

2026-2027 GMS Resource Documents Booklet

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Rotary District 6290 Foundation Committee

Mark Andresky, (District 6290 Rotary Foundation Committee Chair & Paul Harris Society Chair) – markandresky@gmail.com

Linda Falstad (Grants Chair) – falstadinitiativesllc@gmail.com

Gernot Runschke (International Services Chair) – gernotrunschke@gmail.com

James P. White (Foundation Treasurer) – whitejamesp@comcast.net

Jackie Bertsch (Peace Fellows Chair) – jbertsch@charter.net

Rachel Sytsma-Reed (Global Scholars Chair) – rachel@greatlakescfa.org

Carol Burns (PolioPlus Chair) – cjburns.BEC@gmail.com

Bob Marcus (Stewardship Chair) – rdmarcus@yahoo.com

District 6290 Grants Committee Members 2026-2027

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	
Mark Andresky Foundation chair	Charlevoix	markandresky@gmail.com
Julie Schumaker DG	Frankfort	schumakerjulie@gmail.com



8/3/2026

Club Name (Only Clubs in Yellow qualify-Green did not meet \$100.00 per member & no further tracking was completed.)	Member-ship as of 7/1/2025	YTD Annual Giving 25/26 Rotary Year	YTD Annual Fund Per Capita (yellow indicates met requirement)	Grant Reports Submitted 2025/2026 Rotary Year (Green indicates not completed)	Grant Reports Submitted 202/2025 Rotary Year-Green still due	MOU's Received (yellow indicates met requirement)	2026 District Dues Paid (Green indicates not paid)	2026 RI Dues Paid. (Green not paid)	GW25=Grant Webinar/Training Completed in 2025/GMS26=In Person Class in 2026	
Ada-Cascad, MI, United States	15	\$4,151.75	\$276.78						Paul Heroman=GW25	
Allendale, MI, United States	16	\$1,500.00	\$93.75						Andy Hayes=GW25/Jason Fogel=GW25	
Baldwin, MI, United States	16	\$460.00	\$28.75							
Bellaire, MI, United States	13	\$0.00	\$0.00							
Benzie Sunrise, MI, United States	44	\$8,949.25	\$203.39	Trailhead & Campground					Phyllis Kladder=GW25/Carol Burn=GW25/Val Gerhart=GW25	
Big Rapids, MI, United States	40	\$1,550.00	\$38.75							
Boyne City, MI, United States	17	\$2,910.00	\$171.18							
Cadillac, MI, United States	44	\$4,805.00	\$109.20						Doreen Lanc=GW25/Robert Marcus=GW25/Glenn Verbrugge=GW25	
Cedar Springs, MI, United States	14	\$8,520.00	\$608.57						Karen Noren=GW25	
Charlevoix, MI, United States	40	\$8,340.00	\$208.50							
Cheboygan, MI, United States	46	\$200.00	\$4.35							
Chippewa County (Sault Ste. Marie)	15	\$100.00	\$6.67							
Comstock Park, MI, United States	25	\$2,907.00	\$116.28						Diane VanEpps-GW25/Christy Nowak=GW25	
Coopersville, MI, United States	23	\$340.00	\$14.78							
East Jordan, MI, United States	31	\$6,305.00	\$203.39	Camp Daggett					Bill Lorne=GW25/Kristen Ryall=GW25	
Elk Rapids, MI, United States	52	\$7,358.50	\$141.51						Bob Chaphler=GW25	
Frankfort, MI, United States	58	\$7,407.25	\$127.71	Robotics					Steve Walton=GW25/Julie Schumaker=GW25	
Fremont, MI, United States	21	\$2,825.38	\$134.54	Park Project					Jeff Coil=GW25 Tom Schmidt=GW25	

Gaylord, MI, United States	49	\$4,830.00	\$98.57	
Grand Haven, MI, United States	62	\$17,137.75	\$276.42	
Grand Rapids, MI, United States	198	\$21,416.64	\$108.16	mobility projects
Grayling, MI, United States	29	\$2,117.00	\$73.00	
Greenville, MI, United States	23	\$403.50	\$17.54	
Hart, MI, United States	29	\$1,167.00	\$40.24	
Holland, MI, United States	41	\$5,442.25	\$132.74	Motorized Shopping cart
Holland After Hours, MI, United States	23	\$7,217.94	\$313.82	
Houghton Lake, MI, United States	22	\$2,270.00	\$103.18	
Inland Waterway of Alanson, MI, United States	17	\$560.00	\$32.94	
Kentwood, MI, United States	18	\$1,953.21	\$108.51	
Little Traverse Bay Sunset, MI, United States	13	\$0.00	\$0.00	
Lowell, MI, United States	44	\$4,225.88	\$96.04	
Ludington, MI, United States	64	\$8,494.20	\$132.72	
Mancelona, MI, United States	14	\$50.00	\$3.57	
Manton, MI, United States	16	\$1,380.00	\$86.25	
Montague-Whitehall, MI, United States	28	\$2,500.00	\$89.29	The Gathering
Muskegon, MI, United States	249	\$6,130.52	\$24.62	
Petoskey, MI, United States	81	\$26,471.75	\$326.81	
Petoskey Sunrise, MI, United States	75	\$160.00	\$2.13	
Reed City, MI, United States	14	\$50.00	\$3.57	
Rockford, MI, United States	31	\$5,371.00	\$173.26	
Roscommon, MI, United States	32	\$6,069.00	\$189.66	Nature Preserve & Playground
Sault Ste. Marie, MI, United States	21	\$2,510.69	\$119.56	Robotics

Ellen Peters=GW25
Sienna M-GW25/James P. White=GW25
Kate Fornarotto=GW25/Janet Huyser=GW25/Ed Swart=GW25/KathyDeVries=GW25
Linda Falstad=GW25/David Beattie=GW25
Gary Gandolfi
Mark Lindholm=GW25
Wendell Christoff=GW25
Bob Vipon=GW25/Roger Wills=GW25/Betty Mousel=GW25/Julie Sarto=GW25
Esther Baldrige=GW25/Clarissa Moon=GW25
Georgia Abbott=GW25/Andrea=GW25
Jon Loux=GW25
Jackie Bertsch=GW25/Barb Costello=GW25/Troy Fairbanks=GW25
Angie McArthur=GW25/Craig Flickinger=GW25

Sault Ste. Marie, ON,
Canada

Sault Ste. Marie North,
ON, Canada

Shelby, MI, United
States

Spring Lake, MI, United
States

Stanton, MI, United
States

Suttons Bay-Leelanau
County, MI, United

Traverse Bay Sunrise,
MI, United States

Traverse City, MI,
United States

Wawa, ON, Canada

Zeeland, MI, United
States

Baker College
Muskegon, MI, United

Grand Rapids
Community College,

63	\$7,265.65	\$115.33	
14	\$0.00	\$0.00	
21	\$790.00	\$37.62	
38	\$4,350.00	\$114.47	
10	\$0.00	\$0.00	
50	\$2,300.00	\$46.00	
68	\$6,908.00	\$101.59	Malawi Bikes
155	\$16,296.75	\$105.14	
11	\$1,478.39	\$134.40	
	\$0.00	\$0.00	
	\$0.00	\$0.00	
	\$0.00	\$0.00	

Marcia Cohn=GW25
Kip Nickel=GW25/Julane Underhill=GW25
Al Bonney=GW25/Linfa Fogel=GW25/Linda Racine=GW25
Linda Guindon=GW25

2026-2027 Rotary District and Foundation Matching Grants “At-A-Glance”

7/1/2026

	Focus	Guidelines	Financials	Timelines
District Local Grant	- Local community - Project being within one of seven areas of focus, being sustainable and having measurable outcomes are all recommended but not required.	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	\$500 min to \$2,500 max per Club - Participating club funds are not matched by district. - Up to 1:1 club match from District.	- Applications accepted from July 1 to October 15. - Review meeting 11/10/26. Notification shortly after. - Progress or final report due July 1, 2027 - Final report due upon completion but at least by December, 2027
District International Grant	- International location - Project being within one of seven areas of focus, being sustainable and having measurable outcomes are all recommended but not required.	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.	\$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	- Applications accepted from July 1 to October 15. - Review meeting 11/10/26. Notification shortly after. - Progress or final report due July 1, 2027 - Final report due upon completion or at least by December, 2027
Global Grant	- Within one of seven areas of focus - Project must be Sustainable - Measurable outcomes - Needs assessment must be completed before application.	- 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	- 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	- Application accepted between July 1 and October 15 for review on 11/10/26 - After November 10, 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	- 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 LOCAL GRANTS INFORMATION AND REQUIREMENTS

District 6290 accepts grant proposals for local and international projects. Each qualified Rotary club in the district can apply for one district local grant or one district international grant.

To qualify to submit grant proposal clubs must meet the following criteria.

- Have contributed to the Foundation Annual Fund with an average of \$100 per club member during the 2025-2026 Rotary year.
- Have two members successfully complete the live or online Grant Management Seminar (GMS) by midnight October 15, 2026. One of the members completing the training must be the committee chairperson. If, as of July 1, 2025, a club has less than 20 members, only one member, the committee chairperson, must complete the training. GMS training is valid for the year you take it plus one additional year. Any member listed as a Grant Committee Chairperson or Committee Member for a grant project under application for the 2026 cycle who successfully completed the GMS for the 2025 grant cycle does not need to take the GMS again for 2026.
- Submitted the Combined Club Memorandum of Understanding and District Addendum for 2025-2026 / 2026-2027 by October 15, 2026.
- Be current with final grant reports on any previously received district grants.
- Complete the grant check list (see item 5).
- Be able to participate, via Zoom conference call, in the District Grants Committee meeting on Tuesday, November 10, 2026, to briefly explain the grant request and answer any committee member questions.
- Have paid both Rotary International and District 6290 dues by October 15, 2026.

Unqualified clubs can participate in local projects, but these funds are not eligible for matching funds from the district.

Rotary local grants are for projects in the continental United States. District 6290 local grants are for projects within our district. If approved, the district will match the qualified club's funds by a minimum of \$500 to a maximum of \$2,500.

Grants must respect the wishes of the receiving community and strive to understand and appreciate their traditions and culture. Grants require the direct involvement of Rotarians to use of all grant funds in a way that complies with the following terms and conditions:

- Assess community needs and develop a project plan.
- Establish a committee of at least three Rotarians to oversee the expenditure of funds.
- Oversee grant funds from start to finish.
- Implement project(s).
- Provide training, education, and outreach where applicable.
- Provide evidence of community involvement and ownership.
- Organize meetings with local service providers, local officials and/or recipients.

- Promote the project in the local media.
- On-going monitoring and evaluating the project.

Projects must be in one of the seven Rotary Foundations' areas of focus: peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; and the environment. If you're not sure if your project is in one of the areas of focus check with the District 6290 grant review committee chair, or a committee member.

ELIGIBLE ACTIVITIES

(Updated by RI October 2025)

Activities that are eligible for district grant funding:

- A. Align with The Rotary Foundation's mission.
- B. Can include:
 1. Local service projects and related travel
 2. Scholarships for any educational level
 3. Vocational training teams (groups of professionals who teach others about a particular field or learn more about their own) and related travel
 4. Scholar and vocational training team orientation
 5. Grant management seminars
 6. Rotary members' participation in, and travel to and from, Rotary project fairs, to help clubs and districts find project partners
 7. Projects and activities in countries where Rotary has clubs as well as in areas where we do not, and in geographic areas where permitted by law and in accordance with Foundation policies
 8. Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, or Interact programs
 9. Community assessments
 10. Construction and renovation
 11. Microcredit activities when working with a registered microfinance institution that has operated for at least three years to administer loan programs
 12. Campaigns to build awareness of and signs alerting people to the presence of land mines
- C. Involve active participation by Rotary members
- D. Cause no harm and comply with the laws of both the United States and the country where the grant-funded activities will be carried out. (If you plan to sponsor activities in or travel to countries sanctioned by the U.S. Treasury Department's Office of Foreign Assets Control, you will be asked to supply more information.)
- E. Protect the safety and well-being of all minors who participate, and comply with Rotary International's youth protection policies
- F. Are reviewed and approved by the Foundation before they are implemented.
- G. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out

- H. Comply with the Conflict-of-Interest Policy for Program Participants as outlined in section 30.040. of The Rotary Foundation Code of Policies and summarized in section 10, Conflict of Interest Policy for Grants
- I. Adhere to Rotary’s policies for the use of the name “Rotary” and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the Rotary Code of Policies
- J. Include signage on or near project sites that identifies the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of The Rotary Foundation Code of Policies and in accordance with Rotary’s brand guidelines, which can be found in the Brand Center
- K. Adhere to Rotary’s Privacy Statement for Personal Data, outlined in section 26.080. of the Rotary Code of Policies

INELIGIBLE ACTIVITIES AND SPENDING

(Updated by RI October 2025)

District grant-funded activities may not:

- A. Discriminate against any group
- B. Promote a particular political or religious viewpoint
- C. Perform purely religious functions
- D. Provide continuous or excessive support to any one person, entity, or community
- E. Establish a foundation, permanent trust, or long-term interest-bearing account
- F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding
- G. Include fundraising activities
- H. Transport vaccines over national borders without prior approval of government and regulatory authorities in the originating and receiving countries
- I. Require anyone to work without pay. (Projects should strive to uphold labor rights and fair wage practices; if the people who will benefit are required to volunteer on the project, their explicit consent is required.)
- J. Require work by anyone below the country’s legal working age or, if the law doesn’t specify, anyone underage 16

District grant funds also may not be used to pay for:

- K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved
- L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant
- M. Purchases of land or buildings
- N. Weapons or ammunition
- O. Military assistance
- P. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies
- Q. Public relations initiatives, unless they are essential to completing the project

- R. Project signage that costs more than US\$1,000
- S. The operating, administrative, or indirect program expenses of another organization
- T. Unrestricted cash donations to a person or cooperating organization
- U. COVID-19 vaccines
- V. Immunizations that administer only the polio vaccine
- W. Travel to National Immunization Days
- X. Abortions or procedures that are undertaken solely for sex determination
- Y. Study at a university that hosts a Rotary Peace Center in the same or a similar academic program as Rotary Peace Fellows
- Z. International travel for anyone under age 18, unless they are accompanied by a parent or guardian or are participating in the Rotary Youth Exchange program
- AA. Loan guarantee systems
- BB. Items that would then be owned by a Rotary district, a Rotary or Rotaract club, or a member. If items bought with grant funds are no longer needed or functional, the organization designated in the grant application as the benefiting entity is responsible for disposing of or selling them and will receive any proceeds. No Rotary district, Rotary or Rotaract club, or their members can receive any income from the disposal or sale of the items.
- CC. The detection and removal of land mines or the purchase of equipment to remove land mines

GRANT APPROVAL AND FOLLOW UP

1. Applications will be accepted from July 1 through October 15, 2026. Incomplete applications will be returned to clubs and may or may not be considered depending on availability of funds.
2. The Grants Committee will review qualified clubs' applications.
3. A Grant Committee member will contact each club committee chair to follow up on the request and confirm contact information for the Zoom interview on Tuesday, November 10, 2026.
4. After the interviews, the Grant Committee will discuss all the grant proposals and award grants based on project merit, amount of request and club's contribution toward the project.
5. If approved, the district will match the qualified club's funds at a minimum of \$500 to a maximum of \$2,500. District matching grants will be prorated if there are not enough funds to cover all the approved grant projects. If money is still available after all regular grants are funded, clubs that have included a qualified District 6290 Rotary partner club in their grant proposal will be instructed to resubmit only the funding page of their proposal, if necessary, and the grants committee will review to approve one qualified partner club match up to \$1,000. This additional funding will be prorated if there are not enough funds to match all the qualified partner funds.
6. Committee chair should expect to hear within one week if their grant proposal was awarded district matching funds.
7. District matching funds should arrive in January/February 2027.
8. Upon completion of the project a final report should be submitted, and any unused district funds should be returned.

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:

1. A report (**electronic**) that provides details of all expenses. For auditing purposes, please retain all original receipts and submit copies with the final report.
2. 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.
3. 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.

GRANT POLICY FOR DISTRICT LOCAL GRANTS

Durable Goods: Durable goods are tangible, long-lasting products that do not quickly wear out and generally have a useful life of three years or more. Because durable goods provide benefits beyond the year in which the grant was awarded they promote sustainability, an important goal for any Rotary project.

Consumable Goods: Consumable goods are products intended to be used up, eaten, or worn out, requiring frequent replacement due to their short lifespan. Consumable goods, like food or cash cards, do not foster sustainability, however they do provide important benefits to the beneficiaries.

1. Grant proposals for durable and consumable goods will be considered.
2. Grant requests for “Consumable Goods” will, effective in the Rotary Grant year 2026-2027, 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.)
3. 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.
4. District grant funds left over and not used at the completion of the project must be returned to the District Grants Committee.

1. SPONSORING CLUB DETAILS

Sponsoring Rotary Club:

--

Per Capita Club Annual Giving in 2025-2026: \$ _____

This data can be found by running the club giving report from your club's My Rotary page.
Annual giving must be ≥\$100/member to apply.

Project Implementation Committee

(includes the **Chairperson/Grant Writer** and at least **two additional Rotarians**)

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	

2. THE PROJECT

Project Name

--

Dollar Value of Requested District Local Grant: \$ _____

Minimum \$500 USD to Maximum \$2,500 USD

Rotary Foundation Area of Focus for the Project

Peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; or the environment

--

Project Description

Summarize the project, along with its goals and objectives (include description of benefiting organization)

--

Start Date

Estimated start date of the project

--

Completion Date

Estimated completion date of 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 This cannot be a Rotary Club or Rotarians

--

Project Ongoing Maintenance

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)

--

Sustainability

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.

--

Rotary Recognition

Summarize your plan on how the project will gain community awareness for Rotary

--

Project Finances

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

Total expense number must be the same as total revenue number

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

Revenue				
	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?

--

3. OTHER PARTNERS

Rotary Clubs

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.

Names of club(s)

--

Other Organizations

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)

--

4. BENEFITTING ORGANIZATION(S) COMMITMENT

As an officer of the benefiting 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. Attach a signed letter from the benefiting organization confirming their commitment to this project.

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

5. APPLICATION FORM COMPLETION CHECKLIST AND QUESTIONS

NOTE: All sections of the form must be completed. Incomplete applications will not be considered.

The following checklist and questions **MUST BE COMPLETED** to make sure your application is complete. Double left click on the box and change the setting from not checked to checked.

Have you:

- ☐ A. Completed all 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 3?
- ☐ D. Attached a letter of support from any affiliated organization as requested in section 3?
- ☐ E. Attached letter from the organization committed on-going maintenance of project as requested in section 2?

- ☐ F. Attached letter from the benefiting organization commitment as requested in section 4?
- ☐ 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 were paid by October 15, 2026?
- ☐ 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 2025-2026? _____
- ☐ K. If your club membership as of July 1, 2025, was less than 20 members, did the project chair/grant writer from your club successfully complete a Grant Management Seminar in 2025 or 2026?
- ☐ L. If your club membership as of July 1, 2025, 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 or 2026?
- ☐ 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 benefiting organization signed and received a copy of the grant application?
- ☐ O. Has the President of your Rotary club signed this District Local Grant Application?

6. SPONSORING ROTARY CLUB COMMITMENT

The following signature of the sponsoring Rotary Club President for the period during which the project will be undertaken (2026-2027 Rotary year) confirms the following:

1. All information contained in this application is true and accurate to the best of our knowledge; this application meets the criteria that are set out below for Terms and Conditions for the District Local Grant.
2. The club has agreed to undertake this project as an activity of the Club and organization (if any) involved.
3. We understand and will comply with the required Rotarian activities and reporting requirements as Stated.
4. 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:
2026-2027 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:

7: SUBMISSION

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. 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



DISTRICT INTERNATIONAL GRANTS INFORMATION AND REQUIREMENTS

District 6290 accepts grant proposals for local and international projects. Each qualified Rotary club in the district can apply for one district local grant or one district international grant.

To qualify to submit grant proposal clubs must meet the following criteria.

- Have contributed to the Foundation Annual Fund with an average of \$100 per club member during the 2025-2026 Rotary year.
- Have two members successfully complete the live or online Grant Management Seminar (GMS) by midnight October 15, 2026. One of the members completing the training must be the committee chairperson. If, as of July 1, 2025, a club has less than 20 members, only one member, the committee chairperson, must complete the training. GMS training is valid for the year you take it plus one additional year. Any member listed as a Grant Committee Chairperson or Committee Member for a grant project under application for the 2026 cycle who successfully completed the GMS for the 2025 grant cycle does not need to take the GMS again for 2026.
- Submitted the Combined Club Memorandum of Understanding and District Addendum for 2025-2026 / 2026-2027 by October 15, 2026.
- Be current with final grant reports on any previously received district grants.
- Complete the grant check list (see item 6).
- Be able to participate, via Zoom conference call, in the District Grants Committee meeting on Tuesday, November 10, 2026, to briefly explain the grant request and answer any committee member questions.
- Have paid both Rotary International and District 6290 dues by October 15, 2026.

Unqualified clubs can participate in local projects, but these funds are not eligible for matching funds from the district.

Rotary international grants are for projects outside the continental United States. If approved, the district will match the qualified club's funds by a minimum of \$1,000.00 to a maximum of \$5,000.

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 ACTIVITIES

(Updated by RI October 2025)

Activities that are eligible for district grant funding:

- A. Align with The Rotary Foundation's mission
- B. Can include:
 1. International service projects and related travel

2. Scholarships for any educational level
 3. Vocational training teams (groups of professionals who teach others about a particular field or learn more about their own) and related travel
 4. Scholar and vocational training team orientation
 5. Grant management seminars
 6. Rotary members' participation in, and travel to and from, Rotary project fairs, to help clubs and districts find project partners
 7. Projects and activities in countries where Rotary has clubs as well as in areas where we do not, and in geographic areas where permitted by law and in accordance with Foundation policies
 8. Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, or Interact programs
 9. Community assessments
 10. Construction and renovation
 11. Microcredit activities when working with a registered microfinance institution that has operated for at least three years to administer loan programs
 12. Campaigns to build awareness of and signs alerting people to the presence of land mines
- C. Involve active participation by Rotary members
 - D. Cause no harm and comply with the laws of both the United States and the country where the grant-funded activities will be carried out. (If you plan to sponsor activities in or travel to countries sanctioned by the U.S. Treasury Department's Office of Foreign Assets Control, you will be asked to supply more information.)
 - E. Protect the safety and well-being of all minors who participate, and comply with Rotary International's youth protection policies
 - F. Are reviewed and approved by the Foundation before they are implemented.
 - G. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out
 - H. Comply with the Conflict-of-Interest Policy for Program Participants as outlined in section 30.040. of The Rotary Foundation Code of Policies and summarized in section 10, Conflict of Interest Policy for Grants
 - I. Adhere to Rotary's policies for the use of the name "Rotary" and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the Rotary Code of Policies
 - J. Include signage on or near project sites that identifies the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of The Rotary Foundation Code of Policies and in accordance with Rotary's brand guidelines, which can be found in the Brand Center
 - K. Adhere to Rotary's Privacy Statement for Personal Data, outlined in section 26.080. of the Rotary Code of Policies

INELIGIBLE ACTIVITIES AND SPENDING

(Updated by RI October 2025)

District grant-funded activities may not:

- A. Discriminate against any group
- B. Promote a particular political or religious viewpoint

- C. Perform purely religious functions
- D. Provide continuous or excessive support to any one person, entity, or community
- E. Establish a foundation, permanent trust, or long-term interest-bearing account
- F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding
- G. Include fundraising activities
- H. Transport vaccines over national borders without prior approval of government and regulatory authorities in the originating and receiving countries
- I. Require anyone to work without pay. (Projects should strive to uphold labor rights and fair wage practices; if the people who will benefit are required to volunteer on the project, their explicit consent is required.)
- J. Require work by anyone below the country's legal working age or, if the law doesn't specify, anyone underage 16

District grant funds also may not be used to pay for:

- K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved
- L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant
- M. Purchases of land or buildings
- N. Weapons or ammunition
- O. Military assistance
- P. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies
- Q. Public relations initiatives, unless they are essential to completing the project
- R. Project signage that costs more than US\$1,000
- S. The operating, administrative, or indirect program expenses of another organization
- T. Unrestricted cash donations to a person or cooperating organization
- U. COVID-19 vaccines
- V. Immunizations that administer only the polio vaccine
- W. Travel to National Immunization Days
- X. Abortions or procedures that are undertaken solely for sex determination
- Y. Study at a university that hosts a Rotary Peace Center in the same or a similar academic program as Rotary Peace Fellows
- Z. International travel for anyone under age 18, unless they are accompanied by a parent or guardian or are participating in the Rotary Youth Exchange program
- AA. Loan guarantee systems
- BB. Items that would then be owned by a Rotary district, a Rotary or Rotaract club, or a member. If items bought with grant funds are no longer needed or functional, the organization designated in the grant application as the benefiting entity is responsible for disposing of or selling them and will receive any proceeds. No Rotary district, Rotary or Rotaract club, or their members can receive any income from the disposal or sale of the items.

CC. The detection and removal of land mines or the purchase of equipment to remove land mines

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:

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

All projects must have active Rotarian participation and oversight. Active participation can include:

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

Projects must be in one of the seven Rotary Foundations' areas of focus: peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; and the environment. If you're not sure if your project is in one of the areas of focus check with a District 6290 grant review committee member.

GRANT APPROVAL AND FOLLOW UP

1. Applications will be accepted from July 1 through October 15, 2026. Incomplete applications will be returned to clubs and may or may not be considered depending on availability of funds.
2. The Grants Committee will review qualified clubs' applications.
3. A Grant Committee member will contact each committee chair to follow up on the request and confirm contact information for the Zoom interview on Tuesday, November 10, 2026.
4. After the interviews, the Grant Committee will discuss all the grant proposals and award grants based on project merit, amount of request and club's contribution toward the project.
5. If approved, the district will match the qualified club's funds at a minimum of \$1,000 to a maximum of \$5000. District matching grants will be prorated if there are not enough funds to cover all the approved grant projects. If money is still available after all regular grants are funded, clubs that have included a qualified District 6290 Rotary partner club in their grant proposal will be instructed to resubmit only the funding page of their proposal, if necessary, and the grants committee will review to approve one qualified partner club match up to \$1,000. This additional funding will be prorated if there are not enough funds to match all the qualified partner funds.
6. Committee chair should expect to hear within one week if their grant proposal was awarded district matching funds.
7. District matching funds should arrive in January/February 2027.
8. Upon completion of the project a final report should be submitted, and any unused district funds should be returned.

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, which should not be later than two years after the grant is made. **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:

1. A report (**electronic**) that provides details of all expenses. For auditing purposes, please retain all original receipts and submit copies with the final report.
2. 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.
3. 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.

GRANT POLICY FOR DISTRICT INTERNATIONAL GRANTS

Durable Goods: Durable goods are tangible, long-lasting products that do not quickly wear out and generally have a useful life of three years or more. Because durable goods provide benefits beyond the year in which the grant was awarded they promote sustainability, an important goal for any Rotary project.

Consumable Goods: Consumable goods are products intended to be used up, eaten, or worn out, requiring frequent replacement due to their short lifespan. Consumable goods, like food or cash cards, do not foster sustainability, however they do provide important benefits to the beneficiaries.

1. Grant proposals for durable and consumable goods will be considered.
2. Grant requests for “Consumable Goods” will, effective in the Rotary Grant year 2026-2027, 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.)
3. 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.
4. District grant funds left over and not used at the completion of the project must be returned to the District Grants Committee.

PROJECT PLANNING

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.

Equipment

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary Club or Rotarian cannot own equipment.)

Training

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

Software

Is software necessary to operate any items? If so, has software been provided? Is there a monthly or annual fee for using the software? Who will pay this fee?

Customs Clearance

Indicate what arrangements have been made for customs clearance if items are purchased and shipped from outside the project country?

Plumbing and Electricity

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.)?

Sustainability

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.

Rotary Recognition

Summarize your plan on how the project will gain Rotary brand awareness and public Image recognition in both the International and host communities.

Rotary District 6290 District International Grant Application 2026-2027

1. DISTRICT 6290 INTERNATIONAL PARTNER

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	_____

Per Capita Club Annual Giving in 2025-2026: \$ _____

This data can be found by running the club giving report from your club's My Rotary page.

Annual giving must be ≥\$100/member to apply.

Primary Project Committee Chair Contact:

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

2. HOST ROTARY CLUB OR DISTRICT

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 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.

Host Club/District

Club _____ Club ID number (if known) _____
District _____ Country _____
Host club financial commitment (must be at least \$100): _____

Host Project Committee Chair Contact:

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

Host 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

Host 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

3. THE PROJECT

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.

Project Information

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

Dollar Value of Requested District International Grant: \$ _____

Minimum \$1,000 USD to Maximum \$5,000 USD

Rotary Foundation Area of Focus for the Project

Peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; or the environment

If there is more than one Area of Focus, include it in the list.

Project Description

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.

Implementation Plan

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.

Project Ongoing Maintenance

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

Ownership

Who will be the final owner of any project equipment/materials/supplies This cannot be a Rotary Club or Rotarians

Sustainability

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.

Rotary Recognition

Summarize your plan on how the project will gain Rotary brand awareness and public Image recognition in both the International and host communities.

--

Project Finances

All expense and revenue information must be completed in U.S. dollars, and you can also list the funds in local host club country currency. Total expense number must be the same as total revenue number.

Expenses

[illegible]

Revenue

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 Mark Andresky	D6290 DRFC Authorization _____	District Governor 6290 Julie Schumaker	D6290 DG Authorization _____
Additional outside funding						
Total project financing (must equal total expenses)						

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

--

4. COOPERATING ORGANIZATION

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.**

5. FINAL REPORT

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

6. 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 under item 5-Final Report and six under item 7-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 2025-2026? _____
- ☐ O. If your Club membership as of July 1, 2025, was fewer than 20 members, did project chair/grant writer from your club successfully complete a Grant Management Seminar in 2025 or 2026?
- ☐ P. If your Club membership as of July 1, 2025, 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 2025 or 2026?
- ☐ 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?**

7. AUTHORIZATIONS

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	
☐ Club president (Club-sponsored) ☐ District grants subcommittee chair (district-sponsored)		☐ Club president (Club-sponsored) ☐ 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	

8. DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

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 _____

2026-2027 COMBINED ROTARY FOUNDATION MEMORANDUM OF UNDERSTANDING AND DISTRICT 6290 ADDENDUM

THE ROTARY FOUNDATION CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

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. FINANCIAL MANAGEMENT PLAN

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
 - 3. 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 seven 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.

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, 2025, 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 or 2026 with both signing the grant application. Everyone must have completed the course before October 15th at midnight.
- 2. As of July 1, 2025, 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 or 2026 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, 2026 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 International District 6290

Local and International Grant Report Form

District Grant Number:			
☐ Progress Report	☐ Final Report	☐ Local Grant	☐ International Grant

Date Club Received Project Funds _____ Date Club Completed Project _____

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://my.rotary.org/en/knowledge-and-resources/resources-and-reference/global-grants>

Rotary 7 Areas of Focus

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

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.



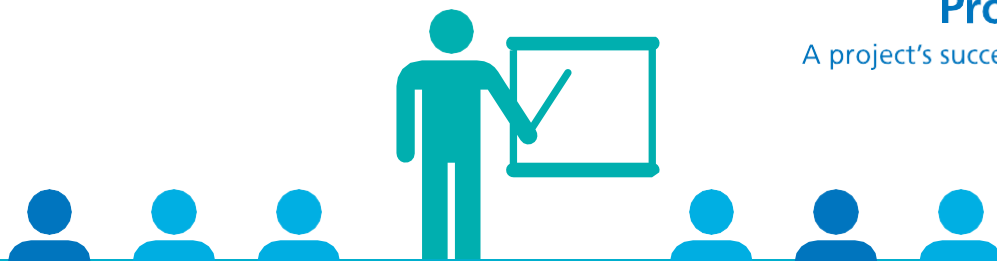
Encourage local ownership

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.



2026 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.



Success!

https://www.youtube.com/watch?v=B_Q_TEe6ha4

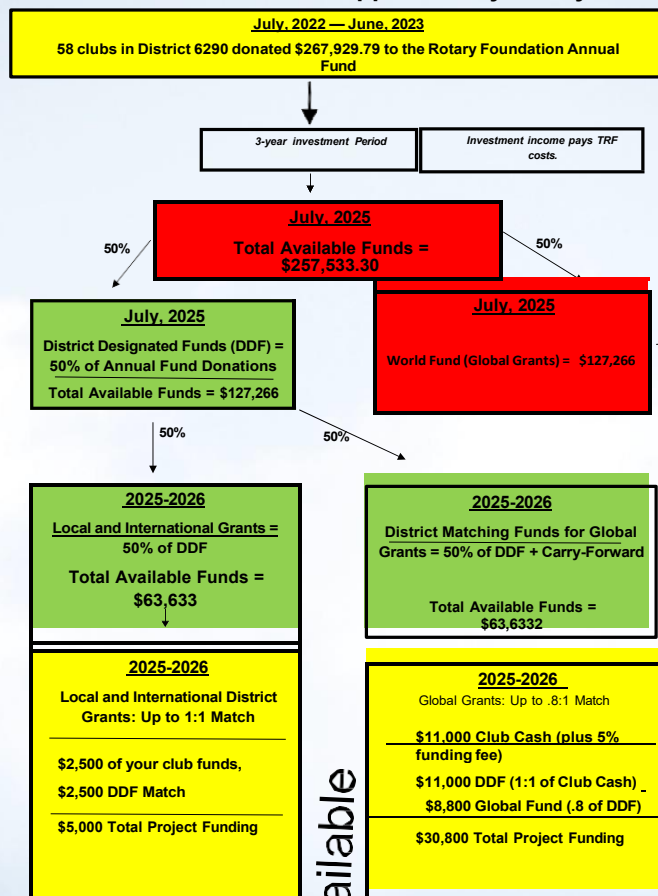


- 95% of our donations to the Annual Fund are used to fund matching grants
- Matching grants leverage club projects from GOOD to GREAT!
- Rotarian donations fund the club projects that change lives and build better communities around the world.
- Rotary Foundation size and reach make Rotary club projects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



Rotary Foundation SHARE System

SHARE FUND - What Happens to My Money?



Available



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 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

“Host Communities must be able to address their own needs after the Rotary club or district has completed it’s work.”



2026 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 LOCAL AND INTERNATIONAL GRANTS

Type of Grant	Number Allowed per Year	Individual or Collaborative	Range of Grant Awards
District Local	One	Individual	\$500 - \$2,500
District Local		Collaborative	Only if funds are available X-dollars per qualified club
District International	One	Individual, collaborative only if funds are available	\$1,000 - \$5,000 per qualified club participating,



DISTRICT GRANT REVIEW PROCESS

- **Grant applications accepted – 7/1 – 10/15 2026**
- **Preliminary Grant reviews from – 10/16 –10/31 2026**
- **Final grant review– participation required – the second Tuesday of November 2026**
- **Application to TRF 11/15 – 12/15 2026**
- **Expected check from TRF – not before 12/31 2027**
- **Checks mailed to clubs – By 1/15 – 2/15 2027**
- **Final/Progress reports – One year from funding or within 30 days of completion**



DISTRICT LOCAL GRANTS

- Signer MUST have taken GMS
- Project Chair MUST have taken GMS
- Read the Terms and Conditions in the grant application and document booklet
- Complete the check-list included in the grant application. In-complete applications will be rejected



DISTRICT INTERNATIONAL GRANTS

- What is eligible and what is not? This information is included in the grant applications
- Funding limits
- Four steps to success
 - Find a partner in the host country who is developing a project
 - Select project committee members
 - Budget expenses and locate funding must match
 - Complete the check list included in the grant application



STEWARDSHIP AND FINAL REPORTING

1. Club qualification
2. Club officer responsibilities
3. Report on use of grant funds
4. Report misuse of grant funds
5. Return and report unused funds



USE THE DISTRICT WEBSITE AS YOUR PRIMARY RESOURCE

