

Rotary District 5500

District Rotary Foundation District Grants Chair

Job Description

ROLE

The District Grants subcommittee chair is responsible for managing and coordinating all District Grants programs.

RESPONSIBILITIES:

Understand the district's policies with regard to these grants and propose changes when appropriate

Develop the grant application each year

Work with subcommittee members to review applications from clubs and determine which applications should receive funding

Coordinate with The Rotary Foundation staff in Evanston

Encourage all clubs in the district to participate in the district grants program

Advise and assist clubs in completing their applications

Track club progress in completing grant projects by ensuring compliance with TRF and district requirements for reporting,

Conduct the District Grants portion of the Grants Management Seminar

Track the status of available funds throughout the year,

QUALIFICATIONS:

Rotarian in good standing in a club within District 5500

Experience in writing, administering and reporting on grants is ideal

Good organizational and listening skills