



Before You Click "Submit" in ClubRunner

A strong District Grant application clearly demonstrates community need, Rotary involvement, sustainability, and measurable impact. Use this checklist to ensure your application includes all the key elements.

- 1 AREA OF FOCUS**
 Identify the Rotary Area of Focus your project supports and explain how your project aligns with it.
- 2 COMMUNITY NEED**
 Describe the problem you are addressing.
 - Who will benefit?
 - How do you know this is a real need?
 - Include facts, statistics, surveys, or community input whenever possible.
- 3 PROJECT DESCRIPTION**
 Clearly explain what your project will do.
 - Activities
 - Timeline
 - Partners
 - Rotarian involvement
- 4 SUSTAINABILITY**
 How will the project continue after the grant is finished?
 - Community ownership
 - Ongoing maintenance
 - Continued funding or income generation
 - Lasting benefits
- 5 MEASURABLE OUTCOMES**
 How will you know your project was successful?
 Include measurable results such as:
 - Number of people served or trained
 - Increased income
 - Improved health or education
 - Environmental improvements
- 6 RISK MANAGEMENT**
 Identify possible challenges and explain how you will reduce or manage those risks.
- 7 FINANCIAL STEWARDSHIP**
 Explain how grant funds will be managed.
 - Budget oversight
 - Receipts and record keeping
 - Financial reporting
 - Accountability
- 8 ROTARIAN INVOLVEMENT**
 District Grants are hands-on Rotary projects. Describe how Rotarians will:

• Plan	• Evaluate
• Volunteer	• Report
• Monitor	
- 9 PUBLIC IMAGE**
 Show how your Rotary Club and the District will be recognized.
 Examples include:

• Rotary signage	• Local newspapers
• Plaques	• Community events
• Social media	• Club and district websites
- 10 BUDGET**
 Ensure your budget is:
 - ✓ Realistic
 - ✓ Matched to project activities



FINAL SUBMISSION CHECKLIST

- ☐ Area of Focus identified
- ☐ Community need clearly explained
- ☐ Project activities described
- ☐ Sustainability addressed
- ☐ Measurable outcomes included
- ☐ Risks identified and managed
- ☐ Financial controls explained
- ☐ Rotarian involvement described
- ☐ Rotary recognition planned
- ☐ Budget complete and accurate

*Every detail strengthens
your impact!*



ASK YOURSELF BEFORE SUBMITTING...

- ☒ Why is this project needed?
- ☒ How will Rotarians be actively involved?
- ☒ How will you create lasting impact?
- ☒ How will you measure success?



Projects that clearly answer these questions are much more likely to receive District Grant approval quickly.