



**District 6440**  
**2018-19 District Grant Checklist**

**PLAN**

1. **ATTEND** the Grants Management Seminar (GMS) on Saturday February 17, 2018. It is best if at least two individuals attend from each club, each of whom has the capability of inputting the grants into the ClubRunner module. Foundation Chairs and Presidents-Elect are also welcome.
2. **READ THE DISTRICT'S GRANT MANAGEMENT POLICIES ON THE DISTRICT 6440 WEBSITE BEFORE ATTENDING THE SEMINAR**
3. **REVIEW YOUR CLUB'S ELIGIBILITY FOR DDF MATCH** to determine how much you can ask for to support your district and global grant plans. This will be available at the GMS, and on the D6440 website.
4. **REVIEW AND SIGN THE MEMORANDUM OF UNDERSTANDING**, obtaining the required signatures and plan to bring it to the seminar; final deadline for receipt is March 15, 2018. This must be signed by the Club President (2018-19) and the President-Elect (2018-19) or the Club Secretary.
5. **PARTICIPATE IN THE GMS SEMINAR ON FEBRUARY 17<sup>th</sup>**. Bring your laptop or I-Pad to practice a prototype district grant application. **YOU MUST STAY UNTIL THE END OF THE SESSION TO BE AUTHORIZED – NOTE: THE PERSON(S) WHO ATTENDS THE SEMINAR IS THE PERSON AUTHORIZED TO WRITE THE GRANT**
6. **REASSESS THE CRITICAL NEEDS OF YOUR OWN LOCAL COMMUNITY** – is doing the same thing you did last year really the best way for your Rotary Club to make a difference – or is there a new challenge which needs to be addressed? District Grants can be used for a wide variety of projects, including Scholarships, Rotary sponsored organizations (Shelter Box), and End Polio Now. Be creative!
7. **DISCUSS YOUR CLUB'S PLANS WITH YOUR CLUB AND BOARD** – Have an idea of what financial resources you will need to generate to fund the grant through club resources.
8. **DETERMINE ANY REQUIRED HANDS' ON COMPONENT** – (unless scholarship, Rotary partnership or international)
9. **GET APPROVAL FROM YOUR CLUB AND YOUR BOARD TO APPLY FOR A GRANT**
10. **MAKE SURE YOU HAVE COMPLETED THE INDIVIDUAL PROJECT REPORT FOR LAST YEAR'S DISTRICT GRANT** (if applicable)

**APPLY FOR YOUR GRANT – February 17-June 11, 2018**

1. **LOG INTO THE DISTRICT 6440 WEBSITE AT [www.rotary6440.org](http://www.rotary6440.org)** using your ClubRunner ID and password.
2. **FOLLOW THE TEMPLATE FOR GRANT COMPLETION** – If you are planning to repeat the same project done last year, print out last year’s Grant(s) to use as your template. This can be found on the Project Overview tab.
3. **WHERE’S THE APPLICATION FORM??** Go to the Foundation tab at the top of the District 6440 Home page and click on “District” grants for the 2018-2019 year: Member log-in, foundation drop down: District and Global Grants, file for 2018-2019.
  - a. Tab: Submit a Grant Request: summary description of your grant; the Budget should be the total amount of the project, not just the District Match. Click SAVE
  - b. Tab: View Club Grants: find your club’s grant and click to open
  - c. Tab: Application, Budget, Documents- click Edit to add information; SAVE before moving to the next section/tab
  - d. Tab: Budget: make sure that revenues and expenses are equal. Project expenses include the funds that you are requesting from the District.
4. **SAVE – SAVE – SAVE** – After you fill out each part of the form – or when you pause your work. Use this continuously while inputting and/or editing information.
5. **PRINT OUT A COPY OF THE GRANT(S) FOR YOUR RECORDS.** This is found under the Project Overview tab.
6. **DUE DATE IS JUNE 11, 2018- FILE EARLY- ASK QUESTIONS – CHECK YOUR WORK**

**FOLLOW-UP**

1. **ONCE THE GRANT IS SUBMITTED, MONITOR THE APPROVAL PROCESS** – LOOK FOR FUNDING IN mid-August.
2. **PLAN HOW YOUR GRANT WILL BE EXECUTED**
  - involve as many club members as possible
  - collaborate with several local charities to meet the community need
  - involve non-Rotarians in doing the work
  - ask the local scout troops to help
  - **TAKE LOTS OF PICTURES, WRITE STORIES AND POST ON LINE AND IN LOCAL NEWSPAPERS**
3. **COMPLETE YOUR PROJECT REPORT**
4. **CELEBRATE YOUR SUCCESS!!**