



**ROTARY DISTRICT 5240  
ROTARY YEAR 2017-18  
DISTRICT GRANT POLICY**



- 1) District Grants are governed by the Terms and Conditions prescribed by The Rotary Foundation (TRF) and District 5240.
- 2) **ONLY CLUBS THAT HAVE BEEN QUALIFIED AND CERTIFIED (ATTENDED GRANTS SEMINAR AND SUBMITTED SIGNED TRF MOU AND D5240 ADDENDUM) CAN SUBMIT DISTRICT GRANT APPLICATIONS.** Non-certified clubs can participate in District Grants, but they will not be able to submit or be the Project Sponsoring Club.
- 3) District Designated Funds (DDF) for District Grants will be allocated to the clubs according to the District Allocation Process which is based on individual club average contributions to the Annual Programs Fund for the preceding three Rotary Years. The minimum amount allocated to newly chartered clubs will be \$500. The Allocation schedule will be posted on the District website under 2017-18 District Grants. This allocation policy applies to grant requests made in round 1, January 15-March 31. Grant requests in round 2, April 1-15 are described in paragraphs (15) - (16), below.
- 4) The District will use its DDF to match the club cash contributions for District Grants (District 5240 clubs only) \$ for \$ up to the club's allocation for the 2017-18 period.
- 5) There are no limits on the dollar amount for individual District Grants. The clubs can use their allocation in any manner that they choose, within the Terms and Conditions prescribed by TRF and District 5240.
- 6) Clubs may combine their Allocations into a single District Grant with no restrictions or limitations on the dollar amount of the District Grant. This is true for both certified and non-certified clubs, although **ONLY CERTIFIED CLUBS CAN SUBMIT THE APPLICATION OR BE THE PROJECT SPONSORING CLUB.**
- 7) There is no additional TRF match for District Grants.
- 8) District Grant applications may be submitted to the 2017-18 District Grants Committee Chair (DGCC) Dante Honorico beginning January 15, 2017 and continuing through midnight, March 31, 2017 for the 2017-18 Rotary year. District Grant applications submitted within this period will be based on the individual club Allocation, and will be "protected" within those limitations and the Terms and Conditions prescribed by TRF and District 5240.
- 9) Pro Forma Invoices are required for any single item or any items from a single provider that exceed U.S. \$1,000.00.
- 10) District Grants are reimbursement grants. A check for the approved amount of District Match to the Club will be sent after the Final Report is received and approved by the District Grants Subcommittee Chair and the District has received the Funds from TRF. In all cases, however, the project must be completed and the Final Report submitted and approved by June 30, 2018. If the



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project is not complete or the Final Report has not been submitted and approved within that time frame, the District Grant Application will be voided and no District Funds will be reimbursed for that grant.

11) Clubs are encouraged to utilize District Grants for projects that fall within the Six Areas of Focus, although **this is not a requirement**.

The Six Areas of Focus are:

- PEACE AND CONFLICT RESOLUTION/PREVENTION
- DISEASE PREVENTION AND TREATMENT
- WATER AND SANITATION
- MATERNAL AND CHILD HEALTH
- BASIC EDUCATION AND LITERACY
- ECONOMIC AND COMMUNITY DEVELOPMENT

If your project falls within one of the six Areas of Focus, indicate which one on the District Grant application.

12) Clubs are REQUIRED to utilize District Grants for projects that support one or more activities listed by The Rotary Foundation.

The eighteen activities are:

- |                                       |  |
|---------------------------------------|--|
| Health: General                       | Health: Disease                          |
| Health: Medical Equipment             | Health: Medical/Dental                   |
| Water: Sanitation                     | Water: Supply/Access                     |
| Education: General                    | Education: Literacy                      |
| Scholarships                          | Vocational Training                      |
| Travel: Training/Study Team           | Travel: Volunteer Services               |
| Community Development: General        | Community Development: Disaster Recovery |
| Community Development: Infrastructure | Community Development: Renovation        |
| Food/Agriculture                      | Administration (3%)                      |

Indicate the District Grant’s primary activity on the District Grant Application.

District Grants may also be used for Community Beautification projects, and may also fund youth programs (including Rotary Youth Exchange, RYLA, Rotaract, or Interact), construction (including low cost shelters), travel for staff of cooperating organizations, scholar orientation seminars, grant management seminars, and activities primarily implemented by an organization other than Rotary.

13) Only project expenditures which were preapproved as part of the grant application will be reimbursed. Requests for reallocation of funds or other modifications to the grant as approved must



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be approved in advance by the District Grants Committee. Requests for changes should be sent to the DGCC with a description of and justification for the change.

**14) DISTRICT GRANT APPLICATIONS MUST BE SUBMITTED BEFORE THE START OF THE 2017-18 ROTARY YEAR.**

The process for submission of Grant Applications for the January 15, 2017 – March 31, 2017 period is as follows:

a) The Club submits the Grant Application to the District Grants Committee Chair (DGCC) Dante Honorico, email: [dhonorico@aol.com](mailto:dhonorico@aol.com)) in electronic form as a PDF file. DDF funding for these applications will be based on the individual club Allocations for 2017-18. Use the 2017-18 Fill-in-Blank PDF Form Available on the District 5240 website. You will need either Adobe Acrobat or Adobe Reader to complete the form. Visit [www.adobe.com](http://www.adobe.com) for more information

b) The DGCC reviews the Grant Application. If the application appears complete, including all of the signature pages, the DGCC will submit the application to the District Grants Committee (DGC) for review.

c) The review process will include the verification that the Grant Application is complete, that the dollar amounts are within the club (or clubs) Allocation, that the dollar values are accurate and in compliance with the District DG Program, that the Grant complies with TRF Humanitarian Grant Policies, Guidelines, Terms, and Conditions and that DDF Transfer Forms and Cash Commitment forms are consistent with the grant expenditure plan.

d) The grant application must be signed by the current President Elect (Club President in Rotary Year 2017-18).

e) The Committee will evaluate each Grant.

f) If the Committee rejects an application for cause, the DGCC will return the Grant Application to the Club with an explanation of why the grant was denied and suggestions for amending the application for resubmission with conforming adjustments.

g) When the Committee determines that the Grant Application has met all requirements, the numbers are correct and all the signatures are in place, it will be approved. It will then be signed by the DGCC who will submit it to the DRFCC for final review and approval

h) Upon acceptance the DRFCC will sign the application and the signature approval pages will be returned to the Club.

i) The District Grants Committee (DGC) serves to assist the Clubs in the District 5240 to facilitate their charitable work. The Committee will do everything in its power in order to support the Clubs in this endeavor.

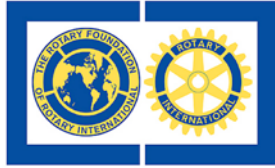
**15) The process for submission of Grant Applications on or after April 1, 2017 is as follows:**



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- a) If there are DDF funds available for District Grants after March 31, 2017, clubs can submit additional District Grant applications for funding on a first-come, first-served basis. These applications will not be subject to any Allocation process. Additional District Grant applications must be received by the District Grants Committee no later than April 15, 2017.
- b) A club may only submit one additional district grant under this process.
- 16) The District will match the club contribution for District Grants (District 5240 clubs only) \$ for \$ after April 1, 2017, as follows:
- a) Up to \$1,000 per club.
  - b) Up to \$1,500 for two or more clubs.
  - c) Up to \$1,500 for one club with a District Grant having at least one area of focus.
  - d) Up to \$2,000 for two or more clubs with a District Grant having at least one area of focus.
- 17) District Grant projects approved for Rotary Year 2017-18 must not begin before July 1, 2017 and must be completed and the final report submitted by June 30, 2018.



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**District 5240 District Grants Committee, 2017-18**

Dante Honorico (District Grants Committee Chair – DGCC), RC Ventura South  
(805) 233-1100 [dhonorico@aol.com](mailto:dhonorico@aol.com)

Region 1: David Saint-Amand, RC China Lake  
(760) 608-0098 [david\\_saintamand@yahoo.com](mailto:david_saintamand@yahoo.com)

Region 2: Pat Abruzzese, RC Simi Sunrise  
(818) 534-1131 [pabruzzo@pccinc.com](mailto:pabruzzo@pccinc.com)

Region 3: Dante Honorico, RC Ventura South  
(805) 233-1100 [dhonorico@aol.com](mailto:dhonorico@aol.com)

Region 4:

Ex-Officio Members

David Gore (District Grants Subcommittee Chair – DGSC), RC Goleta Noontime  
(805) 705-8474 [davcgor@gmail.com](mailto:davcgor@gmail.com)

Wade Nomura (District Rotary Foundation Committee Chair – DRFCC), RC Carpinteria Morning  
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DGE John Weiss, 2017-18 District Governor, RC Morro Bay  
(805) 748-9615 [johnweiss1718@gmail.com](mailto:johnweiss1718@gmail.com)

DGN Sandi Schwartz, 2018-19 District Governor, RC Bakersfield East  
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