# District 5000 Rotary Foundation District Grants FAQs

**Q1. Can we do more than one District Grant Application?**

A1. Absolutely. The more of your Club’s projects you can finance with District Grants, the more opportunities to market the Foundation to your members and the Foundation and your Club to the community. Each project should make use of at least part of your DDF, whether No-Match or Matched. Submit each project on Rotary Showcase. You can make each project more impactful by using extra Club Cash beyond that required for matching (see Q2).

**Q2. Our project budget is bigger than our DDF + matching. What do we do?**

A2. By all means, use extra Club Cash or contributions from Club Members or friends of Rotary. That is the reason there is more than 1 line in the Finance Section of the DG Application. Use Line 1 to account for Club Cash used for Matching DDF, and your use of No-Match and Matched DDF. Then, use Lines 2,3, 4 to list Cash contributions to the grant, whether from the Club or other donors (see Sample DG Application on [www.d5000.org](http://www.d5000.org) > Foundation > Grants > District Grants).

**Q3. We want to join a group of several Clubs on a large project. Should we write one big grant for the whole project, or does each Club have to apply separately?**

A3. Each Club will need to submit a DG Application accounting for its use of DDF. However, you should indicate in the Project Description that this is a joint project (e.g. All Island Watershed Restoration Project) and, if possible, discuss how your project contributes to the total (e.g. XXXXRC’s grant contributes $800 of the total $10,000 budget). Try to be specific about your budget contribution (5 stipends for Kauai RYLA student attendees @ @150). (see Sample DG Application on [www.d5000.org](http://www.d5000.org) > Foundation > Grants > District Grants).

**Q4. My Club has been hit hard by the pandemic and we can’t match our DDF allocation. What are my options?**

A4. First, you can definitely use your No-Match allocation. Remember, you do not have to file a Final Report until May 30. Plan a grant that uses all of your DDF. If you are able to do a fundraiser later in the year, you may be able to fund the Matched DDF. But, make sure your grant is scalable, so that if you still run into financing trouble you can scale it back. For example, write the original grant for $800, using all of your $200 No-Match and $300 Matched DDF, for grade-level books for a school library @$5 (or, backpacks for the Food Bank @$10) If you can’t fund the entire $800, you can still buy 40 books (or 20 backpacks).

If you don’t want to risk having to refund the Matched portion of the DDF, plan early to find a partner to help with Cash funding. First, approach members, to see if there is an angel investor who will make a donation to the Club for the Grant. Let the District Grant Team know early on that you are having trouble with funding. We can play matchmaker with other Clubs, who might be able to help, or suggest sources of funding. We have been doing quite a lot of that in the Covid-19 world.

Worst case. If you don’t want to risk committing to a project using all the No-Match and Matched DDF, go ahead and plan to use your No-Match on a smaller project and inform the District Grant Team that you cannot use your Matched DDF. You will lose that portion of your funding, but it will go into a Second Round of DG applications, so that other Clubs that can match the DDF can still use if for great projects.

**Q5. What if we can’t complete the project as described in the Application and need to change the supplier or switch to something completely different.**

A5. Usually not a problem, but notify us early so that we can get approval for your change from the Grant Manager at the Rotary Foundation. If the change is minor, such as switching one product for another, there is no need to submit a new application. Just make the change in the final report and submit a new invoice.

If the change is major, such as a complete change of the project (your wooden flag pole for the post office was too expensive to ship so now you are going to build a paver path from the boat ramp to the public toilet), you will need to file a new application with appropriate pro forma quotes.

**Q6. What documentation should we submit?**

A6. You will need pro forma quotations for all items on your budget. You may want to give estimates of value for donated items in Thank You letters for in kind donations, but do not include that value on your budget. Do, however, list them in the budget for PR purposes. (For example, in the Sample Final Report, two used computers and a restored computer were donated, so the project gave 5 computers to the Dhading school).’

On the Final Report, you will need the Paid Invoices for items on your budget. This is also where you will report any changes (the HP notebook you found on Amazon is no long available at that price, so you switched to a comparably priced Acer). It is important to use all the money you receive from District DDF, so in the example, if you can’t find the same price, buy a slightly more expensive replacement and put in a little more cash. **The documents should be retained in hard and electronic form by your Club for at least 5 years.**

**Q7. Can we use electronic (digital) signatures?**

A7. Absolutely. If you have Docusign or Acrobat Pro, or any other digital signature app, please feel free. Smart phone scans are fine too.

**Q8. When can we spend the money?**

A8. Careful. The MOU your Club signed states that **you must not spend Grant money until your project is approved and the DDF check is deposited in your dedicated account. Make sure to deposit all club cash you are contributing into your District Grant account.**

**Q9. Are there any ineligible projects we should know about?**

A9. (See the Terms and Condition for Rotary Foundation Global Grants and District Grants on the District 5000 website). The most important restriction on District Grants is that you cannot “make unrestricted donations to beneficiary or cooperating organization.” That means you cannot just give money to your favorite non-profit. Make sure you plan a specific project (you can’t write a check to the Food Bank, but you can buy $500 worth of produce that Club members will help distribute at a distribution event). But, be sure to check the whole list. You are not required to specify a Rotary Foundation Area of Focus for District Grants.

[Stay tuned for additional FAQs as we get into the District Grants season. We will be responding to new questions as they arise. Remember, there are no “dumb” questions but the one you don’t ask. Your question may end up on the FAQs]