

**Rotary District 6040**

**District Grant Guidelines**

**Effective January 1, 2018 for 2018-19 Rotary Year**

***All D6040 Global Grant (GG) and District Grant (DG) projects are governed by the established by The Rotary Foundation (TRF). The Terms and Conditions may be found on the Rotary International Web site,*** [www.rotary.org](http://www.rotary.org). (Go to www.rotary.org->My Rotary and search on Terms and Conditions.)

The Rotary Foundation of Rotary International (RI), through the generous giving of Rotarians worldwide, provides funding for projects that address and respond to human needs. Community service and small international projects are funded through District Grants and larger international projects are funded through the Global Grant program.

The District Grant Subcommittee administers the District 6040 district grants following the guidelines below. This subcommittee accepts applications, allocates money, approves grants and distributes money for the approved grants. The amount of money available for district grants is determined annually and is based on the annual fund contributions of District 6040 Rotarians to TRF’s Annual Fund three years prior. Questions about district grants should be sent to **D6040 Grant Sub-Committee Chair, Kent Shelman** Kentshelman86@gmail.com, 816-510-9945 or District Rotary Foundation Chair, Cassy Venters, cdventers@me.com, 816-896-8248.

**TRF requires Clubs to be grants qualified.**

* The schedule of grants management trainings will be available by February 1, 2018, and will be sent to 2018-19 club presidents and presidents-elect and posted on the district website. Grants management training will be conducted in face-to-face sessions and through webinars. Webinar participants will need to take an open-book test to satisfy the attendance requirements.

To be Grants Qualified for the 2018-19 Rotary year, the:

* 2018-19 Club President and Club Grants Manager\* must attend Grants Management Training by June 15, 2018 and the
* 2018-19 Club President must submit a signed Memorandum of Understanding to the District Rotary Foundation Chairperson by June 15, 2018.
* Beginning in the 2018-19 Rotary year, grants manager training will be in effect for two years. The Rotary Foundation requires club presidents to be trained each year.

**Important Dates in 2018-19**

* June 15, 2018. The 2018-19 Club President and Grants Manager must complete grants Qualification Training.
* June 15, 2018. A signed memorandum of understanding is due to District Rotary Foundation Chair, Cassy Venters, cdventers @me.com.
* July 15, 2018. Full grant applications are due to Kent Shelman, Kentshelman86@gmail.com.
* May 31, 2019. Completed grant reports are due to Kent Shelman, Kentshelman86@gmail.com.

**District Grant Requirements**

The District 6040 Grant Subcommittee administers District 6040 grants in accordance with the following Requirements, in addition to TRF Terms and Conditions.

1. **Area of Focus.** A grant project must be humanitarian in nature and must benefit a community need through one of TRF’s areas of focus:
	1. Peace and Conflict Prevention/Resolution
	2. Disease Prevention and Treatment
	3. Water and Sanitation
	4. Maternal and Child Health
	5. Basic Education and Literacy
	6. Economic and Community Development
2. **Sustainable impact:** The project’s impact should be sustainable, i.e., the impact or benefits continue after the project is completed and the benefitting recipient can maintain the project and its outcome.
3. **One application per club.** Clubs may submit one District Grant application. If District Grant funds remain after the initial round of applications, there may be a second round of applications. Final reporting deadlines will remain the same. If budgeted District Grant funds remain after a second round of applications, the District Grant Committee may use the funds for a district project approved by the District Rotary Foundation Chair and the District Executive Committee.
4. **The maximum District Grant award is $2,500.** If the District has adequate funds available to support all qualified proposals and permit a larger award, the District Grant sub-committee may consider exceptions to the maximum amount. Clubs may apply for less than the maximum amount.
5. **Club contributions** to the project are expected to match or exceed the amount requested in the grant. For example, a club applying for $1,800 in grant funds would contribute $1,800 or more to the total project costs. (This amount does not include individual club member contributions that are made to the Annual Fund-SHARE of TRF.)
6. **On-going support to beneficiaries.** If the grant is to benefit a previously supported beneficiary, the grant application should explain how the grant enhances or extends the outcomes of earlier grants.
7. **Sweat Equity.** The District Grant project should have a “sweat equity” component; it is expected club members participate in a hands-on activity related to the grant topic as part of the project. While good planning for a project is important, planning isn’t considered sweat equity.
8. **Not solely a financial contribution.** District Grant funds cannot be used solely as a financial contribution to the beneficiary/recipient. Partnerships with other organizations are permitted, however, the club and district portions of the grant must remain under the club’s control so that receipts, invoices and bank statements are available to the club for inclusion in the final report. Signage at the project site recognizing Rotary’s contribution will strengthen the grant application and should be noted in the application.
9. **Rotary grants may not be used for employee salaries or overhead of beneficiaries.**
10. **No project expenditures before Grant approval.** Expenses incurred before The Rotary Foundation (international level) approval are ineligible for reimbursement. This policy applies to any club funds used for the grant, including matching club funds.
11. **Final report.** The project must be completed and the **final report** filed by May 31, 2019. **Failure to comply with the May 31 deadline for final reports could result in the suspension of future grant activities for the club or requiring the club to repay the grant. Failure of clubs to submit reports by the May 31, 2019 deadline may also affect the district’s ability to receive the 2019-2020 grant money from TRF and potentially shorten the time all clubs in the district have to implement projects in 2019-2020.** If clubs encounter circumstances beyond their control that delay implementation and reporting on their 2018-19 grant project, the club president or grants manager should contact the Grant Subcommittee Chair, **Kent Shelman** Kentshelman86@gmail.com, 816-510-9945 immediately upon identification of the problem.

**Selection Criteria**

Should the number of District Grant applications exceed available funding, preference in awarding a District Grant will be given to clubs that: Projects that meet the three criteria listed below will have priority in grant awards.

1. Have a history of per capita giving to TRF, AF-SHARE.
2. Sponsor a community service project. Small international service projects will be considered after community service projects.
3. Present plans to recognize Rotary in signage related to the project or through a local publicity.

**Recommended Club Timeline**:

1. **January 2018**, The 2018-19 Club President (working jointly with the 2017-18 Club President) should begin project development and grant preparation by January 2018 in order to meet all grant application deadlines.

\*A club grant manager is any Rotary club member, other than the 2018-19 club president, who agrees to: 1) attend Grant Management Training, 2) work with club committees to develop grant applications that meet D6040 and TRF grant guidelines, 3) assist the club president in meeting deadlines, 4) ensure grants are implemented according to all guidelines, and 5) ensure that final reports are submitted in the format and by the designated deadlines.