

District Grants are governed by the terms and conditions prescribed by the signed ‘Club Qualification Memorandum of Understanding ‘ (MOU) with The Rotary Foundation (TRF), and with District 5240 (D5240) through this policy. The District Rotary Foundation Committee (DRFC) is responsible for interpretation of provisions and/or exceptions within this policy in order to carry out the mission of the Program.

Club Qualification:

- 1) Club President-elect and at least one other experienced club member must successfully attend and participate in a District grant management seminar each year.
- 2) Club must be qualified in order to receive District Grants, and Global Grants.
- 3) Club must agree to and sign the Club Qualification MOU with TRF. Incorporated clubs must also provide a club resolution of agreement, approved by the Club Board of Directors and signed by the Club President, the Club President-elect and Club Secretary.
- 4) A club must be in compliance with grant reporting and be in good standing with TRF and the District at the time of approval.
- 5) To maintain qualified status, the club must comply with all applicable TRF and District policies.
- 6) The “lead” or “sponsoring” clubs for District Grants must be qualified by the District.

Club Officer Responsibilities:

- 7) Appoint at least two experienced club members to implement, manage, and maintain club qualification.
- 8) Ensure the grant funds will not be used for political or religious purposes.

Financial Management Plan:

- 9) The club must have a written financial management plan to provide consistent administration of grant funds. The financial management plan must include procedures to:
 - a. Utilize a standard set of accounts provided by the district grants fund treasurer, which includes a complete record of all receipts and disbursements of grant funds.

Document Retention:

- 10) The club must establish and maintain appropriate record keeping systems in accordance with the District document retention policies. Documents must be filed with District 5240 / box.com. Send the name of your contact person and email address to Document Retention Chair Scott Phillips : drs@district5240.org

11) The club's policies for storing documents must comply with the District's policies.

Reporting Misuse of Grant Funds:

12) The club must report to the District Grants Subcommittee Chair and District Governor any potential and real misuse or mismanagement of grant funds.

Specific Requirements:

13) Rotary clubs may submit district grant applications only if the club is qualified and certified for the 2020-21 year. Clubs become qualified through attendance by the 2020-21 president, and one other member in good standing, at a D5240 grant qualification seminar or webinar in 2019-20. Clubs become certified by submitting the TRF MOU, signed by the current club president, and the club president-elect. 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.

14) 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 2020-21 District Grants. This allocation policy applies to grant requests made in **Round 1, January 15-March 31, 2020**. Grant requests in **Round 2, April 1-June 30, 2020** are described in paragraphs (22) and (23), in this Policy.

15) 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 2020-21 period.

16) 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, that are submitted between January 15, 2020 and March 31, 2020 and consistent with this Policy and TRF requirements.

17) 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. Non-sponsor clubs shall complete District Grant Cash Contribution or DDF Transfer forms, as appropriate, and provide these to the sponsor club.

18) There is no additional TRF (World Fund) match for either cash or DDF used for district grants.

19) District grant applications may be submitted to the 2020-21 District Grants Committee (DGC) beginning January 15, 2020.

20) Clubs are encouraged to utilize district grants for projects that fall within 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 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.

21) 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 23 activities are:

Community development: general

Community development: disaster/recovery

Community development: construction/renovation

Community development: volunteer services Community needs assessment

Education: general

Education: literacy

Education: scholarship

Education: volunteer services

Food/agriculture: general

Food/agriculture: volunteer services

Group exchange

Health: general

Health: disease

Health: volunteer services

Peace: general

Peace: volunteer services

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Project fairs

RI youth programs: (Youth Exchange, RYLA, Rotaract, Interact)

Scholar/VTT orientation

Water: sanitation

Water: supply/access

Water: volunteer services

District Grants may also be used for community beautification projects, travel for staff of cooperating organizations, grant management seminar expenses, grant program administrative costs including document storage and financial review, and activities primarily implemented by an organization other than Rotary. These are examples; this is not an all-inclusive list.

22) The process for submission of grant applications for **Round 1: January 15, 2020 – March 31, 2020** is as follows:

- a) The club submits the grant application to the DGC, in electronic form as a PDF file, by email to grantapplication@district5240.org. DDF funding for these applications will be based on the individual club allocations for 2020-21. Use the 2020-21 fillable PDF form available on the 2020- 21 District Grants subpage of the District 5240 website.
- b) The DGC chair (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.
- 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 club president for Rotary year 2020-21.
- 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.

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- h) The DGCC will then send a copy of the signed application approval page to the sponsoring club.
- 23) The process for submission of grant applications on or after **April 1, 2020 (Round2)** is as follows:
- a) If there are DDF funds available for district grants after March 31, 2020, certified clubs may submit an additional district grant application for funding beginning immediately after midnight PDT on April 1, 2020, 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, 2020**. 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.
- 24) 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 20, above, for definition of the areas of focus.)
 - d) Up to \$2,000 for two or more clubs with a district grant having at least one area of focus.
- 25) District grant projects approved for Rotary year 2020-21 **must not begin before July 1, 2020** and must be completed and the final report submitted on or **before June 30, 2021**. No contract, oral or written, for purchase of goods or services included in the grant project may be entered into before July 1, 2020.

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26) Only project expenditures which were pre-approved 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.

27) 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.

28) 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, 2021. 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.

Email District Grant Applications in PDF Format to grantapplication@district5240.org.

The District Grants Committee will endeavor to reply to any District Grant or Global Grant application received immediately, at most within a day or two, just to acknowledge receipt. If you submit an application and do not receive a timely reply, please follow-up with another email or phone call. We don't want to lose any communications or applications in our junk files.

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District 5240 District Grants Committee, 2019-22

District Grants Committee Chair:

Pat Abruzzese, RC Carpinteria Morning, pabruzzo@pccinc.com

Committee Members:

John Bradley, RC Thousand Oaks, johnbradleywlv@sbcglobal.net

Amy Smith, RC Bakersfield Twilight, asmithtwilight1819@gmail.com

Will van Kranenburg, RC Templeton, cnccentral@gmail.com

Ex-Officio Members

District Rotary Foundation Committee Chair – DRFCC

Frank Ortiz, RC Santa Maria Breakfast, frankortizdg1213@yahoo.com

District Grants Subcommittee Chair – DGSC

Dave Gore, RC Goleta Noontime, davcgor@gmail.com

2019-20 District Governor

Savi Bhim, RC Simi Valley, rotarysavi@gmail.com

2020-21 District Governor

Deborah Linden, RC San Luis Obispo, deljwt@comcast.net

2021-22 District Governor

Dana Moldovan, RC Newbury Park, danamol@gmail.com