***Application Instructions***

**2019-2020 ROTARY DISTRICT GRANT**

**Rotary District 5680**



**GENERAL INSTRUCTIONS**

* Before beginning the application process, carefully review the comprehensive District Grant information provided in the document titled **The Rotary Foundation DISTRICT GRANTS Rotary District 5680**.
* The attached **Application Form** and the **Memorandum of Understanding (MOU)** must be submitted **no later than WEDNESDAY, JULY 31, 2019.**

*Note: This is both a postmark and email deadline.*

* **Complete ALL sections of the attached Application.** Feel free to expand sections or attach additional pages as needed. Questions are welcomed/encouraged and may be directed to Larry Tobias, District Grant Subcommittee Chair, lwtobias@gmail.com (preferred) or

785-640-0702.

*Note: Incomplete applications will not be considered.*

* The completed **Application Form** and the accompanying **MOU** **must be submitted both electronically and in hard copy format** (see last page of the Application Form for details). *Note: The required hard copies must include the original signature of the applicant club president.*



**GENERAL CRITERIA FOR DISTRICT GRANTS**

***ELIGIBILITY GUIDELINES***

All Rotary Foundation grant activities must:

* Relate to the mission of The Rotary Foundation;
* Include the active participation of Rotarians;
* Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant;
* Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities;
* Only fund activities that have been reviewed and approved by TRF before their implementation. Grants may not be used to reimburse clubs or Districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred. After grant approval, any changes to the original project plan must be pre-approved by the District Grant Committee.
* Demonstrate sensitivity to the host area’s tradition and culture;
* Comply with the Conflict of Interest Policy for Program Participants, as outlined in section 10.030 of *The Rotary Foundation Code of Policies*;
* Comply with the Rotary International policies for use of the name “Rotary” or other Rotary Marks, as outlined in Sections 33.040.6 and 33.040.12 of *The Rotary Code of Policies*; and
* Include signage on or in conjunction with projects that identifies the role of the grant sponsors and The Rotary Foundation as outlined in Section 1.060.3 of *The Rotary Foundation Code of Policies* and in accordance with Rotary *Voice and Visual identity Guidelines*.

***RESTRICTIONS***

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

* Continuous or excessive support of any one beneficiary, entity or community;
* Establishment of a foundation, permanent trust or long-term interest-bearing account;
* Purchase of land or buildings;
* Fundraising activities;
* Expenses related to Rotary events, such as District conferences, conventions, institutes, anniversary celebrations or entertainment activities;
* Public relations initiatives, unless they are essential to project implementation;
* Project signage in excess of $500;
* Operating, administrative or indirect program expenses of another organization;
* Unrestricted cash donations to a beneficiary or cooperating organization; or
* Activities for which the expense has already been incurred.

Note: The information provided above is a summary of the key conditions applicable to the District Grant program, but is not exhaustive. For complete details, review the **Rotary Foundation DISTRICT GRANTS Rotary District 5680** document and visit **Terms and Conditions for Rotary Foundation District Grants and Global Grants** at https://my.rotary.org/en/take-action/apply-grants/district-grants.

***PROJECT REQUIREMENTS***

* Must relate to the mission of The Rotary Foundation (*to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty*);
* Must exclude any liability to The Rotary Foundation or Rotary International, except for the funding amount of the awarded grant;
* Must adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities; and
* Must include signage on or in conjunction with the project that identifies the grant sponsoring local Rotary club and The Rotary Foundation, in accordance with the TRF *Voice and Visual Identity Guidelines* (found at [www.rotary.org](http://www.rotary.org)).

***FUNDING EXCLUSIONS***

* Projects already in progress or completed;
* Projects from clubs that do not meet TRF contribution guidelines (see the District 5680 Guidelines below);
* Projects from clubs that have not yet completed a previous TRF District Grant-funded project and submitted the required Final Report on that project (see further details in the District 5670 Guidelines below);
* Continuous or excessive support of any one project, beneficiary, entity or community;
* The purchase of land or buildings or new construction of any structure in which individuals live, work, study, etc.;
* Rotary fundraising activities, events, public relations initiatives or operating/administration expenses; and
* Activities primarily implemented by a non-Rotary organization.

**DISTRICT 5680 GUIDELINES**

* All grant applications will be reviewed by the five-member District Grant Committee.
* The amount that the District Grant will match on a dollar-for-dollar basis for approved grant applications is **capped at $5,000**. Though it is anticipated that most clubs will seek District Grants of smaller amounts (there is no minimum amount requirement), this first time higher cap allows for consideration of larger qualifying projects on a limited basis.
* Applicant clubs must document their participation in the cost of the proposed project at the required dollar-for-dollar match level (see the Project Funding section of the attached Application Form).
* This is a competitive process and, in the event more requests are received than the total funding allocated from TRF will cover, not all otherwise compliant requests may be awarded a grant, at the discretion of the District Grant Committee. Additionally, the District Grant Committee will not arbitrarily reduce the grant amount awarded to a given project just to be able to make more grants, as a reduced grant may prevent the project from going forward or achieving its intended goal. **This potential scenario underscores the need for all applications to be thorough and make a compelling case for the proposed District Grant project and level of funding requested**.
* Additionally, priority consideration will be given to those clubs who have demonstrated a strong commitment to contributing to The Rotary Foundation (TRF) in the previous Rotary Year (July 1 - June 30). **Those clubs who have donated nothing to The Rotary Foundation in the 2018-2019 Rotary Year will not be eligible to apply for a District Grant in this cycle.**

*Note: TRF records are used to confirm the contribution history of individual clubs.*

* Individual clubs may submit more than one application for a District Grant. However, again, since this is a competitive program with limited grant dollars to award, there should be a clear indication which application is the priority project.
* It may also be possible for two or more individual clubs to partner on a grant application, if the proposed project would, in fact, be a shared responsibility and mutually beneficial to all parties and represented communities. Before submitting a partnering application, however, please submit an inquiry detailing the concept and rationale to the District Grant Subcommittee Chair for consideration by the District Grant Committee, allowing sufficient time for that feedback process before the application deadline (**July 31, 2019**).
* **ONE TIME ONLY EXCEPTION for the 2019-2020 District Grant cycle only**: Because of the **July 31 application deadline**, which is a change from the previous timelines of both District 5670 and District 5690, the standard requirement that all previously funded District Grant projects must be completed before a club can submit a subsequent District Grant application **will be waived THIS YEAR ONLY**. However, before applying for a 2019-2020 District Grant, any club that was awarded a 2018-2019 District Grant must first either: 1) submit an **INTERIM REPORT** on any still uncompleted 2018-2019 grant project; or 2) submit a **FINAL REPORT**, if the 2018-2019 grant project is completed.

**TIP**: Before submitting your application, it is recommended that you have someone uninvolved review it to ensure it is clear and thorough.