

**ROTARY DISTRICT 5240 CHARITABLE FOUNDATION
2019-2021 GROUP PUBLIC IMAGE GRANT**

A. PURPOSE OF PUBLIC IMAGE GRANT

The purpose of the District Charitable Foundation (DCF) Group Public Image Grant program (DCFPIG) is to provide funding to the twelve District 5240 Groups for the purpose of publicizing and/or educating the public on various charitable, educational, scientific, literary, or cultural service projects performed by Rotary within the community. Each Group may request a PI grant of up to \$2,000.

B. USE OF FUNDS

The PI grant funds are to be used for the purpose of increasing public awareness and/or knowledge of various charitable, educational, scientific, literary, or cultural service projects performed by Rotary within the communities served by the Group. The funds may be used for these purposes in relation to any future, current or recently completed project. The funds may be used collectively by the applying Group (*i.e.* for Group projects) or divided between the clubs therein by unanimous consent of the presidents of the clubs comprising the Group (*i.e.* individual Club projects). The funds must be used only as specified and approved in the grant application. Any requests for modification in the use of funds must be approved in advance by the DCF. Grant funds will be distributed to a 501(c)(3) foundation designated by the clubs in the applying Group as restricted funds for the express purposes set forth in the application as approved.

C. PARAMETERS OF USE OF FUNDS

The following parameters shall apply:

1. The PI grant application cannot exceed \$2000.
2. There is a limit of one PI grant per year per Group – *i.e.* all requests must be contained within a single application.
3. All PI grant applications must have the support by signature of the club president(s) of every club in the Group and the Group Assistant Governor.
4. All PI grant funds must be used within the geographic boundaries of the Group.
5. A club charitable foundation 501(c)(3) must be identified as the recipient of the funds from the DCF for the benefit of the Group. The signature of the Chair of the selected club charitable foundation will be required on the grant application.
6. All PI grant funds must be used for the limited purposes of, and in accordance with, section (B) of these guidelines.
7. All PI grant funds must be used by June 30, 2021. Any funds not spent by June 30, 2021 or not used as described in the approved grant application must be returned to the DCF by July 31, 2021.
8. The final report must be submitted to the DCF Grants Committee by July 31, 2021.

D. REPORTING REQUIREMENTS

A subcommittee of the DCF, The District Charitable Foundation Grants Committee (DCFGC), shall manage the application and approval of PI grants. The DCF will have final approval of all PI grant applications. The Group presidents, with the support of the Group Assistant Governor, shall complete the PI grant application and submit to the DCFGC. The DCFGC shall review the grant application. Questions, clarifications or concerns will be directed to the Group Assistant Governor. Grants recommended for approval will be submitted to the DCF Board of Directors for final approval, which will be done in timely manner. The DCFGC will communicate approval to the requesting Group

Assistant Governor and Club presidents. A log will be maintained by the DCFGC of all PI grants approved in Rotary Years 2019-21. The requesting Group will complete the final report and submit it to the DCFGC. Once the final report is accepted, the DCFGC will submit a request for approval to the DCF and the grant will be closed.

E. APPLICATION AND APPROVAL

The Group requesting the funds shall complete the DCF Public Image Grant Application and submit it to the DCF Grants Committee for review and approval. Applications must be received by December 31, 2020. The application must include the following information:

- Group Number and Name of the Group Assistant Governor
- A description of the project
- Where the project will be performed
- An explanation of how the project will improve public awareness of Rotary
- Metrics that will be used to validate the impact of the project
- A project timeline. Note that the project must be completed by June 30, 2021 and the final report received by the DCF Grants Committee by July 31, 2021.
- A release that permits District 5240 to publicize the project
- The name and contact information for the charitable foundation that will be receiving the funds
- The names of each club in the Group and the name and signature of each club president
- The name and signature of the chair or president of the charitable organization receiving the funds
- The name and signature of the Group Assistant Governor

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 Group which is a part of District 5240 prior to the start of the project. The one exception shall be if the public image project will enhance the public awareness of Rotary through support of a project that began in previous Rotary years.
2. The DCFGC and the DCF review and approve the application as meeting the requirements of the Public Image grant as set forth in this document.
3. Funds will be disbursed to the charitable organization named in the application upon approval by the DCF.
4. Any funds not spent by June 30, 2021 must be returned to the DCF
5. Failure to submit a final report by July 31, 2021 will result in a forfeiture of funds which shall be returned to the DCF.

F. EXCEPTIONS

Exceptions to any of the requirements above must be submitted to the DCFGC and approved by the DCF.

G. QUESTIONS

Questions or requests for clarification should be directed to the Chair of the DCF Grants Committee via email at dcfgrants@district5240.org.