

**Rotary Foundation Committee - District Grant Guidelines and Application 2021-2022**

The District 7090 Foundation Committee invites your club to participate in the 2021/22 grants application process!

Clubs now have the option of submitting an application on line via www.Rotary7090.org > login > Member Area > Grants > Submit a Grant Request. We encourage Clubs to use this method in order to streamline the review, evaluation, approval process and final reporting! A paper application form is still available and can be found following the guidelines section of this document.

All criteria and eligibility guidelines are found in the Terms and Conditions for Rotary Foundation District and Global Grants document:

<https://my.rotary.org/en/document/terms-and-conditions-rotary-foundation-district-grants-and-global-grants>.

Please familiarize yourself with this document prior to completing an application.

**The process and timelines** for grants submission are as follows:

1. Qualify your Club by having a minimum of two (2) ACTIVE club members attend the Grants Management Seminars, which will be held via zoom throughout October to November 2020. The same two members must attend each seminar as follows: October 3: 10am-12noon, October 17: 10:00am – 11:00am, November 14: 10am-11:30am.
2. Submit the signed Memorandum of Understanding and Addendum to District Grants Spending Plan (DGSP) Chair, no later than January 15, 2021.
3. Application submission opens January 15, 2021 and closes March 15, 2021. Only completed applications will be considered as received and are on a first come, first served basis, subject to fund availability. The maximum District Grant awarded is one half of the CLUB’S project expenditures to a maximum of $2,000USD. Funds will be reimbursed upon successful completion of the final project report.
4. Final reports are due no later than April 30, 2022 and may be submitted upon completion of the project.

Submit pdf completed application and final reports to: Lezlie Murch, DGSP Chair at: [lezliemurch@gmail.com](mailto:lezliemurch@gmail.com)

Please scan into one file or consolidate as much as possible. Additional helpful information can be found at:

[www.rotary7090.org](http://www.rotary7090.org) > Our Rotary Work > The Rotary Foundation > District & Global Grants 2021 – 2022.

**Application Guidelines and Instructions for District Grants 2021-2022:**

**A. PROJECT DESCRIPTION:**

1. Outline in detail the humanitarian need your project will address, who will benefit, what will be accomplished, and where it will take place. https://my.rotary.org/en/take-action/apply-grants/district-grants
2. Describe how your project will align with the mission of The Rotary Foundation: which is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. Note that your project is subject to the eligibility criteria outlined in the “Terms and Conditions of Rotary Foundation District Grants.”

**B. COMMUNITY ASSESSMENT & IMPACT:**

1. Describe how the benefiting community has been determined and what impact will be made by this project after grant funding has been fully expended. Provide letters of collaboration and/or support from all benefitting and/or cooperating organizations and Rotary Clubs that will be involved in the project.

If engaging another Rotary Club, provide their District#, Club#, and Rotarians’ membership#.

A *benefiting entity* is the recipient of the goods or services and is not considered a cooperating organization.

A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination.

Support letters are required to include:

1. The organizations’ responsibilities
2. How it will interact with Rotarians in the project
3. A statement indicating that the organization agrees to cooperate in any financial review of activities connected with the project.
4. Full name of the organization and contact information.

NB. Conflict of Interest Policy for Program Participants:

Ensuring integrity in the TRF grants program requires that all people involved in a program grant or award conduct them in a way that avoids any conflicts of interest. A conflict occurs when someone is in a position to make or influence a decision about a grant or award that could benefit them, an immediate family member, a business partner, or an entity in which they, an immediate family member, or a business partner has a significant financial interest or in which any of them is a trustee, director, or officer. All actual or potential conflicts of interest are required to be disclosed on your application. Include a statement, if necessary, describing the possible perception of a conflict of interest and why none exists.

The Rotary Foundation policy document can be found at: trf-conflict-of-interest-policy.pdf

**C. SUSTAINABILITY:**

1. If the project involves materials or equipment, who will own and maintain it? Are end-users trained to use equipment and/or devices? Attach a letter of acknowledgment and plan to use the equipment. Training is an acceptable expense for grants however detailed information is required, such as: # of hours, # of people and location of training, hourly rate, and if any certification/diploma is provided.

Rotary Clubs, Districts and Members are not allowed ownership of any grant assets; all grant assets must legally belong to grant beneficiaries. A record of where grant assets are located is beneficial to both the sponsors and the community, even after project implementation, specifically for final reporting. Reference: rotary.org/grants

1. Describe how your Club will celebrate and acknowledge the “good work” of The Rotary Foundation. For example: advertising, press releases, signage, facebook, twitter, instagram, on-going efforts.

**D. COOPERATING ORGANIZATIONS:**

1. Cooperating Organizations are any other groups or organizations (other than partnering Rotary clubs) that are working with the sponsoring club in either funding or implementing the project.

A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination.

Support letters are required and should include:

a) The organization's responsibilities.

b) How it will interact with Rotarians in the project.

c) A statement indicating that the organization agrees to cooperate in any financial review of activities connected with the project.

d) Full name of the organization and contact information.

**E. IMPLEMENTATION PLAN:**

1. Describe Rotarian involvement in the project and what they will do. Attempt to engage as many Club members as possible as significant Rotarian involvement is expected throughout the project. Examples include: actual hands on involvement, supervision of activity and project, evaluating the success of the project's objective, providing public information and possible continued involvement after the project completion.  Please note that financial support is not considered active involvement.
2. What is the timeline for the project, estimated start and end date?

Projects cannot start until the grant budget is approved which we anticipate to be September 2021. The Rotary Foundation does not allow the reimbursement of any funds expended for expenses of any nature that were incurred before the authorized start date.  You can plan but DO NOT spend money until we provide our final authorization to your application. April 30, 2022 is the project FINAL report deadline – be sure to give yourself time to meet the final report deadline.

**F. BUDGET:**

1. If sourcing equipment and materials, provide 3 quotes, not invoices. If quotes are not available, please explain. The internet may be used as a resource and justification of expenses. Some equipment is proprietary or may only be sourced by one supplier.
2. Complete a budget converted to US fund and specify your sources of funding. Canadian Clubs should use the monthly RI exchange calculator, which can be found at: <https://my.rotary.org/exchange-rates> to exchange CDN dollars to US dollars. Only QUALIFIED D7090 Club contributions will be matched by district funds, up to a maximum of $2,000USD.

**G. ATTESTATION AGREEMENT:**

Confirms that you understand and agree to the restrictions around what district grants CANNOT fund according to the Terms and Conditions of The Rotary Foundation District and Global Grants Guidelines. Submit with your documentation.

**H. AGREEMENT ACKNOWLEDGEMENT:**

Confirms that you understand and acknowledge the terms and conditions of this district grant application. **S**ubmit with your documentation.

**FINAL PAGE:**

**Ensure that the Club President 2021-2022, AND the Primary contact complete the signature section.**

**Complete the information for the secondary contacts.**

**Partnering Rotary Club, ensure that the Club President, 2021-2022 endorses the application with their signature.**

Submit via email to: lezliemurch@gmail.com

Scan into one file and ensure application pages are numbered. Upon receipt of application you will receive a confirmation email. A committee reviewer will contact you with any questions. Incomplete applications will be returned to you and not considered as “submitted”.

Many thanks for your submission and “doing good in our world”.

**R.I. District 7090 District Grant Spending Plan Subcommittee Members:**

Lezlie Murch, DGSP Chair: T) 905-932-6078 E) [lezliemurch@gmail.com](mailto:lezliemurch@gmail.com)

Pat Castiglia, The Rotary Foundation Committee Chair: T) 716-508-8245 E) [ptcas34@gmail.com](mailto:ptcas34@gmail.com)

Karen Oakes, Global Grants Chair: T) 519-426-2331 E) [oakes.kl@sympatico.ca](mailto:oakes.kl@sympatico.ca)

Frank Adamson, DG 2020/21: E) [fadamson@vaxxine.com](mailto:fadamson@vaxxine.com)

Sandi Chard, Annual Share Fund and Polio Plus Chair: T) 905-646-9380 E) [sandichard@gmail.com](mailto:sandichard@gmail.com)

John Teibert: T) 905-937-2100 E) [john@crawfordss.com](mailto:john@crawfordss.com)

Paul Saskowski: T) 716-560-1270 E) [pdsas@rochester.rr.com](mailto:pdsas@rochester.rr.com)

John Boronkay: T) 716-662-6185 E) [jrboronkay@verizon.net](mailto:jrboronkay@verizon.net)

Cameron Johnson: T) 519-759-3511 E) [Cjohnston@millards.com](mailto:Cjohnston@millards.com)

Pravin Suchak: T) 716-868-9150 E) [pravin.suchak@gmail.com](mailto:pravin.suchak@gmail.com)

Anne Bermingham, DG 2021/22: E) [anne@2waconsulting.com](mailto:anne@2waconsulting.com)

4.

** DISTRICT GRANT APPLICATION 2021-2022 **

**ROTARY CLUB OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLUB #: \_\_\_\_\_\_\_\_\_\_**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Matching Funds Requested: USD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Total Cost: USD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Project Description:
2. Community Assessment and Impact:
3. Sustainability:
4. Cooperating Organizations, if applicable:
5. Implementation Plan:
6. Budget:

Complete an itemized budget for the project and indicate currency used.  Use separate pages for quotes.

Only Club contributions will be matched by district funds, up to a maximum of $2,000USD.

Specify sources of funding and convert to US funds.

RI monthly exchange calculator can be found at: <https://my.rotary.org/exchange-rates>

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| --- | --- | --- |
| ITEM(S) TO BE PURCHASED | NAME OF CHOSEN SUPPLIER | COST (INCL TAXES) |
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Total – Identify currency: USD/CDN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exchange Rate Used – as per RI Exchange Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<https://my.rotary.org/exchange-rates>

Total in US$: (A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| ROTARY CLUB CONTRIBUTION |  |
| Rotary Club outside of District 7090 contribution |  |
| Other Funding – Specify:  (does not qualify for matching district funds) |  |
| REQUESTED DISTRICT 7090 MATCHING GRANT FUNDS  Matching is 1:1 of the District 7090 club contributions to a maximum of US$2,000 |  |

Total in USD$: (B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total of (B) cannot exceed (A)

1. **Attestation Agreement:**

I/we agree to ensure that this project will fulfill the mission of The Rotary Foundation, which is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education and the alleviation of poverty.

I/we acknowledge and agree that the following points will **NOT** be funded by district grants. The restrictions listed below are those listed in the “TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT AND GLOBAL GRANTS” for grants awarded after 1 July 2013” published by The Rotary Foundation, updated to July 2020. This application will be subject to the restrictions contained in the Terms and Conditions in effect at the time of the final approval.

1. Continuous or excessive support of any one beneficiary, entity, or community.
2. The establishment of a foundation, permanent trust, or long-term interest-bearing account.
3. The purchase of land or buildings.
4. Fundraising activities.
5. Expenses related to Rotary events such as: district conferences, conventions, institutes, anniversary celebrations, or entertainment activities.
6. Public relations initiatives, unless they are essential to carrying out the project.
7. Project signs that cost more than $1,000.
8. The operating, administrative, or indirect program expenses of another organization, with the exception of expenses allowed with the project management allocation for global grants.
9. Unrestricted cash donations to a beneficiary or cooperating organization.
10. Activities for which the cost has already been incurred.
11. Transportation of vaccines over national borders without prior approval of appropriate government and regulatory authorities in the originating and recipient countries.
12. Travel to National Immunization Days.
13. Immunizations that consist solely of the polio vaccine.
14. Study at a university that hosts a Rotary Peace Center in the same or similar academic program as Rotary Peace Fellows.
15. **Agreement Acknowledgement:**

This District Grant Application and Agreement Form (collectively “Agreement”) is entered into by the clubs and/or district (partners) as identified below. In consideration of receiving a District Grant from Rotary International District 7090, the partner(s) agree:

1. That they understand the Terms and conditions for Rotary Foundation district Grants and Global Grants (on district website) and will abide by them.
2. To utilize district grants funds to support a short-term humanitarian project, as outlined in this application, which benefits a community in need. Funds provided by Rotary International District 7090 will not be used for any purposes other than those considered eligible by The Rotary Foundation as described in the Terms and conditions for Rotary Foundation District Grants and Global Grants.
3. To defend, indemnify and hold harmless Rotary International, The Rotary International District 7090, their directors, Trustees, Officers, employees, and agents (collectively “RI/TRF/DISTRICT”) from any and all claims (including claims of subrogation), demands, actions, damages, losses, judgements, costs, fines, awards, liabilities, or expenses (including without limitation reasonable attorney’s fees and other legal expenses) collectively (“losses”) asserted against or recovered from RI/TRF/DISTRICT that result or arise directly or indirectly from the project, including any acts or omissions of the partners.
4. The partners will immediately inform District Grants Spending Plan Chair of any significant problems with the implementation of the project or deviations from the project, including deviations in the budget, as approved.
5. To complete the project by April 30, 2022, or sooner.
6. To submit the final report with complete financial accounting by April 30, 2022 or within two months of the project’s completion, whichever is earlier, to the District Grants Spending Plan Chair: Lezlie Murch.
7. That this Agreement may be cancelled by Rotary International District 7090 for any reason without notice upon the failure of the partners to abide by the terms and conditions set forth in this Agreement. The partners agree to return any grant funds, in their entirety, including any interest earned, should funds be misused or used for ineligible purposes.

Our signatures below attest that we have qualified our club through the initial MOU and Addendum, have read, understand all sections of this application and have completely collected all necessary information, verified contacts from all organizations that will handle funds or goods purchased in connection with this project, will be faithful stewards of Rotary funds to further the mission of The Rotary Foundation, and verify that our Club has been informed and supports this project. Further, progress will be monitored, receipts will be provided for dispersed funds, and final reports will be filed according to the submission deadline of April 30, 2022.

**Club President 2021-2022:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have the authority to bind the Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Contacts:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Partnering Club President**, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Member#:\_\_\_\_\_\_\_\_\_\_\_\_

I have the authority to bind the Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*END OF APPLICATION\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*