

Rotary International District 6270 2022-2023 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 2021-22 Grant (if the club received a 2021-22 grant) by May 15, 2022.
- have a minimum of two (2) club members who have completed District Grant Training for 2022-23 grants by May 31, 2022.
- have at least one (1) club member who completed District Grant Training for 2022-23 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 2020-21 and 2021-22 to the Annual Fund of The Rotary Foundation.
- club must complete and sign the Club MOU.
- club must have reported goals in RI Club Central for the Rotary year in which the grant will be received.

Grant Application

- The Application must be received by June 1, 2022.
- 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 in the grant application with contact information: club grant manager / club TRF foundation chair, club treasurer, club president elect, club president, grant writer, and two persons who participated in District Grant Training.
- The application is for a short-term project that can be completed by May 15, 2023.

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).

Special conditions

- If a multi-club project, applications must be received from each partner club. Each partner club must complete a Club MOU.
- If a construction project, there are maximum of 2 clubs involved, with a grant budget of not more than \$6,000, and applications must be received from each partner club.

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

Satellite Club Eligibility for a District Grant

A Satellite club may receive a District Grant of up to \$3,000 as a club, or a Club that sponsors a Satellite Club itself may receive a District Grant of up to \$3,000, or a Satellite Club jointly with its Sponsor Club may receive a District Grant for a maximum of \$3,000, provided that the club meets all other criteria for a District Grant. (Approved by District Grant Committee, March 18, 2021.)

Rotaract Club Eligibility for a District Grant

Pilot Program for three Rotary Years - 2021-22, 2022-23 and 2023-24

A Rotaract Club is eligible to receive a District Grant

1. 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
2. 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.)

Final Report

The club must submit to the District Grant Committee by May 15, 2023:

- A completed Final Report on the 2022-23 project on the provided form.
- 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 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.