

Important Information for District Grant Applicants (2026-27)

1. The club has to be qualified. Steps to Club's qualification for grant writing are:
 - Club President attends a Presidents-Elect Training Seminar (PETS) training or an approved alternative.
 - Club member attends District 5450 grant training seminar
 - MOU with the District is signed by the president and president-elect
 - Proof of current filed IRS Form 990
 - Reporting on prior Rotary club grants up to date.
 - Note: Satellite Groups are not eligible since they are considered members of sponsoring club.

2. The grant application must be completed, including all the participating clubs/partners shown in the income section of the application, within 90 days of submitting the original grant request. If the grant application is not completed by then it will be canceled. Please note: The only exception is when a special waiver has been granted by the District Grants Committee.

3. DDF is allocated on a first-come/first-served basis until funds are exhausted. District has the right to prorate some awards if the pool is exhausted before the end of the Rotary year.

4. Grant related administrative expenses must not exceed 10% of total budget.

5. Grant sponsors must fully account for the source and utilization of any funding required to accomplish the Grant Project. The proposed budget must also be sufficient to accomplish the stated objectives. Receipts and bank statements must be kept and uploaded to the Project's Club Runner documents along with a final report.

DEFINITIONS

A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, an immediate family member, a business partner, or an entity in which they, an immediate family member, or a business partner has a significant financial interest or in which any of them is a trustee, director, or officer. All actual or potential conflicts of interest must be disclosed in the grant application. If you are not sure if there is a potential conflict, you should disclose it. Rotarian(s) cannot serve as contact or champion for any grant project for which they may have a potential conflict of interest.

Grant funds (District Designated Funds or DDF) will be paid only to the District 5450 Rotary Club that was listed as the sponsor in application. Grant funds must be held in a Club-sponsored bank account. This account cannot be the Club's Foundation account. Once the grant is approved, the project implementation can begin (even before funding is received).

Cooperating Organization are reputable, non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education or other support for grant-funded activities. Any Foundation funds provided to cooperating organizations need to be used for specific project expenses and itemized records of these expenses need to be kept.

A Memorandum of Understanding (MOU) is needed when working with a Cooperating Organization. This signed MOU is uploaded to the Grants Module in Club Runner under the club's grant.

The beneficiary organization is the entity that benefits from the grant (receives goods and services) and may be given funds for specific purchases if that is more efficient.

EXCLUSIONS

Grant funds cannot be used for: Continuous or excessive support of any single beneficiary, entity, or community. Unrestricted cash donations to a beneficiary or cooperating organization.

Vocational teams, Youth Exchange, RYLA, or YRYLA

Any travel for needs of project assessments and monitoring. *(Travel expenses of Rotarians and non-Rotarians who are essential to the completion of the Grant Project will be considered for reimbursement. The Grant application must identify each such participant and state their qualifications as essential participants).*

The purchase or construction of buildings or land is prohibited.

Fundraising activities or microcredit projects.

Public relations initiatives unless they are essential to carrying out the project.

Project signs that cost > \$500.

The operating, administrative, or indirect program expenses of another organization.

REPORTING

Final report must be submitted to the District Grants Committee via ClubRunner when the project is completed, which is ideally by the end of the Rotary year. For incomplete projects, a progress report is strongly recommended within 6 months of project initiation. For any project not completed within the grant approval year, a final report must be filed no later 60 days following completion of project.

Grant sponsors need to keep copies of all receipts and bank statements related to grant-funded spending. Progress reports must include receipts for expenses shown in the report. The final report MUST include any remaining receipts for expenses paid with Grant Funds and bank statements showing receipt and distribution of those funds

If any part of the grant funds was managed by any entity other than the District 5450 sponsor Club, the final report must include bank statements showing all transactions and a letter from the organization stating that all grant funds were spent on items listed in the grant. Receipts from the organization or a detailed summary of expenditures and dates are required.

All grant projects and activities funded by district grants need to be completed within 12 months of the grant approval date.

If the remaining funds are less than \$500, the Club may spend this fund on any humanitarian-related activities after notifying the Grants Committee.

A club will be ineligible to apply for a new grant if it has an overdue or delinquent grant report.

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)

District Grant Information – How to Get There

Rotary5450.Org → Foundation/Grants → Grants → District Grants