**Rotary District 7850’s District Grants**

**2013/2014**

**Help us spend some Rotary Foundation money!**

**District Grant process 2013-14:**

1. **District Grant proposals need to be submitted by 27 April 2013. Our District cannot apply for grant funding until we have proposals in hand for 80% of our District Designated Fund for District Grants.**
2. The District has $30,000 for District Grants in 2013-14
3. US$10,000 will be used for a District-wide scholarship for a teacher. The remaining US$20,000 will be available for clubs to use for projects locally or internationally.
4. Only one request per club will be considered to allow equitable share of funds among the most clubs.
5. Awards will be up to a maximum of US$5,000. Clubs are encouraged to match as much as possible on a US$1.00/US$1.00 basis. If a club does not have funds to make a match, the maximum award will be US$1,000;
6. Awards will begin September 1, 2013 and will continue until all funds are allocated or 1 March 2014, whichever comes first. Funds should be expended prior to 15 June 2014 and a final report will be due on 1 July 2014;
7. Priorities for District Simplified Grant Committee awards determination include:
   1. Timely submission of application,
   2. Creativity of the project
   3. Club’s contributions to support The Rotary Foundation,
   4. If the Club has received previous District Grants,
   5. Number of club members involved in the project,
   6. How project related to Rotary International six area of focus:
      1. Disease Prevention
      2. Basic Education and Literacy

3)      Community and Economic Development

4)      Maternal and Child Health

5)      Water and Sanitation

6)      Peace and Conflict Resolution

1. Funds are for new projects only.
2. Club members must be involved in the project.
3. The project must be identified as a Rotary Project.
4. The application must include:
   * Amount of funds requested from the District outlined in the budget section of the grant application.
   * Amount of club’s voluntary matching funds (required for grants over US$1,000).
   * When possible, letters of support from cooperating organizations (example, school or library if donating books, etc.) documenting project is acceptable to them.
   * Names and contact information of at least three club Rotarians responsible for the project and reports.
5. The Club is responsible for making sure that any reports are completed and filed since compliance is MANDATORY and future District Simplified Grant may not be funded for the whole district if a Club fails to file any of the required reports.

Grants application and agreement forms (attached) should be sent to the District Grants Chair, Larry Vars – [larryv@pjnoyes.com](mailto:larryv@pjnoyes.com)

**Rotary Foundation Guidelines/Procedures for District Grants**

A District Grant is a tool Rotary Districts utilize to support short-term, humanitarian projects that benefit the community.  District Grants are funded with District Designated Funds from The Rotary Foundation.  A district may apply annually for a single grant for one or more projects that utilizes a maximum of 50% of its SHARE allocation, which represents 50% of annual giving three years prior.

|  |
| --- |
| For Example in 2010/2011, our District donated approximately US$120,000 to the Rotary Foundation’s Annual Program Fund. As a result, we will receive approx US$60,000 in District Designated Funds that can be used for projects our District wants to do. Of the US$60,000, US$30,000 can be used for District Grants. |

**Types of activities**

Districts may support a broad range of activities with their district grant funds. Examples of potential district-grant activities include:

* **Local or international service projects** as well as service travel or disaster recovery efforts.
* **Vocational training teams**:
  + No partnership or international requirements
  + No restrictions on team size or length of training
  + Teams travel to either conduct or receive training

|  |
| --- |
| **District Grant Vocational Training Teams (From Rotary International)**  **Requirements:** District grant VTTs must support The Rotary Foundation’s mission to promote goodwill and peace, improve health, support education, and alleviate poverty.  **Team composition:** The district may determine the composition of the team to include Rotarians and non-Rotarians of any age.  **Focus and the length of the visit:** Determined by the sponsors. The districts may decide, for example, to incorporate some cultural and social activities along with hands-on training or to sponsor an exchange with the partner district.  **Budget:** Determined by the sponsors.  **Planning:** All trip planning will be organized by the local Rotary Club. |

* **Scholarships**:
  + No restrictions on the level (secondary, university, or graduate), length, location (local or international), or area of study
  + No restrictions on the dollar amount for the scholarships
  + The request for scholarship funds can only be for a one time scholarship. If a Club wants to continue this scholarship in the future, they will need to come up with an ongoing funding mechanism at the club level.

|  |
| --- |
| **SCHOLARSHIP TYPES (From Rotary International)**  Future Vision offers maximum flexibility in funding scholars. Districts can determine the types of scholars they wish to sponsor using funds from a district grant. These could include:  • Undergraduate or graduate students studying locally, any subject matter  • Undergraduate or graduate students studying abroad, any subject matter  • Study periods of any length (language training, a certificate program, a semester, a year  or more)  The district leadership should determine its own preferences, applications, and timetables for district grant-funded scholars. Your Future Vision coordinator at the Foundation is always available to help, and can provide examples of how other districts have organized their district grant scholarship process. |

**Program Requirements:**

* Projects must be initiated by a Rotary club in the project location.
* Grant funds cannot be used for:
  + Reimbursement of existing projects;
  + Construction or renovation;
  + Salaries, stipends, or honorariums;
  + Operating expenses of another organization; and
* District Grants require the direct involvement of Rotarians by:
  + Assessment of community needs and development of a project plan;
  + Establishment of a committee of at least three Rotarians to oversee the expenditure of funds;
  + Oversight of grant funds
  + Involvement in the implementation of projects;
  + Provision of evidence of community involvement and ownership;
  + Organization of meetings with local service providers, local officials, and/or recipients;
  + Promotion of projects in the local media.

**Reporting Requirements:**

Interim reports are required four months after receipt of the grant, and every six months for the duration of the project.  A final report is required within two months of full expenditure of grant funds.  The final report must include:

* A detailed and clearly organized report of all expenses;
* Copies of receipts for items purchased;
* An Independent Financial Review, if amount received is more than US $25,000;
* A detailed account of Rotarian participation in the implementation of the grant, which reflects the required Rotarian activities; and
* A narrative that includes information on the implementation of the project and how experience gained from it will inform/guide the club and the district for the next rotary year.

**NOTE:**  Failure to comply with The Rotary Foundation policies and guidelines will result in the club returning misused grant funds in their entirety and being barred from receipt of future grants for a period of up to five years.  Failure to fully comply with these policies may also jeopardize District 7850's ability to participate in this program in the future.

**District 7850 DSG Procedures for the 2013/2014 Rotary Year**

District Grants will be administered by the District Grant Committee, a sub-committee of the District Rotary Foundation committee. Members of the committee include the Rotary Foundation chair Marilyn Bedell (Lebanon-Riverside); District Grant Subcommittee Chair Larry Vars (Lancaster); District Treasurer “T” Tall (Middlebury); Ginia Allison (Hanover); John Morgan (Wolfeboro) and Bill Secord (Lebanon-Riverside); District Governor Steve Dates (ex officio).

Please direct all questions and correspondence to Larry Vars as follows:

Larry Vars

[larryv@pjnoyes.com](mailto:larryv@pjnoyes.com)

84 Lake Road

Lunenburg, VT 05906

The District Grant Subcommittee will:

* Educate clubs in District 7850 about District Grants.
* Distribute DSG applications via the District Web Page <http://www.rotary7850.org>
* Review, approve and monitor grants. This committee will meet at the pleasure of the District Governor and/or the District’s Foundation Chair to oversee the grant process.
* Account to the Rotary Foundation for all funds granted.

-

**Application Process:**

* All information and application forms are currently available to clubs via the District web page: <http://www.rotary7850.org> .
* Applications should be completed and mailed or emailed to Larry Vars. The committee will meet monthly to consider all applications received in good order during the previous month. Each club should know the status of their grant by the 20th of the month following receipt.
* If there are applications for funds in excess of the total available, and the applications are otherwise in order, the following criteria will be used by the committee to determine grant awards;
  + Club creativity and involvement of Rotarians in the project.
  + Per capita Foundation giving by club members.
  + Does the project relate to the Rotary International President’s theme?
  + Club dollar contributions to the project.
  + Has the club received previous grants?
  + Is/are the club's report (s) current for any previous grants?
  + Geographic diversity/balance within the district.

**The Rotary Foundation CLUB MEMORANDUM OF UNDERSTANDING (MOU)**

**Click on the link below to go to the Club MOU. To be eligible to sign this document, at least one member of a Rotary Club must attend a Grants Management Seminar annually.**

<http://www.rotary.org/RIdocuments/en_pdf/fv_launch_club_mou_en.pdf>

**Club Stewardship**

Every Club that receives grant funding (District or Global) will be required to identify a Club Steward to oversee the use of Rotary Foundation Funds. This person cannot be named on the grant. This person will be responsible to tracking how the funds are used; and assuring that receipts are maintained in case an audit is deemed necessary by the Rotary Foundation. The details of record keeping are outlined in the Club Memorandum of Understanding.

**Disclaimer**

Please remember that this is a new process and it is quite possible something will come up that will make The Rotary Foundation or the District to want to make a change and we reserve the right to make procedural changes if need be

**Page 1 of 4**

**ROTARY DISTRICT 7850’s DISTRICT GRANT**

**Application**

ROTARY CLUB of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

AMOUNT REQUESTED – USD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT INFO FOR MINIMUM OF 3 CLUB MEMBERS WHO WILL OVERSEE THIS GRANT: (please print names in the order they should be contacted by the DISTRICT GRANT committee with questions)

Name:

Address:

Home Phone Number:

Cell Phone Number:

Work Phone Number

E-mail Address:

Name:

Address:

Home Phone Number:

Cell Phone Number:

Work Phone Number

E-mail Address:

Name:

Address:

Home Phone Number:

Cell Phone Number:

Work Phone Number

E-mail Address:

**Page 2 of 4**

### Please describe the project. How will it meet the needs of the community?

### What, specifically, will the grant money be used for?

**Please describe your club’s involvement in the project. Is your club adding any additional money to the Grant? How will the community be involved?**

**Page 3 of 4**

**How long will the project take to complete? What are potential pitfalls that could delay completion? Please show us a detailed expected timeline for the project.**

**How will your club promote this project in the local media?**

**If there is not enough Grant money for this year, could you do your project with less than what you have asked for? Could you delay implementation for a year? (if this is the case, someone from the DISTRICT GRANT committee will be in touch with you to discuss options).**

**Attach a copy of the budget for the project.**

**Page 4 of 4**

**As the designated members of The Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we will promise to be stewards in good faith of this Grant money, understanding it comes 100% from the donations to the Rotary Foundation of District 7850 members three years ago.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Date