

## Instructions and Qualifications for District 5610 Grants – FY 2023-24

### Qualifications

To qualify for a grant, your club needs to comply with the rules set forth by The Rotary Foundation (TRF) and District 5610.

1. You must have a signed Memorandum of Understanding (MOU). The form is available as a download from the District 5610 website. Download it and have your club President and President-elect sign it, then scan it as a pdf. The MOU says you will follow the rules of TRF. This signed form must be emailed to the District 5610 Grants Subcommittee Chair Brad Blaha.
  - a. Please note: the MOU points out that your club will need a separate bank account for administering grants. You should run all the income and expenses for your project through this special account to ensure accurate accounting.
2. You will need to show proof that your club has filed an IRS form 990. This is a “tax return” for a non-profit entity.
3. Someone from your club will need to attend the district-sponsored grant training session for the current year. This person should be either the President or the person writing and responsible for the grant. It is important to attend this training since the process for applying changes from year to year.
4. Your club must be current in reporting on past grants. If a past grant has been completed (you have 2 years to complete them), you need to have a final report filed.
5. Your club must be current in paying district and RI dues.
6. Your club will be required to enter goals into MyRotary for the coming year.

Once all 6 of these qualifications are completed, the club will then be qualified to receive a grant. A club may complete an application before all of these criteria are met, but a grant cannot be made to a club that hasn't completed these qualifications.

### Instructions

During the training noted above, clubs will be made aware of the best way to formulate the idea of a grant. Take a look at the needs of your community and decide which project best reflects the purpose of your club and the mission of the Rotary Foundation. The grant must fit into one of the RI 7 Areas of Focus.

Sketch out your project to determine if partners are needed to assist your club, formulate a budget of what the project will cost and where the money will come from, and figure a timeline for completion. Grants must not be started before TRF approves the project, usually one month after the deadline for submitting grants. The project must be completed within 2 years.

After you have the details of your grant project, go to the District 5610 website and click on the “District 5610 Grants” tab, and then the “2023 District Grant Application.” You will be directed to a Google Form to fill out. Below are the questions you will need to answer on this form. **You MAY want to answer these in Word document and “copy and paste” into the form.** Here are the questions:

1. Lead Rotary Club (type in the name of YOUR club)
2. Other Rotary Clubs participating in the project (list the club name or put “N/A”)
3. Project Title (a short descriptive title of what you want to do, like “Bike Helmets” or “Pollinator Garden”)
4. Brief Project Summary (later in the application, you can give a longer explanation of the project. Here you should put a summary such as “Working with city officials and the school district, our club will help build a playground adjacent to the elementary school for children to enjoy with their families. This project is in keeping with our club’s dedication to serving education and youth projects in the community.)
5. Amount requesting (this is the amount you are requesting from the district).
6. Minimum amount acceptable (when considering all the grants, the committee may not have enough money to fund all projects at the level requested. If it is possible for you to complete the project for a smaller amount of district funds, put that amount here. If you must have the requested amount, please repeat that number from question 5)
7. Area of Focus. (there are check boxes for the seven areas of focus that RI emphasizes – Peace & Conflict Resolution, Basic Education & Literacy, Disease Prevention & Treatment, Economic & Community Development, Water & Sanitation, Maternal & Child Health, and Supporting the Environment. Put a check mark for all the boxes that apply, but only one box is acceptable)
8. Project Description. (this is a long answer description – what are you doing, where, who’s involved, how will you improve lives, how is this SUSTAINABLE. All these should be included in the description. Sustainability is important for many projects. For example, “we’re going to install playground equipment that will be maintained by the school district in future years.”
9. Estimated start date (remember, the project cannot start until approved by RI – probably one month after being submitted)
10. Estimated completion date (must be completed in 2 years)
11. Non-financial participation (explain how Rotarians will be involved in the project besides funding. Remember, we don’t just hand over a check on projects. Rotarians must be involved. “We will/are involved in meetings to plan the playground design and will be participate in the installation of the equipment, along with professional staff.”)
12. Public Awareness (how will the general public know this is a Rotary-sponsored project? News releases, a permanent sign on the site - can be budgeted up to \$500 – are just two examples)
13. Project Contacts. (Please provide 2 people from YOUR club who will be responsible for the project – name, Rotary Position, address, telephone and email are REQUIRED here. Also the same information must be provided for the person to whom the grant check will be sent.)
14. Cooperating Organizations. (please list the other organizations involved, if any)
15. Income (indicate how much you are seeking from the district, how much the club will provide, and how much from other organizations/sources, if any. Total the amount). Your club and partner organizations must provide 50% of total funds required for the project.

16. Expenses (be as precise as possible and then add the total amount. THE TOTAL EXPENSES MUST EQUAL THE TOTAL INCOME for the project)

17. Type in the names of two people from the club who will be responsible for the project and how the funds are expended. By submitting this application, these people are accepting responsibility for the project and funds.