

DISTRICT 6310 – DISTRICT GRANT TRAINING 2017-2018 District Grant Information Summary

- There will be two categories of District Grants as follows:
 - a. Community Grants (\$500 USD minimum and \$4,000 USD maximum)
 - I. NEW Club Projects (up to \$4,000 max)
 - II. EXISTING Club Projects not funded by Grant funds (up to \$2,000 max)
 - III. REPEAT Club Projects previously funded by Grant funds (up to \$1,000 max)
 - b. International Grants (\$2,500 USD minimum and \$4,000 USD maximum)
- District Grants require a dollar for dollar match by the requesting Club
- District Grant projects must be of a short-term nature with the expectation that they will be completed within nine (9) months of the start date.
- District Grant projects must align with Rotary's mission, with preference given to humanitarian projects
- District Grants are available for Rotaract and Interact Club Projects
 - Applications must be submitted by the sponsoring Rotary Club on behalf of the Rotaract or Interact Club
 - Sponsoring Club is responsible for reporting, funds management, etc.
- Proposed Timeline for 2017-2018 District Grants
 - April 22, 2017 – Application Forms will be available
 - June 30, 2017 – Completed Application Forms are due to District Grant Chair
 - July 2017 – District Grant Review Committee finalizes District Grant request
 - August 2017 – Foundation Committee authorizes District Grant request for submission
 - September 1, 2017 – District submits District Grant request to RI
 - October 1, 2017 – District receives District Grant funds from RI
 - October 15, 2017 – District distributes grant funds to Clubs
 - May 1, 2018 – Progress Reports due from Clubs to District Grant Chair
- Proposed District Grant Review Committee
 - District Governor (2017-2018)
 - Foundation Chair
 - District Grants Chair
 - Global Grants Chair

** VTT Chair and Water/Sanitation Chair would be ad-hoc members as required
- District Grant funds will be distributed as follows:
 - 50% upon request of Club after grant funds received by the District from RI (100% may be requested if grant amount is \$1,000 or less)
 - Final 50% to Club after submission of Progress Report on May 1, 2018 or submission of Final Report, whichever comes first
 - Hardship arrangements will be considered by the District Grant Review Committee

- District Grant funds cannot be used for the following:
 - For salaries or other administrative or overhead costs
 - For the purchase of land and buildings
 - To fund projects/activities already in progress or completed or to fund the operating expenses of another organization
 - **To reimburse applicants for projects already initiated or completed**
 - 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.)
 - For excessive support of any one beneficiary, cooperating organization, or project
 - For scholarships or post-secondary education activities or research
 - For international travel expenses of any kind except for VTTs

- Items to be included with the FINAL REPORT:
 - 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.
 - Bank Statements showing activity of the District Grant Account. For audit purposes, please retain all original bank statements and submit copies with the final report.
 - Documentation of Rotarian participation in the implementation of the Grant (e.g. articles in local newspaper or Chamber of Commerce newsletter)
 - Four (4) photographs of Rotarian participation in the implementation of the Grant appropriate for publicizing the completed project

- Completed District Grants applications, along with the required information and attachments, should be sent to Paul T. Moore, 7812 Acorn Court, Birch Run, MI 48415 or by email at pmoore@villageofbirchrun.com. **An electronic word document version of the “Project Proposal” portion of your grant application is required.** 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 and project report can be found at www.rotary6310.org.