent trust, or long-term interest-bearing account
- F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding
- G. Include fundraising activities
- H. Transport vaccines over national borders without prior approval of government and regulatory authorities in the originating and receiving countries
- I. Require anyone to work without pay. (Projects should strive to uphold labor rights and fair wage practices; if the people who will benefit are required to volunteer on the project, their explicit consent is required.)
- J. Require work by anyone below the country's legal working age or, if the law doesn't specify, anyone underage 16

District grant funds also may not be used to pay for:

- K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved
- L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant

- M. Purchases of land or buildings
- N. Weapons or ammunition
- O. Military assistance
- P. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies
- Q. Public relations initiatives, unless they are essential to completing the project
- R. Project signage that costs more than US\$1,000
- S. The operating, administrative, or indirect program expenses of another organization
- T. Unrestricted cash donations to a person or cooperating organization
- U. COVID-19 vaccines
- V. Immunizations that administer only the polio vaccine
- W. Travel to National Immunization Days
- X. Abortions or procedures that are undertaken solely for sex determination
- Y. Study at a university that hosts a Rotary Peace Center in the same or a similar academic program as Rotary Peace Fellows
- Z. International travel for anyone under age 18, unless they are accompanied by a parent or guardian or are participating in the Rotary Youth Exchange program
- AA. Loan guarantee systems
- BB. Items that would then be owned by a Rotary district, a Rotary or Rotaract club, or a member. If items bought with grant funds are no longer needed or functional, the organization designated in the grant application as the benefiting entity is responsible for disposing of or selling them and will receive any proceeds. No Rotary district, Rotary or Rotaract club, or their members can receive any income from the disposal or sale of the items.
- CC. The detection and removal of land mines or the purchase of equipment to remove land mines

GRANT POLICY FOR DISTRICT LOCAL GRANTS

Durable Goods: Durable goods are tangible, long-lasting products that do not quickly wear out and generally have a useful life of three years or more. Because durable goods provide benefits beyond the year in which the grant was awarded they promote sustainability, an important goal for any Rotary project.

Consumable Goods: Consumable goods are products intended to be used up, eaten, or worn out, requiring frequent replacement due to their short lifespan. Consumable goods, like food or cash cards, do not foster sustainability, however they do provide important benefits to the beneficiaries.

1. Grant proposals for durable and consumable goods will be considered.
2. Grant requests for “Consumable Goods” will, effective in the Rotary Grant year 2026-2027, continue to be evaluated on their own merits, as in the past. In the case that a grant request for “Consumable Goods” is submitted on a recurring basis, it will only be awarded funds twice in any given five-year period. (Grant awards in past years do not count towards this two-in-five-years formula.)
3. Clubs should avoid requesting District funds supporting the same projects/programs year after year such as to become part of the annual budget of the benefitting organization. Definition of “same” project/program is when the same project, program, entity or organization is being supported, or the same people are benefitting each year.
4. District grant funds left over and not used at the completion of the project must be returned to the District Grants Committee.

Request for Proposal

Use additional pages as needed

Project Name

Name of Benefiting Organization

Dollar amount Requested \$ _____

Executive Summary: A brief overview of the applicant's mission, project summary, and the amount requested

Statement of need and target population:

Project Budget

All expense and revenue information must be completed in U.S. dollars

Total expense number must be the same as dollar amount requested

Expenses			
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
	Total	\$	

Start Date

Estimate start date of the project

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End Date

Estimate completion date of the project

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Rotary Involvement

Does the project allow for active participation by Rotary members?

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Benefiting Organization Contact Information

Provide contact name, phone number, and email address

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Rotary Foundation Area of Focus

Peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; or the environment

Ownership

Who will be the final owner of any project equipment/materials/supplies This cannot be a Rotary Club or Rotarians

Sustainability

Sustainability is highly recommended but not required, if you have a sustainability element in your project, describe how your project is sustainable and for what period of time.