District 9620

**Application Form**

**District Grants**

**Qualifications**

1. The club must be in **good financial standing** with RI and District
2. At least one Club member must have completed a **Rotary Foundation Grant Management Seminar**

and the Club must have signed the Club Memorandum of Understanding (MOU).

1. Club must have a Grant Financial Management Plan
2. All **District and Global Grant Reports** must be up to date

**Grant Parameters**

1. District Grants fund **short-term activities and projects** … either local or international … that **support The** **Foundation’s Mission**
2. Grants are approved on the basis of … their eligibility,

the club’s contribution to the project (financial or in kind),

the merit and benefits of the project, *and*

any ongoing community benefits;

1. *Grant Applications* open in November and close 30 April the following year
2. *Clubs can submit up to three applications per year but they must be prioritised*
3. *Normally Grant funding will be allocated to clubs on a reimbursement basis. However, clubs, as part of their application, may submit a request for funding in advance along with justification for that request. The Committee will consider such requests on a club by club basis, based on the following criteria and at the full discretion of the Committee (approval of payment in advance should not be assumed by clubs):* 
   1. The Club’s Grant Management Plan.
   2. The Club’s justification for requesting advanced funding as provided in their application.
   3. The Club’s history with respect to proper Grant management

Clubs will be advised at the time of approval of the Grant as to the funding arrangements agreed by the Grants Sub-Committee. That is:

a. on a reimbursement basis;

b. total approved funds (or part thereof) in advance; or

c. on a progress payment basis agreed by the Committee.

1. *District Grant funds cannot be used for the following:*
2. Continuous or excessive support for any one beneficiary or entity without good reason
3. Establishment of a foundation, permanent trust, or long term interest bearing account
4. Purchase of land or buildings
5. Fundraising activities
6. Expenses related to Rotary events such as conferences, conventions, public relations activities
7. Project signs that cost more than $1,000
8. The operating, administrative or indirect program expenses of another organisation
9. Unrestricted cash donations to a beneficiary
10. Activities for which the cost has already been incurred
11. Transportation of vaccines over national borders
12. Travel to national immunisation days
13. Study at a university that hosts a rotary peace centre in the same or similar academic program as Rotary Peace Fellows
14. Any variations to the approved project must receive Grants Committee approval prior to implementation

**Submission**

1. Your completed Grant Application is to be forwarded to the **Chair of the Grants Sub-Committe**e, PDG Alan Stephens at ***alan@aandsstephens.com.au***
2. Closing date for submissions is 30 April
3. Your application must detail the goals of the grant and a breakdown of the funds requested. Consideration by the Grants Committee will be on the basis of these details.
4. Successful applications will have funds available from early July
5. No funds can be expended on the project prior to grant approval
6. No funds will be reimbursed for a project if the report and receipts indicate that work undertaken was not for the purposes as approved by the Grants Committee

**Completion**

1. Upon completion of the project, **audit requirements** specify that Clubs are to **provide receipts for expenditure of Grant funds. Receipts must include date of expenditure**
2. A full and documented report of the project / activity is to be received by The Rotary Foundation Committee **within 30 days of completion,** with quality photographs where appropriate but in any case prior to the 31 May.

**Application for District Grants for Rotary year**

**Application Information**

**Rotary Club of: Club Contact:**

**Contact Email:**

**Telephone/Mobile**(**home/work):**

**Name of Bank:**

**Account Name:**

**BSB No.:**  **Account No.:**

**Amount of Funds being applied** **for** (including GST)**:**

Note: Grant funding will be on a reimbursement basis. If you require funding in advance please check the box below and attach justification (approval of advance funding will be at the discretion of the committee and should not be assumed)

**Total funding in advance** (attach justification)

**Progress payments** (attach payment schedule and justification**)**

**Describe the Project**

**Outline the Benefits of the Project**

**How will it meet the needs of the Community?**

**Detail the Club’s proposed financial contribution, resources and / or labour**

**How will the involvement of your Club, Rotary and The Rotary Foundation be publicised?**

**Why should the Grants Committee approve this Grant Application?**

**Attachments (as required)**