



The Rotary Foundation (TRF) D9670 District Simplified Grant Application Instructions

What is a District Simplified Grant?

District Simplified Grant (DSG) supports humanitarian service projects of Districts and Clubs. The amount of the DSG is %20 of the District Designated Funds (DDF) for each Rotary Year.

Who can apply?

Districts apply for the DSG 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.

What are the requirements of a District Simplified Grant?

DSGs 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 DSG?

DSGs fund humanitarian projects that benefit a community in need. 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	Postsecondary education activities, research, or personal or professional development
Domestic travel	International travel
Detailed, itemized expenses	Contingencies, 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

ELIGIBLE	INELIGIBLE
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 %20 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. (Total amount awarded for 2010 Rotary year is US\$5,040)

How and when to apply

Clubs to apply to the District Foundation Committee through the District Grants Sub-committee Chair.

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 12 months for the life of the project. A final report is due within two months 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.

How to submit the application

Complete applications should be sent to:

RI D9670 Grants Sub-committee

1 Sister Luke Place

Singleton NSW 2330

Email: alexander.mcharg@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 DSG process. Please be sure to review the DSG section of the RI Web site at www.rotary.org for updates. It is beneficial to read *The Terms and Conditions of DSG and DSG Reporting Instructions* before submitting an application, these are available from D9670 Grants Sub-committee Chair. Other DSG publications are available by download from the RI Web site, 'www.rotary.org' go to About Us then to Site Tools then Download Library.



D9670 District Simplified Grant Application The Rotary Foundation (TRF)

PROJECT DESCRIPTION

Explanation: District Simplified 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.

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

Describe specific activities of the host and international partners in implementing the project. What will the Rotarians who are members of the partner clubs do during the project? Please note that financial support is not considered active involvement. (See the Matching Grant application instructions for suggestions.)

Club/District

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 _____

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.)

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

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

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.)?

AUTHORIZATIONS

Explanation: Authorizations ensure that both 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.

Club Authorizations	
President Name	
Rotary Club	
District #	9670
Signature	
Date	

Primary Contact	
Name	
Signature	
Date	

Project Contact #2	
Name	
Signature	
Date	

Project Contact #3	
Name	
Signature	
Date	

FINAL REPORT

Explanation: Progress and final reports are required in line with the DSG report instructions. This includes a copy of the bank statement covering use of the DSG funds. Report instructions will be issued with the awarding of DSG 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 TRF Committee Chair for inclusion in the District Report to the TRF on use of DSG funds.

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

Print name	Signature
Rotary club	District 9670

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.”

Print name of DGSC	Signature
District 9670	Date