



**Rotary
International
District 6000**

**COMMUNITY SERVICE GRANT
Quick Reference Guide
2021-2022**

Qualifications & Prerequisites

1. To qualify, one or more members of your club must attend a Grant Management Seminar (**GMS**) prior to the Rotary year in which you will apply for a grant. We recommend that the member who will be the primary contact for the project attend and we encourage the club President **2021-22** to attend.
2. Your club President **2021-22** & President **2022-23** must sign The Rotary Foundation Memo of Understanding and District 6000 Addendum.
3. Any prior years' Community Service Grants (**CSG**) must be closed and Final Reports accepted before you may receive any new grant funds.
4. Each club may have more than one CSG but the maximum match in any Rotary year is \$5,000.
5. Your club must have entered its year's goals for membership and for Annual Fund and PolioPlus contributions.
6. Your club must submit a CSG Application to the D-6000 District Governor & CSG Committee Chair.
7. The project needs to fit within at least one of the following activity types.
 - a. Community development: general
 - b. Community development: renovation
 - c. Community development: disaster recovery
 - d. Community development: volunteer services
 - e. Education: general
 - f. Education: literacy
 - g. Education: volunteer services
 - h. Food/agriculture: general
 - i. Food/agriculture: volunteer services
 - j. Health: general
 - k. Health: disease
 - l. Health: volunteer services
 - m. Water: sanitation
 - n. Water: supply/access
 - o. Water: volunteer services
 - p. The Environment

D-6000 Community Service Grant Process

D-6000 CSG application and report forms are available on the D-6000 web site. <http://www.rotary6000.org/>
In the left side bar in **THE ROTARY FOUNDATION** section, select **Community Service Grants**. From there you can download forms in MS Word format.

Step by step:

1. Complete your CSG application and submit it electronically by **June 1, 2021**. Email the application to the addresses on the form. Your application will receive a confirmation of receipt within 24 hours. If you do not receive confirmation, please contact the CSG Committee Chair.
2. Along with the grant application, include:
 - a) Copies of proposals from all vendors to support your budget;
 - b) Signed letters of commitment or participation from presidents of all partnering Rotary clubs;
 - c) Signed letters of participation from all other non-Rotary partners;
 - d) Signed The Rotary Foundation Club Memorandum of Understanding (CMOU) and D-6000 Addendum to TRF CMOU.
3. The CSG Committee will approve the application for funding, approve for partial funding, decline to approve the application or table the application pending additional information.
4. Approved applications will be included in the D6000 spending plan and submitted to TRF for approval.

Do not start work on your project until you have been given approval to proceed by the CSG Committee Chair!

5. When the spending plan is approved by TRF, the **CSG Committee Chair** will notify you and make arrangements for you to receive your grant funds.
6. At this point, you may begin implementation of your project.
7. The final report for your project must be submitted electronically within 60 days of project completion. When the final report is accepted by the CSG Committee, D-6000 considers your grant closed. You will not receive payment for a 2021-22 grant until your 2020-21 or any prior year's grant has been closed.
8. Grants are subject to audit by TRF. Records and receipts must be retained for 5 years.

Projects must comply with the Terms and Conditions established by The Rotary Foundation.

D-6000 CSG Funding Guidelines

Only contributions from D-6000 clubs will be matched by D-6000 with District Designated Funds (**DDF**). Club members' labor, priced at \$7.25 per hour, may be substituted for as much as half of the club's contribution. The maximum match in any Rotary year is \$5,000.

Applications for projects that are on-going or repetitive from a prior year will not be funded. A club may repeat a successful project once every five years to qualify for a grant for a similar project.

Projects will be evaluated on a 100 point scale according to four criteria:

1. Benefit to others
 - Community benefit, 1-20 points
 - Underserved/disadvantaged persons, 1-10 pts
2. Rotary's public image, 1-20 points
3. Club engagement, 1-20 points;
4. Club support for The Rotary Foundation's Annual Fund, 1-30 points RI suggests Every Rotarian Every Year (EREY) contribute \$100 to the Foundation.

Project Locale

D-6000 Community Service Grants may only be implemented within the boundaries of D-6000.

Relevant Information

Projects should respect the needs and wishes of the receiving community. Projects require direct involvement of Rotarians through their assessment of community needs, establishment of a committee of at least 3 Rotarians to oversee expenditure of funds, implementation of the project activities, provision of evidence of community involvement and ownership, coordination of all participants' activities, promotion of the project and reporting.

D-6000 Club Application Deadline: June 1, 2021

CSG Committee Chair: Norlan Hinke
norlan.hinke@gmail.com 563-219-5020

CSG Committee Co-Chair: Todd Wheeler
wheelet1@gmail.com 515-344-1476

District Rotary Foundation Committee Chair: Chris Knapp
knappc1@mchsi.com 319-621-4977

District Governor: Alka Khanolkar, 2021-22
akhanolkar6000@gmail.com 319-504-9857