

ROTARY DISTRICT 5240 CHARITABLE FOUNDATION

ROTARACT GRANT GUIDELINES

A. PURPOSE OF ROTARACT GRANT

The purpose of the Rotaract Grant is to subsidize, on a 1:1 matching basis in partnership with a sponsoring Rotary Club, Rotaract Club engagement in local and/or international humanitarian projects. These projects will be in conjunction with other Rotary or Rotaract Clubs. This program shall be known as the District Charitable Foundation Rotaract Grant (DCFRG).

B. USE OF FUNDS

The Rotaract Grant funds shall be used for support of a single local or international project. The Rotaract Club will work in conjunction with a sponsoring Rotary Club in District 5240 who will provide a mentor for the project. The mentor shall be one of the contacts on the Rotaract Grant application.

C. LIMITATIONS TO THE USE OF FUNDS

The following limitations shall apply:

1. The total amount of matching funds requested from the District Charitable Foundation (DCF) shall not exceed \$1,500 total per Rotaract Club on a single or multiple DCFRGs.
2. The request for DCFRG funds can be in increments smaller than \$1,500 with a minimum of \$250.
3. The DCFRG is a reimbursement grant. The reimbursement will not be issued without an approved Final Report.
4. A Rotary Club can only have one open Rotaract Grant.

D. REPORTING REQUIREMENTS

The District Charitable Foundation Grants Committee (DCFGC) shall manage the evaluation of the grant application and make recommendations for approval to the DCF regarding the funds requested in the grant application. The DCF will manage the final approval of funds.

The Rotaract Club shall complete the grant application and submit it to the DCFGC. The DCFGC shall forward any approved applications to the DCF with a request that funds be allocated for the approved grant. The DCF will review the request in a timely manner and notify the DCFGC regarding allocation of funds. The DCFGC will communicate approval to the requesting Rotaract Club, the sponsoring Rotary Club and the DCF.

A log will be maintained by the DCFGC of the status of all grants in progress for a Rotary year including if the grant was successfully completed and when. The requesting Rotaract club will file the Final Report with the DCFGC, within 90 days of completion of the project. Once the Final Report is accepted, the DCFGC will submit a DCFRG Reimbursement Request to the DCF.

E. APPLICATION AND APPROVAL

The process for processing the application and grant funding process is as follows:

1. Application is made by a Rotaract Club which is a part of District 5240 to the DCFGC at least 30 days prior to the start of the project.
2. The DCFGC reviews the DCFRG for completeness and conformance to the guidelines of this agreement. If approved, the DCFGC notifies the DCF and requests approval of the grant application.
3. If the application is not approved, the DCFGC will return the application to the requesting Rotaract club with a letter explaining the reasons for non-approval.
4. The DCF approves the grant application and notifies the requesting Rotaract and Rotary clubs.
5. The Rotaract Club completes the project.
6. The Rotaract Club must submit the Final Report to the DCFGC within 90 days of completing the project. Funds will not be distributed without an approved Final Report.
7. The DCFGC and District 5240 Rotary Foundation Chair complete and approve the Reimbursement Form officially agreeing that all required documentation is complete.
8. The funds are distributed to the requesting Rotary Club.
9. Approved DCFRG projects must be completed within 12 months of approval. If not, the right to request reimbursement will be forfeited.
10. The requested funds may only be used for the purposes stated in the grant application. Any changes must be requested in writing and approved by the DCFGC and the DCF. Funds will not be paid for any changes that were implemented before obtaining approval from the DCF.