

The
Rotary
Foundation



Rotary 6250 District Grant Application
2024-2025 Rotary Year

Project Name: [Click or tap here to enter text.](#)

District Grant Definition and Purpose

What is a District Grant?

District grants fund small-scale, short-term activities that address needs in your community and communities abroad. District grants match support from local clubs for humanitarian projects that will be completed within a single Rotary year.

District Grant funds cannot be used for a Global Grant cash contribution but can be used to support international projects not funded by Global Grants. Global Grants support large international activities with sustainable, measurable outcomes in Rotary's areas of focus: promoting peace; fighting disease; providing clean water, sanitation, and hygiene; saving mothers and children; supporting education; growing local economies; and protecting the environment. For more information on Global Grants visit <https://my.rotary.org/en/take-action/apply-grants/global-grants>

Characteristics of District Grant Projects:

- District Grant projects must support the goals and mission of Rotary International (RI) and The Rotary Foundation (TRF).
- Projects must be completed in partnership and with respect for the wishes of the receiving community.
- Projects require the direct involvement of Rotarians through the following:
 - Assessment of community needs and development of the project plan
 - Establishment of a committee of at least three Rotarians to oversee the expenditure of funds
 - Implementation and completion of the project
 - Promotion of the project and Rotary's contributions

Rules for utilizing a District Grant:

- Ensure your club can apply based on completed prerequisites on the qualification checklist page 4, #'s 1-6
- Ensure the planned project is eligible according to the table on the next page
- If you are unsure if your club or project will qualify please reach out to the Grants Committee Chair at d6250grants@gmail.com

How much funding can a District Grant provide?

Clubs applying for a grant must request a minimum match of US \$500 and up to a maximum US \$5,000. The sponsoring club requesting the grant may also partner with additional D6250 clubs to obtain a grant match up to \$5,000 per club but not exceeding a total of US \$14,500 per project. D6250 does not match funds from individuals, non-Rotary groups/organizations, or non-D6250 clubs.

What are the reporting requirements if I get a grant?

A final report (details on Page 11 and in Appendix A) is due within 2 months of the completion of the project and no later than May 15 of project's Rotary year.

What projects are eligible for a District Grant?

Most Eligible			
Construction of infrastructure or structures such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, access ramps, docks and other similar items	Renovation, repair, and refurbishment of structures that are currently occupied or operational, the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, elevators, and renovation of bathrooms.	Short-term and/or contracted labor and materials for project implementation including administrative expenses for Rotary project activities	Vaccines and immunizations , if the project is consistent with the criteria, procedures, and policies of the Polio-Plus program and World Health Organization
Purchase of equipment or appliances. Rotary Clubs may not own purchased property.	Assistance to land mine victims or partnership with a land mine removal org.	Maternal and prenatal health and education	Publicity expenses such as printing
Eligible if funds are available			
Primary and secondary education; tuition; or transportation. Post-secondary education activities, research, or personal or professional development. Scholarships without substantial Rotarian involvement will not be approved			
Ineligible			
Establishment of a foundation, permanent trust, or long-term interest-bearing account	Expenses related to Rotary events or misc. expenses such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities	To continue project segments in progress or already completed projects. Grants can be used for clear definable segments of larger projects.	Salaries or administrative expenses for another organization
Fundraising			Unrestricted cash donations to non-Rotary organizations
Continuous or ongoing support for any beneficiary, entity or community	Rotary signage exceeding \$500	Purchase of land or buildings	Purchase of gift, prepaid, fuel, food cards/certificates

Grant Request Checklist

Qualification Checklist	Club	District Review Committee
1) A club member attended a D-6250 Grant Management Seminar (GMS) in the 5 months before the application deadline of May 25	<input type="checkbox"/>	<input type="checkbox"/>
2) A club President Elect attended a President Elect Training Seminar (PETS) or was excused by the District Governor	<input type="checkbox"/>	<input type="checkbox"/>
3) At least \$100 average per capita (current or prior year) in giving to The Rotary Foundation (TRF) Annual Programs Fund or no prior historical grant approvals (one time play for free) for the club	<input type="checkbox"/>	<input type="checkbox"/>
4) The club President and President Elect have signed the TRF Memorandum of Understanding (MOU)	<input type="checkbox"/>	<input type="checkbox"/>
5) The club President and President Elect have signed the District 6250 Addendum of Understanding to the MOU	<input type="checkbox"/>	<input type="checkbox"/>
6) The primary applying club is current on all prior grant (including global grants) reporting and Rotary dues	<input type="checkbox"/>	<input type="checkbox"/>
Application Checklist		
7) A detailed description of the project is included	<input type="checkbox"/>	<input type="checkbox"/>
8) A detailed budget with applicable quotes are included	<input type="checkbox"/>	<input type="checkbox"/>
9) Rotarians are actively involved in the project (Clearly defined roles and duties required)	<input type="checkbox"/>	<input type="checkbox"/>
10) The grant complies with the application guidelines detailed on page 2	<input type="checkbox"/>	<input type="checkbox"/>
11) Grant expenditures have not and will not be incurred prior to the receipt of the official award letter	<input type="checkbox"/>	<input type="checkbox"/>
12) The project timeline will allow for start and completion by May 15 of the Rotary year in which the grant was approved	<input type="checkbox"/>	<input type="checkbox"/>
13) If a cooperating organization is involved, a letter of partnership is included (see page 8)	<input type="checkbox"/>	<input type="checkbox"/>
14) The grant application is complete and signed (3 signatures from primary club required)	<input type="checkbox"/>	<input type="checkbox"/>

Grant #

(District Use Only)

Rotary International District 6250, Inc. District Grant Application

Project Title: Click or tap here to enter text.

D6250 Request Amount: Click or tap here to enter text.

Est. Project Start Date: Click or tap here to enter text. **Est. End Date:** Click or tap here to enter text.

Primary Sponsoring Rotary Club: Click or tap here to enter text.

Supporting Club #1: Click or tap here to enter text.

Supporting Club #2: Click or tap here to enter text.

Project Location: Click or tap here to enter text.

City/Village: Click or tap here to enter text.

State: Click or tap here to enter text.

Country: Click or tap here to enter text.

Brief Project Summary

Provide the project basics in two sentences: what is the project and why is it needed.

Click or tap here to enter text.

Project Details and Rotarian Involvement

Provide relevant background information and project details. Describe how Rotarians from the primary and partner clubs will be involved in the project. Include names and roles. Financial support without Rotarian involvement is not considered active involvement and will be denied.

Click or tap here to enter text.

Addressing Community Needs

How are these community needs currently being addressed with local resources and/or government agencies, non-governmental organizations (NGOs), etc.?

Click or tap here to enter text.

Outcomes

What will be the immediate and long-term outcomes of the project?

Click or tap here to enter text.

Benefiting Community Involvement and Sustainability

Explain how the benefiting community has confirmed the need and support for the project. Describe specific activities of the benefiting community partners in implementing the project. Describe how the benefiting community partners will sustain and/or maintain the project and/or equipment after grant funding has been fully completed.

Click or tap here to enter text.

Equipment Ownership

Who will own, maintain, operate, and secure equipment/items purchased with grant funds. A Rotary club or a Rotarian may not own equipment purchased with grant funds.

Click or tap here to enter text.

Training and Software

Will training and software for the use and/or maintenance of technical equipment be provided? If so, who will provide training and software

Click or tap here to enter text.

Rotary Recognition

How will the name of Rotary be publicized?

Click or tap here to enter text.

Plumbing & Electric

Have the sponsor club/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, libraries, orphanages, etc.) if applicable?

Click or tap here to enter text.

Customs Arrangements

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country if applicable.

Click or tap here to enter text.

Bids & Quotes

Have bids or quotes been obtained for equipment and work to be completed by a third party? (Highly encouraged) If yes, please attach to the end of the application.

Yes No Not Applicable

Project Budget and Financial Details

Project Expenses

Provide expense details. Include only items and services for which grant and matching funds will be used.

Expense		\$ Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
TOTAL		
Exchange Rate		
Use this space only if the budget is NOT in U.S. Currency		
US \$ =	TOTAL EXPENSES in US Dollars	

Project Income

Provide names and contribution amount of District 6250 clubs committing funds to the project and the District Match amount. In the Other Funding Partners space, provide the total amount of other contributions to the project. District 6250 does not match funds from Rotary Clubs outside of District 6250 or from other organizations.

District 6250 Clubs			
Club Name	Club Contribution	District Match Contribution	Total (Club + District)
Other Funding Partners/Organizations			
Other Funding Partners		N/A	
PROJECT INCOME TOTAL (U.S. \$)			

Club Contact Information

Print, sign, scan and email the required signatures. Electronic signatures are not accepted.

Primary Sponsoring Club Contact #1 (required)		
Name:		
Address:		
City:	State:	Zip:
Email:	Cell phone:	
Signature:	Date:	
Primary Sponsoring Club Contact #2 (required)		
Name:		
Address:		
City:	State:	Zip:
Email:	Cell phone:	
Signature:	Date:	
Primary Sponsoring Club Contact #3 (required)		
Name:		
Address:		
City:	State:	Zip:
Email:	Cell phone:	
Signature:	Date:	
Additional Contributing Club #1 and Primary Contact Information:		
Club:	Club ID Number:	
Name:		
Address:		
City:		
State/Province:	Postal code:	Country:
Email:	Cell phone:	
Additional Contributing Club #2 and Primary Contact Information:		
Club:	Club ID Number:	
Name:		
Address:		
City:		
State/Province:	Postal code:	Country:
Email:	Cell phone:	

Lead Cooperating Organization

If Applicable

Definitions: A *lead cooperating organization* is an organization that is leading the implementation of the project, offering technical expertise, and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project) provide the following information:

Name of organization: Click or tap here to enter text.

Contact person: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City: Click or tap here to enter text. State/Province: Click or tap here to enter text.

Zip/Postal Code: Click or tap here to enter text. Country: Click or tap here to enter text.

Physical Address (if not same as mailing): Click or tap here to enter text.

City: Click or tap here to enter text. State/Province: Click or tap here to enter text.

Zip/Postal Code: Click or tap here to enter text. Country: Click or tap here to enter text.

Office phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Web Address: Click or tap here to enter text.

In addition to the above, a letter of participation from the Lead Cooperating Organization must be attached. The letter must state the following:

- The organization's responsibilities and how it will interact with Rotarians
- The organization's agreement to cooperate in any financial review of the project

Grant Application Submission Instructions:

Please submit the following as applicable to D6250Grants@gmail.com

- 1) Completed grant application (including the completed checklist) in order as one document
- 2) Any applicable supporting documents (quotes, pictures, plans, etc.)
- 3) The signature page with applicable signatures
- 4) The Rotary Foundation Memorandum of Understanding
- 5) The District 6250 Addendum to The Rotary Foundation Club Memorandum of Understanding

Final Report (Required)

An approved Final Report (Appendix A) and all documentation is required to be submitted to the District Grants Subcommittee Chair electronically by May 15 of the current Rotary year. Reports must be completed by primary supporting club Rotarians. For consistency purposes, please use only **US\$ currency** for the whole report. The report must be completed in English. If there are unused District match funds, please contact the District Grants Subcommittee Chair or District Foundation Chair.

Final Reports must include but are not limited to:

- Banking account statements
- Paid purchase receipts
- One photograph of the project in JPG format, along with a caption or brief narrative and date
- Short article (approx. 150-words) with picture(s) for use by Rotary International District 6250, Inc.

Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 3 years following closure of the grant. This can be done electronically.

If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to add your project to the Rotary Showcase available on the RI website at https://map.rotary.org/en/project/Pages/project_showcase.aspx. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.

Rotary International District 6250, Inc. District Grants Subcommittee Chair

D6250Grants@gmail.com

District Grants Subcommittee Review and Approval

“On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding.”

GSC:

Signature:

District: **6250**

Date:

Appendix A: District Grant Final Report Form

Due May 15, 2025

District Grant # Click or tap here to enter text. **Individual Project #**Click or tap here to enter text.

Primary Rotary Club: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Project Description

Briefly describe the project. What was done, when and where did the project activities take place, and who were the beneficiaries?

Click or tap here to enter text.

How many Rotarians participated in the project?

Click or tap here to enter text.

What did participating Rotarians do? Please give at least two examples.

Click or tap here to enter text.

How many non-Rotarians benefited from this project?

Click or tap here to enter text.

What are the expected long-term community impacts of the project?

Click or tap here to enter text.

If a lead cooperating organization was involved, what was its role?

Click or tap here to enter text.

Financial Report

Fill out project income and expenses using US Dollars. Add lines as needed. If receipts are not in US Dollars, please provide a screenshot of the average exchange rate while the project was being completed.

Income		Amount
1	District Grant Funds Received from Rotary International District 6250, Inc.	
2		
3		
4		
Total Project Income		

Expenses (be specific)		Amount
1		
2		
3		
4		
5		
6		
7		
Total Project Expenses		

If there are unused District Match funds to be returned, please contact the District Grants Subcommittee Chair or District Foundation Chair for further information on reimbursement.

Final Report Signature Page

By signing this report, I am making a number of representations:

- a) I **confirm** that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines.
- b) I **confirm** that to the best of my knowledge all information contained in this report is true and accurate.
- c) I **confirm** that to the best of my knowledge receipts for all grant-funded expenditures have been provided to the district.
- d) I **understand and agree** that all photograph(s) submitted in connection with this report will become property of Rotary International and will not be returned.
- e) I **warrant** that I own or have been given authority to exercise all rights in the photograph(s) including copyright.
- f) I hereby **grant** Rotary International and The Rotary Foundation a royalty-free irrevocable license to use the submitted photograph(s) now or at any time in the future throughout the world in any manner it chooses and in any medium now or later developed. This includes the right to modify the photograph(s) as necessary in Rotary International's sole discretion, and this also includes the right of use without limitation, on or in websites, magazines, brochures, pamphlets, exhibitions, and/or any other materials of Rotary International and The Rotary Foundation.

The term "**warrant**" in clause (e) above means that in the event that any expense or liability should arise in a dispute relating to ownership of the rights relating to the photograph(s), you agree to assume all related costs of resolution of such a dispute and to hold Rotary International, The Rotary Foundation and all other interested entities or individuals harmless.

Certifying Signature: _____

Date: _____

Print Name: _____

Rotary Title: _____

Club Name: _____

Final Report Checklist

An Approved Final Report (Appendix A) and all documentation are required to be submitted to the District Grants Subcommittee Chair Electronically by May 15 of the current Rotary year. Reports must be completed by Rotarians from the primary club.

	Club	District Review
Final Report Form (Appendix A) is complete	<input type="checkbox"/>	<input type="checkbox"/>
Project Income and Expense form is complete and reported in US Dollars	<input type="checkbox"/>	<input type="checkbox"/>
Copies of bank account statements showing income and payments are attached	<input type="checkbox"/>	<input type="checkbox"/>
Copies of purchase receipts are attached	<input type="checkbox"/>	<input type="checkbox"/>
At least one photograph in JPG format has been emailed as an attachment to the District Grant Subcommittee Chair	<input type="checkbox"/>	<input type="checkbox"/>
A short article (approx. 150 words) about the project and a caption for the photograph has been emailed to the District Grant Subcommittee Chair	<input type="checkbox"/>	<input type="checkbox"/>
Final Report Signature Page is completed and attached	<input type="checkbox"/>	<input type="checkbox"/>
If applicable: A screenshot of the average exchange rate for the project duration is attached	<input type="checkbox"/>	<input type="checkbox"/>