

ROTARY DISTRICT 5240 CHARITABLE FOUNDATION 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.

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 to the use of funds must be approved in advance by the DCF. Grant funds will be by the DCF to a qualified 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 total funding available to each group for PI grants cannot exceed \$2000.
2. The \$2,000 can be used for one grant or for multiple grants as long as the total requested does not exceed the \$2,000 limit.
3. All PI grant applications must have the support of the club president(s) of every club in the Group as certified by the signature of the Group Assistant Governor on the grant application.
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 is 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. PI grants may be requested by the group at any time prior to June 30, 2022.
8. Groups that have already requested and received PI grants under this program may request additional grants as long as they comply with these guidelines and the total funding provided to the group from all PI grants does not exceed \$2,000.
9. All grant funds must be expended in accordance with the information provided in the grant application. Any funds not used must be returned to the DCF. They cannot be directed to other activities not included in the approved grant application.
10. The final reports for all grants must be submitted to the DCF Grants Committee within ninety days of the completion date indicated on the grant application.

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 by the DCF. The requesting Group will complete the final report and submit to the DCFGC in accordance with the requirements specified in Section C-10. 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 June 30, 2022. The Application can be downloaded from the DCF page on the District 5240 website.

<https://rotarydistrict5240.org/sitepage/district-public-image-grants>

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 in support of the project must be returned to the DCF.
5. Failure to submit a final report by ninety days after project completion 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 eRemail at dcfgrants@district5240.org.