**District 7850 District Grants**

**Overview**

**July 1, 2016 - June 30, 2017**

**2016/2017 District Governor Jay Polimeno’s Year**

**Overview:**

A District Grant is a tool Rotary Districts utilize to support short-term, humanitarian projects that benefit the community.  District Grants are funded with Rotary Foundation District Designated Funds (DDF).  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.

**Program Requirements:**

* At least one Club member must attend a Grants Management Seminar, and the Club President and President-elect must be willing to sign the Club Memorandum of Understanding for District Grants.
* 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
  + Personal or professional development.
* 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 greater than U$75.00;
  + 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.

**The District Grant Committee will:**

* Under the direction of the District Foundation Chair and Grant’s Chair, will educate clubs in District 7850 about District Simplified Grants (DSGs) and determine grant application deadlines.
* Distribute District Grant overview information and application documents via the District’s Rotary Foundation web page [**www.rotary7850.org**](http://www.rotary7850.org)
* Approve and Monitor grants. This committee will meet at the pleasure of the District Governor and/or the District’s Foundation Chair to monitor the grant process.
* Account to the Rotary Foundation for all funds granted.
* Determine the application process:
* Meet after the grant application deadline to consider all applications received. Clubs will learn the status of their application once the District 7850 Grant Application is approved by the Rotary Foundation.

District Grants will be administered by the District Grant Committee, a sub-committee of the District Rotary Foundation committee.

The District Steward will review all final reports to make sure reporting requirements have been met.

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

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