

# Rotary District 5450 District Grant Training



NUTS AND BOLTS



HOW TO PREPARE  
A SUCCESSFUL  
DISTRICT GRANT  
APPLICATION



ROTARY DISTRICT  
5450 | CLUB  
GRANT  
APPLICANTS

# Snapshot 2025- 2026



\$115,900 in District Designated funds was available. \$119,200 for 26-27.



58% community projects

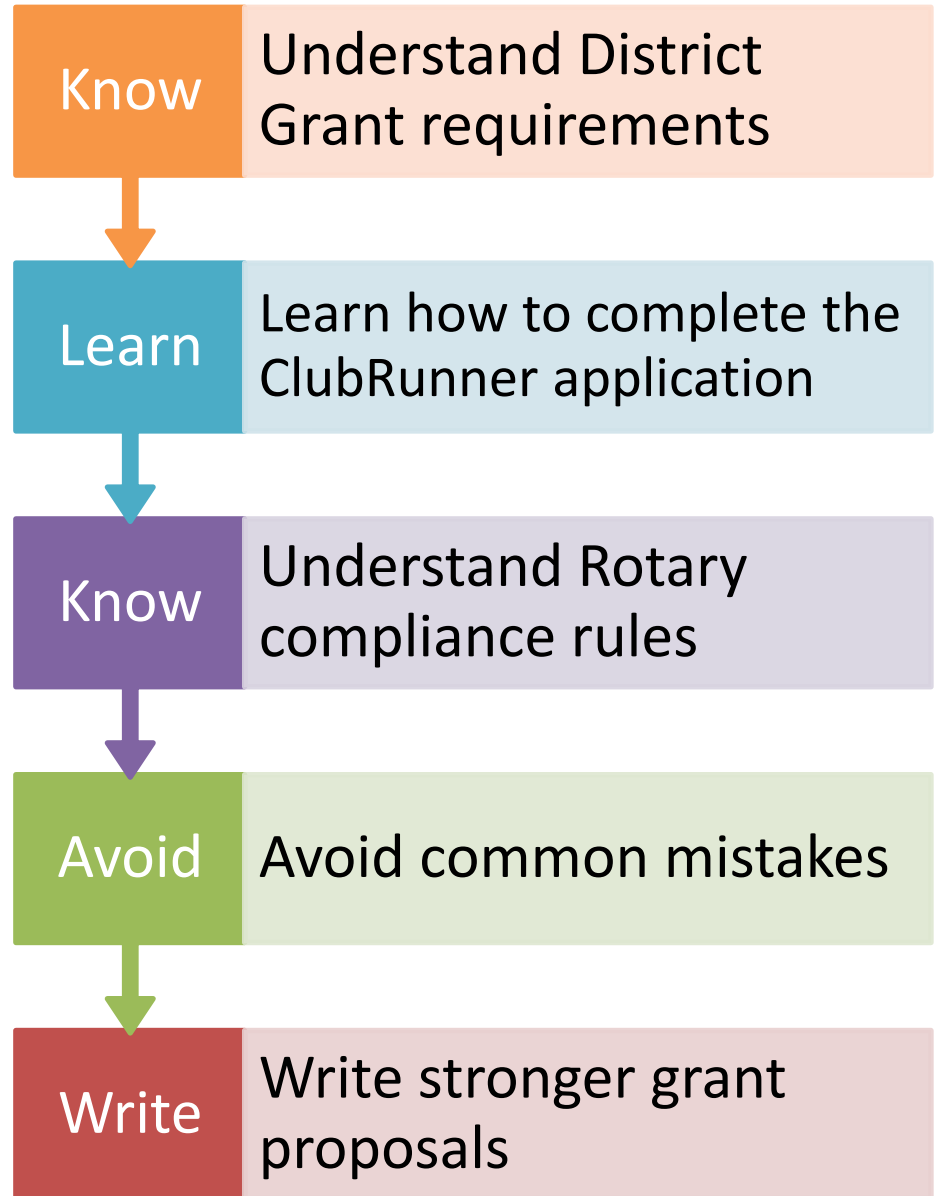


42% international projects



~\$561,000 value of district grant projects overall.

# Training Objectives



# What is a District Grant?

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Small, short-term Rotary service projects

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Clubs participate with district in form of DDF. Max is \$6000 per club/year.

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Local or international projects

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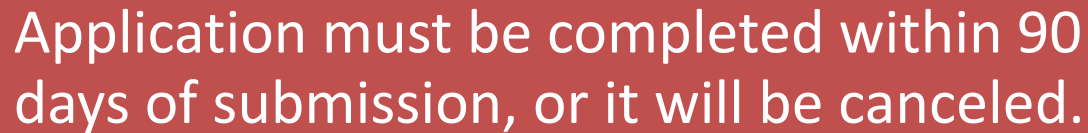
Requires Rotarian participation

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Completed within the Rotary year

# Understand Requirement and Compliance

Application must be completed within 90 days of submission, or it will be canceled.



DDF is on a first come, first served basis.



Exclusions - What kind of project is not eligible?



Ideally project is completed by end of Rotary year.





# Where to Submit Applications

Submit through ClubRunner using a computer not a phone or tablet.

[rotary5450.org](http://rotary5450.org)  
Member Area →  
Grants → Submit  
Grant Request

Submit a  
Grant  
Request

Project  
Description  
(50 Words)

Brief Summary

Location

Beneficiaries

Rotarian involvement

Budget must match  
expense section

# Application Sections

General  
Description

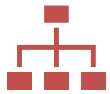
Community  
Assessment &  
Impact

Sustainability

Implementation  
Plan

Budget and  
Income

# General Description



Project title and need



Who benefits and how many



Project timeline



Conflict of interest disclosure

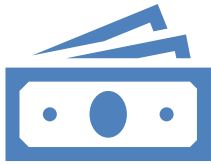


Contact info for Grant Champion and person entering application



Club mailing address

# Conflict of Interest



Disclose financial  
benefit



Disclose vendor  
relationships



Transparency  
required

# Community Assessment



EXPLAIN HOW THE NEED  
WAS IDENTIFIED

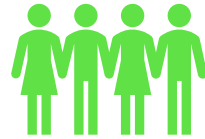


USE SURVEYS, COMMUNITY  
PARTNERS, DATA

# Community Impact



Describe long-term benefits



Explain how many people benefit



Describe measurable change

# Grant Categories



**PRIMARY CATEGORY**  
**EXAMPLES: EDUCATION,**  
**HEALTH, WATER**



**SECONDARY CATEGORY**  
**EXAMPLES: LITERACY, WASH,**  
**ECONOMIC DEVELOPMENT**

# Project Location

Identify country

International  
projects may  
require OFAC  
review



International  
Partner

Local Rotary  
club or  
organization

Describe  
responsibilities

Explain who  
manages funds

# Cooperating Organizations

- Non-Rotary partners helping implement the project



# MOU with the Cooperating Organization

## Requirements

Description of  
organization

Mission and location

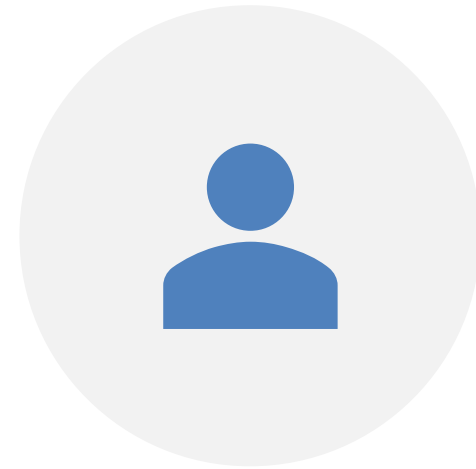
Responsibilities

Agreement to  
financial transparency

# Sustainability

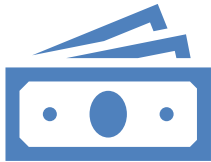


**EXPLAIN HOW PROJECT  
CONTINUES AFTER  
ROTARY FUNDING**



**IDENTIFY WHO  
MAINTAINS PROJECT**

# Transition Plan



How project  
continues without  
Rotary funds



Community  
ownership



Local support

# Implementation Plan

Timeline

Key steps

Responsible individuals

# Rotarian Participation

Assess	Assess needs
Purchase	Purchase equipment
Travel	Travel to site FOR IMPLEMENTATION
Install	Install equipment
Provide	Provide training
Plant	Plant trees, repair buildings

# Publicity



ROTARY  
SIGNAGE



MEDIA  
COVERAGE



SOCIAL MEDIA



COMMUNITY  
PRESENTATIONS

# Budget (Expenses)

Equipment

Supplies

Transportation

Training  
materials



# Sample Grant Budget (expenses)



Example:



Water filters: \$2,000



Training materials: \$500



Transportation: \$300



Total: \$2,800

# Project Income

Club contributions – list by club

District Designated Funds (DDF)-  
list by club

Partner club contributions

Other donors

# Local Club Partners

Multiple clubs  
may  
collaborate

Only one  
application  
required

# Common Grant Mistakes



Weak community  
assessment



Missing  
sustainability



Budget mismatch



Unclear  
implementation

# Tips for Strong Grants



DEFINE CLEAR NEED



SUBMIT THOROUGH  
AND COMPLETE  
APPLICATION



SHOW ROTARIAN  
INVOLVEMENT



PROVIDE DETAILED  
BUDGET

# Grant Process Flow

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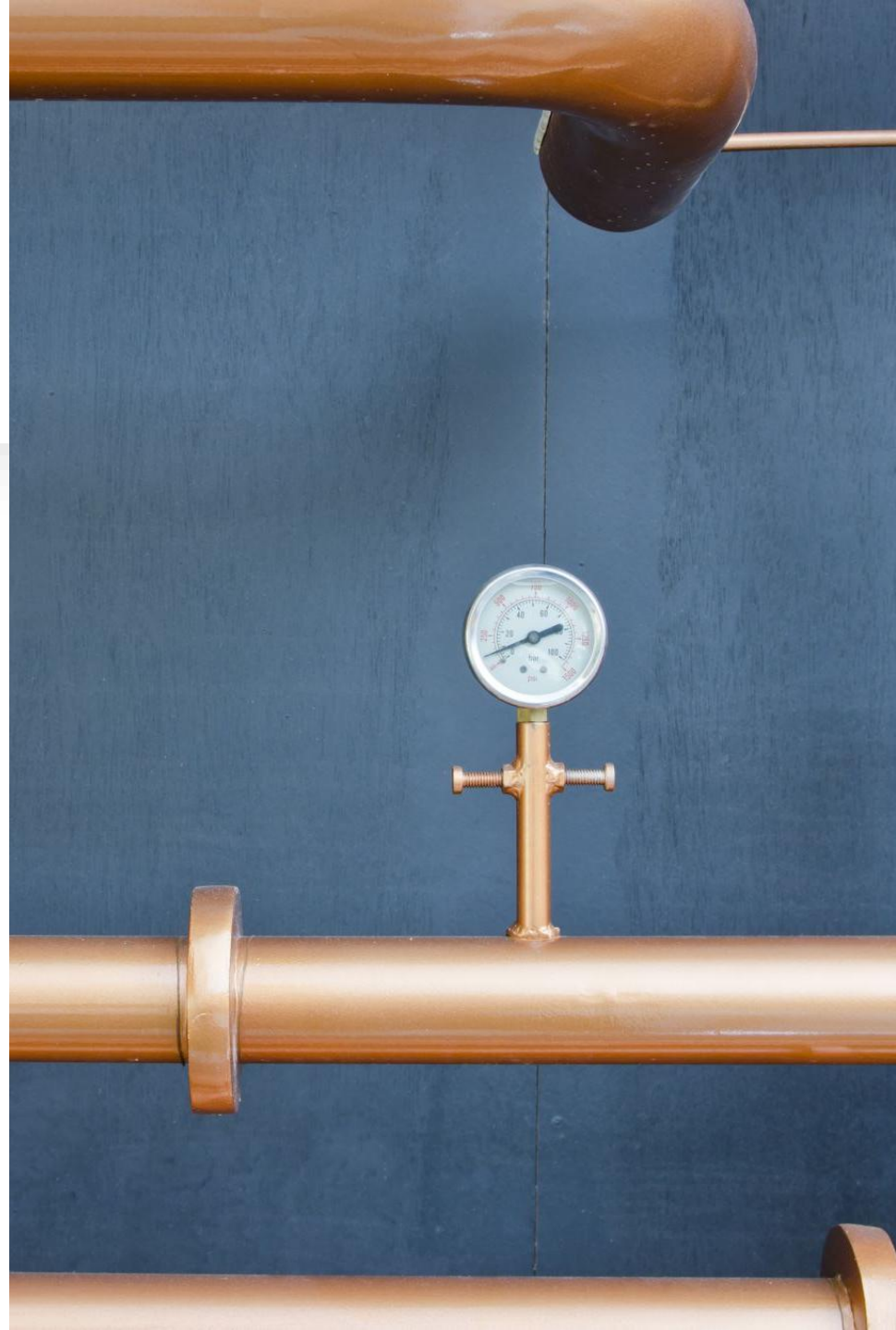


# Typical Grant Timeline

Plan	July–Aug: Plan projects
Submit	Sept–Oct: Submit applications
Work	Fall/Winter: Project implementation
Finish	Before June 30: Project completed

# Example Strong Project Summary

Rotary Club will provide a water filtration system for a rural school located in Honduras serving 300 students. Rotarians will assist installation and deliver hygiene training. Club members will collaborate with the local Rotary Club.





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## Example Weak Project Summary

We want to help a school by buying supplies because they need them.

# Final Report Requirements



PROJECT  
SUMMARY



FINANCIAL  
ACCOUNTING



RECEIPTS AND  
DOCUMENTATION



EVIDENCE OF  
COMPLETION



True or False???



## **District 5450 Grants Committee**

### Questions and Discussion

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