



**ROTARY DISTRICT 5240  
ROTARY YEAR 2018-19  
DISTRICT GRANT POLICY**



- 1) District Grants are governed by the terms and conditions prescribed by The Rotary Foundation (TRF) and District 5240.
- 2) The District Grants Committee (DGC) serves to assist the clubs in District 5240 (D5240) to facilitate their charitable work. The committee will do everything in its power in order to support the clubs in this endeavor.
- 3) Rotary clubs may submit district grant applications only if the club is qualified and certified for the 2018-2019 year. Clubs become qualified through attendance by the 2018-19 president, and one other member in good standing, at a D5240 grant qualification seminar or webinar in 2017-18. Clubs become certified by submitting the TRF MOU and D5240 Addendum to MOU, signed by the club president 2018-19, and the club president 2019-20. If a club has not yet selected the club president 2019-20, the MOU and Addendum may be signed instead by any club member in good standing. Incorporated clubs must also submit a club resolution agreeing to the terms of the MOU and Addendum. Non-certified clubs may participate in district grants, but they will not be able to submit or be the project sponsoring club.
- 4) 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 as a percentage of such contributions of all D5240 clubs. \$500 is the amount allocated to newly chartered clubs (not existing clubs chartered under a new name). The allocation schedule will be posted on the district website under 2018-19 District Grants. This allocation policy applies to grant requests made in Round 1, January 15-March 31. Grant requests in Round 2, which begins April 1, are described in paragraphs (13) - (14), later.
- 5) DDF is available to match club cash contributions (D5240 clubs only) for district grants on a \$ for \$ basis, up to the club's allocation for the 2018-19 period.
- 6) There are no maximum limits on the total dollar amount for individual district grants. Clubs can use their DDF allocation in any manner they choose, consistent with this Policy and TRF requirements.
- 7) Two or more clubs may combine their DDF allocations into a single district grant. This is true for both certified and non-certified clubs, although only certified clubs can submit grant applications or serve as the project sponsoring club.
- 8) There is no additional TRF match for district grants.
- 9) District grant applications may be submitted to the 2018-19 District Grants Committee Chair (DGCC) Dante Honorico beginning January 15, 2018.
- 10) Clubs are encouraged to utilize district grants for projects that fall within six areas of focus, although **this is not a requirement.**



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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 club's project falls within one of the six areas of focus, indicate which one on the District Grant application. This is especially important for Round 2 applications.

- 11) Clubs may utilize district grants for projects that support one or more activities listed by The Rotary Foundation. Indicate the district grant's primary activity on the application form.

The eighteen activities are:

Health: General

Health: Medical Equipment

Water: Sanitation

Education: General

Scholarships

Travel: Training/Study Team

Community Development: General

Community Development: Infrastructure

Food/Agriculture

Health: Disease

Health: Medical/Dental

Water: Supply/Access

Education: Literacy

Vocational Training

Travel: Volunteer Services

Community Development: Disaster Recovery

Community Development: Renovation

Administration (3%)

District Grants may also be used for community beautification projects, 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.

- 12) The process for submission of grant applications for Round 1: January 15, 2018 – March 31, 2018 is as follows:

a) The club submits the grant application to DGCC Dante Honorico, in electronic form as a PDF file, by email to [grantapplication@district5240.org](mailto:grantapplication@district5240.org). DDF funding for these applications will be based on the individual club allocations for 2018-19. Use the 2018-19 fillable PDF form available on the 2018-19 District Grants subpage of the District 5240 website.

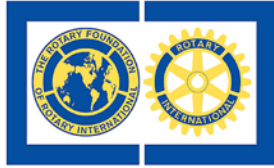
b) The DGCC reviews the grant application. If the application appears complete, including all of the signature pages, the DGCC will submit the application to DGC members for review.



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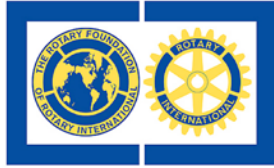
- c) The review process will include verification that the grant application is complete, that the dollar amounts are within the club's (or clubs') allocation, that the dollar values are accurate and in compliance with this Policy, that the grant complies with TRF humanitarian grant policies, guidelines, 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 2018-19).
  - e) The DGC members 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 DGC determines that the grant application has met all requirements, it will be approved (signed by) the DGCC.
  - h) The DGCC will then send a copy of the signed application approval page to the sponsoring club.
- 13) The process for submission of grant applications on or after April 1, 2018 (Round 2) is as follows:
- a) If there are DDF funds available for district grants after March 31, 2018, certified clubs may submit an additional district grant application for funding beginning immediately after midnight PDT on April 1, 2018, i.e., immediately after Round 1 ceases.
  - b) These applications will not be subject to a reserved allocation as in Round 1. However, to ensure fairness, a club may submit or participate in only one additional district grant in Round 2.
  - c) Grant applications will be considered on a first-come, first-served basis. When available DDF matching funds are fully allocated for the year, D5240 clubs will be notified, and late-arriving applications will be returned to the clubs that submitted them.
  - d) Additional district grant applications must be received by the DGC no later than end of day (Pacific Daylight Time) June 30, 2018. If any DDF funds are available after this date, subsequent grant application requests must be submitted in writing and approved by the District Rotary Foundation Committee Chair (DRFCC).
  - e) The grant review/approval process is as described in paragraph 12 earlier for Round 1.
- 14) DDF remaining after Round 1 is available to match club contributions for Round 2 district grants (D5240 clubs only) dollar for dollar, 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. See paragraph 10, above, for definition of the areas of focus.



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- d) Up to \$2,000 for two or more clubs with a district grant having at least one area of focus.
- 15) District grant projects approved for Rotary year 2018-19 must not begin before July 1, 2018 and must be completed and the final report submitted on or before June 30, 2019. No contract, oral or written, for purchase of goods or services included in the grant project may be entered into before July 1, 2018.
- 16) 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 original grant must be approved in advance by the DGC. Requests for changes should be sent to the DGCC with a description of and justification for the change.
- 17) Pro forma invoices are required for any single item or any items from a single provider that exceed U.S. \$1,000.00, and shall be supplied along with the final grant report.
- 18) District grants are reimbursement grants. A check for the approved amount of DDF match to the club will be sent after the final report is received and approved by the District Grants Subcommittee Chair (DGSC) and after block grant funds for the district grant are received from TRF. In all cases, however, the project must be completed, and the final report submitted and approved by June 30, 2019. If the project is incomplete or the final report has not been submitted and approved within that time frame, the club's grant application becomes void, and no DDF reimbursement will occur for that grant.



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**District 5240 District Grants Committee, 2018-19**

Dante Honorico (District Grants Committee Chair – DGCC), RC Ventura South  
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Ex-Officio Members

David Gore (District Grants Subcommittee Chair – DGSC), RC Goleta Noontime  
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Wade Nomura (District Rotary Foundation Committee Chair – DRFCC), RC Carpinteria Morning  
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DGE Sandi Schwartz, 2018-19 District Governor, RC Bakersfield East  
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