

DISTRICT 5180 GRANT POLICIES

District 5180 grant application and approval policies incorporate those established by The Rotary Foundation (TRF) as prerequisites for grant approval. In addition to TRF requirements, District 5180 has established some additional policies to insure all clubs have access to the District Designated Funds (DDF) available for matching club cash donations to Global Grants and the funds available for District Grants. The DDF available will initially be split evenly between Global and District Grants. Any funding not used for District Grants will be made available for additional Global Grants. Each Rotary year Clubs must complete the certification process and have submitted the signed Memorandum of Understanding (MOU) to District 5180's Grants Chair.

Annual review and recommendations for change may be made by the Global and District Grant Sub-Committees, Finance/Advisory Committee or Club Presidents and submitted to the District 5180 Grants Committee for consideration.

GLOBAL GRANTS

Cash donations from clubs and Rotarians in District 5180 are matched by the district one to one with DDF, as long as the district's DDF balance remains adequate to fund anticipated Global Grants going forward. Although the District Rotary Foundation Chair (and the District Governor, if District 5180 DDF is involved) authorize grant applications prior to submission, TRF has final approval on all Global Grant applications.

GLOBAL GRANT SCHOLARSHIPS

Each year one graduate level scholarship will be available for international study in the six areas of focus awarded in compliance with TRF Global Grant guidelines. This scholarship will be funded first from the John Cole Endowed Scholarship and then from the Global Grant allocation if insufficient funding is available from the John Cole Endowed Scholarship. Every club may submit one candidate to the Scholarship Committee. Applications are accepted from May 1 to May 31 each Rotary year with studies to commence after January 1 of the following Rotary year. This timeline allows for the required approval by TRF of the selected candidate and their course of study.

DISTRICT GRANTS

District Grant projects must meet TRF grant guidelines and TRF has final approval on all projects. In addition to any TRF guidelines, District 5180 has established policies and procedures to insure every club has access to these funds.

District Grant funds must be used for local projects defined as performed within District 5180 boundaries.

Every club may submit a grant application with a minimum grant amount of \$500.00 and a maximum grant amount of \$5,000.00. Clubs must match the grant amount dollar for dollar. Clubs will fund the entire project and the grant is paid when the final report and receipts are approved by the District Grant Sub-Committee Chair.

There are two types of District Grants available: District Grants for projects and District Scholarship Grants for undergraduates. Clubs must submit a District Grant Scholarship Placeholder form by the published deadline (typically around April 30th). The club then has until the June 30th deadline to provide a District Grant Scholarship Application naming their selected candidate(s).

Grant applications are due between April 15th and May 1st each Rotary year to the District Grant Sub-Committee Chair. The District Grant Sub-Committee will review the applications for compliance with TRF guidelines and District policy. Should grant requests for the general funds exceed available funding, the committee shall rank the projects using the District Grant Selection criteria. In the event of a tie for the general funds and more scholarship applications than funds available, weight will be given to the per capita contributions of those clubs.

The projects/scholarships selected will be submitted to TRF for final approval in May. The project must be completed and a Final Report with supporting receipts/processed checks submitted by published date (typically May 25th) of the following Rotary year.

Sample project timeline:

Submittal of District Grant Application: April 30th

Selected projects submitted to TRF for approval: May 31st

Approval received from TRF: July 31st

Projects and Scholarship funding commence only upon notification by District Grants Sub-Committee Chair typically in the first week of August. **NO funds should be expended before your official notification email.** Anything spent (receipts or checks dated) on a project or a scholarship before official notification will **NOT be approved as matching dollars.**

Final report with supporting receipts/processed checks must be submitted for grant payment no later than May 25th, or designated date. A final report and receipts must be received by the deadline, or the club will not receive grant award payment. All unused or unapproved funding is then returned to TRF for Global Grants.

EVALUATION CRITERIA FOR DISTRICT GRANTS

| POINTS | ITEM |
|--------|--|
| 10 | BENEFICIARIES - Who and how many people will benefit from the project? (Projects should benefit as many people as possible) |
| 15 | PROJECTS DIRECTLY AFFECTING CHILDREN – Will the project provide for the educational, nutritional or health needs of children? |
| 25 | HUMANITARIAN BENEFIT – Is the project a viable commitment to the needs of the community? Is the project capable of making a long term impact on the beneficiaries/community? |
| 5 | SIX AREAS OF FOCUS – Does the project meet one of TRF’s six areas of focus? Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, Economic and community development. |
| 10 | COOPERATING ORGANIZATION, PROJECT PARTNER - How are they involved? (Clubs are encouraged to have project partners. This includes a partner who helped assess the need for a project) |
| 5 | PARTNERING WITH OTHER CLUBS – Will the size and scope of the project benefit by clubs combining their financial and human resources? |
| 20 | WORK HOURS- How many hours will be contributed by club members to complete the project. (Clubs are encouraged to have members time consist of hands on activities or interactions with beneficiaries rather than fundraising.) |
| 10 | PUBLIC RELATIONS IMPACT - How will publicity for the project and Rotary be generated? |

Guidelines revised on October 25, 2017.