

## **New Member Grant Terms and Conditions:**

1. The Application is submitted by the New Member on the Application Form signed by the Club President, a mentor assigned by the Club, and the New Member. The signature of the Club President signifies that the Club has reviewed the project proposal and approved it. The mentor, by signing the Application Form accepts the task of providing guidance to the new member.
2. All Rotary and Rotaract Clubs in the District are eligible to apply for this Grant. Satellite Clubs may also apply, but their application will be considered that of the Sponsor Club.
3. All applications must be submitted by email to your Club's Area Governor AND the District Executive Secretary, Bina Ahmad d7230.secretary@gmail.com
4. The project description should contain details of:
  - Where the project will take place,
  - When it will take place,
  - How many expected beneficiaries are expected,
  - Who these beneficiaries are, and
  - What is the expected outcome of the project.
5. Applications will be considered on a rolling basis in 2 rounds. The first round ends On 30 December 2024. The second round of applications will be considered only if there are funds remaining in the budget after all first-round applications have been reviewed and decisions made.
6. In the first round, only one New Member Grant per Club will be considered. If funds remain and second-round Applications are considered, a Club that has already applied and received an award may apply for another new member. The same member cannot apply a second time. However, the approved first-round grant must have been completed and the report submitted before the second-round application will be considered.
7. A new member is defined as a member who has been inducted into the Rotary or Rotaract Club on or after 1 July 2024. The New member must have been entered into the District ClubRunner system and assigned an RI ID number by the system.
8. There is no maximum amount for the grant. However, the District will only provide \$250 towards the project. The Club will need to provide any amount over \$250.

- The project must be a stand-alone project and not be part of a larger project of the member's Club, another Club or another organization.
- The project should not be simply a check given to another organization or person. It should be a project where the New Member will actively plan and implement the Project.
- At the end of the project, the member should prepare the project report form detailing what was achieved, have it signed by the required Club Officers and email the completed report to the Area Governor AND District Executive Secretary.
- **IMPORTANT:** If the Club fails to ensure that the final report with required documents is submitted by the deadline, the Club will not be eligible for future New Member grants or District Grants, until this report is submitted.

#### **New Member Grants Review and Approval Process:**

Following receipt of the Application by the District Executive Secretary and Area Governor:

The District Executive Secretary (DES) will review the application for completeness and accuracy,

The DES will forward the application to DG for approval and or clarification.

Following DG approval, the DES will notify the District Treasurer, via expense request who will issue a check payable to the Club and mail it to the club.

The DES will inform the AG of approval, for follow-up with the club/new member for project implementation, project report, and pictures.

AG will loop in Public Image about the project.

Public Image will contact the Club and/or Member to highlight the project on the District Website and on social media.