



# District Grant Approval Checklist

Today's Date: \_\_\_\_\_ Committee Member's Name: \_\_\_\_\_

For 2017-18 District Grant Rotary Club of \_\_\_\_\_

Grants must:

Key: OK - included in Grant application

OK N N/A  
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N - needs to be added or needs more explanation

N/A - Not applicable

1.    Include Rotarian participation - active involvement and personal contact with the persons served
2.    Be approved **before** project begins (no reimbursements) / is project start date **after** approval?
3.    Identify start and end dates of the project /will the project be completed by June 2018?
4.    Support local & international projects, scholarships, vocational training teams & related travel
5.    Be for goods or services approved by The Rotary Foundation? If not, briefly identify your concerns in the comments section
6.    Include a Budget for the proposed project. Are total costs equal to total funding?
7.    Have Rotary club monies equal to or greater than amount requested from the District

Additionally:

OK N N/A  
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1.    Does the application provide a participation letter from any non-Rotarian organization partner
2.    Does the application provide a public image plan for increasing Rotary awareness
3.    Does the application explain the involvement of non-Rotarian organizations partnering in the project?
4.    Has the Rotary club provided a participation letter from any non-Rotarian organization partnering in the project?
5.    There may be consideration given if the local project serves a particular Area of Focus (**required** of International projects)
6.    There may be consideration given if the local project is sustainable

If a District Grant Application is for an INTERNATIONAL PROJECT, it must:

OK N N/A  
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1.    Be in one or more of the six areas of focus
2.    Identify the host country Rotary Club contact and their role. Also is the role of the International club explained.
3.    If the goods and services are to be purchased from an international source, is the budget properly calculated in US dollars?
4.    If funds are to be distributed to an international partner for purchase/use in country, who will be responsible for the funds?
5.    How will transfers of funds to international partners be handled?

BRIEF COMMENTS: