

Process for Approved District Grant Projects

Club Presidents and Foundation Chairs: please follow the steps below in administering and reporting on your Approved Project Grants:

1. Identify a Rotarian in your club who is the Project Lead. This person is the main point of contact for the District Grants committee and your club's President, Foundation Chair and Treasurer. The Project Lead is also responsible for:
 - Completing the District Grant Application and submitting it to the District Grants Chair by October 1, 2015
 - Providing a status on the progress of the project and ensuring that the project will be completed by March 31, 2016
 - Completing the District Grant Final Project Report and submitting it to the District Grants Chair by April 15, 2016
 - Ensuring the guidelines for District Grant projects are being followed
 - Retaining all receipts for expenditures and purchases made for the project and submitting them with the District Grants Final Project Report
 - Communicating to the club President, Treasurer and Foundation Chair any material changes in the project's goals or budget.
2. If there are material changes in your project's goals or budget, the club President or Foundation Chair should contact the District Grants Chair immediately with information regarding the change
3. Contact the District Grants Chair if there is any assistance you would like to receive from the District, or if you have any information on the project that you would like to share with the District via the District Newsletter, website or if the District PR Committee can help more widely distribute information on your project.

Thank you for your efforts in assisting our communities and spreading the good works of Rotary!