

## Rotary District 5870 District Grant Policy Rotary Year 2018-19

1. District 5870 intends to apply for a District Grant for Rotary Year 2018-19 in the amount of **\$137,680**. The planned allocation of these funds will provide:

- a. Club DAP Grant Projects = **\$90,680** (65.9%)
- b. 4 x \$5,000 Vocational Scholarships = **\$20,000** (14.5%)
- c. Group Service Exchange (GSE) = **\$25,000** (18.2%)
- d. Unexpected Projects = **\$2,000** (1.7%)

2. Pre-authorized funding for your club's DAP Grant project will be based on your club's Annual Fund (AF) giving, both total (primary) and per capita (secondary), in Rotary Year 2015-16. This pre-authorized amount will be distributed to your club's president-elect not later than **February 17, 2018**.

3. To receive DAP Grant funding:

a. Your club **must** be **qualified**. For a club to be qualified:

- 1) Two members (one of whom is the incoming president) must sign the Club MOU.
- 2) Two members (one of whom is the incoming president) must attend a Grant Management Training Seminar (GMTS).

Training will be provided to Presidents-elect on Sunday, **March 4, 2018** (at Lone Star P.E.T.S.). Additional GMTS sessions will be held

- a) **March 24, 2018** (in Georgetown) – both sessions (1-hour refresher and full 3-hour)
- b) **April 14, 2018** (at the District Assembly) – 1-hour refresher only
- c) **April 28, 2018** (in Temple) – both sessions
- d) **May 26, 2018** (in Georgetown) – both sessions

**Note:** Grant Management Training is an **annual** requirement. If a member attended training in 2017, he or she is eligible to attend the 1-hour refresher class this year. If not, that person must attend the full 3-hour class.

- 3) The club must be current on all RI and District Dues at the time the funds are disbursed.
- 4) The club must demonstrate fiscal responsibility by presenting proof that they filed an income tax return for Rotary Year 2016-17 as required by the U.S. Internal Revenue Service.

- 5) The club must be current on all TRF grant reporting, and must have closed any open DAP Grant it has received before it is eligible to apply for another district grant. Timely reporting and good stewardship of previous grants will be considered in determining your club's DAP Grant award.
  - b. Your club must submit a **DAP Grant Request Form** to the District Grants Coordinator not later than **April 14, 2018** (the date of the District Assembly) – we realize that this is prior to Rotary Year 2018-19 and that it may take coordination between the incoming and outgoing Club boards of directors. A copy of this form will be distributed to club Presidents-elect at Pre-PETS, and will be posted on the District website, along with submission instructions, not later than **February 17, 2018**.
4. Your club may request more than your pre-authorized allocation. If funding is available, the District Grants Subcommittee will base the award of additional funds above your pre-authorized amount upon the following criteria:
  - a. Your club must commit to becoming a **100% EREY Giving Club** not later than **June 30, 2018**. A 100% EREY Giving Club is defined as a club where 100% of its active members have contributed a minimum of \$25 to the **Annual Fund** and the club as a whole has achieved a per capita of \$100 or more. Your club's Annual Fund goal, as recorded in Rotary Club Central, **must** reflect this commitment.
  - b. Requests for additional funding will be considered in descending **5-year Annual Fund per capita giving average** sequence for the period 2013-18; i.e. the club with the highest 5-year average will be considered first and so forth.
5. There is a limit of **one** DAP Grant per club per year. However, to expand the impact of their projects, clubs are encouraged to consider partnering with other clubs in a single, joint project that can be larger, have a broader and more lasting impact and include more Rotarians from the District.
  - a. Participation in a joint project will count as a project for each of the partners.
  - b. The sum of the partner's AF giving and their average per capita will be considered when allocating district grant funds.
  - c. DAP Grant partner clubs must designate one club to act as the **Primary Partner** to receive the project funding and to be responsible for completing the required project report(s).
  - d. The Primary Partner is responsible for completing a **District 5870 Club Partnership Agreement Form** to document the cash contribution that each partner club will be contributing to the project.
6. Clubs are also encouraged to partner with outside, third-party (cooperating) organizations to expand the impact of the projects. However, all projects funded by a district grant must be proposed, managed and directed by Rotarians.

**NOTE:** If the cooperating organization is going to provide in excess of 50% of the funding, the primary partner will be required to submit a letter from that cooperating organization evidencing their financial commitment to the project.

7. The District Grants Subcommittee will meet to approve your club's DAP Grant allocation no later than **May 19, 2018**, and will provide the approved funding amount, along with a copy of the **DAP Grant Application Form**, to you not later than **June 1, 2018**.
8. The **DAP Grant Application Form** must be submitted to the District Grants Coordinator not later than **August 31, 2018**. Applications received after this date may be returned without action.
9. Applications will be reviewed on a rolling basis (starting with the first application received) using the following criteria (subject to review and amendment throughout the year):
  - a. DAP Grants are intended to support **short-term, local humanitarian or service projects** that:
    - (1) Support the mission of The Rotary Foundation – **“improve health, support education, and alleviate poverty”**
    - (2) Involve the **hands-on, active participation of Rotarians**.
    - (3) Are **Rotarian-led and identified as such**.

**NOTE:** Each DAP Grant application must clearly demonstrate that it addresses all three of these objectives.

- b. DAP Grant projects are not required to be sustainable, and are not required to be in one of TRF's six Areas of Focus (AOF).
- c. All activities associated with a DAP Grant must be verifiable and auditable.
- d. Projects must not directly benefit Rotarians; Honorary Rotarians, employees of a club, district, or other Rotary entity, or of Rotary international; a spouse, lineal descendant, spouse of a lineal descendant, or an ancestor of any living Rotarian or Rotary employee; or employees of agencies, organizations, or institutions partnering with TRF or Rotary International.
- e. Project funds cannot be used to fund:
  - 1) Cash contributions to a benefitting organization without receiving prior, written approval from the District Grants Coordinator.
  - 2) Travel, salaries, or other administrative overhead costs.
  - 3) Activities primarily sponsored by another organization or fund operational expenses of another organization

- 4) Existing or ongoing projects. This does not prevent the replication of successful projects that will benefit additional communities.
  - 5) The purchase land or buildings or to construct or renovate a building. Funds must be used in compliance with the Foundation's policies on construction and renovation.
  - 6) Reimbursement for projects already initiated or completed.
- f. Projects must not involve liability on the part of District 5870, Rotary International or its Foundation beyond the amount of the grant.
  - g. Project sponsors must agree to work within the Trustee-established Stewardship Guidelines and utilize the financial guidelines and regulations for Humanitarian Grant Projects.
  - h. Clubs applying for a DAP Grant must identify two Rotarians who will provide oversight and management of awarded funds and who will serve as contacts for District 5870.
10. DAP Grant projects should not be initiated until (1) they are approved by the District Grants Subcommittee and (2) you have received your district funding. If you choose to start work on the project before receiving your district funding, understand that your club does so at **its own risk**. If, for any reason, either TRF or District 5870 denies your grant funding, your club will assume full financial liability for the project.
11. All DAP Grant projects **must** be completed no later than **April 30, 2019**, and your Final Report **must** be submitted to the District Grants Coordinator not later than **June 15, 2019**. The Final Report Form can be found on the District Website.
12. Failure to meet the final report deadline may seriously jeopardize District 5870's standing to request future district grant funding, and may result in the District being disqualified to receive any further TRF funding.

**NOTE:** *Timely reporting and good stewardship of previous grants **will be** a consideration in determining a club's future grant award.*

Please feel free to contact District Grants Coordinator Beverly Luedke (**centxluedkes@aol.com**) or District Grants Subcommittee Chair Abbey Tootle (**atootle@austincrc.org**) with any questions you might have with respect to DAP Grants.