

District Grant Qualifications Checklist for the Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

To qualify for Global Grants and District Grants, Clubs must complete qualification requirements by January 31. The final item to qualify is the Final Grant Report due by May 31. Please use this checklist to collect the required items and when you have them all, email this checklist with the items to the Grants Chair at : **grants@rotaryd5000.org**

[ ] Memorandum Of Understanding (MOU)

[ ] District 5000 Addendum to the MOU

[ ] Financial Management Plan (write in the District Grant bank account # and Global

 Grant bank account # if applicable)

[ ] Evidence of tax filing (tax return copy or 990N confirmation, proof of GE return)

[ ] Evidence of grant bank account (bank statement or check copy)

[ ] Attended District Grants training. The following two club members attended the Fall Seminar or District Training Assembly.

 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President Elect or designated attendee

2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] District Grant Final Report(s) submitted and approved by District Grants Chair. Due 2

months after project completion, but no later than May 31.

Resources:

District 5000 Rotary Foundation Stewardship Committee Chair:

Laura Steelquist

Email: grants@rotaryd5000.org