**Guidelines for Multiple Clubs Engaged in a Single Project**

Rotary Clubs in District 6540 are encouraged to join with other Rotary Clubs to complete a joint project, that maybe too big for one club alone. Please see guidelines below:

* Each Club in District 6540, which meets established eligibility guidelines, is eligible to submit one application for a District Grant annually:
* RI and District dues are up-to-date.
* Annual Fund Share giving is $50/capita or higher.
* The maximum grant is $3,000 if the per-capita giving is $100 or higher, giving between $50-$74/per capita will receive 80%, giving $75-$99 will receive 90%.
* Please contact the District Grant Chair or a Grant Committee member before starting a joint project!
* Pick a lead Club:
* Lead Club will write the grant narrative, listing each Club and their role in the project.
* Lead Club will prepare one Finance Form, showing each Club’s financial contribution and total District Grant Funds requested.
* Lead Club will prepare one Final Report with total income reported from each source and actual expenditures with receipts attached.
* Each Club will submit the on-line grant application with the Club name and a contact person. They will copy and paste the grant narrative into the application and fill out the Conflict of Interest Section and Club authorization.
* Each Club will submit a voided club check, if it is not already on file with the District. It will be emailed to the Grant Chair.
* Reimbursement will go to each Club, once the Final Report is approved. The amount of the reimbursement will depend on the approved level of participation in the original grant, and documentation of the receipt of club funds in the Final Report.