

### ***District Grants Overview***

The Rotary Foundation (TRF) funds district Grants solely with allocations from the District Designated Fund (DDF). The DDF equals half of the total Foundation Fund annual giving from all Rotary clubs in District 7150. A Rotary district may use up to fifty percent of the DDF from three years prior for District Grants each year. The District Foundation Committee determines the percentage of District Designated Funds, set aside for District Grants, each year.

The Rotary District 7150 Foundation Committee appoints a District Grant Selection Chairperson to oversee the process for which the district grant funds get awarded among clubs. The District Grants Selection Committee accepts applications from clubs and awards grants for qualifying projects.

### **Guidelines for District Grant Awards**

Rotary District Grants may support a wide variety of humanitarian and educational activities in local communities and in other countries. During the District Grant Application evaluation, the District Grants Selection Committee will take into consideration the scope of impact of the proposed project as to fairly distribute grant funds for qualifying projects.

All projects and activities funded by District Grants must:

- Relate to the mission of The Rotary Foundation, which is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty
- Include the active participation of Rotarians
- Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the grant
- Adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities
- Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse clubs or districts for projects already completed or projects already in progress at time of grant application. Planning for grant activities ahead of approval is allowed and encouraged, but expenses may not be incurred prior to grant approval
- Demonstrate sensitivity toward another country/geographic region's traditions and culture, if grant activities will take place outside of the grant recipient's country/geographic region
- Comply with the Conflict of Interest Policy for Grant Participants as outlined in The Rotary Foundation Code of Policies.
- Comply with the policy regarding the proper use of Rotary Foundation Marks and Recognition Plaque for TRF Funded Projects, as outlined in The Rotary Foundation Code of Policies.

### **Under the Rotary New Grant Model Guidelines, District Grants CAN Fund:**

- Humanitarian projects
- Purchase and distribution of contraceptives for use in disease prevention and maternal health projects
- Immunization activities, including the purchase of the Polio vaccine, as long as the Polio vaccine is not the only vaccine that is being purchased
- Domestic travel for scholars, vocational training teams, project beneficiaries, and those professionals (Rotarian and non-Rotarian) needed to implement the project
- Cultural and language trainings
- Awards for educators to teach at institutions other than their own
- Vocational trainings, exchanges, and teams
- Scholarships (individuals awarded district grants for scholarships are not permitted to enroll at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows)
- International travel for project planning and direct service

- International travel for scholars, vocational training teams, and project beneficiaries
- Construction of infrastructure including but not limited to toilet blocks and sanitation systems, access roads, dams, bridges, storage units, fences and security systems, water/irrigation systems, and greenhouses
- Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time, which may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, additions to existing schools or hospitals, elevators, and renovation of bathrooms. The removal of land mines in cooperation with an experienced partner organization (Rotarians may not personally participate in the physical removal of land mines)
- Administrative expenses, up to three percent of the grant award, necessary for grant implementation including: bank fees, postage, software, and an independent financial assessment
- Direct costs, fees, contracted labor costs, stipends, or honorariums related to project implementation

### **District Grant Restrictions**

Grants **cannot** be used to unfairly discriminate against any group, promote a particular political or religious viewpoint, support purely religious functions and churches and other places of worship, support activities that involve abortion or that are undertaken solely for sex determination, fund the purchase of arms or ammunition, support the following programs of RI: Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, and Interact, or as a new contribution to the Foundation or another Rotary Foundation grant.

**Note: Allowed to support Youth Exchange in some instances. Talk to the Foundation Chair to Discuss.**

In addition, District Grants **CANNOT** fund:

- Continuous or excessive support of any one beneficiary, entity, or community
- Establishment of a foundation, permanent trust, or long-term interest-bearing account
- Purchase of land or buildings
- New construction of any structure in which individuals live, work, or engage in any gainful activity, such as buildings (schools, homes/low-cost shelters, and hospitals), containers, and mobile homes, or structures in which individuals carry out any type of activity including manufacturing or processing
- Fundraising activities
- Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
- Public relations initiatives not directly related to a humanitarian or educational activity
- Operating, administrative, or indirect program expenses of another organization
- Unrestricted cash donations to a beneficiary, or cooperating organization
- Projects already in progress or completed
- Activities primarily implemented by a non-Rotary organization
- Transportation of vaccines by hand over national borders

### **CHECKLIST: District Grants Process, Timeline, and Deadlines**

- Clubs must be qualified in order to receive grants
  - See the Memorandum of Understanding (MOU) for a complete list of qualification requirements.
- Submit a District Grant application(s) for the upcoming Rotary year to the District Grant Selection Committee.
  - The deadline for applications is May 1, 2021 for the 2021-2022 Rotary year grant cycle.

- District Grants (Single Project/Single Club) will receive a maximum one-to-one match for Club cash contributions with a minimum match of \$100 and maximum District match of \$2,500.
  - District Grants (Single Project/Multi-Club) will receive a maximum one-to-one match for Club cash contributions for a joint project with a maximum District match of \$3,750.
  - Grants that are awarded are not guaranteed to be the full requested amount.
- Clubs that have received a grant for any previous year
- Please note Clubs can still apply for grants for the upcoming Rotary year if they have not submitted a Final Report for a grant received during any previous Rotary year. However, applications will not be reviewed and approved until a Final Report and all necessary supporting documentation have been submitted. As a result, grant awards are not guaranteed.
  - If Clubs received a District Grant for the most recent previous grant cycle and have not or will not complete their project by June 1st and have not submitted a Final Report, their grant application will be void. As a result, Clubs will have to wait and submit their application during a future Rotary year grant cycle.
- Clubs may apply for more than one grant, per Rotary year, by submitting separate applications for each request. One grant must be for a scholarship. However, these requests will be determined by the total number of District Grants awarded and are not guaranteed.
- If a Club is submitting more than one grant application for the same Rotary year, the requesting Club must prioritize the applications.
  - The first project must be successfully completed and all reporting requirements and documentation must be submitted prior to District 7150 disbursing funds for additional grant requests.
  - Only one set of *signed* supporting Qualifying Documents are necessary if submitting two District Grant applications, one of which must be for a scholarship. Supporting Qualifying Documents (\*QD) are the Guidelines, MOU, and MOU Addendum, all of which must be signed.
- If Clubs have not successfully completed the reporting requirements of their first project by June 1, 2021 and have submitted an application for an additional grant, this application must be resubmitted during the subsequent Rotary year.
- Rotary District 7150 Grant Selection Committee reviews grant applications and awards grants for individual projects. Clubs will be notified of their application approval or disapproval and approved grant award amount by August 1, 2021.
- Rotary International will receive all approved District 7150 District Grant applications on July 1, 2021.
- Award checks will be disbursed to Clubs as soon as District Foundation Final Report is approved.
- Clubs implement their project(s) throughout the Rotary year.
- Clubs must submit a District Grant Progress Report if project is still in progress, or has not been started, prior to December 1, 2021.
- Progress Reports are due December 1, 2021 and must be submitted to the District Grant Committee. Additionally, if projects have not been or will not be completed by May, another Progress Report must be submitted no later than May 31, 2021.
  - The District Grant Committee will then report to The Rotary Foundation on the use of grant funds.
- Clubs must submit a District Grant Final Report within 30 days following the completion of the project.
- Final Reports are submitted to the District Grant Committee
  - Clubs must provide copies of all receipts and financial transactions related to grant-funded expenditures in conjunction with the Final Report.

**SUBMIT NO LATER THAN May 1, 2021, 9 PM, SIGNED AND EMAIL TO:**

**Bonnie Levy, District Grants Chair, [bonnierotary7150@gmail.com](mailto:bonnierotary7150@gmail.com) (315) 476-9900 and**  
**Don Reese, District Foundation Chair, [dgreese@utica.edu](mailto:dgreese@utica.edu), (315) 794-8085**

*We, being responsible for administering grant activities for the **Rotary Club of** \_\_\_\_\_, certify that the club will adhere to the requirements listed in this Addendum to the Club Memorandum of Understanding and will notify Rotary District 7150 of any changes or revisions to club policies and procedures related to these requirements.*

**DISTRICT GRANT GUIDELINES**

CURRENT CLUB PRESIDENT		CLUB PRESIDENT-ELECT	
Term	2020-2021	Term	2021-2022
Name		Name	
Signature		Signature	
Date		Date	

**THANK YOU FOR YOUR PARTICIPATION**  
**IN 2021-2022 ROTARY DISTRICT 7150 GRANT PROCESS!**