

**Rotary District 7980 District
Managed Grant (DMG) Application Instructions
For DMG's Submitted After July 1, 2024**

Humanitarian DMG Policies

All DMGs must adhere to the most current District 7980 Grants Resolutions (most recently approved version) as they apply to District Managed Grants. These are supplemental policies specific to District 7980 that have been approved by the Rotary District 7980 Foundation Executive Committee and set forth in this document.

District Supplemental policies are as follows:

1. Projects shall be aligned with one or more of the seven **AREAS OF FOCUS**:
 - Peace Building and Conflict Prevention
 - Disease prevention and treatment
 - Water, Sanitation, and Hygiene
 - Maternal and child health
 - Basic education and literacy
 - Community Economic Development
 - Support the Environment
2. **Rotarian Involvement**: Club Rotarians must be actively involved in the support of the humanitarian project. Involvement may include:
 - Managing project funds
 - Hands-on participation at the project site as-needed basis
 - Partner clubs sharing information via correspondence
 - The partner clubs sharing expertise, including identifying local needs.
 - Purchasing, shipping, and/or distributing items purchased
 - Publicizing the project to your club members, local media and within District 7980
 - Organizing and promoting activities or events that raise public awareness and funds specifically earmarked for the grant project.
3. **DMG Restrictions**:
 - Projects involving microcredit are not permitted as they are long-term efforts.
 - Supporting fundraising activities
 - Expenses related to Rotary events such as District Conferences
 - Public relations initiatives, unless they are essential to carrying out the project
 - Project signs that cost more than \$1,000
 - The operating, administrative, or indirect program expenses of another organization
 - Unrestricted donations to a beneficiary or cooperating organization
 - Expenses or commitments made prior to formal approval of the DMG
 - Travel or related expenses to participate in a Polio National Immunization Day
 - Repeat of the same by the same lead club within a period of three (3) Rotary years.
4. Projects may not be initiated, funds spent or obligations extended on behalf of the proposed DMG before the authorization date. These funds or commitments cannot be considered as part of the project expenditures.
5. For project locations outside of the District 7980 borders, it is strongly recommended, whenever possible, that a local Rotary Club be involved. DMG funds can be managed by either the sponsoring, or the local host Club.
6. Change in the scope of the approved project must be approved by the Grants Committee before proceeding.
7. **The Club is responsible that grant funds are expended only against items given in the approved budget. Unbudgeted expenditures will not be allowed and may necessitate the Club returning matching funds to the District.**

8. If at the conclusion of the project there are unspent funds, the club is encouraged to expand the project if necessary, to use all the funds. Any expansion must be consistent with the scope of the original project. Obtain approval from the DMG Review Committee Chair **before proceeding**.
9. The Club's share of the project funds must be spent first before District monies are used. Any unspent funds must be returned to the District Grants Chair.
10. A project must be "new" to the lead sponsoring club or a project that involves a specific new addition to an existing project that improves the project's effectiveness. A lead club may repeat a project after waiting for a period of three (3) Rotary years.
11. All DMGs must be completed by September 15th of the next Rotary year with the final report submitted and accepted by September 30th of that year.
12. Clubs with an overdue District Managed Grant Final Report are not qualified. These Clubs are ineligible to receive District matching funds for either a humanitarian project or scholarships until such time as all outstanding reports are submitted and accepted by the District Steward.
13. A committee of at least **three** Rotarians from the sponsoring lead Rotary club must be established to oversee the project. The committee members must be committed for the duration of the grant process and free of any potential conflict of interest. Provide the contact information for all committee members. The primary contact should have an e-mail address to expedite communication.
14. The Primary Contact is required to complete the **on-line District Managed Grant Primary Contact training** program, including the answering the test questions, which are then submitted to the District Foundation Steward. A minimum score of 80% is required.
15. Partnering Clubs participating in a DMG are required to provide authorization by the Club's President, either by signing the application, or by an email or letter authorizing the club's participation and the amount of any funding commitment.
16. Non-Rotarian organizations participating in a DMG are required to provide confirmation by their authorized representative, either by signing the application, email or letter confirming their participation and the amount of any funding commitment.

Humanitarian DMG Projects - Application Process, Approval & Funding

1. All DMG applications must be complete and **typed using this Rotary District 7980 application template without alterations** to be accepted for review by the DMG Review Committee on a first-come, first-served basis until all funds have been allocated.
2. Applications received after funds have been fully allocated for the current Rotary year will be returned to the Club unapproved. DMG applications must be resubmitted for consideration on 1 July of the next Rotary year. The application must be updated with signatures of the new year's officers and the club must be qualified for the new Rotary year.
3. The District Managed Grants Review Committee Chair receives all Humanitarian DMG applications. Upon his/her initial assessment for completeness, the application is then sent to the review committee, which is comprised of four to five experienced Rotarians who will conduct a detailed review to ensure the project meets all TRF's Terms & Conditions and District 7980 policies.
4. Upon recommendation for approval by the DMG Review Committee Chair, the application is further reviewed, certified for compliance, and either returned for revision or approved for funding by the District Grant Committee Chair.
5. District Grant Committee Chair will issue a letter of authorization to the Lead Club, indicating the date of approval of the DMG and a review of the Club's responsibilities in the implementation of the project. The Grants Chair will send the District Foundation Steward a copy of the letter.

6. Final review and issuance of the grant funds shall be performed by two of the three members of the District Grants Allocation Committee. Payment, usually in the form of a check, is prepared by the District Grants Committee Chair. All checks require the signature of two of the three members of the Allocation Committee. The third member of the committee will review the application at a later date.

Funding Allocation Humanitarian DMG

1. All club funds are matched dollar-for-dollar to a maximum \$2500, whether the club is acting as the lead or partnering club(s), for one or more DMG's, between July 1 – December 31. After January 1, clubs may apply for additional DMG funds not to exceed the limitation as indicated in #2.
2. The maximum DMG funding match is given below. Note exception stated in #3.

Maximum funding match per project for a single Club:	\$2500
Total funding match per Club per Rotary year:	\$5000
Maximum funding match per project for multi-club projects:	\$7500

3. The Clubs awarded the Osterman Award (Best Small Club) and the Pettingill Award (Best Club) in a given year may be matched up to \$3,000 for an approved DMG for the Rotary year following the award. Likewise, the maximum match for either of these Clubs for the full Rotary year increases to \$5,500. DMG funds in the amount of \$6,000, representing the maximum matching funds for two DMG grants will be held in reserve for the exclusive use by awardees from 1 July to 31 December. If funds have not been disbursed prior to 1 January the funds will be available to all clubs on a first come first serve basis.

Who can apply?

Rotary clubs from District 7980 who meet the following requirements may apply:

1. Sign the District 7980 Memorandum of Understanding (MOU) and submit it to the District Steward.
2. Primary Contact is required to complete the on-line District Managed Grant training program, including the answering the test questions, which are then submitted to the District Foundation Steward. A minimum score of 80% is required. We encourage other club members to complete the training as well.
3. Electronically submit the Club's Rotary Foundation (TRF) contribution goals through Rotary Club Central.
4. Be current on reporting for previous District Managed Grants.

NOTE: Applications are available on-line. Whenever possible PLEASE save and transmit this application and supporting documents in Word format for easy handling and distribution during the review and approval process. Original signatures are not required, copies are acceptable. Email confirmation from the club president of a partnering club is acceptable in lieu of signatures.

Humanitarian DMG Reporting Requirements

1. The project must be approved and funded by June 30, completed by September 15 and a Final Report must be submitted by the Lead Club within two months of the completion of the project but no later than September 30 following the Rotary year of the grant award.
2. The Final Report Forms should be used and are provided on the District 7980 District Managed Grant website. Final reports must include financial records, such as copies of all receipts documenting expenditures and must total the FULL AMOUNT of the project budget approved in the application.
3. If there are unspent funds, they must be returned to John Merkel, the District Grants Chair along with a copy of the final report. Note: The Club's share of project funds must be spent first before District monies are used.

Submit final reports to District Steward via email: FoundationSteward7980@gmail.com.

District 7980 Humanitarian District Managed Grant (DMG) Funding Application

DG2564344 _____ Approval Date: _____

Project Title: District 7980 Disaster Relief Task Force Committee Food Packaging Event

Lead Club Name: Woodbury-Southbury-Middlebury (Tribury) Rotary

Partnering Rotary Club(s): An-Sey-Ox
Branford / Bridgeport / Danbury / Derby-Shelton / Milford / New London / Orange / Stratford / Tribury / Trumbull / Westport / Westport Sunrise / Wilton

Lead Club President: Mary Rose Griffin

Primary Contact: John Monteleone

Has the Primary Contact completed the DMG on-line training? Yes No

Are the lead and partnering Club(s) qualified? Yes

Estimated Number of beneficiaries: 10,764 food packages containing 64,584 meal servings to feed up to an estimated 750 families.

Estimated Number of Rotarians who will participate: 35

Where should the check be mailed, on grant approval?
Tribury Rotary Foundation
P.O.Box 956
Southbury, CT 06488

Project Timeline: All projects MUST be completed by 15 September of the next Rotary year, with final reports due 60 days from completion of the project or 30 September, whichever date is earlier.

Start Date: 6/14/2025

Completion Date: 8/31/2025

Date Final Report is Due: 9/15/2025

PROJECT DESCRIPTION

Explanation: District Managed Grants support humanitarian service projects of District 7980 Rotary Clubs. Below choose Project Area of Focus.

Project Area of Focus: Maternal and Child Health

Project Location: List multiple locations, if applicable.

Project site(s)	<i>Calvary Southbury Church, 354 Kettletown Road</i>		
City/Village	<i>Southbury</i>	State/Providence: <i>CT</i>	Country: <i>USA</i>

Briefly describe your project.

This is a multi - communities service project to pack and provide up to 10,764 meal packages containing 64,584 of meal servings to feed approximately 750 families in the communities affected by the devastating flood of August 2024.

Calculation:

- >If the total monies available totals \$25,800 it will enable us to purchase 299 boxes of meal packages.
- >(Meals may be pre-packaged or assembled at the meal-packing event)
- >299 boxes contain 36 meal packages. Each meal package contains 6 meal servings.
- >299 x 36 = 10,764 meal packages / 10,764 x 6 = 64,584 meal servings

Initially, a District 7980 Disaster Relief Task Force committee was formed in August of 2024 to help with the immediate needs of the communities of Seymour, Oxford, Southbury and surrounding areas. This grant request is to fund a food packing event which will provide meals for the local food banks and recognition of the excellent coordination of District 7980 and Rotary International who approved a \$35,000 Disaster Relief Grant. This enabled the area Rotary Clubs

working the local food banks to address the needs in the communities we serve. The date of the food packing event will focus on the one year anniversary of the flood disaster. This will help build the Rotary brand, potentially increase membership while reinforcing the sustainability of our Rotary Clubs to be there to serve our communities where and when needed. The food packing event will generate 6,4584 meal packages that will be distributed to the local food banks affected by the August 2024 flood. We have collected contributions from 14 Rotary clubs in our district and are requesting the highest possible matching grant as the Grant Approval Board determines.

How will your project benefit the primary beneficiaries?

Our local food pantries are struggling with an ever increasing food insecurity problem now more than ever with depleting federal and state funding. Rotary is collaborating again with the same food packing services and delivery systems to provide food inventory in our communities where families know to go for immediate food assistance. As we are approaching the end of our fiscal year, we seek to maximize our contribution to our local community food banks. Summertime, unlike the winter holiday seasons, finds our community's contributions toward food insecurity is at a minimum and this grant will provide a much needed and welcome benefit as we offer food through this channel.

How will the project be maintained/supported after grant funding has been fully expended?

By working with the Directors of the community food banks, we will have a record of all the meals delivered to each food distribution location, who in turn will provide us with an accounting of the meals delivered to the individuals and families. We are able to leverage this event with funds raised outside of Rotary clubs at the onset of the disaster that have not been fully spent yet. We have added this to our financial section to maximize the amount of meals to be packaged. The balance in our Rotary 7980 Foundation fund is \$3,800.

The relationships created by the \$25,000 Disaster Relief Grant provided by Rotary International to address the needs in communities affected by the August 2024 floods provided our Rotary Clubs the ability to provide meals to the local food banks and social services programs. This support was widely covered in local and state media and these relationships have been maintained. This current grant will help support our on-going food insecurity relationships within these communities and organizations.

PROJECT PLANNING

Explanation: Before an application is submitted to District 7980, project partners should discuss various planning details, including plans for the contributions of Rotarians who will be actively involved in the project. Additional questions in this section are intended as an aid to project planning.

Describe specific activities Rotarians will perform in the planning and implementation of the project. Please note financial support is not considered active involvement.

Initially setup of the District 7980 Disaster Relief Task Force was established by District Governor Robert Friend, the District 7980 Flood Relief Task Force Chair is led by Milford Rotarian Phil Ucci. He is coordinatinf and monitorin this project with the asssttance of Tribury Rotarian, John Monteleone. He has an established relationship with Matthew Martin of The Outreach Program. Matthew is the regional manager for New England office of the Outeach Program. The meal packing event will enage a minimum of 35 Rotarians from clubs that have provide funding fro the grant plus community volunteers.

Describe how this project will be recognized and publicized.

Information has already been shared with many of the District 7980 clubs and we will actively formalize this once the grant has been submitted and approved. Through club meetings and communications, we will recruit as many rotarians as possible for the meal packing event. Through social media and person-to-person outreach, we will engage those organizations and individuals that we have partnered with during this past year, with continued collaborations with those with the knowledge and means to assist. A press release and media coverage will be planned during the actual event. In addition, the Town of Oxford is hosting a community wide event at Quarry Walk commemorating the August 2024 flood, its recovery, as well as memorializing the death of two Oxford female residents. We will participate in this event which will receive local and state-wide media coverage.

Financial Management: Please describe how the grants funds will be managed. Who will be responsible for the financial accounting?

The Tribury Rotary Club's President and Treasurer will manage the fund, in correlation with the Flood Relief Task Force committee.

Identify who will own, maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian may not own any items purchased with grant funds).

This event will be supported by Matthew Martin, the New England Development Coordinator for The Outreach Program which is headquartered at 93 Whiffletree Lane in Marshfield, MA 02050 with their warehouse in Pembroke, MA.

If required, will training in the operation and maintenance of the equipment be provided? If so, who will provide training?

The Outreach Program provides all product, support materials, logistics and training.

Is software necessary to operate any items? If so, has software been provided?

N/A

If items are purchased outside of the host country, provide details regarding the shipping/delivery and custom clearance arrangements.

N/A

PROJECT FINANCING				
Explanation: Clearly list all sources of financing in U.S. dollars. District 7980 matching funds are limited to District 7980 Rotary Clubs and their Rotaract and Interact associates. Club contributions may be matched \$1 for \$1 up to \$7,500 per project. No single club may be matched for more than \$2,500 per project. Maximum funding per club is \$5,000 per Rotary year.				
District 7980 Rotary Club(s)	Cash USD Contribution	D-7980 Funds Requested	Contributions Outside District 7980	Cash USD Contribution
**See Supplemental				
Document for details				
			Total Club Contributions	12900.00
			D-7980 Funds Requested	12900.00
			Additional Outside Funding	
			Total Project Financing (must equal the total budget)	25,800.00

PROJECT ITEMIZED BUDGET						
Explanation: For detailed information on what District Managed Grants will fund, please see Terms and Conditions for Rotary Foundation District Grants and Global Grants. If you need more space attached a separate sheet.						
Budget item	Name of supplier	Budget Amount		Budget item	Name of supplier	Budget Amount
Food Supplies for Packing boxes & bags for Aug. 9th event	The Outreach Program	15,000.00				
Food pre-packaged & delivered to warehouse on Aug. 8th	The Outreach Program	8,800.00				
Peace Pole for An-Sey-Ox community		1,000.00				
Feeding volunteers on Aug. 9th	Oxford food vendor TBD	500.00				

<i>Incidentals for Aug. 16th Quarry Walk event in Oxford, CT (community one-year commemoration event)</i>	<i>Tribury Rotary</i>	<i>500.00</i>				
Total in U.S. dollars						25,800.00

DISTRICT 7980 LEAD ROTARY CLUB

Explanation: A committee of **three** Rotarians from the Lead Rotary club must be established to oversee the project. The committee members should be committed for the duration of the grant process. **Rotarian who are associated with the benefiting or cooperative organizations cannot participate on the committee due to a potential or perceived conflict of interest.**

Lead Rotary Club Committee Members				
			Telephone	
Primary Contact	Name John Monteleone	Email triburyrotary4@gmail.com	Choose 2035656100	Choose
Address 115 Lantern Park Lane South City Southbury State CT Zip 06488			Choose	Choose
Committee Member	Name Mary Rose Griffin	Email mgriffin@trpaul.com	Choose 2036506280	Choose 3042913233
Address 10 Tamarack Lane #90A City Woodbury State CT Zip 06798			Choose	Choose
Committee Member1	Name Linda Andrews	Email landrews@trpaul.com	Choose 2033042910	Choose
Address 7 Hunting Ridge Road City Newtown State CT Zip 06470			Choose	Choose

COOPERATING ORGANIZATION

Explanation: A cooperating organization is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A benefiting entity is the recipient of goods or services and is not considered a cooperating organization. Required documentation:

1. Letter of participation from cooperating organization that specifically states: a. Its responsibilities and how it will interact with Rotarians and b. The organization's agreement to cooperate in any financial review of the project
2. A letter of endorsement from the participating District 7980 Club President confirming that the cooperating organization is reputable and can provide the necessary expertise and infrastructure to support the grant project. The organization works within the laws of the United States and the project country.

Name of Organization: The Outreach Program Contact: Matthew Martin Country USA
Street Address: 93 Whiffletree Lane City: Marshfield State: MA Zip Code: 02050
Email: matthew@outreachprogram.org Telephone: 8579393459 Website: outreachprogram.org

ROTARY CLUBS OUTSIDE D-7980

Explanation: An Outside Club Partner is highly recommended for projects done beyond the geographic boundaries of District 7980, if there is a Rotary Club in that country/district. Where a partner club does exist, the primary project contact must be a member of the partner club identified. The Host/Partnering Club must be committed for the duration of the grant project. Note: District 7980 will ONLY provide matching funds to District 7980 Rotary Clubs.

Rotary Club:				District #:		Country:		
Rotary Club President:						Telephone		
Name			Email			Choose	Choose	
Address	City	State	Zip				Choose	Choose
Primary Project Contact:								
Name			Email			Choose	Choose	
Address	City	State	Zip				Choose	Choose

AUTHORIZATION

Explanation: Authorizations ensure that all participants are aware of, and interested in, pursuing the described project. By signing below, the current club presidents, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All participating Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) and District 7980 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club(s) agrees to undertake this project as an activity of the club(s).
- RI, TRF, and District 7980 may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, District Newsletter, etc.
- The partners agree to share information on best practices when asked, and the District 7980 Foundation Committee may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)

I understand that all participants share some responsibility for timely and accurate reporting. I also understand the requirement to assume and maintain full control of the project funds, obtain, keep, and submit copies of invoices, checks, receipts and any other pertinent documentation related to the implementation of this project expenditures.

LEAD ROTARY CLUB AUTHORIZATION SIGNATURES

Parties may either sign this page or submit a separate letter of commitment included as an attachment.

President	Mary Rose Griffin	Primary Contact	John Monteleone
Signature		Signature	
Date	Club Position President	Date	Club Position President-Elect

Committee Member	Linda Andrews	Committee Member	TBD
Signature		Signature	
Date	Club Position Secretary	Date	Club Position

Committee Member	TBD	Committee Member	TBD
Signature		Signature	
Date	Club Position	Date	Club Position

DISTRICT 7980 ROTARY CLUB PARTNERS

Parties may either sign this page or submit a separate letter of commitment included as an attachment.

President Name		President Name	
Rotary Club		Rotary Club	
President's Signature		President's Signature	
Date		Date	

President Name		President Name	
Rotary Club		Rotary Club	
President's Signature		President's Signature	
Date		Date	

President Name		President Name	
Rotary Club		Rotary Club	
President's Signature		President's Signature	
Date		Date	

Completed applications inclusive of all required signatures should be sent via email to:

District Managed Grants Review Committee Chair
 Contact: Nancy Gentes Email: reviewcommitteechair@gmail.com



District 7980 Humanitarian District Managed Grant (DMG) Funding Application

DG-2564344 Approval Date: _____

DISTRICT 7980 MANAGED GRANTS REVIEW COMMITTEE CHAIR – District Use ONLY!

Explanation: The District Foundation Committee requires that the District 7980 Managed Grants Review Committee certifies the application as complete. If the application is not complete or eligible, the applying club will be notified with a brief explanation.

“On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF and District 7980 guidelines, and is eligible for funding.”

Nancy Gentes, DMG Review Committee Chair Date: _____ Signature: _____

DISTRICT FOUNDATION COMMITTEE APPROVALS – District Use ONLY!

Foundation Chairperson: Ron Webb, PDG Date: _____ Signature: _____

District Governor: Robert Friend Date: _____ Signature: _____

District Grants Chairperson: John Merkel Date: _____ Signature: _____