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| 141WriteEN06_img_0 | The Rotary Foundation (TRF) D9670 District Grant Application Instructions |

What is a District Grant?

DISTRICT GRANT supports humanitarian service projects of Districts and Clubs. The amount of the DISTRICT GRANT is 50% of the District Designated Funds (DDF) for each Rotary Year.

Who can apply?

Districts apply for the DISTRICT GRANT and Rotary Clubs may apply to the District to access these funds. The clubs or districts must be in good standing with Rotary International. This includes payment of dues and being current on reporting for previous grants. The District must be qualified to be able to apply for the District Grant funds.

What are the requirements of a District Grant?

The Club must be qualified to apply for a Grant

DISTRICT GRANTs must involve a Rotary Club or District in a new humanitarian project.

* Maintain communication for the life of the project
* Establish a committee of at least three Rotarians to oversee the project
* Treat grant funds as a sacred trust
* Maintain clear and accurate accounting

All projects must have active Rotarian participation and oversight. Active participation can include:

* Managing project funds
* Visiting the project site on an as-needed basis
* Purchasing, shipping, or distributing items purchased
* Publicizing the project to local media and the district

What projects are eligible for a DISTRICT GRANT?

DISTRICT GRANTS fund projects that benefit a community. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the District Grants Sub-committee Chair.

| ELIGIBLE | INELIGIBLE  |
| --- | --- |
| Revolving loans/microcredit  | Establishment of a foundation, permanent trust, or long-term interest-bearing account  |
| Short-term rent or lease of buildings  | Purchase of land or buildings, rent for housing |
| Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures  | Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, mainte­nance, or storage, including provision of new services or upgrade of facilities  |
| Purchase of equipment or appliances  | Provision of plumbing or electrification inside buildings  |
| Short-term and/or contracted labor for project implementation  | Salaries for individuals working for another organization  |
| Administrative expenses for project activities  | Operating or administrative expenses of another organization  |
| Primary and secondary education, tuition, transportation.Scholarships in any area of study | Postsecondary education activities, research, or personal or professional development  |
| Detailed, itemized expenses  |  miscellaneous expenses  |
| Assistance to land mine victims | Land mine removal |
| Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service | Rotary signage |
| Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization | Transportation of vaccines or immunizations by hand over national borders |
| New Rotary-sponsored projects not already in progress or completed | Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed |
| Maternal and prenatal health and education | Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination |
| Budgeted and itemized humanitarian goods | Unspecified or cash donations to beneficiaries or cooperating organizations |
| Humanitarian or service activities benefiting a community in need | Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect |
| Secular, nonreligious activities that benefit a community in need | Projects that support purely religious functions at churches and other places of worship |

What are the funding limits?

Total funding is limited to 50% of the DDF and this will be allocated at the discretion of the District Grants Sub-committee to one applicant, or between several or all applicants.

Rotary Clubs are expected to contribute funds to the project and the grant will be made normally on a dollar for dollar bases. This should not stop Clubs for applying to the District Grants Sub-committee for consideration to relax this requirement for worthwhile projects.

How and when to apply

Clubs apply to the District Foundation Committee through the District Grants Sub-committee Chair the Rotary year before the project is to be implemented..

NOTE: Applications should be submitted single-sided and unbound and should be typed, not handwritten.

What are the reporting requirements?

Reports are required at least every month for the life of the project. A final report is due within two weeks of the completion of the project. Project partners must be up to date on reporting for previous projects, as failure to do so will result in all new applications not being processed.

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| How to submit the application Complete applications should be sent to: RI D9670 Grants Sub-committeePO Box 674Cessnock NSW 2325Email: jj4211@bigpond.com | Glossary of commonly-used terms Beneficiary: the recipient of goods or services Cooperating organization: an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination DDF: District Designated Fund DGSC: district grants subcommittee chair DRFC: district Rotary Foundation committee Host partner: the Rotary club or district in the project country International partner: the Rotary club or district outside the project country Primary contact: member of partner club or district who serves as main point of contact between TRF and project partners Supplier: the entity providing goods or services being purchased with grant funds |

NOTE: These instructions represent an overview of the District Grant process.

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| 141WriteEN06_img_0 | D9670 District Grant Application 2013-14The Rotary Foundation (TRF) |

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| PROJECT DESCRIPTION  |
| **Explanation:** District Grants support the humanitarian service projects of Rotary clubs and districts. In this section, de­scribe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project.  |

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations,
if applicable.

|  |  |
| --- | --- |
| Project site  |        |
| City/Village  |       |
| State/Province  |       |
| Country  |       |

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

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Describe how the benefiting community will maintain this project after grant funding has been fully expended.

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Describe specific activities of the club/district in implementing the project. What will the Rotarians who are members of the club do during the project? Please note that financial support is not considered active involvement. (Refer to the Matching Grant application instructions for suggestions.)

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Club/District

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| Club |       | Club ID number (if known) |       |
| District |       | Country |       |

Primary Contact:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Contact #2:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Contact #3:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

THIS SECTION TO BE COMPLETED IF THE PROJECT IS OVERSEAS OR IN A DIFFERENT ROTARY DISTRICT.

Local supervision is required to insure good governance of Grant Funds

Local Club or District

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| --- | --- | --- | --- |
| Club |       | Club ID number (if known) |       |
| District |       | Country |       |

Primary Contact:

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| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Contact #2:

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| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

Project Contact #3:

|  |  |
| --- | --- |
| Name       | Member ID       |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country       |
| E-mail       |
| Home phone       | Office phone       | Fax       |

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| PROJECT BUGET DISTRICT GRANT  |

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| --- | --- | --- |
| Budget Item | Name of supplier | Amount |
|       |       |       |
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|       |       |       |
|  | Total in dollars |       |

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| PROJECT FINANCING  |
| **Explanation:** Clearly list all financing in AU. dollars noting which funds will be contributed in cash and which will be contributed from District Grant. **NOTE:** No funds should be spent prior to official District approval. Upon approval, a letter will be sent to the club notifying them of approval and providing detailed instructions on how account for the use of the funds and grant.  |

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| **Source of Funding** | **Amount** |
|  |  |
| Rotary Club Funds |  |
|  |  |
| District Simplified Grant (amount applied for) |  |
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| External Sources (list) |  |
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| **TOTAL** |  |

**Note; - The amount applied for from District Grant funds may not be the**

**amount allocated.**

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| PROJECT PLANNING  |
| **Explanation:** Before an application is submitted to D9670 TRF Committee, project partners Club and Recipients should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own anything purchased with grant funds.  |

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)

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Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

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Is software necessary to operate any items? If so, has software been provided?

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Provision of plumbing and electrification to structures where people live or work cannot be purchased with grant funds and must be funded with other sources. Have the sponsor clubs/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

Rotarian involvement, how many Rotarians well be involved and what will be there involvement.

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| AUTHORIZATIONS  |
| **Explanation:** Authorizations ensure that all partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.  |

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

* All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
* The club/district agrees to undertake this project as an activity of the club/district.
* We ensure all cash contributions (as detailed in Project Financing) will be forwarded directly to the project account after D9670 TRF Committee approval of allocation of DSG funds.
* To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family.

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| Club Authorizations  |
| President Name |       |
| Rotary Club  |       |
| District # |  9670     |
| Signature  |       |
| Date  |       |

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| --- |
| Primary Contact |
| Name |       |
| Signature  |       |
| Date  |       |
| Project Contact #2 |
| Name |       |
| Signature  |       |
| Date  |       |
| Project Contact #3 |
| Name |       |
| Signature  |       |
| Date  |       |

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| FINAL REPORT  |
| **Explanation:** Progress and final reports are required in line with the DG report instructions. This includes a copy of the bank statement covering use of the DG funds. Report instructions will be issued with the awarding of DG funds and are available from the Grants Sub-committee Chair on request.Reports are to be made to the D9670 Grants Sub-committee Chair or District Foundation Committee Chair. |

“By signing below, our club accepts reporting responsibility.”

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| --- | --- |
| Print name       | Signature       |
| Rotary club       | District 9670 |

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| DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION  |

“On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding.”

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| --- | --- |
| Print name of DGSC       | Signature       |
| District 9670 | Date       |