|  |  |
| --- | --- |
|  | 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: |

1. 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.
2. 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.
3. 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.
4. 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.
5. International and District Dues: Club dues to both Rotary International and Rotary District 6290 must be received by October 15, 2025.
6. 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.)
7. 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.

1. 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.
2. 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:

1. Assess community needs and develop a project plan;
2. Establish a committee of at least three Rotarians to oversee the expenditure of funds;
3. Oversee grant funds;
4. Implement project(s);
5. Provide training, education, and outreach where applicable;
6. Provide evidence of community involvement and ownership;
7. Organize meetings with local service providers, local officials and/or recipients;
8. Promote the project in the local media;
9. 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:

1. construction or renovation of buildings (see District Grants Policies);
2. salaries, stipends, or honorariums;
3. operating expenses of another organization;
4. personal or professional development.

**3. Guidelines**

1. The District Grants Committee will accept applications from July 1 through October 15, 2025.
2. Incomplete applications will be returned to the Club and may or may not be considered depending on availability of funds.
3. 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.
4. The Grants Committee will award grants based on project merit, amount of request, amount of club’s contribution toward the project.
5. 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:

* 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.

|  |
| --- |
| 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

|  |  |
| --- | --- |
|  | A logo for rotary foundation  Description automatically generated 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) |
|  |

|  |
| --- |
| **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:**

|  |  |
| --- | --- |
|  | 1. Completed all of the sections of the application form? |
|  |  |
|  | 1. Does the project description clearly state how the project will assist those in need? |
|  |  |
|  | 1. Attached a letter of support from any participating Rotary Club as requested in section 5? |
|  |  |
|  | 1. Attached a letter of support from any affiliated organization as requested in section 6? |
|  |  |
|  | 1. Attached letter from the organization committed to the on-going maintenance of project in section 7? |
|  |  |
|  | 1. Attached letter from the benefitting organization commitment as requested in section 8? |
|  |  |
|  | 1. Have you checked to see if the project complies with all applicable legal and safety requirements of the community? |
|  |  |
|  | 1. Have you checked with your club president or club treasurer to ensure that your Rotary International and Rotary District 6290 dues have been paid? |
|  |  |
|  | 1. Does your club have any outstanding reports from other Rotary grant projects? \_\_\_\_\_\_\_\_ If yes, please explain. |
|  |  |
|  | 1. What was your Club’s per capita contribution to the Rotary Annual Fund for 2024-2025? \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  | 1. 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? |
|  |  |
|  | 1. 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? |
|  |  |
|  | 1. 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? |
|  |  |
|  | 1. Has the benefitting organization signed and received a copy of the grant application? |
|  |  |
|  | 1. **Has the President of your Rotary club signed this District Local Grant Application?** |
|  |  |
|  | 1. **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:

1. 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.
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: |
| 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](file:///D:\My%20Documents\From%20Resonate%20Global%20Mission\rotary%20(1)\6290%20Grant%20Team\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](http://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 |