

District Grant Frequently Asked Questions (FAQ's)

2015-2016 Pre-PETS Conference

1. **How is a District Grant different from a Global Grant?**

District Grants are block grants to districts from The Rotary Foundation (“TRF”) that fund scholarships, projects, and travel that align with the mission of TRF, which is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Global grants also fund scholarships, projects, vocational training teams, and some travel, but involve both local and international club sponsorship, and have a separate set of procedural, operating and budget guidelines.

Projects proposed for either District or Global Grants should relate to the mission of TRF and the six areas of focus, as well as include the active participation of Rotarians.

2. **How does a Rotary Club ‘qualify’ to apply for funds from a District Grant?**

In order to receive any type of grant from District 7890 the Club must be qualified. Qualification is achieved

- A. by attendance at a 2014-2015 District Grant Management Seminar by the club’s Foundation Chair or designated member *and* the club’s Incoming President or designated member; and,
- B. by successful submission of the club’s 2015-16 Foundation Goals into Club Central on rotary.org by May 1, 2015 **or** electronically sending them to the 2015-2018 District Foundation Chair; and,
- C. by the club and/or club members making a contribution to the SHARE/Annual Fund by May 1, 2015, which will be verified by the District Rotary Foundation Chair; and,
- D. by the presidents for 2015-16 and presidents for 2016-2017 signing both the *Club Qualification Memorandum of Understanding* (MOU) provided by The Rotary Foundation and this *Addendum to Club Memorandum of Understanding* provided by District 7890.

3. **Who reviews and approves District Grants?**

This committee consists of five Rotarians, including the District Governor of the implementation year (DG Kyong Wilson), the District Foundation Committee Chair (PDG Eileen Rau), the Grants Committee Chair (PAG Pam Brown), the District Grants Sub-Committee Chair (PAG Janet Soja) and Barbara Manring, Past President of the Rotary Club of Great Barrington. Sue Klock (PDG and District Stewardship Sub-Committee Chair) will serve as a non-voting member providing oversight. The committee meets in mid-May to review club proposals. Approved proposals will be included in the District spending plan submitted to TRF in June.

4. **Are there any restrictions on the projects a club can propose for a District Grant?**

A list of guidelines and restrictions defined by TRF can be found on the District website www.rotarydistrict7890.org on the District Grant Site Page, linked from the Homepage. It is important for clubs to read “**Grant Terms and Conditions**” prior to submitting a grant proposal to ensure their proposed project meets all Eligibility Guidelines and Restrictions. Although all this information is important, please note immediately that no proposed project can be implemented or incur expenses prior to it being reviewed and approved by TRF, and that grants cannot be used to reimburse clubs or districts for activities and expenses already completed or in progress.

5. *Can clubs submit additional information along with the project proposal?*

The District Grants Committee members request that no additional project information be submitted (i.e., pictures, budgets, etc). The committee assumes that the club has read and understands the Grant Terms and Conditions and the project aligns with TRF's mission; so, a short paragraph describing the nature of the project should be sufficient to review and approve. If the committee has additional questions, they will contact the identified club contact for clarification.

6. *Once a project has been approved, how does the grant get distributed?*

Since a District Grant is a reimbursement grant, projects must be completed and all required documentation (i.e., project report, receipts, etc) submitted to the District Grants Committee Chair in order to receive the grant reimbursement funds. District Grant reimbursement checks are **only made payable to the club**, not to any other entity (i.e., vendors, charities, etc). Please note that since this is a reimbursement grant to the club, a club does not have to open a separate bank account to manage District Grant funds.

7. *What if a project proposal is approved for grant funds, but the club fails to meet the application, completion or reporting deadlines?*

If a club fails to submit an approved project's Application by October 1, 2015, complete the project by March 31, 2016, or submit the final Project Report by April 15, 2016, they will **no longer be eligible** to receive the grant reimbursement funds for that project. The District Grants Committee may use these grant funds for another proposed club project after receiving approval from TRF.

If a club is experiencing delays or problems with a project, it is important to contact the District Grants Chair, Janet Soja, as soon as possible so that support can be provided, if possible, or the project can be deemed ineligible and the funds possibly used for another project.

8. *Why must projects be completed by March 31st?*

The District Grants Committee Chair must collect all project reports and documentation, review them to ensure they are complete, compile the reports and documentation, and send to TRF for review and approval. In order to ensure grant funding for the subsequent Rotary year, these final Project Reports must be received by TRF by May, 2016.

9. *Where can I find District Grant information and forms?*

The District Grant site page on www.rotarydistrict7890.org has valuable information and links to all required and informational documents regarding the District Grant Process. There is also contact information for the District Committee on the District Grant site page. Feel free to contact any of the acting committee members with questions.