

# BEST PRACTICES

FOR MANAGING YOUR  
DISTRICT SIMPLIFIED GRANT



**ROD HILL, DRFC CHAIR FOR DISTRICT 1100, WRITES,**

“In this district the concept of the DSG has really transformed some clubs’ view of [the] Foundation in the last two years of operation. They have a sense of ownership, it’s much less remote for them, and it works really well. They see for themselves what a useful tool [the] Foundation can be to their projects, be they local or international in nature.”

Cover photo: Students at the Light in the Path School in the Dominican Republic singing to Rotarians visiting from Michigan, USA.

**Glossary of Commonly Used Acronyms**

<b>AG</b>	Assistant Governor	<b>DSG</b>	District Simplified Grant
<b>DG</b>	District Governor	<b>RI</b>	Rotary International
<b>DGE</b>	District Governor-Elect	<b>TRF</b>	The Rotary Foundation
<b>DGSC</b>	District Grants Subcommittee Chair		
<b>DRFC</b>	District Rotary Foundation Committee		

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# INTRODUCTION

In 2003, The Rotary Foundation (TRF) Trustees established District Simplified Grants (DSGs) as a tool for districts to support service and humanitarian projects in their local communities and abroad. DSGs provide district leaders a wonderful opportunity to manage grant activity at the district level and effect real change in the world.

This publication is intended as a “how to” manual for district leaders who are interested in obtaining and implementing a DSG. Its purpose is to share districts’ knowledge about and experience with DSGs. The best practices identified in the callout boxes and text throughout this manual have been provided by district leaders worldwide. To obtain this information, the Foundation surveyed targeted districts based on their demonstrated success in implementing a DSG, as evidenced by the submission of timely, complete reports. The Foundation received responses from 75 district

leaders in 66 districts and 20 countries. This manual could not have been written without their invaluable contributions. It is hoped that their experiences will prove beneficial to districts seeking guidance about DSGs.

While this manual contains many helpful suggestions, it not intended to serve as a template for all districts to follow. Each district exists in a different environment and must develop its own unique mechanisms for successfully implementing its DSG. However, the intent of this manual is to provide districts around the world with some helpful tools to start them along their own paths to success.



A member of the Rotary Club of Teton Valley, Wyoming, USA (D-5440) and local residents admiring their newly drilled well in Cambodia.

## CHAPTER 1

# BUILDING YOUR DISTRICT TEAM



### How do you build a district team?

The success of a DSG depends on the strength of the district team. The district should gather a group of dedicated Rotarians who are willing to provide the time and effort it takes to properly implement the DSG, maintain stewardship guidelines, and submit reports in a timely manner.

For each district, the composition of the DSG committee will vary based on the resources available to the district. Some districts have opted to use existing committees to manage DSGs — the district Rotary Foundation committee (DRFC) or the district grants subcommittee. Other districts have created new committees with the sole purpose of managing the district's DSG activities. Whichever option your district chooses, keep these suggestions in mind to help improve your committee's effectiveness.

- 1) **Appoint a strong chair.** The strength of any committee relies on the effectiveness of its chair. When selecting a DSG chair, it is important to find someone who is dedicated, has the time and energy to carry out the job, and is able to see the grant through to its completion. While this individual does not necessarily need to be a current or past district leader, it is helpful to appoint someone who has significant grant and district experience. For some districts, the DSG chair might be the DRFC chair or the district grants subcommittee chair (DGSC). For other districts, the DSG chair might be a Rotarian who has demonstrated past success and interest in serving in this role for the district.

As a side note, please keep in mind that the DSG chair is not a district appointment that is officially recognized and tracked by Rotary International (RI). The official point of contact between TRF and the district is the DRFC chair. However, this does not mean that the DRFC chair must necessarily serve as the DSG chair. The DRFC chair can easily transmit information received from TRF to the DSG chair.

- 2) **Ensure that all committee members are acutely aware of their responsibilities.** For any committee to be able to function effectively, it is important that all committee members know what is expected of them. From the moment they are appointed to the committee, they should be aware of their own responsibilities as well as those of their fellow committee members and their chair. The Best Practices at the end of this section offer a helpful breakdown of committee responsibilities.
- 3) **Keep geographic distribution in mind as you appoint committee members.** Many districts have found it helpful to appoint committee members who represent broad geographic distribution within the district. One of the primary roles of committee members is to provide information about DSGs and serve as a resource for clubs. Having committee members who are geographically close to clubs facilitates this information-sharing. For multicountry districts, it is helpful to appoint committee members from each country, if feasible.

- 4) **Include on your committee at least one member with financial or accounting skills.** One of the most important components of effectively managing your DSG is record keeping and accounting. Having someone on your committee who is skilled in this area can greatly benefit all concerned. Many districts have found it helpful to include the district treasurer on the committee to provide these financial and accounting skills.
- 5) **Ensure appropriate representation of district leadership on the committee.** While every committee member does not need to be a district leader, it is helpful to include at least a handful of the key district leaders, such as the DRFC chair, DGSC, and district governor (DG) or district governor-elect (DGE). Assistant governors (AGs) can also play an important role on the DSG committee.

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**SUE VANDERHOOF**, DSG chair for District 5420, provides the following information on the breakdown of committee responsibilities:

“The DSG chair is responsible for:

- Educating Rotarians about District Simplified Grants
- Receiving DSG applications and ensuring that they meet TRF and District 5420 guidelines and grant criteria
- Presenting qualifying DSG applications to the Foundation committee for their review and funding selection
- Coordinating the disbursement of DSG funds with the district governor, Foundation chair, and district treasurer
- Obtaining final reports and project receipts
- Maintaining DSG files
- Submitting the DSG Final Report to the Foundation chair for approval and submittal to TRF

The Foundation committee is responsible for establishing district criteria for grant funding as well as for reviewing and selecting DSG applications to be funded.

The Foundation committee chair presides over all functions of the Foundation committee. Regarding District Simplified Grants, the chair provides guidance in policy matters and is responsible for submitting the DSG application to The Rotary Foundation for funding approval as well as for approving and submitting the DSG Final Report to the Foundation.”



## What does the district do when leaders change?

Given RI's culture, we find that our leadership changes on a regular basis. While frequent leadership change brings with it fresh ideas, there is always the potential for some institutional memory loss and lack of continuity. In an effort to mitigate these problems, the Trustees have stipulated that certain district leadership positions should be appointed for three-year terms, including the DRFC chair. While this continuity is very helpful to the DSG committee, it does not solve entirely the challenge of changing leadership. Sometimes a DRFC chair cannot serve the full appointment, or a change of DRFC chair takes place during implementation of a DSG. As there is no stipulation that DSG committee members serve multiyear terms, how can continuity of DSG leadership be ensured?

Globally, districts have developed a number of solutions to the continuity challenge, such as the following:

- All committee members serve a three-year term with one-third of the members rotating off the committee annually.
- A deputy chair serves for one year before assuming the position of chair.
- The committee chair remains on the committee one year after completing his or her term to assist the new chair.
- DSG records are held by the committee chair, who passes them to his or her successor.

Ensuring an effective changeover of responsibilities is absolutely essential. Some of the most difficult challenges arise when records and responsibilities have been inadequately handed over. Therefore, it is up to each district to ensure that this process is implemented as smoothly as possible.

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**JOE WILLIAMS**, DGSC for District 5470, reports: "We are fairly active in promotion of district positions, utilizing PDGs to comment on and recommend future leaders through club visits, leadership in grant work, and club projects. These future leaders are mentored by current leaders, thereby ensuring that once current leadership changes are made, we have a continuum of experienced support leadership to ensure our clubs have the support they require, regardless of who may be in the formal leadership position."

**WILLIAM PAINE**, DGSC for District 1250, writes: "We try to recruit one or two new Rotarians to the district Foundation committee each year, then give them different roles/responsibilities each year over a three-year period, including one year on the grant committee. In this way, we hope that a Rotarian will gain sufficient knowledge and experience to be willing to undertake a personal preferred role in the district Foundation [committee]."



## CHAPTER 2

# SETTING GOALS



### **What do you want to achieve with your DSG? How do you establish a system to reach your goal?**

Goal setting is one of the most important tasks that your district will undertake throughout the DSG process. Goals provide purpose and direction and serve to guide activities throughout the year. Before undertaking a DSG, the district should establish goals in relation to the grant. These goals should state what your district would like to accomplish as a result of the DSG and serve as the end toward which your efforts will be directed.

Here are some basic steps that your district can take in setting its goals:

- Brainstorm goals as a group.
- Select two to three goals from the list as priority goals.
- Determine objectives for each priority goal. Objectives describe the specific activities that will be accomplished to reach your goals.
- Put your objectives and goals into action.
- Evaluate progress made toward goals.
- Make adjustments to goals as needed.

In planning for their DSG, districts around the world have established a number of very worthwhile goals, such as the following:

- Educate clubs about DSGs.
- Encourage participation of more clubs in TRF.
- Provide support for theme-specific projects (e.g., water, health, literacy).
- Allow as many clubs as possible the opportunity to participate in a DSG.
- Support Rotary clubs to use DSG funds for local projects in their own communities.

- Increase awareness of TRF.
- Promote giving to TRF.
- Implement one districtwide project.

Once your district has established two to three goals, it is important to determine objectives and actions that you will take to meet those goals. Let's take a look at how your district might approach this task.

For many districts, the primary goal will focus on the need to educate clubs about DSGs. In order for clubs to become involved, they must know about DSGs, what types of projects can be funded, and how they can participate. To achieve this goal, the district must establish a system for educating clubs about DSGs. This action plan might involve forming a district DSG education team, setting up training sessions during district meetings, arranging club visits to present information about DSGs, and promoting DSGs in the district's newsletter and on its Web site.

In addition to educating clubs about DSGs, let's say that your district has set another goal — to support water and health projects. Before distributing any funds, the district should establish specific criteria for the types of projects that it would like to support and guidelines for how clubs can receive grants, including timelines, application forms, etc.

Goal setting will be a very district-specific process, as each district is unique and composed of individuals bringing different ideas to the table. While the concept of setting goals and establishing action plans to meet them might seem somewhat daunting, it does not need to be. Working together, your district team will likely find that this process is much more straightforward and self-directing than you thought it would be.

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**MICK WHITE**, DGSC for District 1220, reports:

“We had 3 broad goals in mind:

- a) Assist awareness of [the] Foundation by encouraging clubs to use DDF money in support of their charitable projects.
- b) Encourage clubs to combine with other clubs to enhance the project and foster interclub cooperation.
- c) Encourage clubs to consider larger projects.

We invited clubs to submit projects and set our maximum grant to a level which made application worthwhile but left sufficient money for a number of applications per year. The availability of the grant money was publicized through the annual district assembly, the annual district Foundation seminar, and visits by [the] Foundation committee chair and members to every club in the district to talk about [the] Foundation.”

Schoolgirls in Zambia enjoying the arrival of their new school kitchen equipment provided by the Rotary Club of Leith (Edinburgh), Lothian, Scotland (D-1020).



## CHAPTER 3

# REQUESTING YOUR DSG



### How do you request a DSG?

The process of applying for a DSG is quite simple and based on a two-year cycle: the first is the planning year and the second is the program year. In the planning year (the Rotary year prior to project implementation), the district submits a District Simplified Grant Request. The district may request up to 20 percent of DDE, based on annual giving three years prior. The DGE and DRFC chair should work together to submit the request.

Requests are accepted from 1 July through 31 March and are approved from 1 August through 15 May. By submitting the request in the year prior to implementation, districts ensure that they are able to receive their funds at the beginning of the program year, allowing for the maximum time to implement the grant. By finishing the grant activities within the program year, districts are able to receive subsequent DSGs in a timely manner.

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**KEN ROBINSON**, DGSC for District 7010, writes: “The first year we requested 50 percent of the maximum as a trial and were overwhelmed by the response from clubs. We felt that it was important to provide as many opportunities as possible to clubs and have therefore requested the maximum allowable each of the past two years.”

**IAN STUART**, DGSC for District 1170, reports: “After the first year, which involved only one relatively small project, we took an act of faith in requesting an amount close to the maximum available in the expectation of a significant demand for a number of projects.”

**SEPPO HASILA**, DRFC chair for District 1430, indicates that his district based the request amount on the proposals for projects received from its clubs.



## How do you decide how much to request?

Your district has up to 20 percent of DDF, based on annual giving three years prior, available in a given year to use for a DSG. While many districts are automatically inclined to request the maximum amount available, it is important to carefully consider the request amount. Keep in mind that if a district requests less than the maximum available, the excess DDF will remain in the district's account for future use with other activities. Therefore, your district should request the amount that it reasonably expects to spend within the program year. These expectations are based largely on the goals that your district established. The first year of the two-year cycle allows your district to establish goals and plan how it will implement a DSG. This prior planning should inform and guide the district as it requests a specified amount.

For example, let's say that your district has established a goal of allowing participation of as many clubs as possible in a DSG. In such a case, assuming that systems are in place at the district level to manage the grant, the district should consider requesting the maximum amount available to accommodate participation by as many clubs as possible.

As another example, let's consider a district that intends to implement one districtwide project. Before requesting the DSG, the district should develop a project plan, complete with an estimated budget. In this case, the budget will guide the district in deciding how much to request. If the district has US\$40,000 of DSG funds available and the project budget is only \$20,000, it would be sensible for the district to request \$20,000 rather than the full \$40,000.

An important factor to keep in mind when deciding on the request amount is the district's capacity to manage resources. Your district is not only responsible for requesting and distributing DSG funds but also for following up with each individual project to ensure that funds have been spent eligibly and that reports have been received in a timely manner. Also keep in mind that there are some additional administrative requirements for larger DSGs (awards over US\$25,000). If your district has a small district team, you might find it challenging to manage a larger grant. Therefore, requesting a smaller amount might be a good option.

For districts that are new to DSGs, it might be a good idea to start small and increase over the years. In the first year, the district might request only half of the amount that is available. During this first year, district leaders build their local capacity and learn how to manage DSG funds. In the second year, once these systems have been established and the district has demonstrated success in implementing its first grant, it might consider requesting 75 percent of the maximum available, with the third year's request representing the full amount available. By using this approach, districts ensure that they are able to manage their grant funds successfully and pave the way for future successes.

# CHAPTER 4

## SETTING A TIMELINE



### What needs to happen when to make the DSG effective?

For your DSG to function as effectively as possible, it is important to establish and adhere to a timeline. Following this timeline ensures

that the grant is approved, funds are released, project activities are implemented, and reports are submitted in a timely manner. Below is a timeline that your district might consider following for your DSG:

#### YEAR 1: PLANNING YEAR

July – September	Receive DSG mailing from TRF.
October – December	Establish DSG goals, determine amount to request.
31 December	Submit request to TRF.
January – March	Establish administrative processes (grant-making details), hold meetings with district officers.
31 March	Communicate administrative processes to clubs.
April – June	Clubs submit applications for DSG funds to district, DSG committee reviews funding requests, district identifies recipients.

#### YEAR 2: PROGRAM YEAR

July	District receives DSG funds (assuming that all reporting requirements for previous grants have been fulfilled).
July – August	District informs clubs of grant approval, sends money to clubs, informs clubs of reporting timeline.
July – March	Clubs implement projects.
31 March	Clubs submit final reports to district.
30 April	District submits final report to TRF.

While this timeline serves largely as a planning tool for the DSG committee, it is important to communicate relevant deadlines to clubs within the district. It is equally important

for individual clubs to establish their own timelines for using and reporting on their DSG funds.

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**PAT DERR**, DRFC chair for District 5870, writes: “Early announcement of DSG availability (PETS, district assembly) helps the

clubs in planning their projects. They now are looking forward to the grants and start asking for forms in February for the following year!”

## CHAPTER 5

# DISTRIBUTING THE FUNDS



### How should your district distribute the funds?

One of the most distinctive features of a DSG is that it allows the district great autonomy about how it wishes to spend its DSG. Each district is expected to decide for itself how it would like to distribute the grant funds, as long as the use of the funds adheres to TRF's DSG eligibility guidelines. (See the eligibility table in the appendix.) Districts may choose from a number of distribution methods. However, as discussed during the chapter on goal setting, it is important for districts to align their distribution method with the goals established for the use of their DSG. Let's look at a few methods that districts have developed:

- 1) **Competitive.** A competitive method of distribution entails clubs submitting grant applications for individual projects according to the district's grant criteria and guidelines. The DSG committee weighs each application's merits in relation to the criteria and guidelines and the other applications submitted. The committee then selects those applications that adhere most closely to the grant criteria to receive funding.

While the competitive method might mean that some clubs will not be selected to receive funds, this method does help to improve the quality of applications and projects. If clubs recognize that they are in competition with each other, they will be motivated to select a quality project, carry out the necessary project planning, and fill out the application as completely as possible. By selecting projects that have benefited from substantial preplanning, the district increases the chance that it will support worthwhile projects that make a difference in its communities.

- 2) **Theme distribution.** Some districts have opted to focus the distribution of DSG funds on various themes, including literacy, water, and health. By using this method, districts are able to directly address issues of primary concern in their local communities.
- 3) **First-come, first-served.** This distribution method is quite popular among districts, as many leaders feel that it is the most equitable method of ensuring equal opportunity for participation by all clubs. Some districts are not comfortable deciding which projects are most important. They feel that if a project has value to a club, then it has value to the district.

Other distribution methods used by districts include:

- Amount available to clubs is based on per capita giving.
- Clubs that have met contribution goals are eligible to receive funds.
- Funds are distributed equally among all clubs in the district.
- Funds are given to AGs to distribute in their respective areas.
- District funds all requests, provided that they met TRF and district criteria.

Many districts have found it useful to offer DSG funds as a match to club funds. The match system is often used in conjunction with another distribution method. By requiring a match, districts have found that they are able to increase the impact of their DSGs.

Regardless of the distribution method selected, the district must first establish specific criteria for the use of DSG funds, including, but not limited to, minimum and maximum award

amounts, types of projects to be funded, location of projects, requirements for a club match, and reporting deadlines. Districts should also create or adapt for their use an application form that clubs can use to apply for funds. (The appendix contains examples of DSG criteria and guidelines and application forms.) It is important to clearly communicate these criteria and TRF's DSG eligibility criteria to clubs and make the application readily available to them.

In order for all of these distribution methods to be successful, districts must ensure that they have established an effective system of educating clubs about DSGs. This educational system can take many forms. Each district should be able to ascertain the most effective communication and education methods, based on such realities as geographic distance, language, available technology, etc. In chapter 7 we will explore in greater detail some best practices in districtwide publicity.



### How should your district use funds outside of your own country?

Of the districts that responded to the Best Practices Survey, roughly half have used DSG funds outside of their country. Many districts felt very strongly that DSG funds are best used in the local community. However, others felt that DSGs provided a good opportunity to undertake small-scale international projects that are not eligible to receive funding through other humanitarian grants. When using DSG funds outside of your country, keep in mind these helpful guidelines:

- 1) **Find a Rotary club or district in the project location that is willing to partner with your district.** A local Rotary club or district can provide a level of insight into a project's effectiveness and potential success that an international entity might not be able to provide. The local club or district can also provide daily oversight of project activities that an international sponsor cannot provide.
- 2) **Consider partnering with a local club or district or cooperating organization with whom your district has had past experience.** Perhaps a club in your district has worked with a local club or cooperating organization on a prior grant or your district has participated in a GSE with a local district. Building on those personal relationships will strengthen the current project's chances of success.

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**RON PICKFORD**, DRFC chair for District 9780, writes: "Humanitarian focus within communities is always emphasized. However, the occasional club submits a worthy project that has a different focus. Applications are . . . assessed on a competitive basis, and the reason for employing a competitive assessment [is] it encourages clubs to thoroughly research and write up their application for funds, knowing that they are competing for available funds."

**WILLIAM RAINS**, DRFC chair for District 5830, reports: "Funds are distributed on the merits of the application — mainly need and the number of persons affected by the project. We selected this because the committee felt that it was the best use of the funds that had been contributed to TRF for the purpose of promoting peace and understanding in the world."

3) **Suggest or require travel by the international club to the project location.**

By observing and participating in the project firsthand, the international club can ensure that the grant funds are being used appropriately. Visits to the project site also help to facilitate submission of reports. Remember, of course, that DSG funds may not be used to fund international travel. Rotarians are expected to cover these costs themselves.

One important point to keep in mind is that all DSG funds used outside of your country, whether a Rotary or non-Rotary country, must adhere to the same criteria and reporting guidelines as funds used within your country, and that your district will be held solely responsible for the funds. Therefore, it is extremely important for the international club to be proactive in monitoring grant activities and obtaining reporting information in a timely manner.

Additionally, if your district plans to use DSG funds to purchase goods or services for use in or by any country, entity, or person that is subject to economic or trade sanctions under U.S. law, you must obtain prior approval from TRF. This prior approval is required so that TRF can obtain necessary regulatory approvals to allow such use of the funds. Because TRF is incorporated in the United States, all funds must be utilized in accordance with U.S. laws. The countries currently under sanctions include, but are not limited to, Cuba, Iran, Myanmar, North Korea, and Sudan.

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**IAN STUART**, DGSC for District 1170, reports: “Nearly all DSGs have been used overseas. The principal criterion to ensure Rotarian participation and proper use of funds has been the direct supervision of the project by Rotarians. In other words, all places where projects are undertaken are known personally to Rotarians and a requirement has been their visiting the project at least once during implementation.”

**CALUM THOMSON**, DGSC for District 1020, writes: “We gave a DSG to a club that has close links with a school in Zambia. This DSG was reported back very quickly and photos, invoices provided. The excellent relationship built up over many years was the key to this successful DSG project.”



## CHAPTER 6

# RECORD KEEPING AND REPORTING



### **How should your district ensure responsible oversight of expenditure of funds? How should you maintain grant records? What is the best way to track expenditures?**

The district is responsible for the oversight of all grant funds, whether they are used to support projects within the district or abroad. If funds are expended in an inappropriate manner the district will be held accountable, as the grant is made to the district. (Please refer to the eligibility table in the appendix for more information about appropriate use of grant funds.) It is therefore imperative that the district creates a method of oversight and record keeping before grant funds are dispersed.

From the very beginning, districts must communicate to clubs participating in DSGs the expectations for appropriate use of funds. Districts should share with clubs the District Simplified Grants Terms and Conditions, which clearly explain how funds should and should not be used. Since merely giving this document to clubs does not ensure that they have read and understood its contents, districts should follow up with clubs to make certain that they understand what constitutes eligible expenditures. District leaders are encouraged to contact TRF staff with any questions about the eligibility of expenditures before distributing DSG funds to individual club projects.

Once clubs begin to spend their DSG funds, they are required to submit regular reports to the district. Review of the club-level reports enables the district to ensure that all reported expenditures comply with TRF and district criteria. The district, in turn, consolidates the

information contained in the club reports into a DSG report for the entire district and submits it to TRF. Please note that clubs should be reminded to send their reports to the district, not TRF.

Many districts have found it helpful to establish a file for each club that receives funds as part of a DSG. When the club submits a progress or final report, the district places the report and receipts for project expenditures in the club's file. In this way the district can systematically track all club-level DSG reports. Remember that the district is responsible for maintaining all receipts for expenditures incurred with DGS funds.

As another means of tracking expenditures, many districts have created Microsoft Excel spreadsheets. These spreadsheets allow the districts to track not only expenditures but also the reporting status of all clubs participating in the DSG. Some districts have expanded their spreadsheets to also indicate the status of a club's application, votes by committee members, approval date, payment date, etc. A few districts have reported additional success in tracking grant expenditures using professional accounting software.

As a final thought regarding record keeping, keep in mind that TRF reserves the right to audit grants at any time. Having the district's records in order will facilitate this process tremendously.

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**NANCY PETTUS**, DGSC for District 5440, writes: “I developed a spreadsheet for my use which shows clubs, projects, votes of committee members, funds involved, and club contacts. This allows me to keep track of the balance of available funds.”

**D. RAND HILLIER**, DGSC for District 5020, reports: “The district grant coordinator uses an Excel spreadsheet to document each grant request that is applied for. . . . An updated balance sheet is provided to the district Foundation chair by the district grants subcommittee with each grant application . . . that is forwarded for approval. The balance sheet clearly shows the district Foundation chair how much is left in the DSG . . . pocketbook after each grant request . . . [is] approved.”



**How does your district ensure that reports are accurate and timely? What are some ways to encourage clubs to report to the district regularly?**

One of the most important components of implementing DSG projects is the submission of reports. Reports are the primary way for both the district and TRF to know that funds are being spent according to the DSG criteria and guidelines. Districts are expected to report regularly to TRF on the progress of the DSG project. However, the only way a district can do this is if clubs are diligent in providing their project-specific information to the district. Therefore, it is crucial that districts instill the importance of reporting in all clubs participating in DSGs. Furthermore, districts must educate clubs on what information must be included in the reports and what additional documents must be submitted with the reports.

A number of districts have reported challenges in obtaining reports from clubs. Some clubs are simply unaware of the reporting requirements. Other clubs may find that they have lost track of how the grant funds were spent and are therefore unable to prepare a report. A few clubs have found that they were unable to implement the project as approved, but were reluctant to return the funds to the district. Therefore, they delay submitting their report, hoping to buy time to develop a new project. The district can meet each of these challenges with a stringent education campaign and regular follow-up.

Many districts send the report form to clubs when their DSG funds are approved or payment is made. In this way, clubs have the report on hand from the very beginning of project implementation. Some districts have made the DSG Report Form available on their Web site, in the event that clubs misplace their copy of the report. The official TRF DSG Report Form is also available for download

from the RI Web site. To facilitate the reporting process, all districts are encouraged to use the official report form, rather than creating their own versions of it.

Districts should provide clubs with both the report form and a clear reporting deadline. It is in the district's best interest to set this deadline well in advance of TRF's reporting deadline. Inevitably, the district will need some time to track down missing information from clubs. But, setting the internal reporting deadline in advance of TRF's deadline reduces the risk that the district will face negative consequences as a result of delayed reporting.

Many districts have found it helpful to appoint one person on the DSG committee who is responsible for ensuring that clubs are submitting timely and accurate reports. This person sends out report reminders in advance of the deadline and follows up with clubs that have not met it. Districts have reported the greatest success in obtaining overdue reports through regular personal follow-up via e-mail, telephone, or where feasible, in-person visits. An important aspect of following up is

reminding clubs that because of their tardy reports, the entire district risks being banned from future participation in DSGs. It would be a shame for an entire district's activities to come to a halt just because one club was not able to submit its report on time. Reminding clubs of this consequence can often prompt swift action.

To deal with delinquent clubs, a number of districts have instituted a new policy on release of funds. Rather than releasing funds at the start of a project, some districts have stipulated that funds will only be sent to clubs upon receipt of a final report. Under this policy, clubs must spend their own funds to implement the project, receiving reimbursement at the end of the project. While producing this initial "seed money" might pose a challenge for some clubs, districts have found tremendous success in receiving timely reports using this approach. If districts opt to use this approach, it is important to remember that clubs must receive approval for their individual projects from the district before beginning implementation.

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**NEWTON CAMARGO MORAES**, DRFC chair for District 4600, writes: "Clubs whose projects are selected to receive DSG funds are trained and assisted in submitting final reports."

**PAT DERR**, DRFC chair for District 5870, reports: "We divide the district in half geographically and have a grant committee member work with each group, reminding them of reporting due dates, checking the reports received, and ensuring copies of invoices are properly submitted (many e-mails and phone calls). If grants cannot be completed in the time allocated, if monies are

not spent as stated in approved grants, or if invoices cannot be furnished clubs are asked to return the grant money. We stress that if we do not properly complete the projects in the current year's DSG, the whole district is penalized the next year (peer pressure). Completed reports are then submitted to the Foundation chair to be consolidated and reported to TRF."

**MÁRCIO SANSÃO**, DRFC chair for District 4480, reports, "Along with the DSG check, each Rotary club receives a DSG instructional kit, which includes an example of a final report."

## CHAPTER 7

# PUBLICIZING, PRAISING, AND TROUBLESHOOTING



### How should your district publicize your DSG?

When considering DSG publicity, keep two aspects in mind. First, it is important to publicize the DSG within the district, particularly to clubs that might be interested in participating. If your district would like to have widespread, quality participation in a DSG, you need to make the clubs in your district aware of this opportunity. Districts have found a wide variety of ways to inform clubs about DSGs and encourage their participation:

- Club programs on DSGs
- DSG presentations at district events (assembly, Foundation seminar, conference, etc.)

- DG visits to clubs
- PETS
- DG newsletter
- District Web site
- E-mail messages to club presidents

Second, consider publicizing DSGs outside the district to the wider community. Without doubt, wonderful work is being undertaken as a result of DSGs that should be communicated to the public at large. Some districts have chosen to convey this good work to local and international media. However, others have decided to leave DSG publicity up to the individual participating clubs.

## BEST PRACTICES



**CHUCK MUSGRAVE**, DRFC chair for District 5750, reports: “We have an ongoing program of publicity to the clubs. The DSG is part of PETS, the district assembly, Foundation seminar, district conference, and district governor’s official visit. In addition, club programs on the DSG and Foundation are presented at a number of clubs during the year. Any programs given to clubs on Matching Grants or The Rotary Foundation include the DSG.”



### How should your district recognize those who have successfully implemented their projects?

Human nature is such that we all like to receive some sort of recognition for our good deeds. Districts around the world have developed various ways to recognize the good work of Rotarians in the realm of DSGs, including:

- Clubs receiving DSG awards are mentioned in the DG newsletter or on the district Web site, or recognized at district meetings.
- Successful projects are reported on during district meetings through presentations or booth displays.
- Recognition awards are provided during special district events.

## BEST PRACTICES



**ANTONIO COLARUSSO**, DGSC for District 2030, writes, “Rewards are assigned from the DG to clubs or single Rotarians particularly active in promoting and implementing District Simplified Grant projects.”

**HIROSHI FUKE**, DGSC for District 2660, reports, “For projects that are significant, the Significant Achievement Award is awarded at the district conference and the project is publicized.”



### What do you do when things go wrong?

Although no one likes to face such harsh realities, things occasionally go wrong when implementing a DSG. Perhaps a club simply refuses to submit a report, despite receiving multiple reminders. Alternately, a club might choose to use the funds in an ineligible manner, but refuses to return them. In such

instances, it is helpful to have a system in place to deal with the problem. While the vast majority of districts report that they have not confronted such problems, a number of districts have established procedures to follow if such problems arise.

A typical procedure for dealing with problems might work something like this:

1. The problem is reported to the DSG committee.
2. The DSG committee investigates the problem and attempts to find a solution.
3. If no resolution is reached, the problem is referred to either the DRFC chair or the DG.
4. If the DRFC chair or DG is unable to resolve the problem, the club in question is suspended from future participation in DSGs or possibly all grants for a defined period of time. The club would also be required to refund the grant amount to the district.

The details of such a procedure will certainly vary from district to district. However, it is helpful to make clubs aware of this procedure before they begin implementing their projects.

## BEST PRACTICES



**SUE VANDERHOOF**, DGSC for District 5420, writes: “Rotary clubs have been cautioned to only utilize DSG funds for projects approved by the Foundation committee. Opting to spend DSG funds otherwise, on projects that might not meet TRF and DSG criteria, could result in that club being required to reimburse the district and The Rotary Foundation. Situations

involving Rotary clubs that are delinquent in their reporting requirements will be reviewed by the Foundation committee with the possibility of being placed on probation and excluded from the opportunity to participate in any grant opportunities for a designated period of time.”

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# CONCLUSION

DSGs provide districts with a tremendous opportunity to implement humanitarian and service projects in their local communities and abroad, while operating with a great deal of autonomy. With this autonomy, however, comes additional responsibility. Successful implementation of DSGs depends on dedicated

commitment and vigilant oversight on the part of the district. It is hoped that the best practices identified throughout this document will provide districts with the tools that they require to successfully implement their DSGs and improve the lives of the less fortunate all over the world.

Members of the Rotary Club of Craig (Moffat County), Colorado, USA (D-5440) building a playground in their own community for low-income families.



# APPENDIX

## GUIDELINES FOR ELIGIBILITY OF DSG EXPENDITURES


ELIGIBLE	INELIGIBLE
Revolving loans/microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings
Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures	Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities
Purchase of equipment or appliances	Provision of plumbing or electrification inside buildings
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization
Administrative expenses for project activities	Operating or administrative expenses of another organization
Primary and secondary education, tuition, transportation	Postsecondary education activities, research, or personal or professional development
Domestic travel	International travel
Detailed, itemized expenses	Contingencies, miscellaneous expenses
Assistance to land mine victims	Land mine removal
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Rotary signage
Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed
Maternal and prenatal health and education	Purchase and distribution of birth control devices and ultrasound equipment for use in gender determination
Budgeted and itemized humanitarian goods	Unspecified or cash donations to beneficiaries or cooperating organizations
Humanitarian or service activities benefiting a community in need	Fundraising activities, expenses related to Rotary events such as district conferences or anniversary celebrations or entertainment activities that do not include a humanitarian aspect
Secular, nonreligious activities that benefit a community in need	Projects that support purely religious functions at churches and other places of worship
Community beautification activities	Beautification activities in areas that are not readily accessible to the general public

## SAMPLE DOCUMENTS

The following documents have been prepared by districts for their own use and might be helpful to your district as you plan for and implement your DSG. These documents are for illustration only and are not required by TRF:

- DSG Criteria and Guidelines
- DSG Overview
- DSG Application Form (2 versions)
- DSG Approval Letter
- DSG Reporting Instructions
- DSG Report with Notes
- DSG Report Reminder
- DSG Communication to Club Presidents-Elect

### Sample DSG Criteria and Guidelines



## District 6010

### District Simplified Grant (DSG)

### Criteria and Guidelines

A District Simplified Grant (DSG) is a tool to enable the district and/or its clubs to support short-term humanitarian projects that benefit the community either locally or internationally.

**Criteria/Requirements**

- DSGs must comply with the Terms and Conditions of District Simplified Grant Award and Acceptance which are similar for all grant programmes. The terms and conditions are available for download from [www.rotary.org](http://www.rotary.org) or by contacting The Rotary Foundation.
- DSGs must respect the wishes of the receiving community, and if international, must strive to understand, appreciate, and respect its country's traditions and culture.
- DSGs require the direct involvement of Rotarians by:
  - Assessment of community needs and development of a project plan
  - Establishment of a committee of at least two Rotarians to oversee the expenditure of funds
  - Oversight of grant funds
  - Involvement in the implementation of projects
  - Provision of evidence of community involvement and ownership
  - Organization of meetings with local service providers, local officials, and/or recipients
  - Promotion of projects in the local media

**Policies and Guidelines**

- Projects must be **initiated by a Rotary club or district.**
- Grant funds cannot be used for:
  - Reimbursement of existing projects or projects already completed
  - Purchase of land
  - Construction or renovation of buildings (except low-cost housing for extremely underprivileged families)
  - Salaries, stipends, or honorariums
  - Operating expenses of another organization
  - Personal or professional development
  - Excessive support of any one beneficiary, cooperating organization, or project
  - International travel expenses

**Time Limits**

- Applications will be received between 1st January and 31st March in any one Rotary year.
- Applications will be considered by the district Foundation committee at the meeting to be held on the 3rd March 2005, and if any funds remain after the committee meeting on a rolling basis until funds are depleted.
- A final report is due no later than two months upon completion of a project. Should the project extend beyond six months, interim reports are due every six months. (Report Forms can be obtained from the District Simplified Grants committee chair.)
- Funds must be spent as soon as possible after the release of payment; and a final report submitted to the District Grants Subcommittee Chair Rtn. John Doe by no later than the 1st June of the Rotary year that the grant was awarded.
- The district must submit a final report to the Foundation Trustees before the end of the Rotary year in which the grant was awarded. Any club not completing and submitting its report on time will risk the district being refused an award for the following year.

Failure to adhere to The Rotary Foundation policies and guidelines will result in the district returning misused grant funds in their entirety and being barred from receipt of future grants for a period of up to five years.



## Sample DSG Overview



### The Rotary Foundation District Simplified Grants Overview

#### Purpose

District 6010 has been granted a share of the District Designated Fund by The Rotary Foundation to support the service activities and humanitarian endeavours of clubs within the district.

#### Who can apply?

Any club in District 6010 can apply to the district Foundation committee for a grant provided there is active and personal participation by the members of the club. The district Foundation committee administers the funds on behalf of The Rotary Foundation.

#### Use of Funds

Grants must

- Respect the wishes of the receiving community
- Improve the well-being of members of the community
- Be used in an activity a Rotary club in the district is organising

Grants may NOT be used for:

- The establishment of a permanent foundation, trust or interest-bearing account
- Directly benefiting a Rotarian other than for services rendered in the normal course of the Rotarian's business
- Purchasing land or buildings
- Constructing or renovating a structure in which the benefiting individuals either live or are employed
- Salaries, stipends, or honorariums for an individual or individuals
- Supporting the operating or administrative expenses of any organization
- Tertiary education activities, research, or personal or professional development
- International travel

Examples for which a grant may be provided include freight associated with international projects, educational and occupational training, literacy and numeracy, medical care and medical equipment, combating disease, and aiding the disabled.

#### Reporting

Submit an interim report every six months and a final report within two months of the conclusion of the project to the district Foundation committee. The interim report is to set out project progress and actual and future expenditure against the original budget. The final report is to provide photographs and media coverage and actual expenditure against budget.

#### Publicity

The club should obtain recognition of the contributors to the project through the media and, if practical, a plaque should be mounted on or near the project site.

#### Applications

Application forms and assistance are available from the members of the district Foundation committee or contact John Doe (District Foundation Chair) at 847-555-5555 or jdoe@email.com.



**3. ROTARY CLUB IN DISTRICT MAKING THE APPLICATION**

Name the club that will coordinate principal funding for the project and that will assume responsibility for the project.

Club \_\_\_\_\_

Project Contacts: Two Rotarians must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year.

<b>Primary Contact</b>	<b>Additional Contact</b>
Name _____	Name _____
Rotary position/title _____	Rotary position/title _____
E-mail _____	E-mail _____
Address _____	Address _____
street address	street address
_____	_____
town	town
_____	_____
county / postal code	county / postal code
Telephone _____	Telephone _____
home	home
_____	_____
office	office
Fax _____	Fax _____
home	home
_____	_____
office	office

**4. PROJECT BUDGET**

Include a complete itemized budget for the entire project. Please use separate pages if necessary. Price quotes from the supplier and/or other cost documentation must be attached for each item.

Supplier estimates attached TOTAL \_\_\_\_\_

**5. PURCHASE OF EQUIPMENT, MATERIALS, OR SUPPLIES**

1. Who will own equipment, materials, or supplies? (cannot be owned by a Rotary club or Rotarian)
2. Who will be responsible for maintenance, operating, and/or storage costs of the equipment/supplies?
3. If equipment/supplies will be shipped (in the event of this being an international project), have arrangements been made for customs clearance?

**6. PROPOSED FINANCING**

Please list all financing and indicate cash and District Simplified Grant money being requested.

Primary Sponsor Rotary Club	Amount Contributing
_____	_____
<b>Other Rotary Clubs/Districts</b>	
_____	_____
_____	_____
_____	_____
_____	_____
Additional funding from other sources (if any)	_____
	<b>SUBTOTAL</b> _____
<b>Amount requested from District Simplified Grant</b> <i>(Not to exceed amount contributed by Rotary club/s)</i>	_____
	<b>TOTAL</b> _____

**7. PUBLICITY**

How will the general public know that this is a Rotary-sponsored project? Please provide details, e.g., publicity in a newspaper or display of the Rotary wheel.

**8. REPORT**

The sponsoring club is required to complete and submit progress and final reports to the district grants subcommittee. Please indicate below the individual who will take primary responsibility for submitting these reports.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name of club \_\_\_\_\_

**9. ACTIVE ROTARIAN PARTICIPATION AND AUTHORIZATION**

**Sponsorship authorisation**

All Rotary clubs and districts involved in this project are responsible to The District 6010 Foundation Grants Subcommittee and ultimately to The Rotary Foundation of Rotary International for the conduct of the project and for reporting on it. The signature at the bottom of this page confirms that the sponsors understand and accept responsibility for the project. Sponsors may either sign this page or submit a separate letter of commitment.

Please list below the activities your club will undertake demonstrating the active involvement of Rotarians in this project.

By signing below, we agree to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all District Simplified Grant criteria as stated in District Simplified Grants (DSG) 'CRITERIA AND GUIDELINES'.
- The club has agreed to undertake this project as an activity of the club.
- We understand and will comply with the required Rotarian activities and reporting requirements as stated in District Simplified Grants (DSG) 'CRITERIA AND GUIDELINES'.
- We agree that, should the project take more than six months to complete, interim reports will be submitted every six months from the time the grant is paid, and final reports will be provided no later than two months after the completion of the project.

Club president (print name) \_\_\_\_\_ Signature \_\_\_\_\_  
 Club \_\_\_\_\_ Date \_\_\_\_\_

**10. AUTHORIZATION OF CLUB'S FUNDS**

Complete below authorization for club funds to be used for this project. Presidents of all clubs contributing must sign this authorization. (Duplicates of this sheet may be made).

Club president (print name) \_\_\_\_\_ Signature \_\_\_\_\_  
 Club \_\_\_\_\_ Date \_\_\_\_\_  
 Amount authorized \_\_\_\_\_

**11. COMPLETION CHECKLIST**

Before submitting your District Simplified Grant (DSG) application, please take a minute to review this checklist and make sure that it is complete. If you have any questions or concerns, please contact the district grants subcommittee chair.

- Does the project meet all DSG criteria?
- Has the sponsoring club appointed two contacts to oversee the project? Are these individuals correctly listed on the application?
- Is there written funding confirmation from the club president/s who will be in office during the year of the funding request?
- Have the responsibilities of the project sponsor been outlined? Do they meet the requirements of a DSG project?
- Is there a written commitment (or signature on Section 9 of the application) from the project sponsor?
- Is there a detailed budget provided for the project?
- Is there a cost estimate from the supplier for each item?
- Is a cooperating organization involved? If so, is there a letter from the organization which specifically states how the organization will work together and how Rotarians will be involved and interact?
- Have you outlined in detail how you plan to publicize the project?
- Have you made copies of all documents for your files prior to submitting them to the district grants subcommittee?

**NOTE: The district grants subcommittee will aim to review your application as soon as possible.**

Send the completed application and all attachments to:

District Grants Subcommittee Chair

## Sample DSG Application Form



### District Simplified Grant (DSG) Application

The DSG fund total is \$25,000 for 2006-07. Applications will be reviewed and grants awarded by September 11, 2006 and December 14, 2006 (provided funds are still available). The DSG committee will award grants based on humanitarian merit. Matching club funds are not necessary but are encouraged. The grant amount may vary by project. The DSG committee reserves the right to terminate any project that does not meet normal fiduciary criteria. The DSG grants will be limited to projects contained within the district. Therefore, no international applications will be accepted. This restriction is based on the past three years' records, whereby district 6010 community grants easily exceeded available funds.

Club: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Name of Project \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

(Note: Project cannot start until application is approved)

Club Project Committee: (Members must agree to serve through the completion of the project, even if the project extends into subsequent years)

Chair: \_\_\_\_\_

Members (2 others minimum): \_\_\_\_\_

Description & Purpose of Project (attach additional documentation as necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Organization(s) Participating (attach commitment documentation):

\_\_\_\_\_

Amount of Funds Contributed by Club: \$ \_\_\_\_\_

Amount of Funds Contributed by Other Organization(s): \$ \_\_\_\_\_

Amount of DSG Funds Requested: \$ \_\_\_\_\_

(Attach proforma expenditure plan)

Publicity Plan for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that this project meets all Terms and Conditions for District Simplified Grants, which are applicable to the club, will be met.

[www.rotary.org/newsandinfo/downloadcenter/pdfs/grants\\_dsg\\_terms.pdf](http://www.rotary.org/newsandinfo/downloadcenter/pdfs/grants_dsg_terms.pdf),

Progress and final reports, including a financial statement, will be submitted to the DSG committee on the dates stipulated in the DRFC approval letter. I certify that all unused DSG funds will be returned to District 6010 upon completion of the project.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Club President)

**Committee Section**

Recommended. \_\_\_\_\_ Date \_\_\_\_\_  
(District Simplified Grant Committee Member, Blair Nelsen, Prince George County)

Recommended. \_\_\_\_\_ Date \_\_\_\_\_  
(District Simplified Grant Committee Chair, David Stephenson, Churchland)

Approved. \_\_\_\_\_ Date \_\_\_\_\_  
(District Simplified Grant Committee Member & District Rotary Foundation Committee Chair, PDG Joe Mulkerrin, Hampton Roads)

Assigned DSG Number: DSG XXXXX - \_\_\_\_\_ Amount Approved: \_\_\_\_\_

**SUBMISSION INFORMATION:**

**John Doe**  
**District Simplified Grants Chair**  
 1000 Main Street  
 Evanston, IL 60202  
 Tel: (O) 847-555-5555 (H) 847-555-5554  
 Fax: 847-555-5544  
 E-mail: [jdoe@email.com](mailto:jdoe@email.com)

## Sample DSG Approval Letter

ROTARY INTERNATIONAL  
DISTRICT 6010



August 5, 2005

Ms. Mary Smith  
Rotary Club of Evanston Downtown  
1200 Chicago Avenue  
Evanston, IL 60202

Re: Playground Project  
Project Start Date: August 2, 2005  
Project End Date: May 1, 2006

Dear Mary:

We are pleased to advise you that a grant of \$1,600.00 was approved on August 2, 2005 at the meeting of the District Simplified Grant committee. These funds are designated for Landscaping for Playground Project. A check for that amount will be delivered to your club's representative attending one of two District 6010 Rotary Foundation Seminars scheduled on August 13 at Winnetka and on August 20 at Skokie. You will also receive further instructions relating to project implementation, public relations, and reporting forms.

Enclosed is a copy of the District Simplified Grant Terms and Conditions. Please note that by accepting the grant funds, your club is obligated to financial accountability and specific reporting requirements regarding project progress. Two reports are required.

Progress Report Scheduled Date: December 1, 2005  
Final Report Scheduled Date: Upon completion of the project, but no later than May 1, 2006

Please retain all invoices and receipts for expenditures and be prepared to submit copies of them with the final report. Your club should also maintain this documentation for up to five years. Any unspent grant funds shall be returned to District 6010 along with the Final Report.

We extend our best wishes to you for success with your project and look forward to hearing about your accomplishments during the year. It is a pleasure to be among your current supporters.

Sincerely,

John Doe  
District Simplified Grants Chair  
Enclosure



## Sample DSG Reporting Instructions



### Reporting Instructions

These expanded instructions are provided for your use in completing the Individual Project Summary report to the district. These reports are required by The Rotary Foundation (TRF) and must follow its guidelines. In addition, the reports must be retained by the district with full supporting documentation, receipts etc. for three years in case of an audit. It is recommended that club's retain their copies as well.

#### Report schedule:

Submit a Final Report immediately upon project completion.

**January 15:** Progress Report if project is not complete.

**March 15:** Progress Report if project is not complete. (Note: Projects are expected to be complete by the end of the current club year.)

#### General:

Before you begin your report, review your club's application and the **Program Criteria** (for local grants). Next review the **Terms and Conditions for District Simplified Grants**. These are the key documents that control your project.

In preparing your report, review your approved application and strive for consistency. Language in the report should match the application and actual accounting should match the approved budget — modified as necessary to reflect the actual result.


Reports are often faxed multiple times. Reports must be legible, accurate, and complete including supporting documentation and invoices/receipts. To ensure legibility of faxed documents, use larger print and use attachments to continue the narrative. For example, use 12 pt type as a minimum font size, preferably Times New Roman.

**The preferred method of reporting is to use the WORD-formatted report form promulgated by the Foundation.** You may send reports to your report committee chair by e-mail, fax, or regular mail, but keep in mind **Final Reports must be signed and accompanied by complete documentation, accounting, and receipts.** If you fax, please use "Fine" resolution. If documents are hard to read — don't fax — mail.

**Please call your report committee chair with questions before submitting report. It will save time and wasted effort.**

Note: Rotarians completing an Individual Project Report should return this form to their district leadership or to the District Simplified Grant committee established at the district level.

## Sample DSG Report with Notes



### Report with Notes

District Simplified Grant # \_\_\_\_\_ Individual Project Report # \_\_\_\_\_

To be completed by Rotarians. Return this form to your district.

Rotary Club: (Your club) \_\_\_\_\_

Project Title: (Your project) \_\_\_\_\_

Progress Report
  Final Report

**Progress Report**

If the project is not complete (to include all required documentation) send a Progress Report showing where you are. Provide an itemized statement detailing how grant funds have been expended to date.

**Final Report**

The Final Report form must be completed in its entirety. Do not refer to previous reports. Provide an itemized statement detailing how grant funds were expended on this project from its implementation through completion. Include complete documentation and receipts to support the financial statement.

PROJECT DESCRIPTION

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?  
(This section can generally be answered using language very similar to that in your application, modified to reflect the actual result.)
2. How many Rotarians participated in the project?
3. What did they do? Please give at least two examples.  
(There must be active Rotarian involvement in the project itself. Participating in fundraising alone does not meet the criteria. Some examples of active participation include the selection, purchase, delivery, or installation of items purchased; local promotion of the project; visits to project site; or frequent communication with the beneficiary before, during, and/or after the project.  
See Terms and Conditions for District Simplified Grants for a list of suggested additional activities. Complete answers to questions 2 & 3 are critical.)
4. How many non-Rotarians benefited from this project?
5. What are the expected long-term community impacts of the project?  
(This section [Items 5 & 6] can generally be answered using language very similar to that in your application, modified to reflect the actual result.)
6. If a cooperating organization was involved, what was its role?  
(Note: A cooperating organization is an organization that is participating financially in the project. The recipient organization does not have to be shown unless they are providing some funding.)

**FINANCIAL REPORT (DISTRICT MUST RETAIN RECEIPTS OF ALL EXPENDITURES)**

(The financial report needs to be complete and accurate. Paid invoices/receipts are necessary for all expenditures of \$100 or more. Receipts and documentation should be organized and subtotaled in a professional manner and clearly relate to the summary of project spending above. Use supporting schedules as necessary. Reports will not be considered complete until all documentation for reported activity is received.)

7. Income	Amount
1. District Simplified Grant funds received from the district	_____
2. Other funding (specify) _____	_____
3. _____	_____
Total Project Income	_____

8. Expenditures (please be specific and add lines as needed)	
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
Total Project Expenditures	_____

9. By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the district.

Certifying Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name, Rotary title, and club \_\_\_\_\_

## Sample DSG Report Reminder

**From:** John  
**Sent:** Monday, November 07, 2005 9:35 AM  
**To:** msmith@email.com, rjohnson@email.com, mstanford@email.com, sbrogan@email.com  
**Subject:** Rotary DSG midyear report DUE DECEMBER 1, 2005

This is a reminder of the midyear report of progress and spending for the District Simplified Grants awarded in August, 2005.

Please mail, fax, or e-mail your club's report to me at the address below. The report should be signed by your club president.

The report form as a PDF document is attached. Page 2 of the document is to be completed by the club and forwarded to me. I will accumulate the club reports and send in to TRF for District 600.

John Doe  
District Simplified Grants Chair  
1000 Main Street  
Evanston, IL 60202  
Tel: 847-555-5555  
Fax: 847-555-5544  
E-mail: jdoe@email.com

## Sample DSG Communication to Club Presidents-Elect

**JOHN DOE, PDG**  
District Simplified Grants Chair  
District 6010  
1000 Main Street  
Evanston, IL 60202

jdoe@email.com  
847-555-5555

February 17, 2005

### Addressed to Individual Club Presidents-Elect

Your Governor Elizabeth Peterson is on her way to San Diego to get her indoctrination to better serve the district in the coming year starting July 1, 2005, and you too will soon be on your way for training at the Multidistrict Presidents-Elect Training Seminar (PETS). She has asked me to write to you (she is so busy getting prepared) about the District Simplified Grants (DSG) program.

She wants you to start thinking about a service project that your club could do in your year using the DSG program, either in your community or internationally. She then would like you to present your idea or proposed plans to her at PETS, where she will encourage you further to work on such a project in 2006-07. If there is enough support among you for such grants, she will use the available District Designated Fund (DDF), of which \$10,000.00 (or so) is available for clubs to use. Preference may be given to clubs who will match the amounts they propose to spend.

For your fuller understanding of the criteria for a DSG, for the involvement of your club members, the stringent reporting and stewardship requirements of these grants, we enclose the DSG Instructions and sample application form for you to review.

I will be happy to provide you with any additional information that you require.

Yours in Rotary,

John Doe, PDG



**A PARTING THOUGHT REGARDING DSG . . .**

“In past years, Rotarians in the smaller communities of our district did not see a need to support The Rotary Foundation. Thanks to District Simplified Grants, these Rotarians have seen Foundation dollars at work in their communities. They have seen the smiles and received the ‘thanks’ from their neighbors and friends. Smaller Rotary clubs are now supporting the Foundation, thanks to District Simplified Grants.”

— JIM COLE, DRFC CHAIR, DISTRICT 5730

THE ROTARY FOUNDATION OF ROTARY INTERNATIONAL



ONE ROTARY CENTER 1560 SHERMAN AVENUE EVANSTON, IL 60201-3968 USA