

DISTRICT 6440 DISTRICT GRANT POLICIES

2022-23 Rotary Year

Introduction – This document highlights The Rotary Foundation Grant programs and District 6440 policies adopted by the District 6440 Grants Committee. Complete information regarding Rotary Grants is available at www.rotary.org/grants. District specific information and documents are available at www.rotary6440.org.

1. Organizational Structure

- Grants are administered by the District 6440 Grants Committee.
- The allocation of District Designated Funds (DDF) to the Domestic District Grants and International District Grants is determined annually by the Grants Committee

2. DDF Match Guidelines

- Domestic and International District Grants are matching grants equal to the amount of money a club expends on one or two projects up to the limit of the amount of DDF allocated to the club.
- A club's DDF is an amount equal to fifty percent (50%) of the total amount of annual giving by the Club to the **Annual Fund Share** of The Rotary Foundation during the third year preceding the current Rotary Year. Accordingly, DDF for the current Rotary Year (2022-23) is based on the total of contributions to the Annual Fund Share during the 2019-20 Rotary Year.
- Per current District Policy fifty percent (50%) of a Club's DDF may be matched for District Grants.
- To illustrate: Club A contributed \$4,600 to the Annual Fund Share three years prior to the current year. The Rotary Foundation (TRF) will return one-half of that amount, \$2,300 to the District which will be assigned to the Club. Per District policy, fifty percent (50%) of that amount, \$1,150, is designated by the District as available for District Grants.
- The minimum District Grant is \$500. District Grants may be awarded up to the amount of the Club's District Grant DDF.
- Newly formed clubs are allocated \$1,000 of DDF, \$500 of which may be used for a District Grant for each Program year until the fourth Rotary Year following the Charter Date.
- Clubs with low Annual Fund Share donations are encouraged to partner with other Rotary Clubs (either in or outside of District 6440) to achieve the minimum Grant threshold. A chart reflecting DDF Eligibility for all District 6440 clubs is on the District website. Clubs may use this information to identify potential partners for projects.

3. Projects which Qualify for District Matching Grants.

- Domestic District Grants are intended to fund small-scale, short-term humanitarian projects in the club's community.
- International District Grants are intended to fund small-scale humanitarian projects in a foreign country. International District Grants are to be distinguished from "Global Grants." They are administered entirely by the District Grants Committee; there is no oversight or involvement by, or support from, TRF.
- In addition to conventional service projects, the following also qualify for grant matching:
 - Educational projects including service travel and disaster recovery projects;
 - Scholarships for any level, length of time, location, or area of study;
 - Vocational training; and,

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- A special community needs assessment in conjunction with an application for an application for a Global Grant filed with TRF.
- Except for scholarships or for Rotary sponsored organizations such as Shelter Box, all Domestic projects must involve some “hands-on” involvement by the club.
- The objective of all projects requiring expenditures of \$2,500 or more must be within one of the Seven RI Areas of Focus.
- Clubs must establish and implement a plan to publicize the project.

4. Club Qualification for a District Matching Grant.

To qualify for a District Matching Grant a club must:

- At least one member must have attended the District Grant Management Seminar held on **February 5, 2022**; or viewed the recorded sessions of the seminar which are available on the District website. Viewing must be confirmed by correctly answering the questions related to the content of the seminar in a quiz available on the website.
- A properly executed **Memorandum of Understanding** must be filed on or before the filing of the Application for either a District or a Global Grant. The form is available, and is filled, on the District website. **Two signatures** of designated club officers are required.
- The president-elect must submit the club’s goals for: Annual Fund Share, End Polio Now and Membership into Rotary Club Central.
- Final reports for each matching grant awarded for the prior year must be timely filed. For the 2022-2023 Grant year the Final Grant Report must be filed on the earlier of: **thirty (30) days** following the completion of the project for which the grant was awarded; or, by **June 15, 2023**. Final reports are submitted through the District Website.
- The final report must include supporting documentation relative to the club cash disbursed in conjunction with the project. Clubs are required to retain a record of finances for a period of seven (7) years following the date of the final report.

5. Applications and General District Policies

- Applications must be filed online. The fill-in form is available on the District website.
- Clubs may file two applications for District Grants. They may consist of grants for: two domestic projects, two international projects, or one of each.
- The **deadline** for filing applications is **June 15, 2022**. The Grant Application form will not be accessible after that date.
- All applications are reviewed by the District Grant Committee and a consolidated application for a Block Grant is submitted to TRF on or about July 31. The District may not submit the Block Grant Application unless **all Final Project reports have been filed**. The failure of a club to file its final report on time for each of its District Grants will delay the receipt of funding from TRF of **all** District Grants for the next Rotary Year. Clubs are encouraged to **deposit the checks as soon as possible**. The committee maintains a record of the date each check is deposited. A member of the committee will follow up with clubs that have not cashed the checks within three months of their issuance.