

D7910 TIMELINE FOR DISTRICT GRANT ACTIVITIES IN 2016-17

#	DESCRIPTION	DATE
1.	CLUB QUALIFICATION TIMELINE	
1.1	Eligibility Criterion 1: Annual Fund (all designations, including SHARE), Polio Plus and Foundation Approved Grants. There are 20 clubs that have qualified as of Mar 7, 2016 that have met the \$100 per capita threshold, 31 have not.	Jun 30, 2016 or earlier
1.2	Eligibility Criterion 2: GRANT MANAGEMENT TRAINING is required by Rotary Foundation to be imparted to Club members in person. This training is being offered on April 30 and May 9. Every Club in the District must have at least one member trained at one of these two training sessions. Some Clubs will meet this criterion on April 30 and the rest will do so on May 9. Sign up for both sessions is available on the District web site. As of Mar 25, 8 clubs have registered for these.	May 9, 2016 or earlier
1.3	Eligibility Criterion 3: 2016-17 MEMORANDUM OF UNDERSTANDING (MoU) has been posted on the District web site since Mar 7. Every club that wants to participate in Foundation Grants (District and Global) must sign this MOU. As of Mar 25, Club has signed the MoU.	As early as Mar 7, 2016
1.4	Stewardship Committee to populate list of qualified Clubs: Right after the first Grant Management Training session, the Stewardship Committee will populate the qualified clubs and Trained Member lists on the Grant Management Module from ClubRunner. Only trained members from qualified clubs can submit the online grant applications.	Starting Apr 30, 2016
2.	DISTRICT GRANT PROPOSALS AND APPLICATIONS	
2.A	Proposals	
2.A.i	Presidents-Elect were asked to submit One Page Proposals at Pre-PETS on March 11. About 30 Clubs turned in their proposals. Another effort will be made to get the some more of the remaining Clubs to submit their proposals through April 15.	
2.A.ii	These proposals will be used to submit the Master District Grant Application for 2016-17 setting up the amount and number for the District Grants to be awarded to clubs in 2016-17. In 2015-16 we awarded district grants to 27 clubs totaling \$38,000. In 2016-17, we expect to award 30 grants totaling about \$45,000 subject to administrative expenses for the use of the online Grant Management Tool from ClubRunner.	Through Apr 15, 2016
2.A.iii	In future years, President Elects or their designees can submit proposals on line during the Jan-Mar period enabling the DGE to determine the amount to be requested for the Master District Grant during his/her term.	
2.B	Master District Grant Application Submission	Apr 30, 2016
2.C	Master District Grant Application Approval at TRF	May 31, 2016

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2.D	Clubs' District Grant Applications Submission (ONLY AFTER 2.C)	Jun 1, 2016 Onwards
2.D.i	Proposals Review: Those submitted through April 15 will be reviewed by the Grants Subcommittee's Review Team of 5 member in May 2016, For those proposals that meet the Rotary Foundation criteria will for grants, the District Grants Subcommittee Chair (DGSC) Jorge Yarzebski, will advise those clubs to complete their qualification per the three eligibility criteria (see above), if still needed at that time, and then to start their grant applications online using the Grant Management Module from Club Runner	Apr 15, 2016 to May 31, 2016
2D.ii	Only members of qualified clubs that have received the Grant Management Training will be able to start and submit online applications.	Jun 1, 2016 onwards in monthly submission and review cycles
2.D.iii	Application submission will be complete only when the Club President (2016-17 Presidents-Elect during June) authorizes it online.	Jul 8, 2016 and the first week of each month thereafter
2,D.iv	Applications authorized by Club Presidents will trigger a review action for each member of the Grants Subcommittee and they will be required to finish their review by the first week of July. Review will include scoring each application per the published scoring rubric.	Jul 8, 2016 and the first week of each month thereafter
2.D.v	DGSC Jorge Yarzebski will convene a meeting of the Grants subcommittee by July 10, and the team will collectively discuss the results of all the reviews. An average score for all of the Applications will be determined.	Jul 10, 2016 onwards, on the 10 th of each month
2.D.v.a	The DGSC will recommend all applications with an average score of 20 or more (out of 50) for approval by the Foundation Committee	
2.D.v.b	The DGSC will advise clubs whose applications received an average score less than 20 to improve their application during the next monthly review cycle. He will assign one of the Review Team members to counsel each such club on improving the application to raise the score above 20.	
2.D.vi	This monthly cycle of application, submission, reviews and DGSC recommendations to the Foundation committee until there are no more slots or funds are available for any more grants. Within a monthly cycle, should there be less slots of funds available than applications, applications with higher average scores will have the higher priority for approval.	
2.E	Clubs' Grant Award Decision by the Foundation Committee	Jul 15, 2016 and the 15th of each month thereafter
2.E.i	The Foundation Committee will decide on the award of Grants and authorize the DGSC to communicate the awards, each month starting July 2016 by the 15th of the month.	Jul 15, 2016 and the 15th of each month thereafter