**District Grant**

**Frequently Asked Questions**

*May 2017*

1. **Where can I find the information shared at GMS?**

On the District 5950 website under the GRANTS tab

Link to website: [rotary5950.org](https://portal.clubrunner.ca/50084)

Link to District Grant page: <https://portal.clubrunner.ca/50084/SitePage/district-local-small-international-grants>

1. **When is a Rotary Club “certified” to apply for grants?**

Rotary clubs become eligible to receive grants each year by (1) at least 1 Rotarian attending a Grant Management Seminar (GMS); (2) Signing the MOU from RI, and the Addendum with the District; (3) Entering the TRF goal into Rotary Club Central for 2017-18; (4) they are in compliance with all reporting (this includes District and Global).

1. **Can we start the project before the grant is submitted/approved?**

While you will plan the elements of the project to write the grant, no work can begin or funds spent prior to the grant approval. All receipts must be dated after the grant approval date. Although the District DDF award or funding may take up to a month or more, once the District Grant Committee gives its approval the project can be started and club contributions expended.

1. **What can I expect when I receive a grant mentor? What is the process for approval of a grant?**

After a grant mentor is assigned, they will contact you (or you can reach out to them) for support. A grant mentor can be engaged at any stage of the grant process, from beginning a concept for a grant to reviewing a draft of the grant already documented. A grant mentor is required to submit a grant for review. The mentor is responsible for reviewing the grant prior to the official receipt date (by the District Grant Chair). After the mentor reviews the grant and agrees it is ready for Committee review, they will send it to the District Grant Chair for the Committee’s agenda. The District Grant Chair will contact the Club with the date and time the Committee will review the grant. Grants can be presented to the Committee at the date/time identified. The Committee will make a decision or provide comments on the issues/what is required at this meeting. This is the date that the grant would be approved and work can begin (if approved). If your mentor is not responding, contact the District Grant Chair, information can be found in the District Organization Chart on the District 5950 website.

1. **Can the grant check be sent to the Non-Profit receiving the benefit of the grant?**

No. When grant applications are approved, the check is always issued to the Rotary Club (either their Club or their Club’s Foundation).  The MOU, signed by the Club’s President for the year the funds are distributed, details how the funds are managed.  The Rotary Club may either set up a separate account for collecting the District DDF, Club funds and other donations for this Rotary project, or they can deposit into their existing Club or Foundation bank account. Rotary Clubs choose how to manage these funds for the project.  If the project is a small international grant, the funds can be managed by the host Club or the Sponsor Club (in USA).  When the project is complete (before June 30), a final report is due with the results and all receipts to support the funding.

1. **Can an Officer of the benefiting Non-Profit (who is a Rotarian in the Club) sponsor the grant?**

This relationship creates a conflict of interest.  The Rotarian sponsoring the grant cannot also be an Officer of the non-profit receiving the benefit of the grant.  Three other Rotarians in your Club need to be the sponsors of the grant on the application.  These Rotarians are the points of contact if any issues arise with the grant (i.e., reports or receipts are not received). 

1. **What are proforma receipts and when are they required?**

Proforma receipts are quotes or estimated pricing from the organizations providing the products or services. They are required for any line items greater than $1,000. Final receipts are required to validate how the funds were used on this grant.

1. **When are final reports due and where do I send them?**

Final reports are due 30 days after the completion date on your approved grant application. All final reports for District DDF grants are required before Jun30. Send them to your grant mentor for review/approval.

1. **What is the responsibility of the three people “sponsoring” the grant? Who should sponsor a grant?**

Grants are sponsored by three Rotarian’s in the Club “sponsoring” the grant. The purpose of three is to have back-ups for circumstances that change when the District need to connect with someone other than the original sponsor. This may happen if someone moves, becomes ill, is not responding to inquiries, final report are not received, etc. The goal is ensuring that all grants are completed and no clubs are considered delinquent.

1. **What is the definition of a delinquent club?**

Clubs are delinquent if they are not in compliance with global and/or district grants. This generally applies when accurate and complete reports are not provided when required. If your grant has changed or is amended, we recommend providing an interim report with details of the status and next step to completion; then provide the final report before June 30 (for District Grants).

1. **What happens when the plan changes, or funds are more than we anticipated?**

For District grants, we recommend informing your mentor of the situation. Applications can be amended, and if funds remain, they can be used on other items/services that relate to the grant project. Work with your mentor on next steps.

1. **How do Clubs collaborate with others to increase grants?**

There are many ways to collaborate, including working with your Area Clubs, meeting other Club members at District functions, connecting with other Clubs by attending their Club Meetings and discussing your grant potential, reaching out and connecting to other clubs and engaging them in your projects, or offering to support their projects.

1. **Where can we locate ideas for club grants?**

Talk with other clubs, visit the House of Friendship at District training events, review club websites, review completed grant lists on the GRANTS section of the website (they are listed under both District and Global grant pages). Also, the best projects initiated evolve from those in your own club that have a passion for some type of humanitarian aid somewhere in the world or your community. Be sure to market or solicit ideas from your own club first.

1. **Define “training” for District Grants. Can some of the cost be included in the grant?**

Training is the most essential component for sustainability. In many cases a project cannot be sustained without training. Yes, dollars can be expended for training on most all projects. 3rd party vendors or even Rotarian’s with the needed expertise can be compensated. Assure there is not any type of conflict of interest and of course Rotarians should 1st consider contributing their expertise as the needed ‘hand-on’ requirement.

1. **What are VTT grants?**

VTT stands for Vocational Training Teams. They replace what use to be called “Group Study Exchange” or GSE. VTT Grants allow for much greater flexibility than GSE did. Their primary purpose if for a specific and focused team of professionals to travel for training of their respective industry in underdeveloped or developing countries where their expertise could be needed. A VTT can also be considered for cultural/vocational exchanges that may benefit both the sponsor & the host districts and clubs.