

**ROTARY DISTRICT 6310
2018-2019 DISTRICT GRANT APPLICATION**

Name of Club: _____

Type of Grant Requested:

- Community Grant - NEW (\$500 USD minimum match - \$4,000 USD maximum match)
Is this a new Club project? ___ Yes ___ No (*If "No" continue to next type*)
- Community Grant - EXISTING (\$500 USD minimum match - \$2,000 USD maximum match)
If not new, has this Club project received Grant funds before? ___ Yes ___ No
(If "Yes" continue to next type)
- Community Grant - REPEAT (\$500 USD minimum match - \$1,000 USD maximum match)
- International Grant (\$2,500 USD minimum match - \$4,000 USD maximum match)

Project Name: _____
(Brief Descriptive Title)

Dollar Value of Requested Grant: \$ _____ USD

Primary Project Contact: The Project Implementation Committee Chair's contact information
(*Must be a Rotarian in District 6310*)

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

Project Committee Contact Information: (A Project Implementation Committee of at least three (3) Rotarians must be established for the project. It is the Project Committee's responsibility to coordinate the project, monitor the funds, and provide reporting and financial accounting to the District Grants Committee. The chair of this Project Committee (listed above) will be responsible for successful project completion and compliance with District Grant reporting requirements.) The other committee members are:

Name: _____

Name: _____

Address: _____

Address: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Email: _____

Email: _____

Project Proposal: Attach a typed project proposal which describes the proposed project under all of the following seven (7) numbered headings.

1. *Proposed Project* – detail the project, its objectives, and its location.
2. *Alignment with Rotary’s Mission* – describe how the project will impact the community and/or improve the lives of the less fortunate. Address the need, number of people impacted, and the significance of the impact.
3. *Club Participation* – describe the non-financial and active involvement by Rotarians in the project. Describe also how the general public will know that this is a Rotarian-sponsored project. For international projects, state whether there is a partner Rotary Club or District for this project in another country. If there is, provide the name of the Rotary Club or District in the host country and describe the financial and non-financial involvement of that Club or District.
4. *Ownership* – identify who will be the final owner of any project equipment, materials or supplies (cannot be a Rotary Club or Rotarian). Describe how the project will be maintained after the grant funding has been expended.
5. *Budget* – include a complete, detailed, and itemized budget of revenues and expenses for the entire project. Identify the amount of requested District Grant funds, the amount your Club is providing, and the funding source(s) for the balance of the costs.
6. *Start Date* – estimated start date of the project (not before October 15).
7. *Completion Date* – estimated completion date of the project (no more than 9 months from the start date).

Other Participating Organization: (Complete this section only if the project involves another non-Rotarian organization)

Name of Organization: _____

* Attach a letter from that organization that states their willingness to cooperate with your Rotary Club on the project, its responsibilities in the project, and how Rotarians will interact with the organization.

* By signing this application, the Club President endorses the organization as reputable and responsible.

Authorization: The following signatures of the sponsoring Rotary Club President and Secretary for the period for which the project will be undertaken, confirms that:

- a. All information contained in this application is true and accurate, to the best of our knowledge; this application meets the criteria of the Terms and Conditions for the District 6310 District Grant;
- b. The Club has agreed to undertake this project as an activity of the Club and organization (if any) involved;
- c. We understand and will comply with the required Rotarian activities and reporting requirements as stated;
- d. We agree that a progress report will be provided the earlier of May 1, 2019 or within two months after project completion,

For the Rotary Club of: _____ Date: _____

Club President: _____ Signature: _____
Print name

Club Secretary: _____ Signature: _____
Print name

ROTARY DISTRICT 6310

DISTRICT GRANT TERMS AND CONDITIONS

Application Submission

Please return a signed copy of the first two (2) pages along with the required information and attachments to Paul T. Moore, 7812 Acorn Court, Birch Run, MI 48415 or by email at pmoore@villageofbirchrun.com. If you have any questions regarding the application process, he can be reached at 989-624-5711 (work), 989-624-0279 (home), or by email at the address listed above. Additional copies of the application form can be found at www.rotary6310.org.

Program Requirements

1. Use of all District Grant funds must comply with these terms and conditions.
2. The Rotary Club applying for District Grant funds must be qualified and follow all terms and conditions of the Memo of Understanding. Club is qualified when:
 - a. Club has signed and submitted 2018-2019 MOU to Eileen Jennings;
 - b. At least one club member has attended District Grant training for 2018-2019;
 - c. Club has all policies and procedures in effect to comply with Club Financial Management Plan;
 - d. All reports on prior District Grants are up-to-date.
3. Grants must respect the wishes of the receiving community and strive to understand and appreciate its traditions and culture.
4. District Grants require the direct involvement of Rotarians to:
 - a. Assess community needs and develop a project plan
 - b. Establish a committee of at least three Rotarians to oversee the project
 - c. Oversee grant funds
 - d. Implement project(s)
 - e. Provide evidence of community involvement and ownership
 - f. Organize meetings with local service providers, local officials and/or recipients
 - g. Promote the project in the local media
5. International Grants may fund projects and activities in Rotary and non-Rotary countries and geographic areas where permitted by applicable governing laws.
6. All grant activities must not involve liability on the part of the Rotary International, its Foundation, the District, or the Club except to provide the amount of the grant.

Policies

1. Projects must be initiated by the Rotary Club making the application.
2. The Club will match all grant requests dollar for dollar.
3. Projects must be of a short-term nature with the expectation that they will be completed within nine (9) months of the start date. If a project is not completed by the end of the grant cycle following the one in which it is funded, the sponsoring club may be ineligible for a new District Grant until the earlier grant is complete.
4. Projects must not involve the establishment of a permanent foundation, trust, or permanent interest-bearing account.
5. Projects must not directly benefit a Rotarian; an employee of a Club, District, or other Rotary entity or Rotary International; or spouse, lineal descendent, spouse of a lineal descendent, or an ancestor of any living Rotarian or Rotary employee.
6. All funding provided to cooperating organizations must be used for specific project expenses. The sponsoring club must maintain an itemized report of such expenses.
7. Grant funds cannot be used as follows:
 - a. For salaries or other administrative or overhead costs

- b. For the purchase of land and buildings
- c. To fund projects/activities already in progress or completed or to fund the operating expenses of another organization
- d. To reimburse applicants for projects already initiated or completed or expenses already incurred
- e. For new construction or additions to any structure in which individuals live, work, or engage in any gainful activity such as buildings (schools, homes/low cost shelters, and hospitals), containers, and mobile homes or structures where individuals carry out manufacturing or processing activities.
(NOTE: Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, and water supplies and other similar structures is acceptable.)
- f. For excessive support of any one beneficiary, cooperating organization, or project
- g. For scholarships or post-secondary education activities or research.
- h. For international travel expenses of any kind except for VTTs.

Guidelines

1. The District Grants Committee will accept grant applications through June 30, 2018.
2. Incomplete applications will be returned to the Club and may or may not be considered depending on availability of funds.
3. The District Grants Committee will award grants based on project merit, amount of request, amount of Club's contribution toward the project, recent grant activities by the Club, and the past contributions submitted by the Club and its members to the Annual Fund of the Rotary Foundation. Clubs that did not meet past grant reporting deadlines might not be considered.
4. The District Grants Committee will entertain any and all matching grant requests up to maximum USD allowed for each grant type, but may choose to approve a grant amount less than the requested amount. However, it will not be less than a matching grant amount of \$500 USD for a Community Grant or a matching grant amount of \$2,500 USD for an International Grant.
5. Once the District has received the DDF funds from Rotary International, the District will distribute 50% of the approved grant amount to the Club upon request when the project work begins (100% may be paid if the total amount of the grant is \$1,000 or less). The final 50% of the approved grant will be paid to the Club after receipt of the progress report due on May 1, 2019 or after receipt of the final report, whichever occurs first. *If this guideline presents a hardship for an applicant, please note in the application and the District Grants Committee will consider other arrangements.*

Reporting Requirements

1. The District Grant Project Report form is available at www.rotary6310.org.
2. The sponsoring Rotary Club must submit a progress report by May 1, 2019 in order to obtain the final 50% of the grant payment. However, the final 50% grant payment will also be made in the case where a Club completes their project and submits their final report prior to May 1, 2019.
3. The sponsoring Rotary Club must submit a final report within two months of a project's completion. A separate progress report will not be required if a final report is submitted prior to the May 1, 2019 progress report deadline. *Rotary International requires that all grant projects and activities funded by district grants must be completed within 24 months of disbursement by the Foundation or the district to the club.*
4. In addition to the completed District Grant Project Report form, these items must be included with the FINAL report:

- a. Detail of all revenues and expenses. For audit purposes, please retain all original receipts and submit copies with the final report. If the receipts are not in English, please translate and show currency exchange rate at time of conversion of money and date this occurred. If the Club and District Grant funds are only a portion of the total expense budget for a given project, the Club need only submit copies of the receipts related to the portion of the project paid for by the total Club and District Grant funding.
- b. Bank Statements showing activity of the Club's account used for District Grant funds, or for the separate District Grant Account (if required). For audit purposes, please retain all original bank statements and submit copies with the final report.
- c. Documentation of Rotarian participation in the implementation of the Grant (e.g. articles in local newspaper or Chamber of Commerce newsletter).
- d. Four (4) photographs of Rotarian participation in the implementation of the Grant appropriate for publicizing the completed project.

Stewardship of District Grant Funds

The Club's Project Implementation Committee agrees to:

1. Assure competent and thorough oversight of the project with clear delineation of responsibility.
2. If required, maintain a separate bank account solely for receiving and distributing District Grant funds (See Memo of Understanding).
3. Use grant funds only for the purposes as outlined in the grant application. Funds expended on unapproved or ineligible items and/or for unapproved or ineligible purposes must be refunded to the District.
4. Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practices. This requires maintaining regular accounts of all transactions, retaining original receipts and invoices for a minimum of five (5) years, and if applicable, establishing an inventory system for the control of equipment purchased with grant funds.
5. Exercise the highest attention to the prevention of even the appearance that the grant funds are being used in an improper manner. Such attention is expected to go beyond that afforded to the use of private or corporate funds.
6. Report immediately any irregularity in grant related activity to the District's Grants Committee Chair.
7. Return any unused funds and/or interest earned at the completion of the project to the District.

Use of Rotary Name and Emblem

Guidelines on the use of the "Rotary" name and emblem are RI policy. When naming your District Grant funded project and in any literature developed for the project, you must abide by the following rules:

Rotary Name:

1. Any use of the "Rotary" name without a further qualifier, such as the name of a Rotary Club or a Rotary District, refers to the international association, RI.
2. Project names or programs not under the exclusive control of RI, when using the name "Rotary", must include the name of the participating Rotary Club(s) or Rotary District(s) and should not use the name "International".
3. If using the words "Rotary" and "Foundation", these words must not appear together, but must be separated by additional identifying information, such as the name of the participating Rotary Club(s) or Rotary District(s).

Rotary Emblem & Logo:

1. The Rotary Emblem & Logo, like the Rotary name, represents the international association, RI.

2. Whenever the Rotary Emblem & Logo is used for a project, program, or activity not under the exclusive control of RI, the name of the participating Rotary Club(s) or Rotary District(s) should also be used in addition to the emblem; should appear directly adjacent to the emblem; and be of a size of equal prominence to the emblem.
3. Any reproduction of the Rotary Emblem & Logo must meet RI's proper emblem specifications.
4. Camera-ready art can be obtained through the RI website.
5. No alterations, modifications, or obstructions of the Rotary Emblem & Logo are permitted. The emblem must be faithfully reproduced and always appear in its entirety.
6. The RI Bylaws discourage joint use of the Rotary Emblem & Logo with the emblem or logo of another organization. The use of such name, emblem, badge, or other insignia in combination with any other name or emblem is not encouraged by RI.