



March 1, 2024

Dear Rotary Club Presidents and Presidents-Elect,

**Rotary District 7210 wants to help you fund your projects to DO GOOD in the world!**

Our Foundation Grants Committee is seeking local and international projects for our 2024-25 District Grants. The District Grant process is very simple if approved: apply, do good, report, get funds!

Please submit the fully completed District Grant Application **no later than Friday, May 10, 2024**. You can access the applications on the Foundation tab of our [District 7210 website](#), or by clicking the appropriate selection here: [Single Club Project](#) or [Large Scale Multi-Club Project](#). **The application must be completed online by the current Club President**, with a subsequent automated confirmation by the Club President-Elect (*sample applications are attached for your reference, but do not submit a hardcopy form*).

Please note the following regarding the District Grant application and approval process:

- Provide ALL of the information required on the Rotary District 7210 District Grant Application.
- See District Grant Review Criteria (*attached*) for guidance on how Applications are evaluated.
- It is preferred that the Project address one or more of [Rotary's seven Areas of Focus](#).
- Your Club must have posted at least 13 Goals each for 2023-24 and 2024-25 on Rotary Club Central prior to submitting this District Grant Application (*see attached instructions*).
- **\*NEW\*** - Your club President-Elect or a Club Representative must have attended 2024 PETS.
- A minimum total project amount of \$1,000 is strongly encouraged, with the Club or Clubs funding 50% or more of the total project amount.
- The District Grant Application must be for a single significant project or program, not for a collection of various dissimilar small projects or programs undertaken by the Club. A Club may not submit separate applications for more than one Project. Choose your most significant Project!
- The project must not begin before July 1, 2024 or when notice of final TRF approval is given, whichever is later, and must be completed not later than June 30, 2025.
- The District Grant applications will be reviewed by the Grants Committee and a preliminary response will be provided to the Club on or about June 15, 2024, but final approval is contingent upon receipt of approval from The Rotary Foundation.
- All costs will be borne by the Club and only reimbursed by District funds, subject to approval and limitations by Rotary International, after satisfactory completion of the project, including:
  1. A Progress Report (*available on the District website*) not later than May 1, 2025.
  2. A Final Report once the Project is completed (*available on the District website*) with all required documentation not later than June 15, 2025. If your Project will be completed between June 15 and June 30, you must indicate this on your Progress Report and confirm the pending details by June 15.
  3. Confirmation of ALL Club expenditures for the project (*bank statement or cancelled checks*).
- The Club must adhere to appropriate stewardship measures and grant management practices, and is encouraged to complete the applicable Rotary [Grant Management Seminar](#) courses available on the Rotary Learning Center. Past District Grant process performance by the Club will be considered by the Committee on this and future grants. Further information is available on the [MyRotary.org District Grants webpage](#).

As noted above, this is intended to be a very simple process. If for any reason you have questions about how to qualify and/or complete the process, please feel free to contact the Grants Committee, as we are here to help you achieve your goals and DO GOOD in the world!

Sincerely,

Mike Polasek  
Grants Committee Co-Chair  
[mpolasek@outlook.com](mailto:mpolasek@outlook.com)  
*Attachments*

## District Grant Review Criteria

Rotary Year 2024-25

### A. Review Criteria: Large-Scale Multi-Club Project

District 7210 wishes to encourage our Clubs to work collaboratively on larger and more impactful Projects, whether here in the Hudson Valley or beyond. If a proposed Project meets the following *Large Scale Multi-Club Project Criteria*, that Project will automatically be awarded a 100-point score on the Review Criteria (*see below*) and will not be subject to the “*Available Funds Proportional Reduction*” (*provided that in doing so the resultant proportional reduction for all other Single Club Projects is not less than 50%*):

1. The Project must be a collaboration between five or more D7210 Rotary Clubs.
2. The Project must be led by a “Primary Sponsor Club” which will be responsible for the coordination and submittal of all information required for the District Grant Application, Final Report, etc. for the duration of the Project.
3. If calculated, the Review Criteria for the Project and Primary Sponsor Club would be 70 points or greater.
4. The requested District Grant amount must be no less than \$5,000 (project scope \$10,000+), but not more than \$15,000 (project scope \$30,000+), subject to availability. The Primary Sponsor Club's portion of the contribution to the project must not be greater than the total combined contribution by all other participating Clubs.

### B. Review Criteria: Single Club Project

The following is a summary of the Review Criteria used in evaluating the quality of the Projects for which District Grants have been requested by a single D7210 Club (*or by multiple Clubs, but not qualifying for the above “Large Scale Multiple-Club Project Criteria”*). Points are calculated based upon these criteria, then the points are used to award funds in proportion of the total amount of approved District Grant application requested funds to the available District Designated Funds from Rotary International for this Rotary year (“*Available Funds Proportional Reduction*”), with the Projects with the higher points receiving proportionally more funds. If the calculated Total Preliminary Award Amount, after applying each Project's Review Criteria points score, exceeds the available Total District Designated Funds, Projects with calculated Preliminary Award Amounts that exceed that Club's average donation to The Rotary Foundation Annual Fund for the prior three years may have their Award Amounts reduced to be approximately that average donation amount.

1. **Project Merit** 40 points maximum
  - a. The Project is directly related to one or more of Rotary's seven Areas of Focus. 15 points
  - b. The Project responds to a significant and apparent need in the Project location. 15 points
  - c. More than 100 people in need will benefit directly from this Project. 10 points
2. **Club Participation** 30 points maximum
  - a. More than 33% of the Rotary Club's members directly participate in the Project. 10 points *or*  
More than 67% of the Rotary Club's members directly participate in the Project. 20 points
  - b. More than 33% of the Club's sponsored Interact and/or Rotaract Club's members directly participate in the Project. 10 points
3. **Foundation Support** 30 points maximum
  - a. \$100/member to Annual Fund average & 100% EREY participation, past 3 years. 5 points/year
  - b. Club donation to the Annual Fund exceeded this requested Grant, past 3 years. 5 points/year
4. **Bonus Points!**
  - a. The Grant Funds requested are 25% or less than the Total Project amount. 5 points
  - b. More than 20% of the Club's members actively participate in Rotary Direct donations (5 points) *or* more than 40% of the Club's members actively participate in Rotary Direct donations (10 points) *or* more than 60% of the Club's members actively participate in Rotary Direct donations (15 points).

# Rotary District 7210 District Grant Application

## Single Club Project

(to be completed by current club president)

Rotary Club: \_\_\_\_\_ President's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Title: \_\_\_\_\_

### Project Description (please limit additional/attached information to only that absolutely required to support your application)

1. Describe the Project briefly. What will be done, where, when will project activities take place, etc.?
2. What Rotary Areas of Focus will be addressed? \_\_\_\_\_
3. What significant need in this location does the Project respond to? \_\_\_\_\_
4. How many people in need will benefit directly from this project? \_\_\_\_\_
5. What % of your Club's Rotary and/or Interact/Rotaract members will participate directly? Rotarians \_\_\_\_\_ % Interact \_\_\_\_\_ %
6. What will the Rotarians do? Please give at least two examples (not including financial support provided to the project).
7. ☐ Yes, we have posted at least 13 Goals on Rotary Club Central for each of the current and upcoming Rotary Years as required.

### Financial Report

8. Anticipated Income <i>(please be specific)</i>	Amount
a. Club contribution _____	\$ _____
b. District Grant Funds Requested <i>(ultimately this amount is likely to be less than requested)</i> _____	\$ _____
c. Other _____	\$ _____
<b>Total Anticipated Project Income</b>	\$ _____
9. Anticipated Expenditures <i>(categorize, but please be specific)</i>	
a. _____	\$ _____
b. _____	\$ _____
c. _____	\$ _____
<b>Total Anticipated Project Expenditures</b> <i>(Total Expenditures must equal Total Income above)</i>	\$ _____

### Certifying Signature

By signing this report, I confirm that any/all District Grant funds awarded will be spent only for eligible items and in accordance with Trustee-approved guidelines, including but not limited to the Terms and Conditions for Rotary Foundation District Grants, and that all of the information contained herein is true and accurate. I also certify that our Club will adhere to appropriate stewardship measures and proper grant management practices. If requested, our Club will cooperate with any financial, grant or operational audits and will retain appropriate records as required to facilitate same for a minimum of seven years, or longer if required by local law.

Club President Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

President-Elect Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

### Approval of Grant to be completed by District Rotary Foundation Chair, Grants Chair or District Governor:

Certifying Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Print Name and Rotary Title \_\_\_\_\_ Date: \_\_\_\_\_

## Rotary District 7210 District Grant Application

### Large Scale Multi-Club Project

(to be completed by Primary Club Sponsor)

Primary Rotary Club: \_\_\_\_\_ Primary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Title: \_\_\_\_\_

#### **Project Description** (please limit additional/attached information to only that absolutely required to support your application)

1. Describe the Project briefly. What will be done, where, when will project activities take place, etc.?

2. What additional clubs are collaborating on this project? (minimum of 4 additional clubs must be listed)

3. What Rotary Areas of Focus will be addressed? \_\_\_\_\_

4. What significant need in this location does the Project respond to? \_\_\_\_\_

5. How many people in need will benefit directly from this project? \_\_\_\_\_

6. What % of the Primary Club's Rotary and/or Interact/Rotaract members will participate directly? Rotarians \_\_\_\_ % Interact \_\_\_\_ %

7. What will the Rotarians do? Please give at least two examples (not including financial support provided to the project).

#### **Financial Report**

8. Anticipated Income (please be specific)	Amount
a. Club's contribution	\$ _____
b. District Grant Funds Requested (amount between \$5,000-\$15,000)	\$ _____
c. Other	\$ _____
<b>Total Anticipated Project Income (no less than \$10,000)</b>	<b>\$ _____</b>

9. Anticipated Expenditures (categorize, but please be specific)	
a. _____	\$ _____
b. _____	\$ _____
c. _____	\$ _____
<b>Total Anticipated Project Expenditures (Total Expenditures must equal Total Income above)</b>	<b>\$ _____</b>

#### **Certifying Signature**

By signing this report, I confirm that any/all District Grant funds awarded will be spent only for eligible items and in accordance with Trustee-approved guidelines, including but not limited to the Terms and Conditions for Rotary Foundation District Grants, and that all of the information contained herein is true and accurate. I also certify that our Club will adhere to appropriate stewardship measures and proper grant management practices. If requested, our Club will cooperate with any financial, grant or operational audits and will retain appropriate records as required to facilitate same for a minimum of seven years, or longer if required by local law.

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

#### **Approval of Grant** to be completed by District Rotary Foundation Chair, Grants Chair or District Governor:

Certifying Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

Print Name and Rotary Title \_\_\_\_\_ Date: \_\_\_\_\_