**ROTARY DISTRICT 7430**

**DISTRICT GRANT PROPOSALS AND APPLICATIONS**

**REQUIREMENTS,PROCEDURES, AND EVALUATION CRITERIA**

The purpose of this document is to provide guidelines for the selection of District Grant proposals and applications.

Rotary District 7430 will follow all of the Grant submission guidelines as determined by Rotary International. In addition, District Grant proposals and applications will be reviewed based on the following:

A. Area of Focus

Projects must fall under at least one of the 7 areas of focus of the Rotary Foundation

i. Water & Sanitation

ii. Basic Education & literacy

iii. Maternal & Child Health

iv. Disease Prevention

v. Peace & Conflict Resolution

vi. Economic & Community Development

vii. Environmental

In the areas of focus, plan must be in place for the sustainability of the project requested.

The District Governor may choose to focus in one more or key areas r of focus during his/her tenure.

B. Club Financial Contribution

The Club must have a significant financial contribution to project.

* Note that District Grant awards are competitive and club contribution percentage to the project will be considered in selection for award. If there is a specific club concern about the funding, the club must discuss with the Grant Chair prior to submission of the grant request.
* Clubs with 50% or more minimum contribution will be given first priority for funding.
* Second priority will be to those clubs with a minimum of 30% contribution of project budget.

C. District Grant Funding and Limits

 Each year the amount of funding for grants varies as well as the types of projects submitted. Selection will be made looking at all aspects of requirements and criteria.

 a. Small Grants (< $1500 each)

1. Rotary Clubs, Rotaract Clubs, or Interact Clubs can submit project proposals requested up to $1500 in Grant Funds.

2. It is expected that these are small projects and are generally focused on local community needs. These projects are required to have a term less than 12 months which includes the submission of the required Final Report unless previously approved and discussed.

 b. Large Grants (> than $1500 < $15,000)

1.Rotary Clubs, Rotaract, Clubs, Interact clubs, District Committees can submit project proposals over $1500 and less than $15,000

2.Note: if the grant request is over $5,000, the proposing club/group needs to contact the Grant Committee Chair to get guidance before completing their proposal.

3. For projects that would have a budget in excess of $30,000, the proposing group will be encouraged to submit for Global Grants, which have a $30,000 project size minimum but will have matching funds based on Rotary International’s Requirements for Global grants.

4. It is recommended that large grants preferably involve partnerships between multiple Rotary Clubs, either international or domestic, or other community service organizations. These projects must cover needs in one of the **seven** areas of focus including both local and international locations.

5. International District grants are to include a Rotary Club partner in the international country and can be completed within a 24 month period with an interim report completed in 12 month. International travel grants must follow the Rotary District 7430 travel policy:

 All District Grant travel reservations for any team member traveling are to be made through the Rotary International Travel Service. Travel insurance is also required for all travelers and can be an eligible grant budget item.

6. District grants may also**:**

 a. Support local and international projects, vocational training teams, and related travel

 b. May fund scholar and vocational training team orientation and grant management seminars

 c. May pay for travel to and participation in Rotary project fairs to help clubs and districts find partners

 d. Fund projects and activities both in countries where Rotary has clubs and in areas where we do not, and in geographic areas where permitted by law and accordance with Foundation policies.

 e. May be used to Support Rotary Youth Exchange, RYLA, Rotary Friendship Exchange( with vocational emphasis), Rotaract, Interact, and New Generations Service Exchange programs

 f. May fund the costs associated with conducting community assessments

 g. May fund construction/ renovation

D. CLUB APPLICATION SUBMISSION

 Each club must submit their grant application on line during the designated grant application time period and must have all sections of the application completed to be considered.

E. TIMING AND ADMINISTRATION

 1. A club may have no more than two (2) grants of any size open at any given time as the lead club and projects must not be delinquent in any way for another project to be awarded.

 **a**. Grant reports and documentation must be completed for each Rotary year prior to a club receiving payment for a grant award in a new Rotary Year. Exceptions to this may only be made by the Grants Chair in conjunction with the District Foundation Chair.

 2. Proposals for large grants in addition to meeting at least one of the **seven** areas of focus will be approved on the extent of community impact, breadth of partnership, impact and sustainability of benefits, and availability of funds for the year. Note that sustainability will be a more significant factor in the evaluating of large grants.

 3. Project expenditures cannot start until after notification of award and after start of the next Rotary Year.

 4. Grant Reporting

 All grant reporting for each Rotary year for local projects must be completed by the end of the Rotary year the funds are received. All international projects grant reporting must be completed within 24 months of the grant funds being received. Any exceptions to this must be approved by the District Grants Chair in consultation with the District Foundation Chair. All grant reports must be entered on line in the grants module and include the following:

 a. Individual Project Report

 b. All receipts related to the expenditures of the projects.

 c. All copies of checks issued for the expenditures of the projects to match the receipts. Checks are to be issued to vendors and not partners. Any exceptions to this must be approved by the District Grants Chair in conjunction with the District Foundation Chair.

 d. A summary spreadsheet to include all income/ and expenses of the project to match.

 5. Grant funds returned ( to discuss)

 Any project where the grant funds are not expended in excess of “ $’s” or “%” shall be returned to the district-----------to discuss with the committee.

F. Annual Fund and Rotary Foundation Contribution History.

District grant funding is enabled by contributions from Rotarians and Clubs to the Rotary Foundation (TRF)/Annual Fund contribution. District grant awards are competitive and each club’s TRF/AF contribution history will be a consideration in the award decisions.

G. Qualification and Compliance Status

Each applying club must be qualified to propose, apply for and participate in District Grants and must be in good standing with the Rotary Foundation and Rotary International.

Use of District Grant funds must be in compliance with the published Rotary Foundation criteria including**:**

a. Relate to the Foundation’s Mission

b. Include active participation from Rotarians

c. Exclude the Rotary Foundation or Rotary International from any liability beyond the amount funded by the grant

d. 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 project in or plan travel to countries sanction by the U.S. treasury Department’s Office of Foreign Assets Control, you may need to supply more information.

e. Be reviewed and approved by the Foundation before being implemented. You can’t use grants to reimburse clubs or districts for activities and expenses that are in progress or already completed. We encourage you to plan for activities before a grant is approved, but don’t incur any expenses. If you want to alter a project after a grant is approved, the Foundation also needs to approve those changes before they are carried out.

f. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out.

g. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of The Rotary Foundation Code of Policies and in Section XIII.

h. Comply with Rotary International’s policies for the use of the name “Rotary” and other Rotary logos, emblems, and graphics, as outlined in sections 34.040.6 and 34.050.11 of the Rotary Code of Policies.

i. Follow Rotary’s Privacy Statement for Personal Data outlined in Section 26.080. of the Rotary Code of Policies. Don’t include the personal data( name ,age ,or date of birth, or other identifying information) of grant beneficiaries or images of them in grant applications and reports unless the Foundation requests it and you have the written consent of the beneficiary ( or their parent or legal guardian). Inappropriatelyincluding that personal data can cause delays in the grant process while we ensure compliance with Rotary’s Privacy Policy.

j. Travel grants for district grants must follow the Rotary District 7430 Travel Policy.

k. Each district grant application must include a two person grant committee including names and contact information in addition to the club president.

Grant Restrictions:

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

1.Continuous or excessive support of any one beneficiary, entity, or community

2.Establishment of a foundation, permanent trust, or long-term interest-bearing account. Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in section X.

3.Purchase of land or buildings

4.Fundraising activities

5.Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary

celebrations, or entertainment activities

6.Public relations initiatives, unless they are essential to project implementation

7.Project signage in excess o**f $1000**

8.Operating, administrative, or indirect program expenses of another organization with the exception of expenses allowed within the project management allocation for global grants.

9.Unrestricted cash donations to a beneficiary or cooperating organization

10. Activities for which the expense has already been incurred

11.Transportation of vaccines by hand over national borders

12.Travel to National Immunization Days (NIDs)

13.Immunizations that consist solely of the polio vaccine

14.Study at a Rotary Peace Center partner university in the same or similar academic program as those

pursued by Rotary Peace Fellows

15. Projects that require a person to work without pay. Projects should instead strive to reinforce labor rights and fair wage practices. If beneficiaries are required to provide sweat equity their explicit consent is required.

16. Projects that requires work from someone below the country’s legal working age, or under age 16 if the law doesn’t specify.

District Grant Committee Members

 All members of the District Grant Committee must be District 7430 Grant Trained and qualified to review all grants. The committee will include a wide range of Rotarians from different areas within the district with the leader being the Grants Committee chair as well as DRFC,DG,DGE,DGN.

 The District Grant committee will make recommendations for approval of grants submitted each year to the District Executive Committee. The District Executive committee will approve the District Grants to be submitted to Rotary International for each year’s spending plan.

**REVISION DATE: OCTOBER 2023**