**DISTRICT GRANT PROCESS 9980 – 2018-2019**

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|  |  | **When** |
| 1 | All clubs attend training and sign MOU  Record kept on data base | Rotary Knowhow - April |
| 2 | Follow up MOU material sent to Clubs | June |
| 3 | Reminder sent to all new Presidents, Foundation Chairs | 15 July |
| 4 | Applications from clubs received, checked by Foundation Chair and District Grant Administrator | 31 July |
| 5 | District Grant Administrator/Joan collate material and send spreadsheet to Foundation Chair | 6 August |
| 6 | Foundation Chair comments distributed to Foundation Committee for their comments  Final decisions discussed and grant allocations decided | By email  6- 28 August |
| 7 | Clubs notified of decisions made re allocation of District Grants  Ensure all clubs have separate accounts for Foundation Funds | 31 August |
| 8 | Grants Applications sent to Rotary International | 15 September |
| 9 | Money in clubs accounts by 31 October |  |
| 10 | Contact clubs re any additional funds | After 31 October |
| 11 | Final Reports to District Grant Administrator/Joan | 31 March |
| 12 | District Grant Administrator/Joan to send reminders | Mid- March |
| 13 | All clubs attend training and sign MOU  Record kept on data base | Knowhow - April |
| 14 | Follow up MOU material sent to Clubs - Joan | June |