



# Rotary International District 6250

## District Grant

### Quick Reference Guide

2017-2018

#### Qualifications & Prerequisites

1. To qualify, one or more member(s) of your club must attend a Grant Management Seminar (**GMS**) for the Rotary Year pertaining to the grant.
2. Your club President and President-Elect (in office at the time of the **GMS**) must sign The Rotary Foundation Memo of Understanding (**MOU**) and **D-6250 Addendum to TRF MOU**.
3. **Your club must be current on reporting for any and all of your open and completed grants.**
4. Your club must submit a District Grant Application to your assigned D-6250 grants chair for review. The Grants Chair will help you prepare the Application for the District Grants Subcommittee (**DGS**) proposal review meeting.
5. The applying club(primary Club) must have donated to the Rotary Foundation at an average rate of \$100/member for the current Rotary year or the previous Rotary year. There is a onetime play for free that allows this requirement to be waived.
6. The applying club must have their President Elect(President during project year) attend PETS unless excused by DGE(DG during project year).

#### D-6250 District Grant Process

Having met all of the prerequisites for a D-6250 District Grant, your **Proposal** will be reviewed by the **DGS** at its scheduled meeting. If the Proposal is approved, it will be included in the D-6250 spending plan. The spending plan will be submitted to TRF for approval. Once the D-6250 Spending Plan is approved by TRF and the money is received by D-6250, the funds will be sent to your club. Note: Do not start the proposed project until APPLICATION APPROVAL is obtained.

Examples of eligible project elements can be found in the instructions of the District Grant Proposal/Application form.

Revision January 4, 2017

#### Step by step:

1. Review your District Grant Application with DGS Chair at least 10 days before the DGS meeting at which you wish to present your grant application to the full committee.
2. In addition to the Grant Application document you should include:
  - a.) Copies of estimates/price quotes from all vendors to support your budget
  - b.) Signed letters of commitment or participation from presidents of all partnering Rotary clubs
  - c.) Signed letters of participation from all other non-Rotary partners
3. When the district grants chair is satisfied that your grant Application is complete, the chair will distribute it electronically to the full DGS. This must be done no less than 5 days before the grants submission deadline.
4. The DGS Chair will present the project to the DGS electronically or at a scheduled meeting. You may be asked questions and may be offered suggestions regarding implementation of the project.
5. After all questions answered a vote will be held and the district grant application will be approved, approved with contingencies, or declined.
6. After the DGS has taken action you will be notified about the necessary action you need to take to receive your grant dollars. Remember You MUST submit receipts for EVERY expense. No expense will be accepted without receipt.
7. The final report for your project must be submitted to the DGS Chair within 60 days of project completion. A district grant can't exceed current Rotary Year

#### D-6250 DG Funding Guidelines

Only cash contributions from D-6250 clubs will be matched dollar for dollar by D-6250 with District Designated Funds (**DDF**). **\$500** is the minimum district participation level for a district grant and the maximum match for a single club on a single project is **\$5,000**. By including additional D-6250 clubs as project partners, the maximum D-6250 project match of **\$14,500** could be awarded, still with the limit of **\$5,000** maximum match per contributing D-6250 club.

#### Project Locale

D-6250 District Grants can be implemented within or outside the boundaries of D-6250... anywhere in the world. While a **Host Partner** is not required by TRF for out of district projects, the D-6250 DGS reserves the right to require a Host Partner for any given project. Not the least of the considerations for this decision will be demonstrable Rotarian participation in the project.

**Note:** Projects should respect the needs and wishes of the receiving community. Projects require direct involvement of Rotarians through their assessment of community needs, establishment of a committee of at least 3 Rotarians to oversee expenditures and oversight of funds, implementation of the project activities, provision of evidence of community involvement and ownership, coordination of all participant activities, promotion of the project and reporting.

**Application Deadline: May 25, 2017**

**GS Chair: Sue Halambeck**

**Contact:** [smhalambeck54@gmail.com](mailto:smhalambeck54@gmail.com)

**District Governor: Joe Ruskey**

**Contact:** [jruskey@dpnbl.com](mailto:jruskey@dpnbl.com)

**DRFC: David Warren**

**Contact:** [dave@davesace.com](mailto:dave@davesace.com)

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District 6250 is grateful for Future Vision Pilot District 5960 in providing much of the material for this brochure.



## Rotary International District 6250

### Global Grant

### Quick Reference Guide

2017-2018

#### Qualification & Prerequisites

1. To qualify your club must meet the same Qualifications & Prerequisites as in District Grants on the flip side of this guide. In addition:
2. You must have a Host Partner.
3. Your Host Partner club and district must also be qualified under the TRF plan.

#### D-6250 Global Grant Requirements

1. Your project must result in a minimum TRF match of **\$15,000**, minimum \$30000 project. This is based on the TRF match of .5 / 1 of Rotary Club cash and 1 / 1 match of DDF.
2. You must have a Host Rotary Club or District Partner in the district where the project will be implemented.
3. If grant is accepted a separate checking account must be created in order to manage the grant funds.
4. The project must align with at least one of the 6 Rotary International areas of focus:
  - a. Peace & Conflict Resolution
  - b. Disease Prevention & Treatment
  - c. Water & Sanitation
  - d. Maternal and Child Health
  - e. Basic Education & Literacy
  - f. Economic & Community Development
5. The project must respect the needs and wishes of the receiving community.
6. You must work with a D-6250 DGS Mentor during the GG Proposal and GG Application process.

7. You must form a committee of at least 3 D-6250 Rotarians from the primary International Partner club who will serve as project contacts and accept reporting responsibility.

#### D-6250 Global Grant Application Process

**NOTE: Global Grant Applications are completed online via the Rotary International web site.**

1. Log into [www.Rotary.org](http://www.Rotary.org) My Rotary using your email address and password.
2. Select *The Rotary Foundation – Grant app Tool*.
3. When finished, provide copies of all sections of your application to your mentor. Your mentor will submit the application to the DGS for approval.
4. After the DGS approves the application you will need an electronic signature from the host project contact. If the host district is contributing DDF, their District Governor and District Rotary Foundation Chair must also provide electronic signatures. Then, you, the D-6250 District Governor and District Rotary Foundation Chair will also provide electronic signatures.
5. Now, you can submit the application to TRF for approval.

#### D-6250 GG Funding Guidelines

Only cash contributions from D-6250 Rotary clubs will be matched dollar for dollar with D-6250 District Designated Funds. Due to the limited amount of DDF available, Global Grants will be competitive in D-6250 and it is recommended that you apply early.

You can partner with other Qualified Clubs and Districts to increase the cash and DDF available for a project. TRF will match all Club Cash on a .5 / 1 ratio and all District DDF on a 1 / 1 ratio. The minimum match request they will consider is \$15,000 U.S. and up to \$400,000 with additional levels of competition and TRF approval applied beyond a TRF award of \$50,000.

Please review the Global Grant Life Cycle on the Rotary International Grants link for more information.

**GS Chair: Sue Halambeck**

**Contact: [smhalambeck54@gmail.com](mailto:smhalambeck54@gmail.com)**

**District Governor: Joe Ruskey**

**Contact: [jruskey@dpndbl.com](mailto:jruskey@dpndbl.com)**

**DRFC: David Warren**

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