



Some Information related to District Grants 2023

1. We probably have a smaller amount of DDF available this year (2023) than last, but still a substantial amount. Preliminary applications for District Grant will be welcomed starting May 1. It's a two-stage process. Once the preliminary application is approved, a full application and budget must be submitted by July 1.
2. To qualify for a 2023 District Grant, clubs must meet the following requirements:
 - Be up-to-date on IRS990 tax returns
 - Be up-to-date on reporting on prior District & Global grants
 - Be up-to-date on District and RI dues payments
 - **Have two members attend this year's grants training (schedule to be announced)**
 - Have submitted a signed copy of the 2023 District Grant Agreement
3. Reports on District grants are due March 31 and September 30. Final report must be in by June 1 of 2023 for 2021 District Grants and June 1 of 2024 for 2022 District Grants.
4. Clubs should aim to achieve \$100 per capita in contributions to *Annual Fund – SHARE* in 2022-23 to qualify for maximum possible District Grant. You can find the contribution information by going to Foundation Reports in My Rotary on the RI website. Go to District Giving under Contributions and Recognitions and look at the Monthly Contribution Report.
5. The District Grant Agreement has to be signed by the Point of Contact for the District Grant and the club president. In signing it, the club president assumes shared responsibility for carrying out the grant project in accordance with the guidelines in the District Grant Agreement and for making periodic reports on the project.
6. It's important that clubs have a treasurer who is responsible for tax returns and for keeping records of grant project transactions. The treasurer should help to ensure that grant monies are not used for payments directly to individual beneficiaries.
7. To avoid delays in grant awards, it is important for clubs to pay their District and RI dues immediately upon receipt of the invoice.
8. Clubs should have an official mailing address (PO Box is best) that is monitored by the club secretary or treasurer and to which official information about grants etc. as well as grant payments can be sent.
9. Note that all District Grant applications and reports must be made through the Grants Module on the District website. To learn about using the Grants Module. View the following slide show: <https://docs.google.com/presentation/d/18-02nQF1JwTWBocIUbycx1dRtfQ9HegxgbIOzYX9PLY/edit?usp=sharing>
10. Grants Training takes place every year. Schedule to be announced. The following slide show gives an overview of what the Grants Training covers: <https://docs.google.com/presentation/d/1zU2IngMQ1UE7K5w3mwdMnMtqQEshX4Db6kf4soPwOzY/edit?usp=sharing>. It also provides some links to useful information, but many of those links will not be operational except for people attending the grants training.
11. Contact Peter Falley at falley@silvercityrotary.org or (575) 519-4330 if you have questions or require further information.

And now for answers to some further questions:

- How much could our club expect for a grant for the 2023-24 Rotary Year?
 - Each club is entitled to a baseline grant whose amount is based on the club's contribution to the Annual Fund-SHARE during the 2020-21 Rotary Year. An additional incentive bonus is available to clubs whose Annual Fund-SHARE contribution in the 2022-23 Rotary Year reaches a per club member average of \$100. The actual calculation of the grant amount works like this:
 - The baseline grant amount is calculated as 15% of your club's Annual Fund contribution in the 2020-21 Rotary Year. To find your club's baseline amount, go to the Foundation page on the District website and click on *Grant Baseline*. You will see a table showing the baseline amounts for all the clubs in the District that made contributions to the Annual Fund in 2020-21.
 - If your club average per member contribution to the Annual Fund in 2022-23 reaches \$100, the club will participate in the Incentive Bonus Pool, which consists of what's left in the available District Grant fund after all the baseline amounts have been distributed to the clubs applying for grants. The Incentive Bonus Pool is then divided equally among all the clubs applying for District Grants whose per capita contribution to the Annual Fund in 2022-23 reached \$100. The amount of the Incentive Bonus going to individual clubs usually ranges from \$1,000 to \$2,000.
 - The amount of the District Grant for your club cannot exceed the amount you request in your grant application, so you should be sure to request a fully adequate amount to meet the needs of your project. Under current rules, the District Grant need not be matched by the club, although a club contribution is usually highly desirable to ensure that the project has adequate funding.
- When will my club find out if my grant has been approved and how much we will receive?
 - As part of the application process, you'll be communicating with the District Grants Chair who will be working with you to make sure that your application will comply with District and The Rotary Foundation (TRF) guidelines;
 - Once the District Grant Committee agrees on the club projects and their funding, it is converted into a "Spending Plan" and submitted to Rotary for approval;
 - Once TRF has approved the "Spending Plan" you'll be notified of the approval as well as the amount of the grant.
- My project supports projects early in the school year; when will I receive my check?
 - Our goal is to complete the process so that checks will be mailed in the latter part of July or early August.
- When can my club start work on its project?
 - Your project must be approved by TRF before you can expend funds; starting work after TRF approval but before you have money in hand is a risk that you may choose to take.