**DISTRICT GRANTS OVERVIEW** **2024-25**

1. District Grants (DG) are a tool for Rotary districts to support short-term humanitarian projects undertaken by local clubs to benefit their own communities or communities in another part of the world.
2. Fifty percent of each district's donations to the Annual Fund-Share Program (AFSP) from three years prior are credited to District Designated Funds (DDF). Districts may use up to 50% of their DDF for District Grants.
3. Applications will be available on the district website.  Clubs must be in good standing to apply. Applications on the District Website ([www.rotary6540.org](http://www.rotary6540.org)) are in the Download Section and in a 2024-25 tab at the top of the page.
4. District 6540 will allocate funds for DGs based on grant applications for the 2024-25 year. Expenditure of DG funds is at the discretion of District 6540, subject to the terms and conditions established by The Rotary Foundation (TRF).
5. The 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, taking club support of the Rotary Foundation into account.** This year, 11 clubs will receive an additional grant allocation based on 10% club member attendance at the annual Foundation dinner. These additional funds will be added to their maximum grant award.
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, 2024, and will be reviewed by the District Grants Committee during April, 2024. Preliminary notification of approval is expected no later than May 1, 2024. 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 emailed to the designated contact. All grants will be sent to the Rotary Foundation. Upon approval of the RIF, clubs will be notified of final approval and can begin their projects after July 1, 2024. No grant can begin until the club receives the Final Approval notice from District 6540.
8. Key elements of the program include:
* The project meets the needs of the community.
* Applications should identify one of the seven areas of focus to reflect humanitarian issues including Economic Development, Education, Environment, Health, Peace and Conflict Resolution, Water, 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, though not required. 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 should not duplicate any existing Rotary-sponsored program or recent District Grant. It cannot 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 for projects already undertaken and in progress, or for an existing project or activity primarily sponsored by a non-Rotary organization.
* Interim reports should be submitted during the course of any project taking more than six months to complete.
* Receipts for all expenditures must be submitted with a final report within 2 months of project completion. Receipts and other proof of payment by the club must demonstrate what was purchased. All grant projects are subject to audit.  Final Reports are due on or before June 24, 2025.
* After review of the final report and receipts, District 6540 will issue funds to **reimburse** the club for the eligible expenses incurred for the project, up to the approved amount. We will use direct deposit into the Club’s checking account.
* Compliance with published Rotary Foundation 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.)