

# 6250 District Grant Request Application

2020-2021 Rotary Year

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

## **District Grant Definition & Purpose**

### **What is a District Grant?**

District Grants (DG) 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.

### **Characteristics of District Grant Projects**

- A. District Grant projects must support the goals and mission of Rotary International (RI) and The Rotary Foundation (TRF).
- B. Projects must be completed in partnership and with respect for the wishes of the receiving community.
- C. Projects require the direct involvement of Rotarians through their:
  - a. Assessment of community needs and development of the project plan.
  - b. Establishment of a committee of at least three (3) Rotarians to oversee the expenditure of funds.
  - c. Implementation & completion of the project.
  - d. Delivery of community partnership & ownership evidence.
  - e. Promotion of the project and Rotary's contributions.

### **Rules for utilizing a District Grant**

- 1. Ensure your club can apply based on completed prerequisites on the qualification checklist #'s 1-6. Page 4
- 2. If you are unsure if your club or project will qualify please reach out to the Grants Committee Chair at [D6250Grants@gmail.com](mailto: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 D-6250 clubs obtain a grant match up to \$5,000 per club but not exceeding a total of US \$14,500 per project.

### **What are the reporting requirements if I get a grant?**

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

## **What Projects are eligible for a DG?**

<b><u>Most Eligible</u></b>			
<u>Construction of infrastructure or structures</u> such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, access ramps, docks and other similar items	<u>Renovation, repair, and refurbishment of structures</u> 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	<u>Vaccines and immunizations</u> , 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	Assistance to land mine victims or partnership with a land mine removal org.	Maternal and prenatal health and education	Publicity expenses such as printing
<b><u>Eligible if funds are available</u></b>			
Primary and secondary education; tuition; or transportation. Post-secondary education activities, research, or personal or professional development. <u>Scholarships without substantial Rotarian involvement will not be approved</u>			
<b><u>Ineligible Purpose</u></b>			
Establishment of a foundation, permanent trust, or long-term interest-bearing account	<u>Expenses related to Rotary events, misc. expenses or fundraising</u> such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities	To continue project segments in progress or already completed projects. Grants <u>can</u> be used for clear definable segments of larger projects. Contact the Grants Committee Chair if you have questions.	Salaries or administrative expenses for another organization  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 Only)

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1) A club member attended a D-6250 Grant Management Seminar (GMS) in the 5 months before the application deadline of May 15.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) A club President Elect attended PETS or was excused by the District Governor  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) At least \$100 average per capita (current/prior year) in giving to 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 & President Elect have signed the TRF Memo of Understanding (MOU)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) The club President & 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<br>(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 may not be incurred prior to receipt of official acceptance letter and must be completed prior to the submission of the final report deadline                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) The grant will be started and completed within the specific Rotary year approved. Required final report is completed by the primary sponsoring club and submitted by May 15 <sup>th</sup> | <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<br>(3 signatures from primary club required)   | <input type="checkbox"/> | <input type="checkbox"/> |

# **Rotary International District 6250, Inc. District Grant Application**

**Grant #** \_\_\_\_\_ - \_\_\_\_\_ (Grant Sub Committee chair only)

**Project Title:** Click here to enter text.

**D6250 Request Amount:** Click here to enter text.

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

**Primary Sponsoring Rotary Club:** Click here to enter text.

**Supporting Club #1:** Click here to enter text.

**Supporting Club #2:** Click here to enter text.

## **Key Project Details:**

**Project Location:** Click here to enter text.

**City/Village:** Click here to enter text.

**State:** Click here to enter text.

**Country:** Click here to enter text.

**Brief Project Description Summary (Who What, How, Why, with an identified project timeframe of start and ending)** (150 characters or less)

**Click here to enter text.**

**Additional relevant background and details of the project.**

**Click here to enter text.**

**Describe specific activities of the benefiting community partners in implementing the project. How will the Rotarians from the primary club and partner clubs (Include names and roles) be involved in the project? Financial support without Rotarian involvement is not considered active involvement and will be denied.**

**Click here to enter text.**

**Describe how the benefiting community will maintain this project after grant funding has been fully completed.**

**Click here to enter text.**

**Has the benefiting community confirmed that it would like the project to take place? Explain.**

**[Click here to enter text.](#)**

**How are these community needs currently being addressed with local resources and/or government agencies, NGOs, etc.?**

**[Click here to enter text.](#)**

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

**[Click here to enter text.](#)**

**How will the name of Rotary be publicized (required)?**

**[Click here to enter text.](#)**

**Have bids or quotes been obtained for equipment and work to be completed by a 3rd party? (highly encouraged) Has it been confirmed that the receiving organization will be able to maintain any equipment long term without significant additional funds?**

**[Click here to enter text.](#)**

**Identify who will own, maintain, operate, and secure equipment/items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)**

**[Click here to enter text.](#)**

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

**[Click here to enter text.](#)**

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

**[Click here to enter text.](#)**

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

**[Click here to enter text.](#)**

# Club Contact Info

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Primary Sponsoring Club Contact (**signatures required** - electronic signatures not accepted):

Name:			
Address:			
City	State:	Zip Code:	
E-mail:	Cell phone:		
Signature:	Date:		

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Primary Sponsoring Club Contact #2 (required):

Name:			
Address:			
City	State:	Zip Code:	
E-mail:	Cell phone:		
Signature:	Date:		

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Primary Sponsoring Club Contact #3 (required):

Name:			
Address:			
City	State:	Zip Code:	
E-mail:	Cell phone:		
Signature:	Date:		

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Additional Contributing Club #1 and Primary Contact Information:

Club:	Club ID number:		
Name:			
Address:			
City			
State/Province:	Postal code:	Country USA	
E-mail:	Cell phone:		

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Additional Contributing Club #2 and Primary Contact Information:

Club:	Club ID number:		
Name:			
Address:			
City			
State/Province:	Postal code:	Country USA	
E-mail:	Cell phone:		

## **Lead COOPERATING ORGANIZATION – If applicable**

**Explanation:** 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:**

<b>Name of organization:</b>			
<b>Contact person:</b>			
<b>Street Address:</b>			
<b>City, State/Province:</b>	<b>Zip:</b>	<b>Country:</b>	
<b>Office phone:</b>			
<b>E-mail:</b>	<b>Web address:</b>		

***In addition to the above, the following must be attached:***

- ***Letter of participation from the lead cooperating organization that specifically states:***
  - ***Its responsibilities and how it will interact with Rotarians***
  - ***The organization's agreement to cooperate in any financial review of the project***



# Financial Details

<b>Expense Budget</b> (Please enter the detail on only what grant and matching funds will be used for)		<b>\$ Amount</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
<b>Total:</b>		
If in local currency US \$1=	<b>Total Expenses in US \$*</b>	

<b>Funding Budget: Where will funding come from?</b>	<b>Club Contributions</b>	<b>District Contribution (DDF)</b>	<b>Total Funding</b>
District 6250 Contributing Clubs			
Example Club A	\$1000	\$1000	\$2000
Additional Non Matched Funding		N/A	
<b>Total Funding in US \$*</b>			

## **Grant Request Submission Instructions:**

1. Please submit the following as applicable to [D6250Grants@gmail.com](mailto: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 applicable signature page with signatures.

## **Final Report (Required)**

- a. **An Approved Final Report (Appendix A) & All Documentation is required to be submitted to the Grants Committee Chair electronically by May 15<sup>th</sup>** of current Rotary Year. Reports must be completed by primary supporting club Rotarians.
  - a. **Must Include**, but not limited to:
  - b. Banking account statements
  - c. Paid purchase receipts.
  - d. At least one photograph of the project in JPEG format, along with a caption or brief narrative and date.
  - e. An at least 150-word article with picture(s) for use by Rotary District 6250, Inc.
  - f. For consistency purposes, please use only **US\$ currency** for the whole report.
  - g. If there is unused District Match money (DDF) to be returned please contact Grants Subcommittee Chair District Foundation Chair for further information on reimbursement
  - h. The report must be completed in English
- b. 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.
- c. If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an RI News-tip Form, available on the RI website at [www.rotary.org/myrotary](http://www.rotary.org/myrotary). Please attach action photos showing the beneficiaries or showing active Rotarian involvement.

**Liz Evans**

**Grants Subcommittee Chair**

[D6250Grants@gmail.com](mailto:D6250Grants@gmail.com)

## **Grant 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: **Liz Evans**

Signature: \_\_\_\_\_

District: **6250**

Date: \_\_\_\_\_

## **Appendix A:**

### **DISTRICT GRANT CLUB FINAL REPORT FORM – Due MAY 15, 2021**

**District Grant #** \_\_\_\_\_ **Individual Project #** \_\_\_\_\_

Primary Rotary Club \_\_\_\_\_

Project Title: \_\_\_\_\_

#### **Project Description**

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

2. How many Rotarians participated in the project?

3. What did they do? Please give at least two examples.

4. How many non-Rotarians benefited from this project?

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

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

**Financial Report** (add lines as needed; *District must retain copies of receipts for all expenditures*)

7. Income

Amount

1. District Grant funds received from Rotary International District 6250, Inc.	
2.	
3.	
<b>Total Project Income</b>	

8. Expenditures (please be specific and add lines as needed)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
<b>Total Project Expenditures</b>	

9. 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 herein 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 the property of RI 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 copyrights.
- f. I hereby **grant** RI and TRF 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 RI'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 RI and TRF.

The term "**warrant**" in clause (e) supra 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 RI, TRF and all other interested entities or individuals harmless.

Certifying Signature

Date:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Print Rotary Title

\_\_\_\_\_

Print Club Name

\_\_\_\_\_