

<b>Important Dates</b> – All Clubs and Projects are Subject to Adherence to these Dates			
May 31 App Due	RI Approval Prior To Project Start	Dec 31 Progress Report	Mar 31 Final Report

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1. Applications for District Grant Projects will be entered through the District Website grants module
2. Clubs must first be certified to have access to the online application
3. Members must be certified to get access to the online application to enter a club's district grant project application; those members must participate in a Grants Management Seminar (GMS)
4. Application, reports, supporting documents, etc. will be entered through the District Website grants module
5. Review the Rotary International Terms and Conditions for guidelines including, but not limited to these restrictions . . . funds cannot be used for . . .
  - a. the purchase of land or buildings
  - b. reimbursement for expenses previously incurred
  - c. supporting fundraising in any way
  - d. unrestricted cash donations to a beneficiary
6. District 5650 has added these criteria, or further explained the Terms and Conditions, for District Grant Projects
  - a. Local community projects only - projects must be conducted in, and for the benefit of, communities in District 5650
  - b. Scholarships for high school students to attend college are ineligible
  - c. Projects must provide service to a group - they are not intended for support of an individual
  - d. unrestricted donations not allowed – capital campaign, funds in advance to purchase items as needed
  - e. Projects need to include hands-on participation not just the purchase of items
  - f. Clubs must have given to The Rotary Foundation to receive funds
7. Detailed financial documentation is required, including receipts for every individual item purchased
8. Amounts for District Grant Projects
  - a. The Matching amount from the District is determined annually
  - b. Single Club District Grant Projects
    - 1) \$1,500 from club for Maximum Match (Clubs can invest more but the max based on \$1,500)
    - 2) \$500 - Minimum Amount from Club
  - c. Multi-Club District Grant Projects
    - (a) \$6,000 Maximum Match (Clubs can invest more than \$6,000 but the max match will be \$6,000). at least 4 Clubs must participate in order to receive the maximum match
    - (b) if 3 Clubs, the maximum match would be \$4,500, 2 clubs max would be \$3,000
    - (c) No maximum for any club – just a maximum for the project
    - (d) \$300 Minimum from any Club
9. In the event that clubs request more total funds from the District Designated Fund than is available in any year, grants will be considered on a competitive basis. Criteria that may be used to select projects may include, but is not limited to:
  - a. Adhering to one or more of the 'Areas of Focus' designated by the Rotary International Foundation.
  - b. Clubs with multiple applications may be asked to prioritize them for reduced funding or elimination.
  - c. New projects may be given priority.
  - d. The club's 3-year average for per capita giving to the annual fund will be considered by the committee, as support of the Foundation is critical to its ongoing success and ability to award grants.