

District Grant Guidelines 2019-20
Rotary D5730

General Information

- The District 5730 District Grant Funds for this Rotary year total \$48,856.79. 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.
- \$3,000 is allocated for clubs hosting Rotary Youth Exchange students at \$1,000 per student, one grant per hosting club.
- 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).
- Club's District Grant allocation may be used on no more than 3 different projects.
- These grants are outright grants. Each club may add to these funds from within 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. Clubs are reminded that active Rotary participation is required for all partnering clubs.
- District Grant projects are neither required to be sustainable nor be in any one of the six Areas of Focus. They must only fall within the mission of Rotary. For Terms and Conditions for Rotary Foundation Grants, please refer to "Terms and Conditions" at <https://my.rotary.org/en/take-action/apply-grants/district-grants>. This link also identifies other criteria for district grants. Please review this document, particularly Sections III and IV regarding the uses of grant funds.
- **"Please Note"** - The District Grant cannot be used for any fundraising activities or gift cards.

Grant - Request Submission

- All Grant Requests must be submitted in the Grant Management Module (GMM) of ClubRunner on the District 5730's official website (www.Rotary5730.org) on or before August 31, 2019. Please refer to the Grant Module Instructions on the District 5730 Website Homepage. On the Navigation Bar at the top of the page select "Foundation", then select District & Global Grant", then "Grant Module Instructions-Apply/Close a Grant". The instructions guide you step by step to apply for and close your grant. Only those persons certified can enter information into the GMM.
- Projects **must** be approved by the District Foundation Committee (DFC) and Rotary International before they are initiated or expenditures will not be reimbursed.
- Each Club should be able to cover 100% of the cost of the project up front. Upon project completion and Final Report submitted with uploaded receipts and project questions answered, your grant will be reimbursed. Be sure to select the **"Update"** button before you exit the module.

Grant - Final Report

- Final Reports and all receipts must be submitted in the Grant Management Module of ClubRunner on or before April 30, 2020 to be reimbursed. Please keep a complete copy of these documents for your Club's records.
- 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 all receipts on or before February 1, 2020 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

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