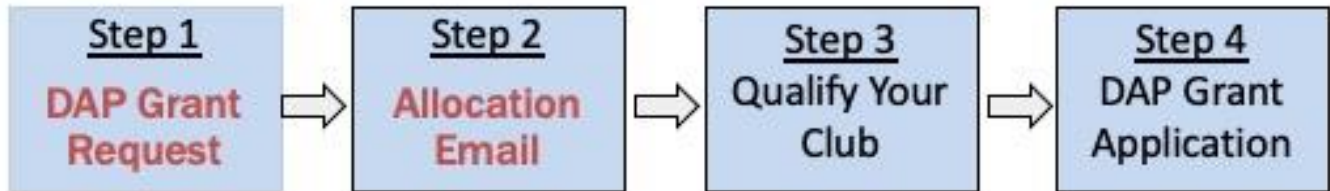


# The DAP Process Steps



## Step 1

- Submit your DAP Grant Letter of Intent Form to District Grant Coordinator Richard Schneider, [5870dapgrants@gmail.com](mailto:5870dapgrants@gmail.com) no later than **April 6, 2024**
- Your Pre-Authorized Amount (PAA) is guaranteed if (1) your club is qualified and (2) the project is approved. Once a request is approved and a club wishes to change their project, notify the DRFC with a revised description who will submit a **change request** to RI for approval.
- Provide a **short 2 or 3 sentence description** of the project and specify how much money you are requesting
- Approval of amounts above your PAA will be based on (1) your club's **5-year per capita average** and (2) your agreement to set a minimum **\$100 per capita goal**

## Step 2

- The Allocation Email provides your actual DAP Grant funding award and copies of the following documents:
  - **The DAP Grant Application**
  - Guidelines for the Eligibility of DAP Grant Expenditures
  - The 2024-25 District 5870 District Grant Policy
- This email will be sent to Club Presidents-elect on or **about June 15<sup>th</sup>**
- Be sure to read both the Eligibility Guidelines and Grant Policy **before** you start the Grant Application

## Step 3

- Sign and submit 2024-25 MOU \*\*
- Submit your club's IRS Form 990 \*\* (for the tax year ending June 30, 2023)
- Ensure Incoming President plus a second member complete Grant Management training to become grant qualified (qualification is an annual requirement)
- Pay your club's district and RI dues
- Be **current** on all grant reporting requirements
- Enter your club's Rotary Foundation **goals in Rotary Club Central**

\*\* **Submit documents to** District Grant Coordinator Richard Schneider, [5870dapgrants@gmail.com](mailto:5870dapgrants@gmail.com)

#### **Step 4**

- Provide your detailed project plan:
  - Describe what will be done, where it will take place, and who will benefit – must be completed NLT **April 30, 2025**
  - It must document active, hands-on Rotarian involvement, your project cannot simply be a cash donation
  - Detailed budget and financing plans are required
  - Grant application is only released to clubs once ALL qualification requirements except payment of District and RI dues have been met.

**Application is due to no later than August 31, 2024**

**Send to:**

**District Grant Coordinator Richard Schneider [5870dapgrants@gmail.com](mailto:5870dapgrants@gmail.com)**