

District website: www.rotarydistrict5650.org

Submit a District Grant Project: [click here](#)

Email to District: districtgrants@rotarydistrict5650.org

CLUB AND MEMBER CERTIFICATION

1. Certification is required before a District Grants Project application can be submitted
 - a. The club must be certified
 - b. The member submitting the application must be certified
 - c. Certification will be tracked through the Rotary District website district grant application system
 - d. A district grant application screens can only be accessed by Certified Members of Certified Clubs
2. Club Certification:
 - a. The club submits a Memorandum of Understanding (MOU) signed by the sitting Club President and incoming Club President
 - i. Submit the Memorandum of Understanding (MOU) to districtgrants@rotarydistrict5650.org
 - ii. NOTE: This is the only form that is submitted by email
 1. Since clubs and members are not yet certified, they are not able to add forms to the website
 2. all other items are submitted using the online process
 - b. At least two club members attend a Grants Management Seminar
 - i. The Grants Management Seminars (GMS) will all be by webinar.
 - ii. The dates and link to register are found on the Rotary District Website – Grants page ([click here](#)).
3. Member Certification
 - a. A member must be certified in order to access the online grants application.
 - b. Only members who have attended a Grants Management Seminar (see above for registration information) will be able to access the online application.

ONLINE MANAGEMENT

1. Only the Memorandum of Understanding will be printed, signed, scanned and sent by email to districtgrants@rotarydistrict5650.org (required to get certified and to gain access to the online screens)
2. Once certified, all other items for district grant projects will be submitted electronically
3. To apply (and report), clubs will access District Grants through www.rotarydistrict.5650 / Grants module
 - a. Grant applications will be entered online
 - i. You will not submit the application by email as in the past
 - b. Status notifications will be sent through the Grants module between the District and the Club Contact
 - c. All reports will be submitted online
 - i. You will not submit the reports and documentation by email as in the past
 - d. All supporting documentation, receipts, bank statements, check images, etc. will be posted / uploaded to the online system
 - e. There will not be any printed/paper forms or documentation other than the MOU

District Grant Project Application Quick List of Timeline

Date / Order	Club Activity	District Activity
	<p>Clubs and Members Get Certified</p> <ul style="list-style-type: none"> • Complete and Send Memorandum of Understanding (MOU) to districtgrants@rotarydistrict5650.org <ul style="list-style-type: none"> ○ MOU must be signed by sitting Club President and President-elect • Club Members participate in Grants Management Seminar (GMS) <ul style="list-style-type: none"> ○ All GMS are by webinar, dates on the Grants page on the District Website (click here). ○ For a club to be certified, 2 club members must participate ○ Only club members who have participated in a GMS can submit a District Grant Project Application (Project) 	<p>Track receipt of MOUs</p> <p>Record GMS participation</p>
Optional	Club Members participate in District Grant Application Workshop to learn about using the online tools	
BY MAY 31	<p>Club submits Project via the District Website Grant Module (District Website)</p> <ul style="list-style-type: none"> ○ Only club members who have participated in a GMS can submit a District Grant Project Application (Project) 	
JUNE 22		Review projects and submit those eligible to Rotary International; club contact is notified of eligibility status
	Club submits Bank Information via the District Website	
		Receives approval from Rotary International; receives funds from TRF; club contact is notified of approval
AFTER APPROVAL	<p>Club begins work on project</p> <ul style="list-style-type: none"> • Work cannot begin before July 1 or before approval from Rotary International 	
BY DECEMBER 31	<p>Club files report</p> <ul style="list-style-type: none"> • If the Project is finished, this is the final report • If the Project is not finished, this is a progress report 	Approves report and, if final, closes Project on District Website
BY MARCH 31	<p>Club files report</p> <ul style="list-style-type: none"> • If the club has not already submitted a final report it must do so by March 31 • Final reports must include all financial requirements as well as expense receipts / invoices 	Approves report and closes Project on District Website; club contact is notified of closing of project