

Rotary International District 6270 2024-25 District Grant REQUIREMENTS

In reviewing the application for a Rotary District Grant
the following criteria must be met:

Clubs applying for a District Grant, the club must

- have submitted a Final Report for 2023-24 Grant (if the club received a 2023-24 grant) by May 15, 2024.
- have a minimum of two (2) club members who have completed District Grant Training for 2024-25 grants by May 31, 2024.
- have at least one (1) club member who completed District Grant Training for 2024-25 who is actively and directly involved in the club grant process in a role such as club grant writer, grant manager, the grant financial manager, a member of the grant committee, or the President Elect.
- have made contributions (from the club and its members) of a minimum of \$50.00 per Rotary member in 2022-23 and 2023-24 to the Annual Fund of The Rotary Foundation.
- complete and sign the Club Request to Apply for a District Grant.

Grant Application

- The Application must be received by June 1, 2024 submitted online in the Grant module of ClubRunner.
- The proposed project must be consistent with mission of The Rotary Foundation.
“The Rotary Foundation (TRF) helps Rotary members to advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment and alleviating poverty.” (1/10/2022)
- The following persons must be identified with contact information: club grant manager, club treasurer, club president elect, club president.
- The application is for a short-term project that can be completed by May 15, 2025.

Goals

The District Grant Program (in RID 6270) will seek to achieve these goals:

- The district will approve and support projects that support the mission of TRF. TRF Mission: *“... to advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment and alleviating poverty.”*
- Encourage clubs in the district to participate in district grants.
- Encourage clubs to take on new projects and try new things.
- Require clubs to provide service.
- Fund short-term, small-scale projects.
- Allow clubs to work together on a joint project.

Proposed Project contained in the Grant Application

The Grant Application must (as appropriate):

- Describe the Project including goals, recipients, project location, and proposed outcome or impact of the project.
- Describe the Needs assessment.
- Identify Partners in the project.
- Define the amount requested for the grant. (A club may receive a maximum of \$3,000. See exceptions for Satellite and Rotaract Clubs.)
- Provide a Project Budget.
- Define participation in the project by Rotarians.
- Identify the duration and timing of the project.
- Disclose the Plan for Public Image Publicity for the project (compliant with RI Branding standards).

Additional criteria for application consideration. (NEW for 2024-25)

In the event that funds requested exceed available district grant budget, the following additional criteria may be used by the committee in prioritizing funding of grants:

- Extent to which the grant is focused on providing service.
- Proportion of club membership participating in project-related activities
- Whether the project is a new activity for the club (vs. a project previously done by the club several times).
- Whether the club is new to participating in district grants.
- Whether the club has partners involved in the project.
- Whether there is additional funding for the project in addition to the district grant.

Special conditions

- If a multi-club project, applications must be received from each partner club. Each Rotary partner club must complete a Club Application to Apply.

If a Project Fair Attendance grant application

- Information has been provided on: Project Fair to attend, method of distributing information.

Exclusions

District Grants may NOT be used for:

- Purchase of land or buildings
- Fundraising activities
- Expenses related to Rotary events
- Public relations initiatives
- Project signage in excess of \$500
- Unrestricted cash donations
- Continuous or excessive support of one beneficiary or entity
- Activities for which the expense has already been incurred

- Operating expenses of another organization
- For further information see *Section III of Terms & Conditions for Rotary Foundation District Grants and Global Grants*

New for 2021-22, continued for 2022-23, 2023-24, and for 2024-25

Satellite Club Eligibility for a District Grant, continued for 2024-25

A Satellite club may receive a District Grant.

If only one of a Satellite Club or the Sponsoring Club apply for a District Grant, the maximum that either may receive is \$3,000 grant.

If both a Satellite Club and its Sponsoring Club apply, they are jointly eligible for a total of up to \$4,000 in a Rotary Year.

If both a Satellite Club and its Sponsoring Club apply, they must submit applications:

- for separate project proposals and grant applications
- for different, unrelated projects
- to benefit different beneficiaries.
- that satisfy all grant application requirements and criteria.

The Satellite and Sponsoring Clubs must determine how the \$4,000 will be allocated between them if both submit applications. Approved 12 Dec. 2022. Continued 6 Dec. 2023.

Rotaract Club Eligibility for a District Grant

2021-22, 2022-23 and 2023-24 A Rotaract Club is eligible to receive District Grant

- up to \$1,500 if the Rotaract Club has contributed a minimum of \$25 per capita to TRF Annual Fund in the Rotary year prior to receiving the grant, OR
- up to \$3,000 provided that the Rotaract Club has contributed \$50 per capita to TRF Annual Fund during the Rotary Year prior to grant receipt)
- (Approved by District Grant Committee, March 18, 2021. Renewed for 2024-25)

Definition: Rotarian Involvement

TRF requires that all Foundation grant activities: “Include active participation from Rotarians.” (Terms & Conditions for Rotary Foundation Grants, Section II, Paragraph 2.)

For District 6270, “active involvement” in a district grant is defined as the participation of at least five Rotarians or Rotaractors performing at least three activities, not related to fundraising, in support of the project in areas such as the following:

- o Assessment of needs for the project
- o Development of the project plan
- o Operation of a committee to oversee the expenditure of funds
- o Involvement in the implementation/execution of the project
- o Acquisition of supplies, equipment, and materials for the project
- o Organization of meetings with local service providers, local officials and/or recipients
- o Promotion of the project to local media, club and District meetings

(Approved by District Grant Committee, April 4, 2022)

(Renewed by District Grant Committee for 2024-25, Dec. 6, 2023)

Final Report

The club receiving a 2024-25 district grant must submit by May 15, 2025, using the Grant Module in ClubRunner, a completed Final Report on the 2024-25 project including:

- Individual Project Report.
- Expense reports, with paid receipts or other suitable documentation, validating expenditure of district grant funds consistent with the stated purpose of the grant contained in the application.
- Documentation of Public Image reporting describing the project provided to the public.
- A Media Release submitted to the District. **(NEW for 2024-25)**
- A minimum of one photographic image suitable for publicizing the project.

Additional Policies

- Grant projects and documents associated with them may be subjected to review or audit by the District Stewardship Committee or other authorized Rotary parties to validate adherence to all grant requirements.
- Grant documentation, including applications, final reports and associated documentation shall be retained per District Document Retention Requirement, up to 7 years by the District.
- Allegations of misuse of grant funds shall be investigated per District Policy.
- District Grants and their recipient clubs shall comply with all requirements of The Rotary Foundation and District 6270 for District Grants.