

## **Application Tips and Tricks**

### **What qualifies for a District Grant?**

One of the most common questions asked about District Grants is whether the project will qualify. District Grants are specifically designed to help fund a very broad range of short-term and small-scale projects – this means that almost everything you can think of can either be accepted or be modified into an acceptable application. The main thing that District Grants can't be used for is making direct unrestricted payments to other organizations or recipients. For more details on District Grants, please use the following link and then scroll down for a link to the Terms and Conditions.

<https://my.rotary.org/en/take-action/apply-grants/district-grants>

### **Initial Application**

The first step of the application will result in a brief initial submission to the District Grant Sub-Committee. This will trigger a message to the Chair who will then review the initial submission, and once complete, they will initiate a 'Request for More Information' within the module which will create access for the more detailed application within the ClubRunner module. The club will also be required to complete the necessary qualifications before the Sub-Committee will move the project to the next step:

1. Signed MOU (Memorandum of Understanding).
2. A minimum of two members who have completed both annual District Grant training modules.
3. Foundation Chair listed on ClubRunner.
4. Club Foundation Goals entered in My Rotary.

### **Confusing terms – 'endorsed' vs. 'approved' (Please read!!!)**

This is a big one! When you submit your application for your District Grant project by June 1st, a mentor will review the information. When it is considered to be complete, and it falls within the RI guidelines for District Grant projects, it will be considered 'Endorsed'. Because of limitations in the module, it may even show as 'Approved' in the online application. **This does not mean you can start the project!**

All of the District Grant applications are then compiled by the Foundation Chair and submitted to RI for final approval. In the past, that final 'Approval' has been received in mid-July, but it can be later. Once we receive that 'Approval', your mentor will reach out to you directly to let you know you can commence your project.

## **‘Save’ your work often!!!!!!**

Even for experienced clubs, the District Grant module can be frustrating in that you need to click save each time you make an update or change. Get in the habit from the beginning of clicking the orange ‘Save’ button often.

## **Mentors**

The District Grant subcommittee has several mentors that are experienced in the grant process. You will have one mentor assigned to your club that will work with you from start to finish. They should be your first point of contact if you have a question, or concern.

## **Final Report Guidance**

### **Documentation:**

By far, this is the area that requires the most correction and guidance every year. It is not difficult, but it is specific and is much like any expense report you would submit. In short, we need to see how the Club spent the money with evidence showing the Club’s name.

Receipts by themselves are usually not enough!

1. One acceptable document option is a paid invoice/receipt from a supplier or service provider showing the club as the payer.
2. For those projects where a club member pays for items personally and then is reimbursed, we require the receipts for the purchases and the corresponding reimbursement check from the club.

### **Uploading files**

Please note that there are file size restrictions on uploading documents or photos to the Documents section when completing the final report.