

2025-2026 GMS Resource Documents Booklet

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District 6290 Foundation Committee Members 2025 - 2026

Rotarian	Club	Role	Email
Gernot Runschke	Grand Haven	District Foundation Chair	gernotrunschke@gmail.com
Linda Falstad	Holland After Hours	Grants Chair	lindaafc@ridistrict6290.org
Bob Marcus	Cadillac	Stewardship Chair	rdmarcusc@Y'.ahoo.com
Carol Burns	Benzie Sunrise	Polio Chair	cjburns.bec@gmail.com
James P. White	Grand Rapids	Foundation Treasurer	.becwhitejamsQc@comcast.net
Kirk Dornbush	Grand Rapids	Membership Chair	Kirk.dornbushc@elevationr.com
Mark Andresky	Charlevoix	Paul Harris Society Chair	markandreskY'.c@gmail.com
Rachel Sytsma-Reed	Charlevoix	Global Scholar Chair	Rachel@greatlakescfa.org
Mark Andresky	Charlevoix	DG	markandreskY'.c@gmail.com
Gernot Runschke	Grand Haven	International Service Chair	gernotruncshkec@gmail.com
Vacant		Endowments and Major Gifts	
Jackie Bertsch	Roscommon	Peace Studies Chair	jbertschc@charter.net

Non-voting Members

Julie Schumaker	Frankfurt	OGE	julieR16290@gmail.com
Jeff Coil	Newaygo	Foundation Raffle Chair	jcoil@ridistrict6290.org
VACANT		Gala Chair	

District 6290 Grants Committee Members 2025 - 2026

Name/Role	Club Affiliation	Email Address
Linda Falstad (Chair)	Holland After Hours	lindaf@ridistrict6290.org
Jim P. White (Treasurer)	Grand Rapids	whitejamesp@comcast.net
Bob Marcus	Cadillac	rdmarcus@yahoo.com
Lois Craven	Kentwood	spatakalois@gmail.com
Jackie Bertsch	Roscommon	jbertsch@charter.net
Glenn Verbrugge	Cadillac	gverbrugge@charter.net
Karen Noreen	Lowell	kmnoreen@gmail.com
Al Bonney	Traverse City	Rotarya16290@gmail.com
Kathy DeVries	Holland	kathyldevries@gmail.com
Gail Ringelberg	Grand Haven	Gail.ringelberg@gmail.com
Bari Johnson	Grand Haven	bjohnson@thestantongroup.com
	Ex-Officio Members	
Gernot Runschke (TRFC Chair)	Grand Haven	gernotrunschke@gmail.com
Jeff Coil (PDG)	Fremont	jcoil@ridistrict6290.org
Brianna Scott (IPDG)	Muskegon	brianna@briannascott.com
Mark Andresky (DG)	Charlevoix	markandresky@gmail.com

SHARE FUND - What Happens to My Money?

July, 2022 — June, 2023

58 clubs in District 6290 donated \$267,929.79 to the Rotary Foundation Annual Fund

3-year investment Period

Investment income pays TRF costs.

July, 2025

Total Available Funds =
\$257,533.30

50%

50%

July, 2025

District Designated Funds (DDF) =
50% of Annual Fund Donations
Total Available Funds = \$127,266

July, 2025

World Fund (Global Grants) = \$127,266

50%

50%

2025-2026

Local and International Grants =
50% of DDF
Total Available Funds =
\$63,633

2025-2026

District Matching Funds for Global
Grants = 50% of DDF + Carry-Forward
Total Available Funds =
\$63,633.2

2025-2026

Local and International District
Grants: Up to 1:1 Match

\$2,500 of your club funds,
\$2,500 DDF Match

\$5,000 Total Project Funding

2025-2026 Global Grants: Up
to .8:1 Match

\$11,000 Club Cash (plus 5%
funding fee)

\$11,000 DDF (1:1 of Club Cash)

\$8,800 Global Fund (.8 of DDF)

\$30,800 Total Project Funding

2025-2026 Rotary District and Foundation Matching Grants “At-A-Glance” 7/1/2025

	Focus	Guidelines	Financials	Timelines
District Local Grant	<ul style="list-style-type: none"> Local community Project being within one of seven areas of focus, being sustainable and having measurable outcomes are all recommended but not required. 	<ul style="list-style-type: none"> 1 request per district qualified Club either for Local or a International grant project but not both. May cooperate in grants as a participating club. One year to complete project unless unusual difficulties arise 	<ul style="list-style-type: none"> \$500 min to \$2,500 max per Club Participating club funds are not matched by district. Up to 1:1 club match from District. 	<ul style="list-style-type: none"> Applications accepted from July 1 to October 15. Review meeting 11/11/25. Notification shortly after. Progress or final report due July 1, 2026 Final report due upon completion but at least by December, 2026
District International Grant	<ul style="list-style-type: none"> International location Project being within one of seven areas of focus, being sustainable and having measurable outcomes are all recommended but not required. 	<ul style="list-style-type: none"> 1 request per district qualified Club either for International or a Local grant project but not both. May cooperate in grants as a participating club. Requires partnership with Rotary Club in project country (the Host Club) Maximum 2 years for project. 	<ul style="list-style-type: none"> \$1,000 minimum to \$5,000 maximum per Club. Participating club funds are not matched by district. Up to 1:1 match from District. Host Club must contribute at least \$100 to the project 	<ul style="list-style-type: none"> Applications accepted from July 1 to October 15. Review meeting 11/11/25. Notification shortly after. Progress or final report due July 1, 2026 Final report due upon completion or at least by December, 2026
Global Grant	<ul style="list-style-type: none"> Within one of seven areas of focus Project must be Sustainable Measurable outcomes Needs assessment must be completed before application. 	<ul style="list-style-type: none"> A District qualified Club is required to be committed in a partnership with Host Club in project country Needs assessment must be completed by local community in the project area of host country before application can be completed online at rotary.org 	<ul style="list-style-type: none"> Must be over \$30,000 total project Cash from Club(s) matched up to 1:1 with DDF DDF matched .8:1 by World Fund 	<ul style="list-style-type: none"> Application accepted between July 1 and October 15 for review on 11/11/25 After November 11, applications are due by the 1st of the month in which the application will be reviewed. See specific Global Grant schedule on district website Sponsoring Rotary Club must submit a report every 12 months and a final report within 30 days of project completion. See specific grant application for more details at my.rotary.org/en then to Grant Center.
General Notes	<ul style="list-style-type: none"> Any requesting District Local, International, and Global Grants funds from DDF must meet all Rotary and District Qualifications. Note: This Rotary year, due to the limited funds available for our district local and international grants, each qualified club may only apply for one district local or one district international grant. Participating as a cooperating donor to another club's grant will not use up your club's allotment of "one local or one international grant per club." Please read complete detailed grant guidelines and policies on the individual district local and individual district international grant applications. All policies, guidelines, stewardship report, and the Grant Management Seminar are on the District Website. 			



Rotary District 6290 District Local Grant Application 2025-2026

LOCAL GRANT FUNDING REQUIREMENTS FOR 2025-2026:

This Rotary year, due to the limited funds available for our district local and international grants, each qualified club may only apply for one district local or one district international grant.

1. A district local grant project will be awarded between a minimum of \$500.00 to a maximum of \$2,500.00 in district match funds.
2. Unqualified clubs may participate in a local grant project; however, those funds will not be matched with district funds.
3. The committee's intent is to fund all grant projects; however, if there are not enough district matching funds available to cover all of the grant projects, the committee will prorate the funds for distribution.
4. If after all regular grants are funded, and money is still available in our DDF, clubs with qualified partner clubs in their grant will be instructed to resubmit only the funding page and the grants committee will review to approve one qualified partner club match up to \$1,000 or prorate this effort to the extent funds are available for clubs.

DEFINITION OF "LOCAL" AS IN DISTRICT LOCAL GRANTS:

It is the intention of the Rotary District 6290 grant process that Rotary grant-assisted projects make it possible for Rotarians and Rotary Clubs to do good in the world. As such, we want grant-assisted projects available to "everyone in the world".

In the case of District International and Global Grant projects, projects benefitting organizations outside the continental limits of the United States qualify as international grants and "everyone is included".

In the case of District Local grants, we want Rotary grant-assisted projects to benefit anyone in the continental United States. In most cases, projects that serve beneficiaries outside District 6290, become possible by partnering with another Rotary club located reasonably close to the benefitting organization.

In the case when there is no Rotary club within a reasonable distance, such as an Indian reservation, direct contact with the benefitting organization is permitted to establish a legitimate project using the district 6290 Local Grant funding mechanism. All guidelines established for District Local Grants must be observed. In this case we recommend that the initiating 6290 club contact the District Governor and/or District Rotary Foundation Committee Chair in the other district to see what coordination might be possible and to be sure there is no local club that might serve as a Host club for the project.

While this district 6290 policy enables our clubs to undertake grant-assisted projects inside the US that benefit organizations outside district 6290, it is important to mention that matching grant funds are limited. Because of this, should it be necessary to choose which projects to match, the district's first priority will be to use our available funds to benefit our members and member communities.

APPLYING CLUBS MUST MEET THE FOLLOWING ELIGIBILITY REQUIREMENTS:

- A. The Rotary Fund Contribution: Clubs must have contributed to the Rotary Foundation Annual Fund with an average of \$100 per club member during the 2024-2025 Rotary year. If the project is a collaborative project, each club must meet the giving requirement to receive matched funds for the grant project.
- B. Grant Management Seminar: As of July 1, 2024, if a club has 20 or more members, at least two (2) of its members (the project chair/grant writer and one other member of the project committee) must successfully complete the live or online Grant Management Seminar (GMS) in 2025 with both signing the grant application. As of July 1, 2024, if a club has less than 20 members, only one (1) member (the project chair/grant writer) is required to successfully complete a Grant Management Seminar in 2025 and sign the grant application. Everyone must have completed the course before October 15th at midnight.
- C. Please Note: Any member listed as a Grant Committee Chairperson or Committee Member on a grant project application for the 2025 will have to take the Grant Management Seminar again this year which will be offered either in person or on the district website. If the club president is also the Project Chairperson/grant writer for the project that person would also have to again successfully complete the GMS this year.
- D. Memorandum of Understanding and District Addendum: Clubs must complete, and the district must receive by October 15, 2025, the Combined Club Memorandum of Understanding and District Addendum for 2025-2026 / 2026-2027. If the club has not named a president for the 2026-2027 Rotary year the current secretary may sign this form.
- E. International and District Dues: Club dues to both Rotary International and Rotary District 6290 must be received by October 15, 2025.
- F. Final District Grant Reports: All clubs requesting matching funds must be current with Final Grant Report requirements for previously received grants. (Report format is on the District Website under Our Foundation and District Grants.)
- G. Grant Committee Review Meeting: Clubs will be required to participate, via a Zoom conference call, in the District Grants Committee meeting on Tuesday, November 11, 2025, to briefly explain the grant request and answer any committee member questions.

GRANT POLICY FOR THE DISTRICT LOCAL GRANTS:

1. Durable Goods

Sustainability has always been a desirous inclusion in all District Local Grants. Generally speaking, grants that provide “Durable Goods” to a beneficiary organization fulfill this desire for sustainability. This is so because the “Durable Goods” provide benefits beyond the year in which the grant was awarded. Grant requests for “Durable Goods” will be processed using all the same guidelines as in the past.

2. Consumable Goods

Some clubs have wanted to provide “Consumable Goods”, like food or cash cards to benefitting organizations. As stated above, these grants do not meet the desirous inclusion of sustainability, however they do provide important benefits to the beneficiaries, so we will consider these grants.

3. Grant Requests

Grant requests for “Consumable Goods” will, effective in the Rotary Grant year 2025-2026, continue to be evaluated on their own merits, as in the past. In the case that a grant request for “Consumable Goods” is submitted on a recurring basis, it will only be awarded funds twice in any given five-year period. (Grant awards in past years do not count towards this two-in-five-years formula.)

4. District Funds

Clubs should avoid requesting District funds supporting the same projects/programs year after year such as to become part of the annual budget of the benefitting organization. Definition of “same” project/program is when the same project, program, entity or organization is being supported, or the same people are benefitting each year.

- a. In all cases, District grant funds left over and not used at the completion of the project must be returned to the District Grants Committee.
- b. Additional limitations on District Local Grant funds are on the District Website under District Grant Fund Policies.

TERMS AND CONDITIONS FOR THE DISTRICT LOCAL GRANT:

1. Program Requirements

Use of all grant funds must comply with these Terms and Conditions. Grants must respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture. Grants require the direct involvement of Rotarians to:

- a. Assess community needs and develop a project plan;
- b. Establish a committee of at least three Rotarians to oversee the expenditure of funds;
- c. Oversee grant funds;
- d. Implement project(s);
- e. Provide training, education, and outreach where applicable;
- f. Provide evidence of community involvement and ownership;
- g. Organize meetings with local service providers, local officials and/or recipients;
- h. Promote the project in the local media;
- i. On-going monitoring and evaluating the project.

2. Policies

Projects must be initiated by the Rotary Club making the application.

Grant funds cannot be used for:

- a. construction or renovation of buildings (see District Grants Policies);
- b. salaries, stipends, or honorariums;
- c. operating expenses of another organization;
- d. personal or professional development.

3. Guidelines

- a. The District Grants Committee will accept applications from July 1 through October 15, 2025.
- b. Incomplete applications will be returned to the Club and may or may not be considered depending on availability of funds.
- c. The Grants Committee will review a Club's application only if that Club's District 6290 and Rotary International dues are paid by October 15, 2025.
- d. The Grants Committee will award grants based on project merit, amount of request, amount of club's contribution toward the project.
- e. The Grants Committee will entertain requests from \$500 USD up to \$2,500 USD but may choose to approve an amount less than the requested amount. The maximum request per club is \$2,500, or \$3,500 maximum for a grant project application if the project is a collaborative one involving one additional club, as stated on page one. If more clubs decide to participate in the project collaboratively the maximum the district will match is \$1,000 for a total of \$3,500 for the project. Please note, project grant requests will not be for an amount less than \$500 USD.

4. Reporting Requirements and Final Payment Procedure

The sponsoring Rotary Club must submit a report (Report format is on the District Website under Our Foundation and District Grants) on the use of District Grant funds every 12 months and a final report within 30 days of completion. If a club does not meet grant reporting deadlines, it will not be eligible to apply for a District Grant for two complete Rotary years. The final report must include:

- a. A report **(electronic)** that provides details of all expenses. For auditing purposes, please retain all original receipts and submit copies with the final report.
- b. Documentation of Rotarian participation in the implementation of the Grant, which reflects the required Rotarian activities and should include at least **two photographs (electronic)** appropriate for publicizing the completed project.
- c. A narrative that includes information on the implementation of the project(s) and how experience gained from it, will inform/guide the District for the next Rotary year.

THE ROTARY FOUNDATION SEVEN AREAS OF FOCUS:

Providing Clean Water, Sanitation, and Hygiene

Promoting Peace

Fighting Disease

Saving Mothers and Children

Supporting Education

Growing Local Economies

Supporting the Environment



Rotary District 6290 District Local Grant Application 2025-2026

1. THE PROJECT:

Project Name: (& Brief Descriptive Title)

--

Dollar Value of Requested District Local Grant: \$

(Minimum \$500 USD to Maximum \$2,500 USD per Qualified Club Project.)

Sponsoring Rotary Club(s):

--

Per Capita Club Annual Giving in 2024-2025: \$ _____

2. DESCRIPTION OF PROJECT PROPOSAL:

Proposed Project – summarize the project, along with its goals and objectives (include description of benefitting organization)

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3. ROTARY CLUB PROJECT COMMITTEE:

A Project Implementation Committee includes the **Chairperson/Grant Writer** and at least **two additional Rotarians** must be established for the project. It is the Project Committee's responsibility to coordinate the project, monitor funds and provide reporting and financial accounting to the District Grants Committee. The chairperson of the Project Committee will be responsible for successful project completion and compliance with District Local Grant reporting requirements.

The Committee Chairperson:

Rotarian Chair/Grant Writer for the Project:	
Full Postal Address (include city and zip):	
Home Phone:	
Business Phone:	
Cell Phone:	
E-mail:	
Year attended GMS	

The Committee Member:

Rotarian Member of the Project Committee:	
Full Postal Address (include city and zip):	
Home Phone:	
Business Phone:	
Cell Phone:	
E-mail:	
Year attended GMS	

The Committee Member:

Rotarian Member of the Project Committee:	
Full Postal Address (include city and zip):	
Home Phone:	
Business Phone:	
Cell Phone:	
E-mail:	
Year attended GMS	

Rotary Foundation Area of Focus for the Project

Implementation Plan – Outline how the project will be carried out:

Ownership – who will be the final owner of any project equipment/materials/supplies? Cannot be a Rotary Club or Rotarians.

Sustainability – describe how your project is sustainable and for what period of time:

Rotary Recognition – summarize your plan how the project will gain community awareness for Rotary:

4. PROJECT FINANCING:

All expenditure budget and revenue budget information must be completed in U.S. dollars.

Expenditure Budget – a total project expenditures budget (must balance with revenue budget):

Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
Item Expense:		\$	
	Total	\$	

Revenue Budget – the total project revenue budget (must balance with expenditure budget)

	Column A		Column B	
Your Rotary Club Contribution	\$	District Match	\$	
List Participating Rotary Clubs, Others & Amounts				
Club Name	\$	\$ 0.00	\$	
Club Name	\$	\$ 0.00	\$	
Club Name	\$	\$ 0.00	\$	
Other Organization	\$	\$ 0.00		
Other Organization	\$	\$ 0.00		
	Total Column A	\$	Total Column B	\$
Total of Columns A & B = \$				

What will be the impact on the project if full funding from the district is not available?

Start Date – Estimated start date of the project

Completion Date – Estimated completion date of the project

5. OTHER PARTICIPATING ROTARY CLUB(S):

Complete this section only if the project involves another Rotary club. Attach a signed letter from the club president confirming their contribution amount and willingness to cooperate with your Rotary club's project.

Name of Club(s):

6. OTHER PARTICIPATING ORGANIZATION(S):

Complete this section only if the project involves another, non-Rotary organization. Attach a signed letter from the organization's president confirming their contribution amount and willingness to cooperate with your Rotary club on this project.

Name of Organization(s):

7. PROJECT ON-GOING MAINTENANCE REQUIREMENTS:

Complete this section only if the project requires on-going maintenance to keep the project sustainable. Attach a signed letter from the organization's leader confirming their willingness to cooperate with your Rotary club to maintain the project over a specified period of time.

Name of Organization(s):

8. BENEFITTING ORGANIZATION(S) COMMITMENT:

As an officer of the benefitting organization, I have reviewed and received a copy of this grant application. Our organization agrees to return to the Rotary Club any funds received if our organization's project is cancelled or if the funds received are not used as intended on the Rotary grant application.

Name of Organization:	Date:
Print Name: Title:	Signature:

9. APPLICATION FORM COMPLETION CHECKLIST AND QUESTIONS: :

Please complete all sections of the form and note that incomplete applications will not be considered. Grant awards will be between \$500 USD and no more than \$2,500 USD per club.

Before submitting this application, the following checklist and questions **MUST BE COMPLETED BELOW** to make sure your application is complete.

Have you:

- ☐ A. Completed all of the sections of the application form?
- ☐ B. Does the project description clearly state how the project will assist those in need?
- ☐ C. Attached a letter of support from any participating Rotary Club as requested in section 5?
- ☐ D. Attached a letter of support from any affiliated organization as requested in section 6?
- ☐ E. Attached letter from the organization committed to the on-going maintenance of project in section 7?
- ☐ F. Attached letter from the benefitting organization commitment as requested in section 8?
- ☐ G. Have you checked to see if the project complies with all applicable legal and safety requirements of the community?
- ☐ H. Have you checked with your club president or club treasurer to ensure that your Rotary International and Rotary District 6290 dues have been paid?
- ☐ I. Does your club have any outstanding reports from other Rotary grant projects? _____ If yes, please explain.
- ☐ J. What was your Club's per capita contribution to the Rotary Annual Fund for 2024-2025?

- ☐ K. If your club membership as of July 1, 2024, was less than 20 members, did the project chair/grant writer from your club successfully complete a Grant Management Seminar in 2025?
- ☐ L. If your club membership as of July 1, 2024, was 20 members or more, did the project chair/grant writer and one additional member of the project committee from your club successfully complete the Grant Management Seminar in 2025?
- ☐ M. Has your club signed and submitted the current combined Memorandum of Understanding/Addendum Form, and if the club has not named a president for the next Rotary year the current secretary may sign this form?
- ☐ N. Has the benefitting organization signed and received a copy of the grant application?
- ☐ O. **Has the President of your Rotary club signed this District Local Grant Application?**
- ☐ P. **Has the project chair/grant writer and one other Rotarian project committee member signed the grant application?**

10. ROTARY CLUB COMMITMENT:

The following signature of the sponsoring Rotary Club President for the period during which the project will be undertaken (2025-2026 Rotary year) confirms the following:

- a. All information contained in this application is true and accurate to the best of our knowledge; this application meets the criteria that is set out below for Terms and Conditions for the District Local Grant.
- b. The club has agreed to undertake this project as an activity of the Club and organization (if any) involved.
- c. We understand and will comply with the required Rotarian activities and reporting requirements as Stated.
- d. We agree that a final report will be provided within one month after project completion and a progress report will be submitted no later than October 15, 2025 whether or not the project is completed.

Rotary Club of	Date:
2054-2026 Club President Print Name:	Signature:
Club Project Committee Chair, who attended a Grant Management Seminar in _____. Print Name:	Signature:
Club Project Committee Member, who attended a Grant Management Seminar in _____. Print Name:	Signature:

11. PLEASE SUBMIT COMPLETED APPLICATION FORM AND ALL ATTACHMENTS ELECTRONICALLY AS ONE PDF FILE TO:

Linda Falstad, Rotary District 6290 Grants Committee Chair
lindaf@ridistrict6290.org (Cell Phone) 616-218-1331

If you have any questions or concerns, please contact the District Grants Committee Chair as listed. Further information regarding project eligibility is also available at the District website at www.ridistrict6290.org. RI publishes comprehensive Terms and Conditions for all grants, available for download on the district website under Our Foundation and Foundation Grants:

“On behalf of the Rotary District 6290 Grant Committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all District Local Grant guidelines, and is eligible for funding.”

Print name of DGC Chair: **Linda Falstad**

Signature _____



Rotary District 6290 District International Grant Application 2025-2026

INTERNATIONAL GRANT FUNDING REQUIREMENTS FOR 2024-2025

This Rotary year, due to the limited funds available for our district international and local grants, each qualified club may only apply for one district international or one district local grant.

1. A district international grant will be awarded between a minimum of \$1,000.00 to a maximum of \$5,000.00 in district matching funds.
2. Additional qualified or unqualified clubs may participate in an international grant project; however, those funds will not be matched with district funds.
3. The committee's intent is to fund all grant projects; however, if there are not enough district matching funds available to cover all of the grant projects, the committee will prorate the funds for distribution.
4. If after all regular grants are funded, and money is still available in our DDF, clubs with qualified partner clubs (collaborative grant) in their grant will be instructed to resubmit only the funding page and the grants committee will review to approve one qualified partner club match up to \$2,500 or prorate this effort to the extent funds are available for clubs.

WHAT IS A DISTRICT INTERNATIONAL GRANT?

District 6290 International Grants support international humanitarian service projects aligning with Rotary's seven areas of focus in another country. Rotary Clubs or districts from two countries work collaboratively to implement a project.

WHO CAN APPLY?

Your District 6290 Rotary Club may apply if it is in good standing with Rotary International and Rotary District 6290 and your club must meet the following eligibility requirements

- A. The Rotary Fund Contribution: Clubs must have contributed to the Rotary Foundation Annual Fund with an average of \$100 per club member during the 2024-2025 Rotary year. Under the new directives if funds are available, and if the project is a collaborative project, each club must meet the giving requirement to receive matched funds for the grant project.
- B. Grant Management Seminar: As of July 1, 2023, if a club has 20 or more members, at least two (2) of its members (the project chair/grant writer and one other member of the project committee) must successfully complete the live or online Grant Management Seminar (GMS) in 2024 or 2025 with both signing the grant application. As of July 1, 2023, if a club has less than 20 members, only one (1) member (the project chair/grant writer) is required to successfully complete a Grant Management Seminar in 2024 or 2025 and sign the grant application. Everyone must have completed the course before October 15th at midnight.
- C. Please Note: Any member listed as a Grant Committee Chairperson or Committee Member for a grant project under application for the 2025 cycle who successfully completed the GMS for the 2024 grant cycle does not need to take it again for 2025. This new ruling applies ONLY to every other year. In 2025 only 2024 completions can be exempted and 2023 completions will have to retake the 2025 GMS. If the

club president is also the Project Chairperson/grant writer for the project they would also have to successfully complete the GMS.

- D. Memorandum of Understanding and District Addendum: Clubs must complete and the district must receive by October 15, 2025, the Combined Club Memorandum of Understanding and District Addendum for 2025-2026 / 2026-2027.
- E. International and District Dues: Club dues to both Rotary International and Rotary District 6290 must be received by October 15, 2025.
- F. Final District Grant Reports: All clubs requesting matching funds must be current with Final Grant Report requirements for previously received grants. (Report format is on the District web site under Our Foundation and District Grants.)
- G. Grant Committee Review Meeting: Clubs will be required to participate, via a Zoom conference call, in the District Grants Committee meeting on Tuesday, November 14, 2025, to briefly explain the grant request and answer any committee member questions.

GRANT POLICY FOR DISTRICT INTERNATIONAL GRANTS:

1. **Durable Goods** - Sustainability has always been a desirous inclusion in all District Local Grants. Generally speaking, grants that provide “Durable Goods” to a beneficiary organization fulfill this desire for sustainability. This is so because the “Durable Goods” provide benefits beyond the year in which the grant was awarded. Grant requests for “Durable Goods” will be processed using all the same guidelines as in the past.
2. **Consumable Goods** - Some cases clubs have wanted to provide “Consumable Goods”, like food or cash cards to benefitting organizations. As stated above, these grants do not meet the desirous inclusion of sustainability, however they do provide important benefits to the beneficiaries, so we will consider these grant projects.
3. **Grant Requests** - Grant requests for “Consumable Goods” will, effective in the Rotary Grant year 2025-2026, continue to be evaluated on their own merits, as in the past. In the case that a grant request for “Consumable Goods” is submitted on a recurring basis, it will only be awarded funds twice in any given five-year period. (Grant awards in past years do not count towards this two-in-five-years formula.)
4. **District Funds** - Clubs should avoid requesting District funds supporting the same projects/programs year after year such as to become part of the annual budget of the benefitting organization. Definition of “same” project/program is when the same project, program, entity or organization is being supported, or the same people are benefitting each year.
 - a. In all cases, District grant funds left over and not used at the completion of the project must be returned to the District Grants Committee.
 - b. Additional limitations on District Local Grant funds are on the District website under District Grant Fund Policies.

FUNDING LIMITS AND HOW TO APPLY:

Your minimum request of \$1,000 USD up to a maximum \$5,000 USD per eligible Rotary Club in District 6290 will be considered for a District International Grant. The actual District International Grant Application Form follows on page 5.

WHAT ARE THE REQUIREMENTS OF A DISTRICT INTERNATIONAL GRANT?

District International Grants must involve a (host) Rotary Club or district in the project country and your Rotary Club in District 6290, implementing a humanitarian project. Partners are expected to:

1. Maintain communication for the life of the project.
2. Establish a committee of at least three Rotarians to oversee the project.
3. Treat grant funds as a sacred and legal trust.
4. Maintain clear and accurate accounting records.

ALL PROJECTS MUST HAVE ACTIVE ROTARIAN PARTICIPATION AND OVERSIGHT:

Active participation can include:

1. Managing project funds.
2. Visiting the project site on an as-needed basis.
3. The international and host partners share information via correspondence.
4. The partners share expertise.
5. Purchasing, shipping, or distributing items purchased.
6. Publicizing the project to local media and the district.

WHAT PROJECTS ARE ELIGIBLE FOR A DISTRICT INTERNATIONAL GRANT?

District International Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the district 6290 Grants Committee.

ELIGIBLE:	INELIGIBLE:
Revolving loans/microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings, rent for housing
Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures	Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities
Purchase of equipment or appliances	Provision of plumbing or electrification inside buildings
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization

ELIGIBLE:	INELIGIBLE:
Administrative expenses for project activities	Operating or administrative expenses of another organization
Primary and secondary education, tuition, transportation	Postsecondary education activities, research, or personal or professional development
Domestic travel	International travel
Detailed, itemized expenses	Contingencies, miscellaneous expenses
Assistance to land mine victims	Land mine removal
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Rotary signage
Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed
Maternal and prenatal health and education	Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination
Budgeted and itemized humanitarian goods	Unspecified or cash donations to beneficiaries or cooperating organizations
Humanitarian or service activities benefiting a community in need	Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect
Secular, nonreligious activities that benefit a community in need	Projects that support purely religious functions at churches and other places of worship

WHAT ARE THE REPORTING REQUIREMENTS?

You must report at least every 12 months for the life of the project. A final report is due within 30 days of the completion of the project, which should be not later than two years after the grant is made. Project partners must be up to date on reporting for previous projects, or your Club will not be eligible to apply for any additional grants until all reports are completed.

THE ROTARY FOUNDATION SEVEN AREAS OF FOCUS:

Promoting Peace

Fighting Disease

Saving Mothers and Children

Providing Clean Water, Sanitation, and Hygiene

Supporting Education

Growing Local Economies

Supporting the Environment

HOW TO SUBMIT THE APPLICATION:

Completed applications should be sent electronically to:

Linda Falstad, District 6290 Grants Committee Chair, lindaf@ridistrict6290.org (Cell Phone) 616-218-1331



Rotary District 6290 District International Grant Application 2025-2026

PROJECT DESCRIPTION

Explanation: District International Grants support the humanitarian service projects of Rotary Clubs and districts. In this section, describe in detail the humanitarian needs your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of both the host and international club partners.

1. Please provide the project name, and name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

Project Name _____
Project Site _____
City/Village _____
State/Province _____
Country _____

2. Describe the project and the problem or need you will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.
3. Describe how the benefiting community will maintain this project after grant funding has been fully expended.
4. Describe specific activities of the host and international partners in implementing the project. What will the Rotarians who are members of the partner Clubs do during the project? Please note that financial support is not considered active involvement.
5. What is the Area of Focus for this project? If there is more than one Area of Focus, include in the list.
6. What will be the impact on the project if full funding from the District is not available?

HOST PARTNER

Explanation: The host partner is the Club or district in the project country. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary Club identified below for Club-sponsored projects or belong to Clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary contact information for all committee members, as all Rotary information will be sent to them. Your primary contact (who receives all information from District 6290) must have an e-mail address to expedite communication. District 6290 requires a Host Club as part of the District International Grant Application process unless there are special circumstances where an NGO can better fulfill the requirements of a Host Club. The District Grant Committee may approve such a request if they are assured all Rotary International and District 6290 requirements can be met.

Primary Club/District

Club	_____	Club ID number (if known)	_____
District	_____	Country	_____

Primary Project Committee Chair Contact:

Name	_____			Member ID	_____
Club	_____				
Rotary position	_____				
Address	_____				
City	_____				
State/Province	_____	Postal code	_____	Country	_____
E-mail	_____				
Home phone	_____	Office phone	_____	Fax	_____

Project Committee Member Contact #2:

Name	_____			Member ID	_____
Club	_____				
Rotary position	_____				
Address	_____				
City	_____				
State/Province	_____	Postal code	_____	Country	_____
E-mail	_____				
Home phone	_____	Office phone	_____	Fax	_____

Project Committee Member Contact #3:

Name	_____			Member ID	_____
Club	_____				
Rotary position	_____				
Address	_____				
City	_____				
State/Province	_____	Postal code	_____	Country	_____
E-mail	_____				
Home phone	_____	Office phone	_____	Fax	_____

INTERNATIONAL PARTNER

Explanation: The international partner is the club or district outside the project country. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to them. Your primary contact (who receives all information from District 6290) must have an e-mail address to expedite communication.

Primary Club/District

Club _____ Club ID number (if known) _____
District _____ Country _____

Primary Project Committee Chair Contact:

Name	Member ID	
Club		
Rotary position		
Address		
City		
State/Province	Postal code	Country
E-mail		
Home phone	Office phone	Fax

Project Committee Member Contact #2:

Name	Member ID	
Club		
Rotary position		
Address		
City		
State/Province	Postal code	Country
E-mail		
Home phone	Office phone	Fax

Project Committee Member Contact #3:

Name	Member ID	
Club		
Rotary position		
Address		
City		
State/Province	Postal code	Country
E-mail		
Home phone	Office phone	Fax

PROJECT BUDGET

The project budget must be completed in U.S. dollars, and you can also list the funds in local host club country currency.

[illegible]

PROJECT FINANCING

Explanation: Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from District International Grant funds. Use of District International Grant funds must have the approval of the district 6290 Foundation Committee Chair and the District Governor. District International Grants will match up to US\$1 for every \$1 the Club donates to the project up to \$5,000.00. The Host Club, or an approved NGO used in place of the Host Club, is responsible for committing at least \$100.00 (USD) to the project.

Host Rotary Club(s) or district inside the project country	Cash (US\$)	District Match				
International Rotary Club or district outside the project country	Cash (US\$)	District Match				
Subtotals: Cash & District Match						
Total: Cash + District Match			D6290 Rotary Foundation Chair Gernot A. Runschke	D6290 DRFC Authorization _____	District Governor 6290 Brianna T. Scott	D6290 DG Authorization _____
Additional outside funding						
Total project financing (must equal budget on page 8)						

PROJECT PLANNING

Explanation: Before an application is submitted to the District Grant Committee, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary Club / District or Rotarian may not own anything purchased with grant funds.

1. Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary Club or Rotarian cannot own equipment.)
2. Will training in use and maintenance of technical equipment be provided? If so, who will provide training?
3. Is software necessary to operate any items? If so, has software been provided?
4. Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.
5. Provision of plumbing and electrification to structures where people live or work cannot be purchased with grant funds and must be funded with other sources. Have the sponsor Clubs/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?
6. Summarize your plan on how the project will gain Rotary brand awareness and public Image recognition in both the International and host communities.
7. Sustainability is highly recommended but not required, if you have a sustainability element in your project, describe how your project is sustainable and for what period of time.

COOPERATING ORGANIZATION

Explanation: A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary Club nor the beneficiary of the project), provide the following:

Name of organization		
Street Address		
City, State/Province	Postal code	Country
Office phone	Fax	
E-mail	Web address	

In addition to the above, the following must be attached:

1. **Letter of participation from cooperating organization that specifically states:**
 - a. Its responsibilities and how it will interact with Rotarians.
 - b. The organization's agreement to cooperate in any financial review of the project.
2. A letter of endorsement from the host partner confirming that the cooperating organization works within that country's laws

FINAL REPORT

Explanation: It is required that the Club (s) in District 6290 complete and submit progress and final reports.

“By signing below, our Club/District Project Chair accepts primary reporting responsibility.” (must have completed GMS)

Print name	Signature
Rotary Club	District

TERMS AND CONDITIONS

Explanation: Rotary publishes comprehensive Terms and Conditions for all grants, available on the district web site under Our Foundation and Foundation Grants.

APPLICATION FORM COMPLETION CHECKLIST AND QUESTIONS

Please complete all sections of the District International Grant application form and note that incomplete applications will not be considered. Before submitting your form, the following checklist and questions **MUST be completed** to make your application complete. If you have any questions or concerns, please contact the district 6290 Grant Committee.

- ☐ A. Does the project meet **all** grant policies and guidelines, and are all sections of the application form completed?
- ☐ B. Does the project description clearly state how the project will assist those in need?
- ☐ C. Are the activities of the host and international partners clearly explained? Will the Rotarians be actively involved in the project?
- ☐ D. Have both the host and international partners created committees to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- ☐ E. Is a detailed, itemized budget included in the application?
- ☐ F. Are all partner contributions listed in the application?
- ☐ G. Does commitment letters from the host Club include the \$100 support and participation commitment as well as any other participating Rotary Clubs or NGO included with the application?
- ☐ H. Have the Club presidents or district grants subcommittee chairs from the host and international partner provided their authorizing signatures?
- ☐ I. Have all six committee members provided their authorizing signatures?
- ☐ J. If a cooperating organization is involved, are the following letters included with the application?
 - ☐ 1. Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial commitment of the project.
 - ☐ 2. Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country.
- ☐ K. Are all seven authorizing signatures completed in the application? (One on page 11 under Final Report and six on page 13 under Authorizations).
- ☐ L. Have you checked with your Club president or Club treasurer to ensure that your Club's Rotary International and District 6290 dues have been paid?
- ☐ M. Does your Club have any outstanding reports from other Rotary grant projects? _____ If yes, please explain.
- ☐ N. What was your Club's per capita contribution to the Rotary Annual Fund for 2023-2024? _____
- ☐ O. If your Club membership as of July 1, 2023 was fewer than 20 members, did project chair/grant writer from your club successfully complete a Grant Management Seminar in 2023 or 2024?
- ☐ P. If your Club membership as of July 1, 2023 was 20 or more members, did project chair/grant writer and one additional member of the project committee from your club successfully complete a Grant Management Seminar in 2023 or 2024?
- ☐ Q. Have you checked to see if the project complies with all legal and safety requirements of the host country?
- ☐ R. Has your club signed and submitted the current combined Memorandum of Understanding and Addendum form, and if the club has not named a president for the next Rotary year the current secretary may sign this form?
- ☐ S. **Has the project chair/grant writer and one other project committee member plus the club president signed the grant application?**

AUTHORIZATIONS

Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current Club presidents for Club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary Clubs, districts, and Rotarians involved in this project are responsible to District 6290 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
2. The Club/district agrees to undertake this project as an activity of the Club/district.
3. The partners agree to share information on best practices when asked, and District 6290 may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
4. To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from District 6290 grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of Rotary International.
5. NOTE: Any and all exceptions must be explained in an attached statement.

Host Partner		International Partner	
<input type="checkbox"/> Club president (Club-sponsored)		<input type="checkbox"/> Club president (Club-sponsored)	
<input type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name		Name	
Title		Title	
Rotary Club		Rotary Club	
District #		District #	
Signature		Signature	
Date		Date	

Host Primary Project Chair Contact		International Primary Project Chair (Must complete GSM)	
Name		Name	
Title		Title	
Rotary Club		Year Attended GSM	
Signature		Signature	
Date		Date	
Host Project Member Contact #2		International Project Member #2 (Must complete GSM)	
Name		Name	
Title		Title	
Rotary Club		Year Attended GSM	
Signature		Signature	
Date		Date	

DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

Explanation: The District 6290 Grants Committee Chair certifies the application is complete. If the application is not complete or ineligible, it will be returned to the Club (s) responsible for writing the grant application with a brief explanation.

“On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all District International Grant guidelines, and is eligible for funding.”

Print name of DGC Chair: **Linda Falstad**

Signature

**PLEASE SUBMIT COMPLETED APPLICATION FORM AND ALL ATTACHMENTS ELECTRONICALLY
AS ONE PDF FILE TO:**

Linda Falstad, Rotary District 6290 Grants Committee Chair

lindaf@ridistrict6290.org (Cell Phone) 616-218-1331

COMBINED ROTARY FOUNDATION MEMORANDUM OF UNDERSTANDING AND DISTRICT 6290 ADDENDUM

I **THE ROTARY FOUNDATION** **CLUB QUALIFICATION** **MEMORANDUM OF UNDERSTANDING**

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program. A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.

B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.

C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.

D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.

E. The club must cooperate with any financial, grant, or operational audits.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
 - B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
3. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest. Financial Management Plan The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to:

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

4. Bank Account Requirements for Global Grants

In order to receive global grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds. A. The club bank account must

- 1. Have a minimum of two Rotarian signatories from the club for disbursements
 - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored global grant, and the name of the account should clearly identify its use for grant funds.
- D. Global grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

5. Report on Use of Grant Funds

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

6. Document Retention

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

A. Documents that must be maintained include, but are not limited to:

1. Bank information, including copies of past statements
2. Club qualification documents including a copy of the signed club MOU 3. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
4. Information related to grants, including receipts and invoices for all purchases

B. Club records must be accessible and available to Rotarians in the club and at the request of the district.

C. Documents must be maintained for a minimum of five years, or longer if required by local law.

7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

Authorization and Agreement

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

II

Addendum to District 6290 Rotary Foundation Club MOU

A. Terms and Qualifications:

Your Club must be qualified to participate in both District and Global Grants by (1) \$100 per Rotarian in your Club minimum contribution to the Annual Fund of the Rotary Foundation during the preceding Rotary year; (2) executing and delivering The Rotary Foundation Memorandum of Understanding and the District 6290 Addendum to the District Stewardship Chair on or before October 15th of each year; and (3) paying your Rotary International and District 6290 Club dues as set forth in B.3, below. Your Club may apply for Global Grants (but not District Grants) if you meet requirements 2 and 3, even if you do not meet the per capita contribution requirements of \$100 per Rotarian.

B. Club Responsibility for Qualification:

1. As of July 1, 2024, if a club has 20 or more members, at least two (2) of its members (the project chair/grant writer and one other member of the project committee) must successfully complete the live or online Grant Management Seminar (GMS) in 2025 with both signing the grant application. Everyone must have completed the course before October 15th at midnight.
2. As of July 1, 2024, if a club has less than 20 members, only one (1) member (the project chair/grant writer) is required to successfully complete a Grant Management Seminar in 2025 and sign the grant application. Everyone must have completed the course before October 15th at midnight.
3. Your Club's dues to both Rotary International and District 6290 must be paid on or before October 15th, 2025 for District Grants. For Global Grants, your dues must be Paid by the 1st of the month in which your application is submitted.
4. The Chair of your Club's project must take the current GMS, and everyone signing a grant application (except your Club President) must also have taken the current GMS.

C. Reporting on Use of Funds:

Your Club must submit reports on the use of District Grant funds for each approved grant request within 12 months from the time of receiving funding. Your Club must also submit a final report within 30 days of completion of your project, including complete financials and receipts for all expenditures. If your Club does not submit complete and timely reports, your Club will not be qualified to apply for any subsequent grants.

On behalf of the Rotary Club of _____, the undersigned agree to comply with all of the conditions and requirements of the MOU and Addendum for the current Rotary year and will notify Rotary International District 6290 of any changes or revisions to club policies and procedures related to these requirements.

Club President current Rotary Year	Club President next Rotary Year
Name	Name
Signature	Signature

Please send completed, signed Combined Memorandum of Understanding (MOU) and District Addendum to District 6290 Stewardship Chair, Bob Marcus at rdmarcus@yahoo.com or call 231-357-2197.

Rotary District 6290

Local and International Grant Report Form

District Grant Number: _____

☐ Progress Report ☐ Final Report

Submit report (with signatures) along with copies of all receipts electronically to District Grant Committee Stewardship Chair, Bob Marcus, at rdmarcus@yahoo.com

Rotary Club: _____

Project Title: _____

Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

2. How many Rotarians participated in the project?

3. What did they do? Please give at least two examples.

4. How many non-Rotarians benefited from this project?

5. What are the expected long-term community impacts of the project?

6. If a cooperating organization was involved, what was its role?

Financial Report *(Club must retain receipts of all expenditures & include copies in all district reports.)*

7. Income

1. District funds received from the District	\$
2. Other funding (specify)	\$
3.	\$
Total Project Income	\$

8. Expenditures (please be specific and add lines as needed)

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
Total Project Expenditures	\$

9. Indicate the amount of District funds not used at the completion of the project _____, and those funds must be returned to the District 6290 Grant Committee.

10. Please submit at least two (2) pictures of your project to show the depth and scope of the doing good in your community.

11. Please provide short summary of how the project was recognized and promoted in local media and your efforts to increase the Rotary Brand Awareness in the community.

12. By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only on eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate.

Certifying Signature _____ Date: _____

Print name, Rotary title, and club _____

Submit report (with signatures) along with copies of all receipts electronically to District Grant Committee Stewardship Chair, Bob Marcus, at rdmarcus@yahoo.com

GLOBAL GRANT RESOURCE SHEET

Rotary Foundation has prepared a very valuable summary of Global Grants that includes a lot of very helpful links to resources you will want to have at your disposal if you are thinking about applying for a Global Grant. If you click on the following link you can save the page and use it when you get ready to start on your grant project. You will need to sign in with your Rotary username and password. When you get to the page – scroll down for some great links.

<https://www.rotary.org/myrotary/en/take-action/apply-grants/global-grants>

Rotary 7 Areas of Focus

<https://www.rotary.org/en/our-causes>

2025 District 6290 Grant Management Seminar

Module #1



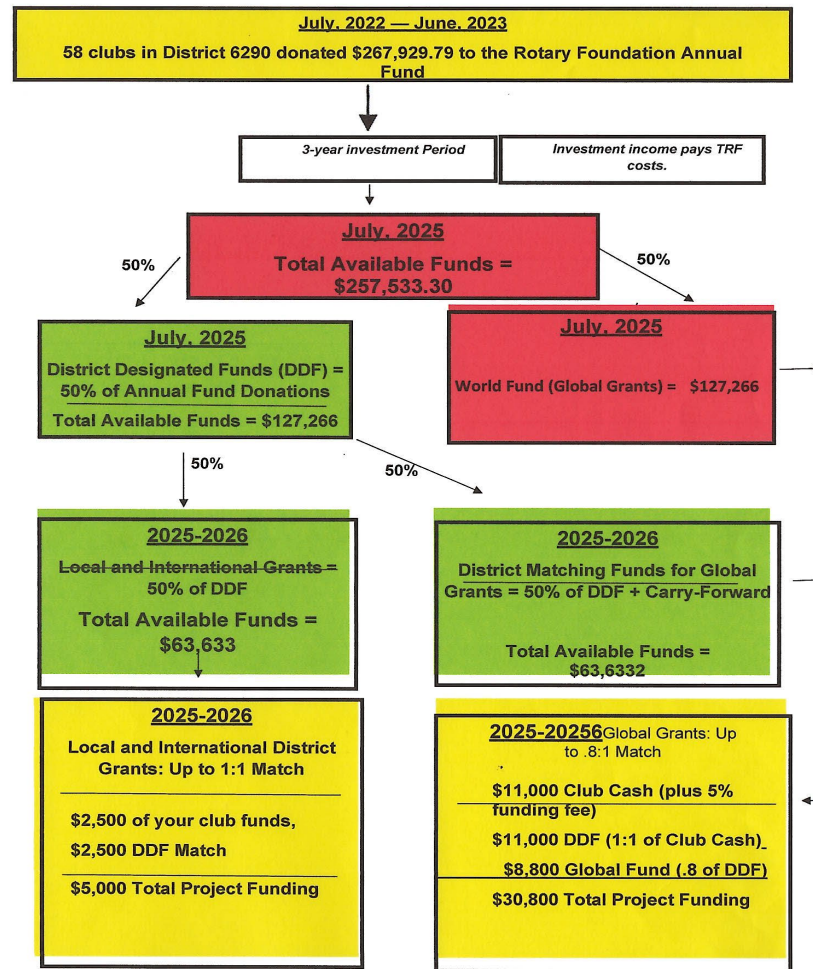
Rotary Foundation Mission

The Mission of the Rotary Foundation is to enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education and the alleviation of poverty.



Rotary Foundation SHARE System

SHARE FUND - What Happens to My Money?



- 95% of our donations to the Annual Fund are used to fund matching grants
- Matching grants leverage club projects from GOOD to GREAT!
- Rotarian donations fund the club projects that change lives and build better communities around the world.
- Rotary Foundation size and reach make Rotary club projects the most significant force for doing good in the world.



Five components of the Rotary matching grant program



Before Applying for matching grant funds from 6290 DDF or the World Fund, Each Club Must:

1. Sign and return the MOU and Addendum
2. Attend the Grant Management Seminar.
3. Pay district and RI dues on time.
4. Meet the \$100 per capita giving requirements
5. Submit all final project reports from last year's grants on time.



Focus on One or More of the Seven Areas of Focus

1. Promoting Peace
2. Fighting Disease
3. Providing Water, Sanitation and Hygiene
4. Saving Mother and Child
5. Supporting Education
6. Growing local economies
7. Protecting the environment



Grant Management Stewardship

Sign and return the Memorandum of Understanding (MOU) and district addendum before applying for a grant.



Sustainability

SUSTAINABILITY

For Rotary, sustainability means providing long-term solutions to community problems that community members themselves can support after the grant funding ends.



Start with the community

Identify a need and develop a solution that builds on community strengths and aligns with local values and culture.

Encourage local ownership

Identify key community members who can help pioneer lasting improvements.



Provide training

A project's success depends on people.



Buy local

Purchase equipment and technology from local sources.



Find local funding

Get local funding through governments, hospitals, companies, and other organizations.



Measure your success

Develop clear and measurable project outcomes and determine how you will collect your data.



GRANT SEASON CALENDAR FOR PREPARING AND SUBMITTING GRANT APPLICATIONS

July 1: Window opens for applications

October 15: Window closed for applications

End of October: Pre-view teams assigned

November 10: Pre-view team revisions returned

**November 11, 2025: Final Grant Committee
review meeting and awards decided.**



2025 District 6290 Grant Management Seminar

Module #2 Applying for Global Grants



6290 Club Qualifications

1. Sign and return the MOU and Addendum
2. Attend the Grant Management Seminar.
3. Pay District and RI dues on time.
4. Meet the \$100 per capita giving requirements
5. Submit all project reports from last year's grants on time.



- **HUMANITARIAN PROJECTS** that provide sustainable, measurable outcomes and address real community needs.
- **VOCATIONAL TRAINING** that builds skills within a community through targeted educational programs.
- **SCHOLARSHIPS** that fund international graduate-level study by people seeking a career within an area of focus.



Global Grant Overview

- Locate a Host Club outside the US.
- Host Club must conduct a Needs Assessment for a project identified by their benefitting community.
- Project must be long-term and sustainable after Rotary leaves the project.
- Project must address one or more of the 7 Areas of Focus.
- Project must have measurable goals identified by the Needs Assessment.
- Total project value must be over \$30,000.



Global Grant Tips

- Use the Grant Application Tool located in the Rotary Grant Center
- Your club and your partner Host Club must be qualified.
- Report progress of your grant on a timely basis.
- Give yourself LOTS of time



Let's Get Started

Completing the Global Grant Application



FIND A PROJECT AND A PARTNER CLUB

1. Work on their ideas - not yours
2. Select an Area of Focus that fits the project.
3. Both clubs must be qualified
4. Explore *Rotary Ideas* and *Rotary Showcase* on *Rotary.org* for ideas and contacts.
5. Check with Grants Chair for projects underway in the district.



CONDUCT A NEEDS ASSESSMENT

1. Host club takes the lead
2. Understand the problem
3. Don't assume a solution
4. Develop good base data for measurement



ESTABLISH MEASURABLE GOALS

- Use base data from needs assessment.
- Carry all the way to the project completion.

▪



OTHER PARTICIPANTS

- Cooperating organizations provide technical expertise, training, skills, education or other support
- Benefitting organizations get the money or equipment from the grant



BUDGETS AND FUNDING

Budget Expenses:

- Buy locally – price in local currency
- USE Rotary currency conversion numbers

Find Funding:

- Only qualified clubs get matched
- All funding commitments in writing
- Include TRF 5% processing fee



MAKE IT SUSTAINABLE

- Start with the community
- Encourage local ownership
- Provide training
- Buy local
- Find ongoing funding
- Measure your success



SUBMIT YOUR APPLICATION

- Leave yourself plenty of time – 60 days
- Keep it simple but pay attention to the details
- TRF reviews **AFTER** district approves DDF



IMPLEMENT YOUR PROJECT

- **Manage** the work
- **Monitor** the progress and **Evaluate** the results
- **Report** the outcomes



2025 District 6290 Grant Management Seminar

Module #3 District Local and International Grants



6290 Club Qualifications

1. Sign and return the MOU and Addendum
2. Attend the Grant Management Seminar.
3. Pay District and RI dues on time.
4. Meet the \$100 per capita giving requirements
5. Submit all project reports from last year's grants on time.



APPLYING FOR DISTRICT GRANTS

2025-2026 Rotary District and Foundation Matching Grants “At-A-Glance” 7/1/2025

	Focus	Guidelines	Financials	Timelines
District Local Grant	<ul style="list-style-type: none"> Local community Project being within one of seven areas of focus, being sustainable and having measurable outcomes are all recommended but not required. 	<ul style="list-style-type: none"> 1 request per district qualified Club either for Local or a International grant project but not both. May cooperate in grants as a participating club. One year to complete project unless unusual difficulties arise 	<ul style="list-style-type: none"> \$500 min to \$2,500 max per Club Participating club funds are not matched by district. Up to 1:1 club match from District. 	<ul style="list-style-type: none"> Applications accepted from July 1 to October 15. Review meeting 11/11/25. Notification shortly after. Progress or final report due July 1, 2026 Final report due upon completion but at least by December, 2026
District International Grant	<ul style="list-style-type: none"> International location Project being within one of seven areas of focus, being sustainable and having measurable outcomes are all recommended but not required. 	<ul style="list-style-type: none"> 1 request per district qualified Club either for International or a Local grant project but not both. May cooperate in grants as a participating club. Requires partnership with Rotary Club in project country (the Host Club) Maximum 2 years for project. 	<ul style="list-style-type: none"> \$1,000 minimum to \$5,000 maximum per Club. Participating club funds are not matched by district. Up to 1:1 match from District. Host Club must contribute at least \$100 to the project 	<ul style="list-style-type: none"> Applications accepted from July 1 to October 15. Review meeting 11/11/25. Notification shortly after. Progress or final report due July 1, 2026 Final report due upon completion or at least by December, 2026
Global Grant	<ul style="list-style-type: none"> Within one of seven areas of focus Project must be Sustainable Measurable outcomes Needs assessment must be completed before application. 	<ul style="list-style-type: none"> A District qualified Club is required to be committed in a partnership with Host Club in project country Needs assessment must be completed by local community in the project area of host country before application can be completed online at rotary.org 	<ul style="list-style-type: none"> Must be over \$30,000 total project Cash from Club(s) matched up to 1:1 with DDF DDF matched .8:1 by World Fund 	<ul style="list-style-type: none"> Application accepted between July 1 and October 15 for review on 11/11/25 After November 11, applications are due by the 1st of the month in which the application will be reviewed. See specific Global Grant schedule on district website Sponsoring Rotary Club must submit a report every 12 months and a final report within 30 days of project completion. See specific grant application for more details at my.rotary.org/en then to Grant Center.
General Notes	<ul style="list-style-type: none"> Any requesting District Local, International, and Global Grants funds from DDF must meet all Rotary and District Qualifications. Note: This Rotary year, due to the limited funds available for our district local and international grants, each qualified club may only apply for one district local <u>or</u> one district international grant. Participating as a cooperating donor to another club's grant will not use up your club's allotment of "one local or one international grant per club." Please read complete detailed grant guidelines and policies on the individual district local and individual district international grant applications. All policies, guidelines, stewardship report, and the Grant Management Seminar are on the District Website. 			



DISTRICT GRANT REVIEW PROCESS AND CALENDAR

- **Grant applications accepted – 7/1 – 10/15**
- **Grant applications DUE—10/15/25**
- **Preliminary Grant reviews undertaken – 10/16 –10/31**
- **Final grant review– participation required – 11/11/25**
- **Applications sent to TRF –11/12 – 12/31**
- **Expected check from TRF – not before 1/2026**
- **Checks mailed to clubs – Usually 1/15/26 – 2/15/26**
- **Final/Progress reports – One year from funding or within 30 days of completion**



- Read and comply with the Guidelines printed on the first page of the application.
- Signer MUST have taken GMS
- Project Chair MUST have taken GMS
- Read the Terms and Conditions
- Complete the check-list
- Be sure the Budget and Funding pages total the same.



DISTRICT INTERNATIONAL GRANTS

- Find a partner in the host country who is developing a project
- Select project committee members
- Budget expenses and locate funding
- Complete the check list



STEWARDSHIP AND FINAL REPORTING

1. Club qualification
2. Club officer responsibilities
3. Report on use of grant funds
4. Report misuse of grant funds



USE THE DISTRICT WEBSITE AS YOUR PRIMARY RESOURCE

