

## **DISTRICT GRANTS OVERVIEW 2015-16**

1. District Grants (DG) are a tool for Rotary districts to support short-term humanitarian projects undertaken by local clubs to benefit their communities or communities in another part of the world.
2. Fifty percent of each district's donations to the Annual Programs Fund (APF) from three years prior are credited to District Designated Funds (DDF). Districts may use up to 50% of their DDF for District Grants.
3. Application forms will be available on the district website or from District Grants Chair Burne Miller (email: [blm@troycgroup.com](mailto:blm@troycgroup.com)). Clubs must be in good standing to apply. District Website: [www.rotary6540.org](http://www.rotary6540.org) (located in the Download Section on left side of page)
4. District 6540 will allocate funds for DGs based on grant applications for the 2015-16 year. The target amount is \$50,000. Expenditures of DG funds are at the discretion of District 6540, subject to the terms and conditions established by The Rotary Foundation (TRF).
5. The targeted maximum DG is \$3,000. The District Grants Committee may award an amount smaller than what was requested, depending on demand and available funds. If funds are not available to fully fund all applications; grant dollars will be allocated in part taking club Foundation support into account.
6. It is expected that clubs will participate both financially and non-financially in projects awarded DG funding. Non-grant funds must comprise at least 25% of the project budget.
7. Applications are due by March 31, 2015, and will be reviewed by the District Grants Committee during April, 2015. Notification of approval is expected no later than May 30, 2015. All complete applications that meet requirements and are received by the deadline will be given full consideration. Applications received after the deadline will be considered if there are unallocated funds available. Notification of the committee's decision will be mailed to the designated contact.
8. Key elements of the program include:
  - The project meets the needs of the community.
  - Applications should identify one of the six areas of focus to reflect critical humanitarian issues including peace and conflict resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development. Clubs should also consider sustainability of the project after the expenditure of the grant funds.
  - At least two Rotarians from the club will oversee the project and be responsible for completing the project as approved, involving people in the community, publicizing Rotary's involvement and completing the required reports.
  - International projects pose unique challenges. Partnership with a Rotary Club in that country is highly recommended. Establishing good relations with an onsite partner is critical to the success of an international project and to meeting the reporting and receipt requirements.
  - The project must not duplicate any existing Rotary-sponsored program or prior grant. It can not be used to support a Youth Exchange student or RYLA delegate. The project may not directly benefit a Rotary member or related person or entity. Rotarians may provide compensated goods or services to the project but any potential conflict of interest must be disclosed in the application.
  - **THE PROJECT MUST BE APPROVED PRIOR TO INITIATION.** The grant cannot be used to reimburse clubs/districts for projects already undertaken and in progress, or for an existing project or activity primarily sponsored by a non-Rotary organization.
  - Interim reports must be submitted during the course of any project taking more than six months to complete.
  - Receipts or invoices for all expenditures must be submitted with a final report within 2 months of project completion. Receipts, invoices and other proof of payment by the club must demonstrate what was purchased with the grant money. All grant projects are subject to audit.
  - After review of the final signed report and receipts, District 6540 will issue a check to **reimburse** the club for the eligible expenses incurred for the project, up to the approved amount.
  - Compliance with published Rotary Grant Terms and Conditions is mandatory. Eligibility Guidelines follow this overview, and detailed information can be found at: [www.rotary.org/en/document/688](http://www.rotary.org/en/document/688).

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## Eligibility Guidelines

ELIGIBLE	INELIGIBLE
Revolving loans/microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings
Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures	Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities
Purchase of equipment or appliances	Provision of plumbing or electrification inside buildings
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization
Administrative expenses for project activities	Operating or administrative expenses of another organization
Primary and secondary education, tuition, transportation	Postsecondary education activities, research, or personal or professional development
Domestic travel	International travel (except Volunteer Service and 3-H Grants)
Detailed, itemized expenses	Contingencies, miscellaneous expenses
Assistance to land mine victims	Land mine removal
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Rotary signage (In excess of \$500.00)
Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed
Maternal and prenatal health and education	Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination
Budgeted and itemized humanitarian goods	Unspecified or cash donations to beneficiaries or cooperating organizations
Humanitarian or service activities benefiting a community in need	Fundraising activities, expenses related to Rotary events such as district conferences or anniversary celebrations or entertainment activities that do not include a humanitarian aspect
Secular, nonreligious activities that benefit a community in need	Projects that support purely religious functions at churches and other places of worship