

Rotary District 7850's District Grants 2018/2019

Help us spend some Rotary Foundation money!

District Grant process 2018-2019:

- 1. District Grant proposals need to be submitted by, Tuesday, 1 May 2018. Our District cannot apply for grant funding until we have proposals in hand for 80% of our District Designated Fund for District Grants.**

Email or Mail Application to Wayne Warner, District Grants Chair:

valleybowlinc@gmail.com or 963 Beanville Road, Randolph, VT 05060

1. The District has approximately \$34,400 for District Grants in 2018-2019
2. US\$5,000 will be used for a District-wide scholarship for a teacher. The remaining money will be available for clubs to use for projects locally or internationally.
3. Only one request per club will be considered to allow equitable share of funds among the most clubs.
4. If a club does not have funds to make a match their donation, the maximum award will be US\$1,000
5. Awards will be up to a maximum of US\$4,000. Clubs are encouraged to match as much as possible on a US\$1.00/US\$1.00 basis;
6. Awards will begin once the District Grant Application is approved by the Rotary Foundation and will continue until all funds are allocated or by 1 March 2019, whichever comes first. Funds should be expended prior to 1 May 2019 and a final report will be due on 15 May 2019;
7. The District Simplified Grant Committee awards will consider the following:
 - a. Timely submission of application,
 - b. Creativity of the project
 - c. Club's contributions to support The Rotary Foundation (District goal US\$100/member),
 - d. If the Club has received previous District Grants,
 - e. Number of club members involved in the project,
 - f. Is the project sustainable? (Not required, but can be considered by the review committee.)
 - g. 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
- 8. Funds are for new projects only**
9. Club members must be involved in the project.

10. The project must be identified as a Rotary Project.

11. 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 that the project is acceptable to them.
- Names and contact information of at least three of your club's Rotarians responsible for the project and reports.

12. The Club is responsible for making sure that any reports are completed and filed since compliance is MANDATORY and future District Grants may not be funded for the whole district if a Club fails to file any of the required reports.

Grant applications and agreement forms (attached) should be sent to the District Grants Chair, Wayne Warner valleybowlinc@gmail.com or 963 Beanville Road, Randolph, VT 05060

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 2012/2013, our District donated just under US\$120,000 to the Rotary Foundation's Annual Program Fund. As a result, we will receive a little under US\$60,000 in District Designated Funds that can be used for projects our District wants to do. Of the money returned to the district just a little under US\$30,000 can be used for District Grants. The remaining dollars can only be used for Global 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.
RITS (Rotary International Travel Service) can be used to arrange travel of participants, but this is no longer a requirement.

- **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 (except those established by the District)
 - 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)

The current District Grant funding model 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 Rotary Foundation 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 or Rotarian in the project location.
- Club must sign a District 7850 Club Memorandum of Understanding for District Grants
- 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 by Rotarians;
 - 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. A final report is required by 15 May 2019 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;
- 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 2018/2019 Rotary Year

District Grants will be administered and reviewed by the District Grant Committee, a sub-committee of the District Rotary Foundation committee. Members of the committee include the Rotary Foundation chair Louisa Tripp(Northfield); District Grant Subcommittee Wayne Warner (Randolph Sunrise); Michael Swaidner (Colchester-Milton); Stan Bradeen (St. Albans); Bill Miles (Montpelier); Barbara LaFleur (Stowe); Erica Marks (Colchester-Milton); Rob Titus (Hanover); Andre Lemire (Sherbrooke); Theresa Wood (Waterbury); and 2018-19 District Governor Larry Vars (Lancaster), 2019-20 District Governor Richard Fox (Charlotte-Shelburne) and ex officio District Treasurer Lynda Carmire (South Burlington)

Bill Miles (Montpelier) will serve as the District Steward, and will review all final reports to make sure reporting requirements have been met.

Please direct all questions and correspondence to District Grants Chair, Wayne Warner as follows: valleybowlinc@gmail.com or 963 Beanville Road, Randolph, VT 05060

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 Wayne Warner, District Grant Chair. The committee will meet to review grants in May, after the grant deadline has passed, and additional meetings will be called by the District Grant's chair if needed. Clubs will be notified if grant has been funded once we receive approval from the Rotary Foundation. **NO FUNDS CAN BE EXPENDED ON A GRANT PROJECT UNTIL THE CLUB RECEIVES OFFICIAL NOTIFICATION FROM THE DISTRICT GRANT'S CHAIR THAT THE GRANT HAS BEEN APPROVED BY THE ROTARY FOUNDATION. IF**

RECEIPTS ARE DATED PRIOR TO APPROVAL, THEY CANNOT BE COUNTED TOWARD THE GRANT.

- 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.
 - How does the grant meet The Rotary Foundations 6 Areas of Focus?
 - Timely submission of the grant. Did it arrive by the deadline?
 - Per capita Foundation giving by club members. The District goal is US\$100/member.
 - Does the project relate to the Rotary International President's theme?
 - Club contributions to the project.
 - Has the club received previous grants relative to their Rotary Foundation Giving?
 - Is/are the club's report (s) current for any previous grants?
 - Geographic diversity/balance within the district.
 - Sustainability is not a requirement, but can be considered.
 - Rotary Foundation Goals for the current Rotary year have been entered into Rotary Club Central on the Rotary International's My Rotary web site.

The Rotary Foundation CLUB MEMORANDUM OF UNDERSTANDING (MOU)

To be eligible to sign this document, at least one member of a Rotary Club MUST attend a Grants Management Seminar annually.

Disclaimer

Please remember that this is a relatively new process and it is quite possible something will come up that will require The Rotary Foundation or District 7850 to make a change(s). The District Grants Committee, District Governor, and District Foundation Chair reserve the right to make procedural or other changes as needed to meet Rotary Foundation requirements, or to clarify information in this document.