

# District Grant Guidelines 2022-23

## Rotary D5730

### General Information

- The District 5730 District Grant Funds to be used for club projects for this Rotary year total \$37,684.00. The District Grant money will be available to each club, based proportionally on their Foundation giving 3 years ago. Club Presidents have been notified of their club's allocation.
- 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). Upon successful completion of the qualification requirements, the club will be qualified for one year.
- The club District Grant allocation may be used on no more than 3 different projects.
- These grants are outright grants. Each club may match or 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.
- District Grant projects are neither required to be sustainable nor be in any one of the seven 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 Note"** - The District Grant funds cannot be used for any fundraising activities or gift cards.
- Any misuse or mismanagement of Grant Funds will result in suspended or revoked grant qualification and will follow mismanagement guidelines as per TRF.
- To receive Grant Funds, the club must have entered in *Rotary Club Central* at [www.rotary.org](http://www.rotary.org) the club's Annual Fund giving goals for the 2022-23 Rotary year.
- Your club Foundation Chair must be identified and listed in the D5730 Website, [www.rotary5730.org](http://www.rotary5730.org). To locate your club officer list: Select the "Membership" tab, select "Clubs and Membership", beside your club name select "Executives", then list your Foundation Chair under "Club Executives and Directors" for 2022-23.

### 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](http://www.rotary5730.org)) on or before August 31, 2022. 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, 2023 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 by the DFC.
- Clubs that have submitted the Final Report and all receipts on or before February 1, 2023 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

Rotary Foundation Chair Katie Salter  
District Grants Chair PDG Susan Brints

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