

Get the Grant: The Cheat Sheet

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1. *Start With the Need* • *Identify a real community need (survey, partner request, data).*

- *Describe WHO benefits and HOW MANY people will benefit.*
- *Explain the long-term impact on the community.*

2. *Project Description (about 50 words)*

- *Briefly state the project, location, beneficiaries, and Rotarian involvement.*
- *Ensure the budget total matches the expense section.*

3. *Rotarian Participation (Required)*

- *Examples: needs assessment, planning, purchasing, installation, training, distribution, education.*
- *Fundraising along does NOT count as participation.*

4. *Sustainability* • *Explain how the project continues after Rotary funding.*

- *Identify who maintains equipment or continues the service.*

5. *Implementation Plan - Outline timeline and key steps.*

- *Identify who is responsible for each stage of the project.*

6. *Budget Tips* • *List realistic expenses (equipment, supplies, transport, training)*

- *Ensure totals match income sources.*

7. *Income Rules* • *District Designated Funds (DDF) match club cash up to limits.*

- *Maximum DDF per club: \$3,000 PER PROJECT*
- *Maximum DDF per project: \$6,000 with other clubs participating.*

8. *Cooperating Organizations* • *If a non-Rotary organization helps implement the project, MOU is required.*

- *MOU must describe responsibilities and agree to financial transparency.*

9. *Publicity* • *Include Rotary signage, media coverage, or social media.*

- *Show clearly that this is a Rotary project.*

10. *Common Mistakes to Avoid*

- *Weak community assessment.*
- *No sustainability plan.*
- *Budget mismatch.*
- *Unclear Rotarian participation*

ClubRunner Grants Module – How to Get There

Rotary5450.Org→Log In→Member Area→Grants→Submit a Grant Request (if new) or My Club Grants (if returning)