



Rotary International District 6250, Inc.

Instructions for District Grant Application and Grant Reports



What is a District Grant?

District Grants (DG) are a tool for Rotary districts to support short-term, humanitarian projects that benefit a community. Districts can request a portion of their District Designated Funds (DDF) from The Rotary Foundation (TRF) for a district grant to support one or multiple projects locally or internationally.

Note: District Grant funds cannot be used for a Global Grant cash contribution. District Designated Funds that fund District Grants were recorded as contributions to The Rotary Foundation three years prior to their use. Tax credit, recognition, and Paul Harris Fellow credit were issued at that time.

Who can apply?

Clubs are not able to directly request a District Grant from The Rotary Foundation. District Grants are awarded only to districts, and in turn each district then determines how funds will be distributed.

Rotary Clubs in Rotary International D-6250, Inc. can apply to the D-6250 Grants Subcommittee (GS) for a Club sponsored District Grant that would be funded from the District Grant that D-6250 receives from TRF. **A club must comply with 6 pre-requisites before applying for a District Grant on the District Grant Proposal/Application/Report Form. The 6 prerequisites are:**

1. **ATTEND:** At least one member of the club must have attended a D-6250 sponsored Grants Management Seminar (GMS) specifically for the upcoming Rotary year.
2. **SIGN:** The current club President and President-Elect must sign The Rotary Foundation Memo of Understanding (**MOU**) and the D-6250 Addendum to The Rotary Foundation MOU. New copies of these forms must be submitted every year.
3. **APPLICATION:** The club must submit a District Grant Application form to the D-6250 Grants Subcommittee Chairperson (GSC). The Chairperson will review it and place it on the agenda of the GS meeting at which all proposed projects will be reviewed. If the project is approved, the GS will include it in the spending plan for the District Grant, which will be submitted to The Rotary Foundation.
4. **BE CURRENT:** The applying club (Primary club) must be current on all their active District and Global Grants with regards to implementation and reporting. (**Note:** Interim reports are due every six months for Global Grants, and final reports are due within two months of project completion).
5. **\$100/MEMBER:** The applying club (Primary Club) must have donated to the Rotary Foundation's Annual Programs Fund (APF) 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. **PRESIDENT ELECT TRAINING SEMINAR (PETS):** The applying club (Primary Club) President Elect must have attended PETS in the Rotary year immediately prior to the Rotary year that the requested grant funds would be awarded unless excused by the District Governor or District governor Elect.

Characteristics of District Grant Projects

- District Grant projects should support the goals and mission of Rotary International and The Rotary Foundation.
- Projects may be local or international in scope and should adhere to the official DG Terms and Conditions provided by TRF.
- District Grant projects must respect the wishes of the receiving community and strive to understand and appreciate its country/community traditions and culture.
- District Grant projects require the direct involvement of Rotarians through their:
 - Assessment of community needs and development of a project plan
 - Establishment of a committee of at least three Rotarians to oversee the expenditure of funds
 - Oversight of grant funds
 - Implementation of projects
 - Provision of evidence of community involvement and ownership
 - Organization of meetings with local service providers, local officials, and/or recipients
 - Promotion of projects (suggested methods include but are not limited to: promotion at the place of the project and/or within the community, promotion with sign or plaque at project site, promotion via articles/pictures in local media, promotion on the club web site and/or social media, at club events, promoting within other clubs and at District events, and by submitting an article for publication by the District or Rotary International)

What projects are eligible for a District Grant?

District Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The following chart gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the Grants Subcommittee. The GS can serve as a resource to help determine the eligibility of a potential project and help with your completion of the application.

ELIGIBLE	INELIGIBLE
Revolving loans / microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings
Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures <u>Renovation, repair, and refurbishment</u> of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time, which may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, additions to existing schools or hospitals, elevators, and renovation of bathrooms Purchase of equipment or appliances	<u>New construction</u> of a structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization
Administrative expenses for project activities	Operating or administrative expenses of another organization
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	Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
Domestic travel & International travel	Fundraising activities
Detailed, itemized expenses & Contingencies	Miscellaneous expenses
Assistance to land mine victims.	Unrestricted cash donations to a beneficiary or cooperating organization
The removal of land mines in cooperation with an experienced partner organization	Rotarians may not personally participate in the physical removal of land mines
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Activities primarily implemented by a non-Rotary organization Rotary signage exceeding \$500
Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the Polio-Plus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, or projects already completed
Maternal and prenatal health and education	Continuous or excessive support of any one beneficiary, entity, or community.

What are the funding limits?

Rotary International District 6250, Inc. Rotary clubs may request a minimum match of US \$500 and up to US \$5,000 from the D-6250 District Grant funds. The sponsoring Rotary club requesting the grant can partner with additional Rotary clubs in D-6250 to obtain a District Grant match up to but not exceeding a total of US \$14,500 per project.

How to apply

When all six of the prerequisites have been met, the Primary club should complete the Application portion of the attached Rotary International District 6250, Inc. *District Grant Application/Report Form* and submit it to the D-6250 Grants Subcommittee via the GS Chair by May 25th. When the GS accepts the Proposal for inclusion in the D-6250 Spending Plan and TRF approves the Spending Plan, the Primary club must complete the *D-6250 DG Funds Acceptance Form*.

NOTE: Applications are to be submitted **typed**, not handwritten and submitted electronically.

What are the reporting requirements?

A final report is due within 2 months of the completion of the project and no later than May 15th of current Rotary Year. Clubs must keep up to date on reporting for all projects, as failure to do so will result in denial of all new proposals/applications.



Rotary International District 6250, Inc. District Grant Application Grant # _____ - _____



(Grant # will be filled out by GSC)

Note: Rotarians completing this District Grant Application should submit this form to the Rotary D-6250 Grants Subcommittee Chair (GSC). Contact information is available at www.rotary6250.org.

Forms must be submitted typed, not hand written and submitted electronically.

NOTE: To place an X within a selected box, double click on the box and choose "checked" from the sub-menu. Then click on "Okay."

Application [document must be completed in its entirety, including signatures]

District Grant Project Title: _____

Primary Contact's Name: _____

Rotary Club: _____

Phone: (B): _____

(C): _____

(H): _____

Email: _____

Applicants Name: _____

Phone: _____

Email: _____

SECTION 1: PROJECT DESCRIPTION

Explanation: District Grants support the humanitarian service projects of Rotary clubs and districts. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. **Rotarian involvement is required.**

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

Project site: _____

City / Village: _____

State / Province: _____

Country: _____

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

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

Describe specific activities of the benefiting community partners in implementing the project. How will the Rotarians who are members of the partner clubs be involved in the project? Please note that financial support is not considered active involvement (See the District Grant application instructions for suggestions).

SECTION 3: PROJECT PLANNING

Explanation: Before an application is submitted to Rotary International District 6250, Inc. Grant Subcommittee (GS), project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own or benefit from anything purchased with grant funds.

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

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

Is software necessary to operate any items? If so, has software been provided?

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

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.)?

Has the benefiting community confirmed that it would like the activity(ies) to take place? Explain.

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

What will be the immediate and long-term outcomes of the activity(ies)?

How will the name of Rotary be publicized?

SECTION 4: ROTARY INTERNATIONAL DISTRICT 6250 - PRIMARY CLUB CONTACTS & AUTHORIZATIONS

Explanation: The Rotary International District 6250, Inc. "Primary" club is the club sponsoring the project. A committee of at least **three** Rotarians from this club must be established to oversee the project. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary club for club-sponsored projects or district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide a permanent/primary address for each committee member, as all Rotary information will be sent to these addresses. It is highly recommended that the primary contact (who receives all information from the Grants Subcommittee) have an e-mail address to expedite communication. Complete every box; indicate "NA" if not applicable.

Primary Club

Club	Club ID number
District 6250	Country USA

Primary Contact:

Name:			
Rotary position:			
Address:			
City:	State:	Zip Code:	
E-mail:	Cell phone:		
Home phone:	Office phone:		
Signature:		Date:	

Project Contact #2:

Name:			
Rotary position:			
Address:			
City:	State:	Zip Code:	
E-mail:	Cell phone:		
Home phone:	Office phone:		
Signature:		Date:	

Project Contact #3:

Name:			
Rotary position:			
Address:			
City:	State:	Zip Code:	
E-mail:	Cell phone:		
Home phone:	Office phone:		
Signature:		Date:	

SECTION 5: ADDITIONAL CONTRIBUTING ROTARY INTERNATIONAL ROTARY CLUB AND/OR DISTRICT PARTNER CONTACTS & AUTHORIZATIONS

Explanation: An additional contributing partner is a Rotary club or district which is not the sponsoring club or the host club, but is contributing financial support. The additional contributing partner primary project contact must be a member of the additional contributing Rotary club identified below and must be committed for the duration of the grant process from application through implementation and final reporting. Please provide a permanent primary address for each additional contributing Rotary club and/or district partner as all Rotary information will be sent to this/these address(es). It is highly recommended that the primary contact(s) (who receives all information from the D-6250 Grants Subcommittee) have an e-mail address to expedite communication. Complete every box; indicate "NA" if not applicable.

Additional Contributing Club #1 and Primary Contact Information:

District:		Country:	
Club:		Club ID number:	
Name			
Rotary Position:			
Address:			
City:			
State/Province:	Postal code:	Country:	USA
E-mail:		Cell phone:	
Home phone:	Office phone:		

Additional Contributing Club #2 and Primary Contact Information:

District:		Country:	
Club:		Club ID number:	
Name			
Rotary Position:			
Address:			
City:			
State/Province:	Postal code:	Country:	USA
E-mail:		Cell phone:	
Home phone:	Office phone:		

Additional Contributing Club #3 and Primary Contact Information:

District:		Country:	
Club:		Club ID number:	
Name			
Rotary Position:			
Address:			
City:			
State/Province:	Postal code:	Country:	USA
E-mail:		Cell phone:	
Home phone:	Office phone:		

To include all contributing Rotary clubs/districts make as many copies of this page as necessary.

SECTION 6: PROJECT FINANCING

Explanation: Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from DDF. The District Rotary Foundation Committee Chair (DRFCC) and District Governor must authorize use of DDF.

Project finances must match projected project budget.

NOTE: No funds should be spent and no work should be started on this specific project prior to official Rotary International District 6250, Inc. Grants Subcommittee approval of this Application. Upon approval, a notice will be sent to the sponsors informing them of approval and providing detailed instructions on next steps, including how and where to submit their contributions and reports.

RI District 6250, Inc. Rotary clubs	Cash (US\$)	DDF (US\$)	DRFC Chair D-6250	DRFC Chair Authorization	Dist. Governor D-6250	Dist. Governor Authorization
Total D-6250 Club & DDF Funds			D. Warren		J. Ruskey	
Partner Rotary club(s) or district(s)	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	Dist. Governor (Print Name)	Dist. Governor Authorization
Subtotals, Cash and DDF						
TOTAL Cosponsor contributions						
Additional non-Rotarian outside funding (not matched by or forwarded to RI District 6250, Inc.)						
Total project financing <i>(Must equal Project Budget page Total)</i>						

SECTION 7: 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:

Name of organization:		
Contact person:		
Street Address:		
City, State/Province:	Postal code:	Country:
Office phone:		
E-mail:	Web address:	

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*

SECTION 8: GRANTS SUBCOMMITTEE CHAIR REVIEW

Explanation: The district Grants Subcommittee Chair (GSC) must certify that the application is complete. Rotary International District 6250 Inc. GSC will certify all District Grant applications initiated by RI D-6250, or member clubs of D-6250. If the application is not complete or eligible, it will be returned to the RI D-6250, Inc. Primary Contact with a brief explanation.

“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: Susan Halambeck	Signature:
District: 6250	Date:

SECTION 9: COMPLETION and REPORT CHECKLIST

Before submitting your District Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the appropriate Grants Mentor or Grants Subcommittee Chair Person.

NOTE: To select a box, double click on it and choose "checked" or "not checked" from the sub-menu. Then click on "Okay."

- The project meets **all** grant policies and guidelines (see [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#)) or the RI Web site at (www.rotary.org/myrotary).
- The project description clearly states how the project will assist those in need.
- The activities of all partners are clearly explained. The Rotarians will be actively involved in the project.
- The host and District 6250 partners have created committees to oversee the project.
- A detailed, itemized budget is included in the application.
- All partner contributions are listed in the application, noting which contributions will be cash and which will be DDF.
- All project contacts have provided their authorizing signatures.
- or N.A. **If a lead cooperating organization is involved, the following letters are included with the application:** A letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project.
- The DRFC chair has provided his/her signature authorizing the use of District Grant Funds.
- The District Governor has provided his/her signature authorizing the use of District Grant Funds.
- The district Grants Subcommittee Chair from District 6250 has certified the application as complete and eligible.
- The primary contact has read the report instructions and form which is attached to this application.



Rotary International District 6250, Inc.

District Grant Club Report Form

Reporting Instructions

- A Final Report is required by May 15th of current Rotary Year. Reports are to be completed by Rotarians.
- Complete and return with all documentation to the D-6250 Grants Subcommittee chair electronically. This **includes**, but is not limited to, banking account statements and paid purchase receipts.
- 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.
- For consistency purposes, please use only **US\$ currency** for the whole report.

Please note that in addition to the Final Report:

- Electronically provide D-6250 Grants Subcommittee Chair with at least one photograph of the project in JPEG format, along with a caption or brief narrative and date.
- An article with picture(s) for use by Rotary District 6250, Inc.
- 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. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.

Complete and return copies with all documentation to:

**Ms. Susan Halambeck
Grants Subcommittee Chair
smhalambeck54@gmail.com**

DISTRICT GRANT CLUB REPORT FORM

District Grant # _____ Individual Project # _____

Primary Rotary Club _____

Project Title: _____

Project Description

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.	
Total Project Income	

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

1.	
2.	
3.	
4.	
5.	
6.	
7.	
Total Project Expenditures	

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 _____