

THESE DISTRICT GRANT RULES AND TIPS SHOULD BE READ IN CONJUNCTION WITH THE MOST RECENT VERSION OF THE ROTARY FOUNDATION TERMS ***AND CONDITIONS FOR DISTRICT GRANTS AND GLOBAL GRANTS.***

OVERVIEW: The purpose of the District Grant program is to assist clubs in performing “hands on” short term projects that are commenced and completed within one Rotary year and are of benefit to the clubs local community. International humanitarian projects can also be undertaken with a District Grant but must be completed within the same timeframe.

During May of each year the District Rotary Foundation Chair (DRFC) in conjunction with the District Governor (DG), District Governor-elect (DGE) and District Grant Subcommittee Chair (DGSC) will determine the amount of District Designated Fund (DDF) to be allocated to District Grants in the forthcoming Rotary year. District Grant proposals submitted by D6330 clubs between January 1 and April 30 will be used as the basis of this determination. Following this review the proposals become the basis of a District Grant spending plan which is submitted to TRF for their consideration and approval. No club proposed project that uses District Grant Funds (DDF) can be implemented until TRF approval has been given and a full application submitted.

Unlike Global Grants the District Grant DDF is deposited directly by TRF into the district’s bank account under the stewardship of the DRFC, who becomes responsible for submitting a yearly report to TRF detailing how the money was spent. All unspent District Grant DDF must be returned to TRF where it becomes part of the next years Global Grant DDF.

ELIGIBILITY GUIDELINES AND RESTRICTIONS: Please refer to the latest issue of Terms and Conditions for Rotary Foundation District Grants and Global Grants for a complete listing of Eligible grant activities and Restrictions.

MEMORANDUM OF UNDERSTANDING: To participate in the District Grant program clubs must have on file with the DRFC a valid Memorandum of Understanding (MOU) for the Rotary year in which the Grant will be used. This MOU must be signed by the club President and the President-elect, or the Primary Contact for the intended project, both of whom must attend one of the Rotary Foundation Training Seminars. To be valid the MOU must have at least two signatures. A newly signed MOU is required for each Rotary year.

TIMELINE: Between January 1 and April 30 clubs submit a Grant Project proposal for implementation after July 1. During May the DG, DGE, DGN, DRFC & DGSC review all submissions and submit those approved to TRF for their approval. Clubs will be advised in writing when TRF approval has been received. Between July 1 and December 31 clubs submit a full application for the project outlined in the proposal. Following review by the District Foundation Committee clubs will be advised in writing to proceed with implementing the project. No project utilizing grant funds may be started until written approval of the application has been given by the DGSC. Within eight weeks of completing the project or no later than May 31 a satisfactory Final Report must be submitted.

APPLYING FOR A DISTRICT GRANT: Effective July 1 2014 all District Grant Proposals, Applications and Final Reports will be submitted electronically through the Club Runner District Website.

PAYMENT OF GRANT FUNDS: The approved grant amount will be transferred to the club upon completion of the project and submission of a satisfactory Final Report. Cheques for the approved amount will be mailed by the DRFC to the club President's address on file.

REPORTING: The project's Final Report must be submitted within eight weeks of completion, or no later than May 31 of the project year. Projects for which a satisfactory Final Report has not be received by the DRFC by May 31 will be considered withdrawn and the allocated grant funds returned to TRF.

BANK ACCOUNTS: Although TRF does not require a separate bank for administering District Grant Funds it is strongly recommend clubs establish an accounting system that keeps project funds separate from club funds. Copies of project related bank accounts showing project expenditures may be requested by the Grant Audit Team.