



Steps to writing a Rotary District Grant:

Local, Non-Rotary Partner or Small International

NOTIFY DISTRICT GRANT CHAIR of your intent to apply for a grant anytime in this process – receive a mentor who will guide you through the process. A Mentor is required to apply for a grant.

Steps to plan your grant:

- Identify a project with expenses that meet The Rotary Foundation (TRF) Grant criteria.
- Obtain quotes (“pro-forma estimates”) for significant expenses.
- Determine the Rotarian “sweat equity”.
- Identify how Rotary will be acknowledged (plaque, website, newspaper, other PR, etc.)
- Identify 3 people in your Rotary Club to sponsor the project – all three are listed on the grant
- The grant is signed by the President of the sponsoring Club and all supporting Clubs.
- Obtain a letter from the 3rd party acknowledging the grant. If applicable, they must take responsibility for ownership and maintenance of equipment.
- Obtain letters of support from any in-kind contributions or from any organizations that are involved with the project.

Grant criteria:

- The Grant is a Rotary Project.
- All work and expenses are started after the grant is approved and the project is completed before June 30.
- Pro-forma invoices. The grant cannot include operating expenses.
- TRF now allows for construction in District & Small International Grants (however, not Global TRF Grants).
- Significant “sweat equity” of several Rotarians (additional Clubs a plus)
- Rotary acknowledgement
- Ownership and on-going maintenance of the equipment by the 3rd party, if applicable.
- Complete a final report with receipts for expenses before June 30.

Club requirements to submit a grant:

- At least one Club Member attends a GMS Seminar
- MOU is signed by President & President-Elect
- Club President has entered Club Goal (Foundation Goal) on Rotary Club Central
- Club is current on all reporting