

Submitting a grant request-Procedure

1. Connect with one of the people certified as a Grant writer. For 2022-2023 the people are:
 - a. Lisa Podolny (insert email)
 - b. Ashley Aiken (insert email)
 - c. Karen Walkowski (insert email)
2. Review grant applications for grants to determine if your project meets grant criteria
 - a. For Local and Small international grants- go to:
[Grant Eligibility Basics | District 5950 \(clubrunner.ca\)](#)
 - b. For Global Grants- go to:
[Global grants | My Rotary](#)
3. Work with the Club grant writer to complete a draft application.
4. Once the draft application is complete, work with Club grant writers and secure a District grant mentor. Have the District mentor review the application and make comments/determine if the project meets District criteria.
5. Determine how initial funding will be obtained
 - a. Identify other clubs that you plan to engage (do NOT engage the other club until the Board approves the project to move ahead)
 - b. Identify amount of funds you anticipate asking the club to provide
6. Submit the project to the Board and Foundation to approve moving forward
7. If the Board approves, then engage the other clubs, obtain their commitment
8. Complete the application
9. Submit application to other clubs and ask that they send funds to the Foundation.
10. Submit application to Grant Writer working with you.
 - a. Club Grant writer will review to ensure that everything is complete
11. Submit final application with signatures from other participating clubs and obtain Board approval of project and amount of funding to be committed by Club/Club foundation. (or do we want to go through the Programs/Projects Committee first?).
12. President signs application and submits to appropriate District Committee for consideration.

NOTES:

1. Starting in 2022-2023, District 5950 is expanding the definition of “local” to include the community where a club member resides. This is great news for our club!
2. The District historically runs out of funding by December/January for both Global and District grants.
3. The District will only accept 1 District and 1 Global grant from the club before 11/1 in order to allow all interested clubs to submit applications.
4. The District strongly encourages grants that include several club and will give preference to applications that include multiple clubs. This is required for global grants.
5. Local and small international grants require evidence that club members also contribute “sweat equity”-so the project is not just providing funds for a project