

## **ROTARY DISTRICT 5240 CHARITABLE FOUNDATION TRAVEL GRANT GUIDELINES**

### **A. PURPOSE OF TRAVEL GRANT**

The purpose of the District Charitable Foundation (DCF) Travel Grant (DCFTG) is to subsidize, on a 1:1 matching basis with a sponsoring Rotary Club or Rotarian applicant, the travel costs of Rotarians from Rotary clubs in District 5240 traveling to develop and/or support District or Rotary International humanitarian projects.

### **B. USE OF FUNDS**

The travel grant funds shall be utilized to pay for travel costs (as defined herein) incurred by District 5240 Rotarians traveling to and from potential or existing international humanitarian projects in development of and/or support of District or Global Grants.

### **C. ALLOWABLE COSTS**

The only costs eligible for payment from the DCFTG program shall be transportation, lodging, meals while in the project country or in transit, and other reasonable costs relating to foreign travel (e.g. interpreters).

### **D. PARAMETERS OF USE OF FUNDS**

The following parameters shall apply:

1. In no event, shall such matching from DCF exceed \$1,500 per grant request nor shall any one person receive a grant that is more than \$750;
2. The amount requested must be matched 1:1 by the club or the Rotarian applicant;
3. There is a limit of one DCFTG per year per club;
4. There is a limit of one DCFTG every three years per person;
5. All Travel Grant requests must have the support of a District 5240 Rotary Club and the DCFTG application signed by the President of the sponsoring club;
6. Travel Grants shall not be available for projects in non-Rotary countries.

### **E. REPORTING REQUIREMENTS**

A subcommittee of the DCF, The District Charitable Foundation Grants Committee (DCFGC), shall manage the application and approval of travel grant funds. The DCF will manage the final approval of funds. The Clubs shall complete the travel grant application and submit to the DCFGC. The DCFGC shall submit the approved application to the DCF who will review in a timely manner and approve allocation of funds and return the approval to the DCFGC. The DCFGC will communicate approval to the requesting Rotary Club and Rotarian. A log will be maintained by the DCFGC of all travel grants in progress for a Rotary year that will include when the grant was successfully completed. The requesting club will complete the final report and submit to the DCFGC. Once the final report is accepted, the DCFGC will submit a request for approval and payment to the DCF.

## F. APPLICATION AND APPROVAL

The DCF shall disburse funds if the following has occurred and is certified as such, in writing, by the DCFGC:

1. Application is made by a Rotary Club which is a part of District 5240, at least 30 days prior to the travel occurring using the travel grant application form approved by the DCFGC. Such application shall include the names of all individuals traveling for the project.
2. The DCFGC and the DCF review and approve the application as meeting the requirements of this agreement.
3. The DCFTG is a reimbursement grant. The club or member funds the travel. Reimbursement is dependent on the club submitting the DCFTG Final Report to the DCFGC within 90 days of completing the travel. No reimbursements are made without an approved Final Report.
4. If travel is 6 months beyond the original application date, the grant is canceled and a new application is required.
5. The DCF President and DCFGC Chair sign off on the final Check Request Form officially agreeing that all required documentation is complete.
6. The Final Check Request is provided to the DCF Treasurer for reimbursement.