

Updated February 1, 2022

**Rotary District 5240
District Grant Policy for Rotary Year 2022-2023**

District grants fund small-scale, short-term activities that address needs in our community and communities abroad. Clubs can use district grants to fund a variety of district and club projects and activities, including:

- 1) Humanitarian projects, including service travel and disaster recovery efforts
- 2) Scholarships for any level, length of time, location, or area of study
- 3) Youth programs, including Rotary Youth Exchange, Rotary Youth Leadership Awards, (RYLA), Rotaract, and Interact
- 4) Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about their field or to learn more about it themselves

Clubs have plenty of freedom to customize their service projects.

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 to carry out the mission of the Program.

Club Qualification:

- 1) Clubs may submit District Grant applications only if the club is qualified and certified for the 2022-23 year.
- 2) Clubs become qualified when the 2022-23 club president (current President-elect) and one other member in good standing both read this 2022-23 District Grant Policy statement and submit an “open book” quiz answer sheet with a passing score to the DRFC Grants Chair.
- 3) Clubs become certified by submitting the TRF MOU, signed by the current club president, and the current club president-elect (electronic signatures are acceptable). Additionally, incorporated clubs must also submit a club resolution agreeing to the terms of the MOU.
- 4) These signed MOU documents must be submitted to DRFC Grants Chair for 2022-2023: Pat Abruzzese (Moorpark Morning), email: pabruzzo@pccinc.com
- 5) Non-certified clubs may participate in District grants, but they will not be able to submit or be the project sponsoring club.

Club Officer Responsibilities:

- 6) Appoint an experienced club member to implement, manage, and maintain club qualification.
- 7) Ensure the grant funds will not be used for political or religious purposes.

Financial Management Plan:

- 8) The club must have a written financial management plan to provide consistent administration of grant funds. The financial management plan must include a complete record of all receipts and disbursements of grant funds.

Document Retention:

- 9) The club must establish and maintain appropriate record keeping systems in accordance with district document retention policies. Documents must be filed with District 5240 / box.com. Note: Documents submitted to the D5240 Grants team such as Club MOUs, District Grant applications, District Grant final reports, and related documents will be filed in Box.com by the D5240 Grants Chair or designee on behalf of the club.

Reporting Misuse of Grant Funds:

- 10) The club must report to the District Grants Subcommittee Chair (i.e., the DRFC Grants Chair) and District Governor any potential and real misuse or mismanagement of grant funds.

Specific Requirements:

- 11) 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-SHARE for the preceding three Rotary Years as a percentage of such contributions of all D5240 clubs. Newly chartered Rotary clubs and all active Rotaract clubs chartered in District 5240 which have not previously received a DDF allocation in a prior Rotary year will receive a first-year allocation of \$500. Active D5240 Rotaract clubs will be defined by the District Governor Elect or their pre-authorized designee. The allocation schedule will be posted on the district website under 2022-23 District Grants.

- 12) This allocation policy applies to grant requests made in Round 1, January 15-March 31, 2022. Grant requests in Round 2, April 1-June 30, 2022 are described in paragraphs (20) and (21), in this Policy.

- 13) 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 2022-23 period.

- 14) 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 for district grant applications submitted between January 15 and March 31, 2022 that are consistent with this Policy and TRF requirements.

15) 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.

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

17) District grant applications may be submitted to the 2022-23 District Grants Committee (DGC) beginning January 15, 2022.

18) Clubs are encouraged to utilize district grants for projects that fall within seven areas of focus, although this is NOT a requirement. The Seven Areas of Focus are:

- a) Peace and Conflict Resolution / Prevention
- b) Disease Prevention and Treatment
- c) Water and Sanitation
- d) Maternal and Child Health
- e) Basic Education and Literacy
- f) Economic and Community Development
- g) Supporting the Environment

If your club's project falls within one of the seven areas of focus, indicate which one on the District Grant application.

19) 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 twenty-three activities are: (These are examples; this is not an all-inclusive list.)

- a) Community development: general
- b) Community development: disaster/recovery
- c) Community development: construction/renovation
- d) Community development: volunteer services Community needs assessment
- e) Education: general
- f) Education: literacy
- g) Education: scholarship
- h) Education: volunteer services
- i) Food/agriculture: general
- j) Food/agriculture: volunteer services
- k) Group exchange
- l) Health: general

- m) Health: disease
- n) Health: volunteer services
- o) Peace: general
- p) Peace: volunteer services
- q) Project fairs
- r) RI youth programs: (Youth Exchange, RYLA, Rotaract, Interact)
- s) Scholar/VTT orientation
- t) Water: sanitation
- u) Water: supply/access
- v) Water: volunteer services
- w) 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.

20) The process for submission of grant applications for Round 1: January 15 through March 31, 2022 is as follows:

- a) The club submits the grant application to the District Grant Committee (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 2022-23. Use the 2022-23 fillable PDF form available on the 2022-23 District Grants subpage of the District 5240 website.
- b) The grant application must be signed (electronic signatures are acceptable) by the club president for Rotary year 2022-23.
- c) The DGC chair (DGCC) reviews the grant application. If the application appears complete, including all the signature pages, the DGCC will submit the application to DGC members for review. Electronically signed documents are acceptable.
- d) The DGC members will evaluate each grant.
- e) 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.
- 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 and signed by the DGCC (electronic signature is acceptable).
- h) The DGCC will then send notice of the grant application approval to the sponsoring club.

21) The process for submission of grant applications on or after April 1, 2022 (Round 2) is as follows:

- a) If there are DDF funds available for district grants after March 31, 2022, certified clubs may submit an additional district grant application for funding beginning immediately after midnight PDT on April 1, 2022, 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) The grant review/approval process is as described in paragraph 20 earlier for Round 1.

22) DDF remaining after Round 1 will be made available to clubs on a dollar for dollar match in the following manner:

- a) Up to \$1,500 DDF will be allowed per club.
 - I. On April 1, 2022 @ 5:00pm (Pacific Daylight Time); if the Round 2 demand exceeds the supply of available DDF; then all available funds will be divided equally among the applications received by 5:00pm (Pacific Daylight Time) on April 1, 2022.
- b) Requests for any remaining DDF in Round 2 for District grant applications must be received by the DGC no later than June 30, 2022 @ 5:00pm (Pacific Daylight Time).
- c) On July 1, 2022, if any DDF funds remain available, subsequent grant application requests may be submitted by any certified Club, with limitations approved by the District Rotary Foundation Committee Chair (DRFCC).

23) District grant projects approved for Rotary year 2022-23 must not begin before July 1, 2022 and must be completed and the final report submitted on or before June 30, 2023. No contract, oral or written, for purchase of goods or services included in the grant project may be entered into before July 1, 2022.

24) 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.

25) Pro forma invoices or receipts 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.

26) A FINAL REPORT is required. 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, 2023. 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. If possible, please combine all pages of a grant application into a single PDF attachment.

The District Grants Committee will endeavor to reply to any District Grant application received as soon as possible 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.

District 5240 District Grants Committee, 2022-2023

District Grants Committee Chair:

George Poulakos, RC Ventura, gjp@tribecacom.com

Committee Members:

Li Gibbs, RC Bakersfield East, ligibbs@me.com

Jerry Scott, RC Camarillo, jscott@canteenvending.com

Harlan Green, RC Montecito, harlan2@cox.net

Julie Jenkins, RC Cambria, jjenkins845@charter.net

Ex-Officio Members

District Grants Subcommittee Chair – DGSC

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

District Rotary Foundation Committee Chair – DRFCC

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

2021-2022 District Governor

Dana Moldovan, RC Westlake Village, danamol@gmail.com

2022-2023 District Governor

Scott Phillips, RC Goleta Noontime, scottdg2223@rotary5240.com