2019-20 DISTRICT 5190 SCHOLARSHIP TIMELINE OF RESPONSIBILITIES and DEADLINES

Responsibility					
Club	Grants	Schlrshp	STUDENT	Dates & Deadlines	
X		X		Year Round	Club looks for potential candidates
X				Nov 2018 - Jan 2019	Club educates high schools and colleges about programs available
X	X			Jan - May 30, 2019	D5190 Foundation Chair Ensures that Club President, President-Elect, and one or more club members have Grant Management Training
X	X			Jan - Apr 30, 2019	Club President-Elect: submits Club Spending Plan (scholarship in the plan) to D5190 Foundation Chair
	X			Feb 28, 2019	D5190 Foundation Chair confirms club is in Good Standing.
X				Apr 30 - May 15, 2019	Club submits signed MOU for the NEW Rotary Year (2019-20) to D5190 Foundation Director
X				Jan - Mar 15 , 2019	Club forms a committee of 3 club members to review applications
			X	April 2019	Club accepts applications, conducts interviews, selects no more than ONE District Grant Scholarship candidate
X		X		**Apr 30, 2019**	Club **DEADLINE** for submitting ONE application to the District Scholarship Committee and posting ALL required Application materials to Grants website (application, club endorsement, original high school and/or post-secondary transcripts of colleges / universities attended, biographical essay, statement of intent, 2 letters of reference, HS grades, budget plan)
		X	X	May 1 - 15, 2019	District Scholarship Committee reviews applications, conducts interviews, selects scholars
				May 15, 2019	Club submits Spending Plan to District Foundation Chair
X		X	X	July 1 - 30, 2019	Club holds an Orientation as required by Rotary International (on-line or in person)
X	X			Aug 1, 2019	Grants Committee approves the grant and District Treasurer funds the grant
X			X	Aug 1-15, 2019	Club issues **1st HALF** of scholarship funds to student
			X	September 2019	Upon arrival at the college or university, student finds a local Rotary Club or a Rotary e-club convenient for attending meetings and participating in club events.
X	X	X	X	**Dec 15, 2019**	Scholar MID-YEAR REPORT: Must include list of local Rotary Club meetings attended, service project participation, attendance at Club events, accounting of first advance of funds with receipts for items of $75 or more, unofficial transcript from college/university. FULL REPORT required **BEFORE club releases 2nd HALF of scholarship funds** to scholar. Club uploads Mid-Year Report to Grants Module.
X	X	X	X	**Mar 31, 2020**	Scholar FINAL REPORT:Must include list of local Rotary Club meetings attended, project participation, attendance at Club events, accounting of first advance of funds with receipts for items of $75 or more, unofficial transcript from college/university required. Club upload Final Report to Grants Module.

Revised 1/2/19