District Grant Guidelines (2021-22)

Before Getting Started

- Project must fall under one of the 7 Areas of Focus:
  - Peacebuilding & Conflict Prevention;
  - Water, Sanitation & Hygiene;
  - Basic Education & Literacy;
  - Disease Prevention & Treatment;
  - Maternal & Child Health; or
  - Community Economic Development.
  - Environment

- Grant funds cannot be used for:

  - Reimbursement of existing projects;
  - Salaries, stipends or honorariums;
  - Construction or major renovations; or
  - Operating expenses of an organization.

- Clubs must complete this checklist before applying:
  - Clubs dues – RI and District - must be paid in full;
  - Clubs must be "Grant Certified" (by attending the District Grant Certification via Zoom on 9/14/21 or 9/20/21;
  - Goals must be entered in Rotary Club Central on rcc.Rotary.org;
  - If a previous grant is not completed, prior approval from the District Grants Committee is required before submitting a new application, and,
  - Clubs must enter the names of the President, Secretary, Treasurer Membership Chair, and Club Rotary Foundation Chair in the Club Executives Section of your Club on the District 7230 website.

- Grant total budget must be a minimum of $1,000. There is no maximum budget. However, the District Matching Grant will be a maximum of $2,500.

- Clubs can submit more than one application.Joint grants with other District 7230 clubs are allowed. Contact Dave Schribman for details.

- Clubs must match on a 1 to 1 basis (e.g. club must contribute $500 towards a $1,000 total grant budget).

How to Submit a Grant Application

Do Not Submit Application Unless Club Is "Grant Certified"

- During 2021-2022 the total amount in District grants available to Clubs will be announced later.

- All grant applications must be submitted at www.matchinggrants.org & the deadline is October 4, 2021.

- **Complete the online application & immediately upload the Memorandum of Understanding (MoU).**

- Clubs will be notified about the status of their grant application by October 15, 2021.

- Project deadline is May 30, 2022 (this includes receipts & **Final Report**).

- In evaluating grant applications, the District Grants Subcommittee will consider the number of people benefitting from the project, the number of club members involved with the project & whether the project can be completed by May 30, 2022.

Questions?

Contact Dave Schribman (District Grants Subcommittee Chair) @ 914-588-9087 or schribins@optonline.net.

How to Proceed with Your Approved Grant

- **Clubs must obtain written approval by the District Grants Subcommittee for any proposed changes to the approved project description or budget.**

- **Clubs must document all project expenditures consistent with the project budget.**

- Clubs must retain all project documentation for a minimum of five years.

- If the District Grants Subcommittee determines that the project will not be completed within the approved budget & timetable, the grant may be revised or rescinded.

- Clubs must follow the rules & regulations set forth in the **Memorandum of Understanding (MoU).**

How to Get Reimbursed

The District Grants Subcommittee of the District Rotary Foundation Committee will process requests for grant funds as a reimbursement for approved project expenses incurred after the date the grant is approved and only after the project has been completed and the Final Report has been approved.

- Final Report and Project receipts must be uploaded into Documents Section of your grant application on the matchinggrants.org website by May 30, 2022.

- Project Progress must be uploaded by February 15, 2022.

- The District intends to disburse all grant funds by June 30, 2022.

Questions?

Contact Dave Schribman (District Grants Subcommittee Chair) @ 914-588-9087 or schribins@optonline.net.