**Steps for Completion of District Grants: International**

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| **Type** | **Step** | **Task** | **Comments/References** | **Task Completed** |
| DG International | 1 | Form a Club Grant Committee |  |  |
|  | 2 | Sign in to Rotary 5080 Club Runner  Enter Foundation tab - click on grants |  |  |
|  | 3 | Review reference documents from District 5080 Grant’s page   * TRF Grants Terms and Conditions * District Grant Terms and Conditions * District/Club MOU * MOU Cooperating Org’n * District Grant Application - International * Qualification Criteria |  |  |
|  | 4 | Determine if the potential project meets all the requirements |  |  |
|  | 5 | Obtain Club Approval |  |  |
|  | 6 | Complete the District/Club MOU |  |  |
|  | 7 | Form Committee of 3 to be contacts for development of grant |  |  |
|  | 8 | Appoint a Rotarian to be the Stewardship Rep for the grant |  |  |
|  | 9 | Review Qualification document and begin qualification training |  |  |
|  | 10 | Ensure relevant members complete the required District Grant Training (1 ½ hours online) |  |  |
|  | 11 | Consider partnering with a club in country of project and complete an MOU if needed |  |  |
|  | 12 | Begin process of completing the application form |  |  |
|  | 13 | Complete MOU for Cooperating Organization, if needed |  |  |
|  | 14 | Gather all information and documents to complete the application |  |  |
|  | 15 | Submit the application to District Grants Sub Committee Chair by April 15 |  |  |
|  | 16 | Submit this form with your application |  |  |
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