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| RotaryMBS_RGB | District 5450  District Grant |

**ROTARY DISTRICT 5450**

**DISTRICT GRANTS TERMS AND CONDITIONS**

This document governs all District 5450 “District” grants applications. Rotary District 5450 may modify these terms and conditions at any time to reflect policy changes and to add clarity. You can find the District Grants Application form at <https://bit.ly/DistrictGrantApplicationForm>

# WHAT IS A DISTRICT GRANT?

District Grants are awarded to support humanitarian projects sponsored by Rotary Clubs in District 5450; these projects are short-term (one year) and may be either local or international. District Grants are normally intended for smaller projects that would be ineligible to be funded as a Global Grant due to their size or characteristics. District Designated Funds (DDF) for these projects come from The Rotary Foundation (TRF) based on contributions to TRF by District 5450 members three years earlier. The District is responsible for administering the grants, meeting TRF limitations, and setting additional District requirements as needed.

# ELIGIBILITY

1. Any Club within District 5450 can apply provided the Club meets the qualification requirements outlined below:
   1. Club President must have attended a PETS training or an approved alternative.
   2. Club President or Representative must attend District 5450 grant training seminar for the grant year.
   3. MOU signed by the president and president-elect for the grant year submitted to District.
   4. Proof of current filed IRS Form 990 submitted to District.
   5. All reporting on prior Rotary grants must be up to date.
2. Satellite Groups are ineligible for District Grants as they and their membership are members of their sponsoring Rotary Club.
3. Proposed grant activities must
   1. Meet a need identified by the beneficiary community
   2. Include active participation of District 5450 Rotarians. Such participation may include the following:
      1. Assessment of community needs
      2. Development of a Project plan
      3. Project implementation
      4. Financial stewardship of Grant funds
      5. Promotion of the Project through Rotary signage and publicity
   3. Comply with the laws of both the United States and the area where the grant will be carried out and cause no harm. If you sponsor projects in or plan travel to countries sanctioned by the U.S. Treasury Department’s Office of Foreign Assets Control, you may need to supply more information.
   4. Be reviewed and approved by the District Grants Committee before their implementation. Grants may not be used to reimburse clubs for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred. After grant approval, any changes to the original project plan must be pre-approved by District.
   5. Be completed within 12-months of approval, except in cases where a waiver has been granted by the District Grants Committee.
4. Grant-related administrative expenses must not exceed 10 percent of the total budget
5. Each Rotary year, the District will advise Clubs about potential limits on DDF for the year. This information and any subsequent changes will be available on the grants page of the District Website.
6. Grant Applications will be allocated DDF on a first-come/first-served basis until all DDF reserved for District Grants are exhausted.
7. The District retains the right to prorate some awards if the pool is exhausted before the end of the Rotary year.
8. Grant sponsors must fully account for the source and utilization of any funding required to accomplish the Grant Project. The proposed District Grant budget must also be sufficient to accomplish the stated objectives of the Grant.

**HOW TO APPLY**

1. Complete and submit a signed copy of the District Grants Application form to the District Grants Committee via email, [grants5450@gmail.com](mailto:grants5450@gmail.com) **or** complete an online application available at <https://portal.clubrunner.ca/50085/sitepage/district-grants>
2. In addition to the application form, you must also submit the following items:
   1. A signed Cash and DDF Confirmation form from all participating clubs, including the sponsoring Club
   2. A signed letter/MOU from the cooperating organization, if applicable
   3. A signed letter/MOU from the international partner (Rotary Club or non-Rotary organization), if applicable
3. Submission of the grant application to the District Grants Subcommittee does not guarantee approval or availability of DDF funds.
4. If the grant application does not pass the review process and move to the approval phase within 90 days of initial submission, the application will be canceled. The Club will be required to make a fresh submission when it has all the required documentation and/or resolved pending issues.
5. If grant implementation has not commenced within 90 days of approval, the grant will be canceled, and the sponsors will be required to return the funds. The only exception is when a special waiver has been granted by the District Grants Committee.
6. Funds should never be collected from beneficiaries in exchange for receiving the grant or as part of the cash contribution toward a match.

**WHAT HAPPENS AFTER YOU SUBMIT YOUR GRANT?**

* 1. It will be assigned to a reviewer.
  2. The reviewer will contact you/your Club within 7 days of the assignment with feedback from the review.
     + Feedback might include questions or request for additional information.
     + Contact the District Grants Subcommittee Chair if you have not heard from the reviewer at the end of the specified time.
  3. Application proceeds to approval vote once it is deemed complete, i.e.
     + All concerns arising from the initial review has been addressed or
     + No concerns arising from the initial review.
  4. Approval vote typically takes 1 – 7 days
     + Any questions that arise at this stage will have to be addressed by the project champions and/or the Club.
  5. The club is notified of the outcome of the vote.
  6. Please note that all communications related to your grant will be done using the email(s) listed on the grant application form.

# CONFLICT OF INTEREST POLICY FOR PROGRAM PARTICIPANTS

1. 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.
2. 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.
3. No Rotarian(s) can serve as contact or champion for any grant project for which they may have a potential conflict of interest.

# PAYMENTS/FINANCIAL CONTROLS

1. Grant funds will be paid only to the District 5450 Rotary Club that was listed as the sponsor in the grant application.
2. Grants funds will not be disbursed by the District until the sponsor Club has completed and submitted the “Request by Clubs for District Grant Matching Funds”, a copy of the grant award email and other required documentation to the District.
3. If grant payment/disbursement requirements are not met within 90 days of approval, the grant will be canceled.
4. Grant funds must be held in a Club-sponsored bank account. This account cannot be the Club's Foundation account.
5. Once the grant is approved, the project implementation can begin (even before funding is received).
6. Expenses incurred before the Grant is approved are not eligible for reimbursement.
7. Funds must be under the control of Rotarians:
   1. The beneficiary organization may be given funds for specific purchases if that is more efficient
   2. Partial payments in advance are permitted with clear documentation of expenditures
   3. Receipts for all expenditures are required.

**RESTRICTIONS/LIMITATIONS TO USE OF GRANT FUNDS**

Grant funds cannot be used for:

1. Continuous or excessive support of any single beneficiary, entity, or community
2. Vocational teams, Youth Exchange, RYLA, or YRYLA
3. Any travel for needs or 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.
4. The purchase or construction of buildings. The purchase of land is also prohibited.
5. Fundraising activities or microcredit projects.
6. Public relations initiatives unless they are essential to carrying out the project.
7. Project signs that cost more than $500.
8. The operating, administrative, or indirect program expenses of another organization.
9. Unrestricted cash donations to a beneficiary or cooperating organization.

# COOPERATING ORGANIZATIONS

1. Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, other support for the grant including direct delivery of services on behalf of recipients (benefitting entity), for example buying and delivering material goods.
2. Cooperating organizations need to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchases as required.
3. All funding provided to cooperating organizations needs to be used for specific project expenses. The sponsoring club needs to maintain an itemized report of these expenses. The sponsoring club needs to provide a signed letter from the cooperating organization that specifically includes:
   1. an agreement from the cooperating organization to participate in any financial review of activities connected with the grant by Rotary District 5450 or the Rotary Foundation
   2. the cooperating organization's responsibilities and how it will interact with Rotarians to implement the grant project

# BENEFITING ENTITY

A benefiting entity or beneficiary is the recipient of goods or services, including those delivered via the cooperating organization. A cooperating organization is not considered a benefitting entity.

# REPORTING REQUIREMENTS AND DOCUMENTATION

1. Reports that document the implementation of the grant project (including how grant funds were used) must be submitted to the District Grants Committee at a minimum within one year of the grant approval date. For incomplete projects, an interim report is strongly recommended within 6 months of project initiation.
2. If the project is incomplete at the end of the grant approval year (June 30) and was approved before January 1st in the current grant year (i.e. the grant has been active for six or more months), submit an interim report.
3. Submit a final report for all completed projects within the grant approval year. For any project not completed within the grant approval year, a final report must be filed no later than June of following grant year.
4. Grant reports should be submitted to [grants5450@gmail.com](mailto:grants5450@gmail.com).
5. Grant sponsors need to keep copies of all receipts and bank statements related to grant-funded spending.
6. 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
7. 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.
8. All grant projects and activities funded by district grants need to be completed within 12 months of the grant approval date.
9. If $500 or more of grant funds remain after the projects are completed, the District Grants Committee needs to approve their use for additional project-related expenses or any other appropriate humanitarian project. If the remaining funds are less than $500, the Club may spend this fund on any humanitarian-related activities after notifying the Grants Committee.
10. A club will be ineligible to apply for a new grant if it has an overdue or delinquent grant report.