



District Grant Guidelines: 2019-20

Rotary District 7230

(as of July 1, 2019)

- District 7230 will award \$30,000 in District Grants to Clubs in the District during 2019-20
- Grants will be awarded to projects that are consistent with the 2019-20 Rotary Citation for Rotary Clubs (see page 3)
- Clubs must be qualified by the District before applying for a grant. (contact District Grants Subcommittee Chair Dave Schribman (schribins@optonline.net))
- Clubs can apply for a minimum grant of \$500 to a maximum of \$2,500
- Clubs can submit joint applications with other clubs with a maximum grant equal to the number of clubs involved times \$2,500, up to a maximum grant of \$7,500.
- Clubs can submit more than one application
- Clubs must match the requested District grant on a 1 to 1 basis
- Grant funds cannot be used for:
 - Reimbursement of existing projects;
 - Construction or major renovations with some exceptions;
 - Salaries, stipends, or honorariums;
 - Operating expenses of another organization; and
- All Grant applications must be submitted at www.matchinggrants.org
- The deadline for submitting District Grant applications is August 15, 2019
- Grant decisions will be made by the District Grants Sub-Committee of the District Rotary Foundation Committee:
 - District Governor Mahbub Ahmad,
 - District Rotary Foundation Chair PDG Lora Hugelmeyer,
 - District Grants Subcommittee Chair David Schribman,
- In evaluating grant applications, the District Grants Subcommittee will consider:
 - The number of people benefitting from the project
 - The number of club members involved in the project
 - Whether the project can be completed by May 30, 2020



- Whether the Club is “grant qualified” for 2019-20;
- Whether the Club has entered its goals in Club Central on Rotary.org
- Whether the Club has appointed a Club Rotary Foundation Chair and entered their name on their Club Executives Section of the District 7230 website;
- Whether the Club is current on reporting requirements from previous District and Global grants
- Clubs will be notified about the status of their grant application by September 15, 2019
- If a Club’s grant is approved:
 - The Club President and Foundation Chair are required to sign the District 7230 Memorandum of Understanding for District Grants (see page 4)
 - The project must be completed by the date set forth in the MOU, no later than May 30, 2020
 - Clubs must obtain the approval of the District Grants Subcommittee for any proposed changes to the approved project budget.
 - Clubs must document all project expenditures consistent with the project budget
 - Clubs must retain all project documentation for a minimum of five years
- Club Reporting requirements
 - Unless a project is completed and a Final Report is submitted by January 15, 2020, Clubs must submit a Progress Report to the District Grants Subcommittee by January 15, 2020. If the Subcommittee determines that the project will not be completed within the approved budget and timetable, the grant may be revised or rescinded
 - Final Reports must be submitted on the forms on the District website.
 - Final Reports must include copies of receipts for all project expenditures listed on the approved project budget.
 - The District will process Club 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 Reports must be submitted by May 30, 2020
 - The District intends to disburse all grant funds by June 30, 2020



2019-20 ROTARY CITATION FOR ROTARY CLUBS

UNITE PEOPLE

- Appoint an active Club membership committee comprised of no less than five members and report the chair to Rotary International
- Achieve a net gain in membership
- Maintain or improve your club's retention of current and new members:
- Improve your club's retention rate by 1 percentage point or If your club's retention rate was 90 percent or more in 2018-2019, maintain it
- Achieve a net gain in female members or members under the age of 40
- Conduct a study of your members' occupations, and work to align your membership with the mix of businesses and professions in your community
- Sponsor or co-sponsor a new Rotary/Interact/ Rotaract club or a Rotary Community Corps
- Host an event for Rotary alumni, and highlight Rotary's networking opportunities
- Sponsor a Youth Exchange student or RYLA participant

TAKE ACTION

- Appoint an active Club Foundation committee comprised of no less than five members and report the chair to Rotary International
- Increase the number of members involved in service projects
- Contribute at least \$100 per capita to the Annual Fund of The Rotary Foundation
- Hold an event to raise funds for, or to increase awareness of Rotary's work toward polio eradication
- Conduct a significant local or international service project in one of Rotary's 6 areas of focus
- Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary.org
- Continue or establish a partnership with a corporate, governmental or nongovernmental entity and work on a project together
- Use Rotary's brand guidelines, templates, People of Action materials, and related resources
- Arrange for the club's members to talk with the media to tell your club's and Rotary's story



MEMORANDUM OF UNDERSTANDING FOR DISTRICT 7230 GRANTS

ROTARY CLUB OF: _____

This memorandum of understanding (MOU) is an agreement between the above-named club and District 7230 whereby the club acknowledges and agrees to ensure that the club will implement proper management of District Grant Funds.

All Rotary clubs and districts involved are responsible to the District 7230 Grants Committee and ultimately to The Rotary Foundation of Rotary International for the conduct of the project and for reporting on it.

The signatures at the end of this document confirm that the club understands and accepts responsibility for all of its projects.

By signing below, we agree on behalf of the above-named club to the following:

- The club will maintain a standard set of accounts which will include complete and accurate records of all receipts and disbursements of grant funds.
- Grants funds will be disbursed as represented in the application.
- There will be at least two signatories from the club on every disbursement.
- Grant funds will not be used for any purpose other than the stated purpose set forth in the application.
- The club will establish and maintain appropriate recordkeeping systems to preserve documentation regarding the grant, including a method of retention, for a minimum of 5 years.
- All financial records pertaining to the grant, including bank statements, will be made available to the District upon request.
- All information contained in the grant application is true and accurate.
- The club agrees to undertake each project as an activity of the club.



- The club will comply with the required Rotarian activities and reporting requirements established from time to time by Rotary International and District 7230.
- The club agrees that if the project takes more than six months to complete, interim reports will be submitted every six months, and final reports will be provided no later than two months after the completion of the project.

On behalf of the above-named club, the undersigned agrees to comply with all the conditions and requirements of this MOU for Rotary year 2019-2020 and will promptly notify District 7230 of any changes or revisions to club policies and procedures that differ from those set forth in this MOU.

2019 - 2020 CLUB OFFICERS:

Signatures:

President _____ Signature _____ Date _____

Project Chair _____ Signature _____ Date _____

Club Rotary
Foundation Chair _____ Signature _____ Date _____