

## District 5440 District Grant Terms and Conditions

The primary contact for a project agrees to implement these guidelines on the project. All other grant signatories agree to support and help with the implementation of these guidelines

- I have read and agree to follow the District 5440 district grant guidelines.
- I have read and agree to follow the TRF guidelines for grants.
- I agree to use the four way test when making project decisions.
- I agree to keep good financial records including getting receipts or invoices and copies of the check or bank transfer used to pay for the invoice for all purchases.
- I agree to maintain all bank records related to expenses related to this grant and provide them to the audit committee if requested.
- I agree to return unused funds over \$100 and funds that were spent for items not previously approved by the grants committee to the district grants treasurer promptly.
- I agree to return to the district all district funds that were not matched (per current matching policy) by the total of all 5440 club contributions.
- I acknowledge that the district will allocate all district grant funds on a first come first serve basis so funding for this project may not be available if the grant application requirements are not met in a timely manner.
- I agree to submit a change request and receive approval from the district 5440 grants committee before making changes to the project other than for minor details.
- I agree to submit status updates including the estimated completion date of the project using the History Log feature of [matchinggrants.org](http://matchinggrants.org) at least quarterly until the final report is filed.
- I agree to file a final report 30 days after project completion.
- I agree to publicize this project in local media, Rotary websites, etc.
- I agree to repay all grant funds to the district if the project is not completed and a final report filed before two years after the receipt of funds for the grant.
- I agree to stay with the project until the final report is completed and if this is not possible to make sure that the secondary contact on the project will take over this responsibility.
- I agree to make a follow up visit to the project one year after completion to see if it is being properly maintained.
- I agree to help resolve problems that may arise during the project and after the project is completed.