Applying for a New District Grant for the Rotary Year

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).** 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. Scroll down to "Quick Links" and click on "D5010 Grants".

For questions, contact Janet Brown or Paul Paslay, District Grants Resource Co-Leaders, at chena53@gmail.com or paul@paulpaslay.com.

District 5010 Important Dates

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

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

District Grant Guidelines

1) Local or international projects
2) Include active Rotarian participation
3) Projects should align with the Rotary Foundation mission and Areas of Focus
4) District funds must be matched 1:1 with club cash contributions
5) Each club is limited to 3 projects per year

District Grants can be used for a wide variety of activities, including, but not limited to, funding scholarships, supporting vocational training teams, sponsoring volunteer service, providing disaster relief, and carryout community and international service projects.

Qualifying Your Club

There are 2 steps to qualifying your club each year for TRF grant participation:

1) One club member must attend a Grants Management Seminar which is offered at PETS every year. The Grants Committee is working on providing more throughout the year, possibly online.
2) Read and sign the Memorandum of Understanding (MOU).

Signing the MOU

1) To find the MOU and start the signature process, any club member can go to the District website: https://rotarydistrict5010.org.   Scroll down to Quick Links on the lower right side and select "D5010 Grants".
2) On the Grants Information page, select Club Qualifications on the left hand side.
3) Click on the displayed link to process your MOU.
4) This will take you to the Club Qualification Summary page of the matchinggrants.org website used to manage the district grants.
5) Use the blue arrows to select the upcoming Rotary Year.
6) Click on your club name.
7) In the Electronic Signature section, fill in the names and emails of your incoming club president and following year's club president. If you have no following year president yet, enter a board member or Foundation Chair willing to sign.
8) Select "Send Signature Keys" button. Matchinggrants.org will automatically send an email to these people providing a link to go in and "sign" the grant by entering the signature key.

Grants Website Administration

My Account | District Grants | My Account | Global Grants

Club Qualification Summary
for District 5010 in 2019-20

Note: This list is only correct if the district and club leadership are actively using the tool to record the fulfilled requirements for club qualifications. In some instances it is possible that a qualified club would still be listed in red on this page if nobody recorded it on this website. However if a club is listed in green it is nearly certain that the club is really qualified, even if the list is not fully updated.

40 clubs: **26 qualified**, **14 non-qualified**   ◀ **2019-20** ▶

Club Name	President's Name	PE's Name	MOU	GMS
Anchorage	Keith Green	Tracy Hartung	✓	✓
Anchorage East	Charlotte Tharp	Bill Ure	✓	✓
Anchorage Gateway	Ron Fassett	sarah Gault	✓	✓
Anchorage Hillside	Daniel M Bollerud		🚫	✓
Anchorage International	Angie Rush	Art Clark	✓	✓
Anchorage Mid Town	Larry Larson	John Sauve	⌛	✓
Anchorage Russian Jack	Steve Shreiber	Aurthur Sosa	✓	✓
Anchorage South	William J Simpson	Chris Gray	✓	✓
Barrow (Nuvuk)	Jeff Seifert		🚫	✓
College	Tom Bundtzen		🚫	✓
E-Club of District 5010, Alaska-Yukon	Ariel Talen-Keller	Brian Shimek	✓	✓
Eagle River Area	Felix Montero	Tim McLain	✓	✓

Grants Website Administration

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Club Qualification Details
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Anchorage Gateway Rotary Club, District 5010 in 2020-21

	Requirements	Status	Comments
1.	Have the 2020-21 and 2021-22 Club Presidents sign the Memorandum Of Understanding (MOU).	🚫	No MOU on file. See instructions below to fix this.
2.	Have 1 club member attend the Grants Management Seminar.	🚫	No recorded attendance. Attendance is recorded by the District Qualification Administrator.

Sign the Memorandum Of Understanding (MOU)

Electronic Signature   **Or**   **Upload PDF Document**

The MOU can be signed electronically by the 2020-21 and 2021-22 club presidents. If you select this option an email with a special code will be emailed to them, with a link to go to a custom signature page. Enter the code on this page and the MOU will be signed.

If you don't want to sign the MOU online you can upload a scanned copy of the signed MOU in PDF format.

Click here to see a blank copy of the MOU in PDF format.

Once you have signed the MOU you can click the "Browse" button below to select the PDF file on your computer, and click the "Upload" button.

Start the signature process:
send the signature key to the 2020-21 and 2021-22 Club Presidents.

President 2020-21

Name: [   ]
Email: [   ]

President 2021-22

Name: [   ]
Email: [   ]

The signature is certified by this exact email address.

If the email addresses above are not the addresses of the 2020-21 and 2021-22 Club Presidents the signature will not be valid.

[Send Signature Keys]

Select the document to upload and click "Upload"

[Browse...] [Upload]

My Account | District Grants | My Account | Global Grants

Club Qualification Details

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Anchorage Mid Town Rotary Club, District 5010 in 2019-20

	Requirements	Status	Comments
1.	Have the 2019-20 and 2020-21 Club Presidents sign the Memorandum Of Understanding (MOU).	⌛	Email with Signature Key sent on 19-Apr-19 No MOU on file. See instructions below to fix this.
2.	Have 1 club member attend the Grants Management Seminar.	✓	Requirement recorded on 26-Mar-19

Sign the Memorandum Of Understanding (MOU)

Or

Electronic Signature

The MOU can be signed electronically by the 2019-20 and 2020-21 club presidents. If you select this option an email with a special code will be emailed to them, with a link to go to a custom signature page. Enter the code on this page and the MOU will be signed.

2019-20 President:	Larry Larson
Email:	l---------------@gmail.com
Email Sent on:	19-Apr-19

☐ I agree to the terms and conditions of the **Club Memorandum Of Understanding.**

Signature Key: [____] Sign

2020-21 President:	John Sauve
Email:	i--@acsalaska.net
MOU Signed on:	19-Apr-19

Resend Email

Upload PDF Document

If you don't want to sign the MOU online you can upload a scanned copy of the signed MOU in PDF format.

Click here to see a blank copy of the MOU in PDF format.

Once you have signed the MOU you can click the "Browse" button below to select the PDF file on your computer, and click the "Upload" button.

Select the document to upload and click "Upload"

[_____] Browse... Upload

Back to list of clubs

Submitting the Project

    a. Go to 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
Rectangular Snip

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. You 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 instructions 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 1st to June 30th.

        (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 "Save" at the bottom of the application to submit the project. After submitting, if you need to make changes to your grant, see the **QuickTips** page on the website for detailed instructions on how to make 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. Once the proposal is checked for accuracy, the D5010 Grants Resource Leader publishes the grant which changes the status to "Fully Pledged".   The Resource Leader or club may "start the signature process" to require the proposer and the incoming club president to sign. If that is the same person, then another responsible club member should sign. During the signature process the grant status is "Submitted", after club signatures are completed, the status changes to "Signed".

    h. The District Grants Committee will meet and review all of the District 5010 grant applications in late April. 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. Modifications may be made to the amount of the **DDF requested** on the grant application by the Grants Resource Leader who will then restart the signature process. Club funds may be spent only AFTER the block grant has been approved by The Rotary Foundation. The District Grants Treasurer will mail checks to the club shortly after the beginning of the new Rotary year.

Sample of District Grant Application

(Cancel) (Reset) (Save)

Your Information

This must be <mark>YOUR name and YOUR email address</mark> 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** [2015–16 ▼]

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

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Activity Type [Select an Activity ▼]

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.

(Cancel) (Reset) (Save)

## 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.
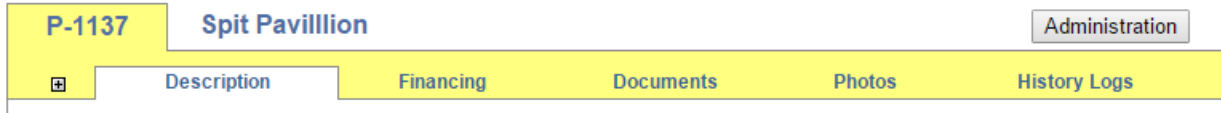
a. All files in the **Documents** section must be PDF files. **Photos** do not have to be PDF files. **History Logs** can be used to update significant information about the grant during the course of the Rotary year. If there have been no updates to the website project page in 6 months, you will receive 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, ALL DOCUMENTATION showing expenditures of the project funds must be uploaded to the website from the **Documents** tab BEFORE the Final Report is completed. All receipts must be in a PDF format. If uploading check copies, please remember to **lock the document**. The Final Report must be completed within two months of project completion, but NO LATER THAN May 31. To fill out the Final Report form, go to the project website and click on the **Administration** tab.
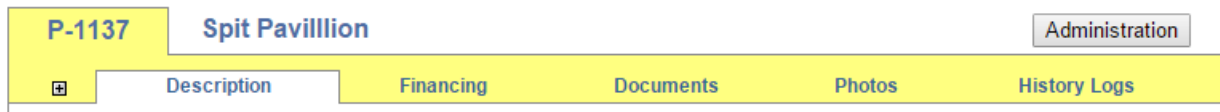
Then click on the **Description** tab. You will see a paragraph in the middle of the page with instructions to complete the Final Report (see below). Click on that link to open the Final Report. Complete the report and click on the "**Save and Send for Signatures**". This will alert the District Grants Resource Leader that your project is completed and ready for final review.

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Rotary Club: Susitna
Project Title: Water Safety and Literacy Prog

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

7. Income

Sources of Income	Amount
1. District Grant funds received from District 5010	2166
2. Rotary Club Contribution: Susitna	2167
Other funding	
Total Project Income	**$4333**

8. Expenditures

If you need additional lines for the budget items, save the form and come back to it, you will have 5 new blank lines.

Budget Items	Name of Supplier/Vendor	Amount
	Total Project Expenditures	$0

District must retain receipts of all expenditures for at least five years. Please scan and upload to the project's "Documents" tab all invoices (be sure they are marked "paid"), receipts and/or copies of checks for the full amount of the project budget.

| Cancel | Reset | Save Draft | Save and Send for Signatures |