

## Rotary D5730 District Grant Guidelines 2017-18

### General Information

- The District 5730 District Grant Funds (DGF) for this Rotary year total \$55,313.28. The District Grant money will be available to each of the clubs, based proportionally on their Foundation giving 3 years ago. Club Presidents have been notified of their club's allocation.
- \$4,000 is allocated for clubs hosting Rotary Youth Exchange students at \$1,000 per student, one grant per hosting club. If we get more than 4 hosting clubs we'll find something for you.
- Clubs are required to be "qualified" under the current D5730 Grant guidelines in order to receive a District Grant. This includes a minimum of one Club member becoming certified at a Grants Management Seminar and the submission of a signed Memorandum of Understanding (MOU). Two or more Grant certified members are recommended.
- Club's District Grant allocation may be used on no more than 3 different projects. Clubs funding multiple projects should have a minimum of \$500 per project.
- These grants are outright grants, not matching grants, although each club can choose to add to these funds using their own club's resources to maximize the effects in their community.
- All grants require active participation by local Rotary members.
- Clubs may partner with other clubs on a district or global project. Each club participating will be eligible to receive their designated amount.
- District Grant projects need not be sustainable nor match any of the six Areas of Focus. They only need to fulfill the Mission of Rotary.
- For Terms and Conditions for Rotary Foundation Grants, please refer to "Terms and Conditions" at [rotary.org/My Rotary/TA/AG/DG](http://rotary.org/MyRotary/TA/AG/DG). This link also identifies other criteria for district grants. Please review this document, particularly Sections III and IV regarding the uses of grant funds.
- District Grants cannot be used for any fundraising activities. They cannot be used to purchase gift cards or any other direct monetary transfer to the beneficiary of the project. Other restrictions are specified in the "Terms and Conditions" document. Inquire if in doubt.

### Grant - Request Submission

- All Grant Requests and Memorandum of Understanding (MOU) must be submitted in the Grant Management Module (GMM) of ClubRunner on the District 5730's official website ([www.Rotary5730.org](http://www.Rotary5730.org)) on or before August 31, 2017. Please refer to the Grant Module Instructions on the District 5730 Website under the link Foundation District Grant Documents and Forms found on the left side of the Home Page. After clicking on the link, click on Grant Module Instructions on the left side of the page under "Files". Only qualified persons can enter information into the GMM.
- Projects must be approved by the District's Rotary Foundation Committee (DFC) before they are initiated or reimbursement will be denied. This is a Rotary International

requirement. DO NOT start your project until grant approval is received or the entire project is done at the club's expense.

- Each Club should be able to cover 100% of the cost of the project up front since the DFC will not provide funding until the project is completed and the Final Report is submitted in the GMM for reimbursement.

### **Grant - Final Report**

- Final Reports and documentation of proper expenditure of funds must be submitted in the Grant Management Module of ClubRunner on or before April 30, 2018. Retain documentation as specified in the MOU for five years.
- Proper documentation consists of receipts to cover the amount of the grant.
- A check covering the reimbursement of actual expenses (up to the club's allocated amount) will be issued upon approval of the DFC.
- Clubs that have submitted the Final Report and documentation on or before February 1, 2018 will be eligible for a POSSIBLE second round of applications. If second grants are available, the project must be different from the first one in order to expand the impact in your community and increase Rotary's exposure. Please watch the website for further information.

### **Questions: Contact the D5730 Foundation Committee, 2017-18:**

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D5730 District Grants Chair Susan Brints [susan.brints@gmail.com](mailto:susan.brints@gmail.com)

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