

Guide to Selecting DSG Projects for Consideration by The District Committee

RI Districts are responsible for establishing a system to review DSG applications and authorize the use of DDF for DSG projects in their districts. When reviewing DSG applications, please consider the following information:

Eligibility	Projects should comply with District Simplified Grant Program criteria established by the Trustees of the Rotary Foundation.
Processing Timeline	Interest in DSG is expected to increase during this Rotary year. Clubs are encouraged to submit complete applications as early as possible. This will ensure that applications are processed in a timely manner. It is requested that clubs allow at least eight weeks processing time. <i>Clubs cannot begin project activity until after the application has been approved by The District Committee.</i>
Budget	The specific items to be obtained with grant funds should be clearly marked in the budget section. Please also note that Rotarian participation should refer directly to the items to be purchased with grant funds.
DSG Spending Allowance	Districts are responsible for tracking the use of their DSG spending allowance each year. Normally the minimum grant award per application is \$1,000.
DDF	Districts must monitor the balance of DDF funds to ensure there is sufficient DDF available for the DSG award.
Sending Applications to the District	When feasible, clubs are encouraged to send their DSG applications in as early in the cycle as possible. This will help ensure that there is sufficient funds to fund the club's desired project. If a club desires a local project, complete the District 6670 Simplified Grant Program Application and submit April through December each year. Applications will be considered and approved on a rolling basis during that time by a committee designated by the District Governor. Completed applications should be forwarded to: District Grant Subcommittee Orville Bantz, PDG 1788 S. Preble County Line Rd. Farmersville, Ohio 45342 Phone/Fax: 937-696-2582 Email: RD6670OB@AOL.com

District 6670 Simplified Grant Program

The District Simplified grant Program (DSG) will provide funding for one-time-only community service projects that involve the active, personal participation of Rotarians. The projects should serve as a means of enhancing the community and/or improving the lives of the less fortunate where Rotary clubs are present.

Each Rotary district has the option of designating part of its Humanitarian SHARE allocation to fund DSG projects. The maximum amount available for each district to designate for DSG projects each year will be calculated based on 20 percent of the district's DDF generated three years prior. Sufficient dollars must be programmed in the Humanitarian category to pay for the projects. Districts can choose the projects to award.

Application Process

If a club desires a local project, complete the District 6670 Simplified Grant Program Application and submit April through December each year. Applications will be considered and approved on a rolling basis during that time by a committee designated by the District Governor

Completed applications should be forwarded to:

District Grant Subcommittee
Orville Bantz, PDG
1788 S. Preble County Line Rd.
Farmersville, Ohio 45325
Phone/Fax: 937-696-2582
Email: RD6670OB@AOL.com

Program Criteria

Requests for District Simplified Grant Awards must meet the following criteria:

- a. Projects must not directly benefit a Rotarian; an employee of the club, district, or other Rotary entity or of Rotary International; or a spouse, lineal descendant, spouse of a lineal descendant, or an ancestor of any living Rotarian or Rotary employee.
- b. Projects must not fund existing projects or activities primarily sponsored by another organization or fund operation expenses of another organization.
- c. Project funds may not be used for travel, salaries, or other administrative overhead costs.
- d. Projects must be Rotary-sponsored and publicly identified as such.
- e. Projects must not knowingly involve liability on the part of Rotary International or its Foundation except to provide the amount of the grant.
- f. Program funds may not be used to reimburse applicants for projects already initiated or completed.
- g. Funds may not be used to purchase land or building or to construct substantial building. Funds must be used in compliance with the Foundation's policies on construction and renovation.
- h. Project funds cannot be used to fund the ongoing projects of a Rotary club or district. This does not prevent the replication of successful projects that will benefit additional communities.
- i. Projects that receive DSG funds must be of a short-term nature with the expectation that they will be completed within one year of payment. Funds must be forwarded to an account established specifically for the project within one year of approval. Sponsors must provide interim reports every six months for the life of the grant and a final report is due within two months of a project's completion.
- j. Project sponsors must agree to work within the Trustee-established Stewardship Guidelines and utilize the Financial Guidelines and Regulations for Humanitarian Grant Projects.

The Foundation expects Rotary sponsors to appoint two Rotarians who will provide oversight and management of award funds and who will serve as contacts for The Rotary Foundation.

Reminders

- ❑ Please be specific when describing Rotarians activities. Include details such as the number of Rotarians involved and how often the activities will take place.
- ❑ All cooperating organizations must submit a letter stating its role in the project and how Rotarians will interact with the organizations.
- ❑ Be sure to itemize the budget and provide a clear explanation of each item. The budget should match the grant request; however, if there is a difference, please explain how the sponsor will provide for the balance.

What Happens After the Funds are Received

Interim reports are required every six months for the duration of the projects. A final report is required within two months of the full expenditure of the grant funds. The final report should include:

- A highly detailed and clearly organized report of all expenses
- Copies of receipts for items purchases with a cumulative value of US \$1,000 or more
- An independent financial review, if amount received is above \$25,000
- A detailed account of Rotarian participation in the implementation of the grant, which reflects the required Rotarian activities outlined in the Terms and Conditions of District Simplified Grant Awards and Acceptance
- A detailed narrative delineating the implementation of the project and how experience gained from it will inform/guide the district for the next Rotary year

District 6670 Simplified Grant Program Application

Please print or type all information and use additional sheets of paper if necessary.

1. Club(s)

2. Describe the project, its location and its objectives

Start Date _____

Estimated Completion Date _____

3. Describe how the project will benefit the community and/or improve the lives of the less fortunate.

4. Describe non-financial participation by Rotarians in the project (i.e. Rotarian activities)

5. Project Contacts – Two Rotarians must be listed who will provide oversight, management, and reports on the project funds.

Primary Contact Name _____ Rotary Position/Title _____

Address _____

Telephone _____

Fax _____

Email _____

Secondary Contact Name _____

Rotary Position/Title _____

Address _____

Telephone _____

Fax _____

Email _____

6. How will the general public know this is a Rotary-sponsored project? Please provide details, e.g. publicity in a newspaper or display of the Rotary wheel.

7. Cooperating Organizations – If the project involves a cooperating organization, please provide the name of the organization below and attach a letter of participation form that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. *By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered with the project country, and acting within the laws of the project country.*

Name(s) of Cooperating Organization(s)

8. Budget – Please include a complete, detailed and itemized budget for the entire project. Supporting documentation utilized for the development of this budget may be requested.

Total Budget \$ _____

Total Requested US \$ _____

9. Authorization – All Rotary clubs/districts involved in this project are responsible to The Rotary Foundation for the conduct of the project and for reporting on it. *The signatures on the application confirm that the sponsors understand and accept the responsibility. The signatures of the sponsor also affirm that all information in this application is true and accurate, to the best of their knowledge.*

Club President – As President of the Rotary Club of _____
I hereby affirm that the club has voted to undertake this project as an activity of the club.

Name (please print)

Signature

Date

Foundation Chair –As Foundation Chair of District 6670 , I hereby approve this project

Name (please print)

Signature

Date

District Governor – As Governor of District 6670, I hereby approved the use of US\$ _____
from my district’s Simplified Grants Fund for this project.

Name (please print)

Signature

Date