



District 9790

## Rotary Foundation District Grants Package 2025-2026

Included in this package is:

Terms and conditions for District Grants 2025-2026

Club Qualification Memorandum of Understanding 2025-2026  
(due prior to or at the time of applying for a grant)

District Grant Application Form 2025-2026  
(due by 10<sup>th</sup> June 2025)

District Grant Individual Project Final Report 2025-2026  
(due 31<sup>st</sup> May 2026)

Rotary District 9790, final reports for District Grants are due within two months of project completion and must be submitted no later than 31<sup>st</sup> of May 2026

District 9790  
Terms and Conditions for  
Rotary Foundation District Grants 2025-2026

**OBJECTIVE:**

The objective of a Rotary Foundation District Grant is to enable Clubs to support the Rotary Foundation's mission. (enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty) by or by supporting clubs to carry out a small project which address the immediate need that has been identified in their local community, or overseas.

This year District 9790 has as its main objective for the District Grants to strengthen Rotary's profile in the club's local community through funding of a local project.

District Grants are funded by the Rotary Foundation and will generally match Club contributions at 100% (dollar for dollar) to the value of \$2500

**How to Apply:**

Clubs must be qualified to receive District Grants. Requirements for qualification are:

1. A Club representative must have attended the Rotary Foundation session as part of District Assembly and sign the attendance sheet.
2. Clubs must submit a signed Club Memorandum of Understanding
3. Clubs must have entered their Rotary Foundation Goals on [www.rotary.org](http://www.rotary.org)
4. All Rotary International and District dues must be paid up to date.
5. Qualification is required each Rotary year.

**Complete the District Grant Application Form 2025-2026 send to District Grants Chair Clive Faul email: [clive\\_faul@hotmail.com](mailto:clive_faul@hotmail.com)**

**Applications for District Grants for 2025 – 2026 Rotary Year will close on 10<sup>th</sup> June 2025 at midnight.**

## **District Grant Guidelines**

- Any Club applying for a grant must have a signed MOU with the District and be qualified
- Email applications are signed by President and the President Elect or the Foundation Chair
- The project budget must show how the project is to be fully funded
- Grants will be capped at \$2500 per grant with clubs matching it dollar for dollar
- A clear audit trail MUST be maintained for all grants. Receipts for goods and services must be retained for submission with the project final report
- Applicants will be notified of their successful application preferably by 27/06/2025 and all declined applications will be notified. Unless RI either Norwest or Everston require more time or information.
- Clubs requiring more information before lodging an application should contact a member of the grants committee, Clive Faul or Patti Bulluss who will be happy to help or advise.
- District Grant projects must be completed within the current Rotary year (before 30 June 2026) and final report submitted by 31/05/2025 to District Grants Chair Clive Faul. Projects must not be commenced prior to the receipt of grants funds

## **Selection Criteria**

Selection criteria of the Club District Grant Application will be applied as follows:

- The project should be seen and promoted as a Rotary project with the objective of increasing the profile of your Club within your community. The funds may not be used to partially fund a project which is not 100% identified as a Rotary project. The correct Rotary logo should always be used.
- The project should wherever possible, involve the active participation of Club members
- The Club should have effective control of the funds and arrange purchase of equipment and services.
- Receipts for all goods and services (and in the name of the sponsoring club) must be retained for submission with the project completion report.
- Projects should be sustainable and able to continue independently without the ongoing support of The Rotary Foundation.
- Portable electronic devices will not be considered
- Grants for a project already completed by the club will not be considered.
- Only one grant per club will be made unless the total of all applications is undersubscribed . If a club does submit 2 applications these applications should be ranked in priority by the club
- If club are late submitting the acquittal for 2024/2025 they may not be eligible for a grant in 2025/2026

## **Handover of funds**

Once the District Grant project has been approved, the funds will be applied for from The Rotary Foundation in Australia. Once RI approve the applications on receipts of funds the District Treasurer will forward funds to the clubs to their nominated account.

## **District 9790 – The Rotary Foundation**

### **Club Qualification Memorandum of Understanding 2025-2026**

Rotary Club of -----

#### **1. Club Qualification**

To participate in the Rotary Foundation District Grants, the Club must agree to implement the financial and stewardship requirements in this Memorandum of Understanding (MOU) provided by the Rotary Foundation (TRF) and to send at least one member to the District Assembly Foundation Session. In addition the Club must be up to date with all financial commitments in the District and Rotary International. These include RI Club invoices and annual District Dues.

A: Upon successful completion of the qualification requirements, the Club will be qualified for one Rotary year.

B: To maintain qualification status, the Club must comply with this MOU , any additional District requirements , and all applicable TRF policies.

C; The Club is responsible for the use of funds for the Club sponsored grants regardless of who controls the funds.

D; Qualification may be suspended or revoked for the misuse or mismanagement of grants funding involving, but not limited to, fraud, forgery ,membership falsification . gross negligence , endangerment of health, welfare, or safety of beneficiaries , ineligible contributions, use of funds for personal gain, undisclosed conflicts of interest, monopolization of grant funds by individuals ,acceptance of payments from beneficiaries , illegal activities, use of grant funds for ineligible purposes.

E: The Club must cooperate with any financial, grant, or operational audit.

#### **2. Club Officers Responsibilities**

The Club Officers hold primary responsibility for Club qualification and the proper implementation of the TRF grants.

Club Officers responsibilities include:

a : Appointing at least one Club member to implement ,manage, and maintain club qualification.

B Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices

c Ensuring that all individuals involved in the grant conduct their activities in a way that avoids and actual perceived conflict of interest.

### **3 Financial Management Plan**

The Club must have a written financial management plan to provide consistent administration of grant funds. The financial management plan must include procedures to:

- a Maintain a standard set of accounts, which include a complete record of all receipts and distribution of grant funds.
- b Distribute grant funds appropriately
- c Maintain segregation of duties for handling funds
- d Establish an inventory system for equipment and other assets purchased with grant funds, and maintain record for items that are purchased, produced, or distributed through grant activities
- e Ensure that all grant activities, including the conversion of funds, comply with the local law

### **4 Bank Account Requirements**

In order to receive District Grant funds the club must bank the funds directly into its Grant project fund

- a The bank account must
  - 1. Have a minimum of two Rotarian signatories from the club for disbursements
  - 2. Be a low or non-interest bearing account
- b Any interest earned on the grant funds must be documented and used for eligible approved grant activities, or returned to The Rotary Foundation via District Foundation committee
- c Grant funds must not be deposited in investment accounts
- d Bank statements must be available to support receipt and use of The Rotary Foundation grant funds
- e The Club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatures

### **5 Report use of Grant Funds**

The Club must adhere to all The Rotary Foundation reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs The Rotary Foundation of the grants progress and how funds are spent.

### **6 Documentation Retention**

The Club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

Documents that must be maintained include, but are not limited to:

- 1. Bank information, including copies of past statements
- 2. Club qualification documents including a copy of the signed club MOU
- 3. Competitive quotations if obtained.

Document plans and procedures , including

a Financial management plan

b Procedures for storing documents and archives

c Successful plan for bank account signatures and retention of information and documentation

d Information related to grants, including receipts and invoices for all purchases

e Club records must be accessible and available to Rotarians in the Club and at the request of the District

f Documents must be retained for a minimum of 5 years

## 7 Reporting Misuse of Grant Funds

The Club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds,

## Authorization and Agreement

This Memorandum of Understanding is an agreement between the club and the District and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this documentation, the club agrees to comply with all of the condition and requirements of the MOU.

On behalf of the Rotary Club of ----- the undersigned agree to comply with all the conditions and requirements of the MOU for Rotary year 2025 – 2026 and will notify Rotary International District 9790 of any changes or revisions to club policies and procedures related to these.

CLUB PRESIDENT	Club President Elect or Rotary Foundation Chair
Term 2025 – 2026	Term 2025 – 2026
Name:	Name:
Signature:	Signature:
Date:	Date:

Please email an electronic or scanned copy to Grants Chair Clive Faul at [clive\\_faul@hotmail.com](mailto:clive_faul@hotmail.com)Page



The Rotary Foundation – District 9790  
District Grant Application 2025 -2026

Applicant Club Name : -----

**Project Details:**

Name of Project:

Project Start Date :

Project Planned end Date:

State the purpose / aim of this project:

How will this project meet the needs of the community:

List any cooperating organisations: (attach copy of letter of endorsement)

### **Budget:**

Item to be purchased	Supplier	Cost

### **Financing :**

Rotary Club/District/Co operating Organisation	Contribution

Note: You are required to account for the spending (including receipts) of the monies and provide a project report and expenditure report on the completion of the project.

Club: Account Name

BSB:

Account number



Signed:

Name of Club -----

President Name: -----

President Signature: -----

President Elect or Foundation Chair Name: -----

President Elect of Foundation Chair Signature: -----

Please scan, or attach electronic ,copy and email the completed District Grant Application, on or before 10/06/5025 District Grants Chair: Clive Faul

Email: [clive\\_faul@hotmail.com](mailto:clive_faul@hotmail.com)

Mob: 0411791008

If scanning is not possible them mail application to

Clive Faul

6 Campbell Avenue

West Wodonga 3690

## District 9790 Grant Individual Project Report 2025-2026

Please return this completed form by 31<sup>st</sup> May 2026 to District Grants Chair Clive Faul

Rotary Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

Progress Report ----- Final Report -----

### Project Description:

1. Describe the project. What was done, when, and where did the project activities take place?  
If this is a progress report what remains to be done?
2. How many people benefited from this project? -----
3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
4. How many Rotarians participated in this project?
5. What did they do? Please give at least two examples, not including financial support to the project/
6. If a cooperating organisation was involved. What was its role?

## Financial Report:

Sources of Income	Amount
District Grant funds received from District	
Other funding (specify)	
<b>Total Project Income</b>	

## Expenditures ( please be specific and add line as needed)

Budget Items	Name of supplier	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
<b>Total Project Expenditure</b>		

## Certifying Signature:

By signing this report I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items required for the project.

Signature:

Print Name:

Rotary Titles:

Rotary Club of :

Date:

