The Rotary Foundation

Rotary International District 6250, Inc.

District Grant Application

2022-2023 Rotary Year

Project: 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 The District uses up to 50% of their District Designated Funds (DDF) to support District Grant projects. For more information, visit https://my.rotary.org/en/take-action/apply-grants/district-grants

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 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:

- Your club must meet prerequisites 1-6 on the qualification checklist page 4
- The planned project must be 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 District Grants Subcommittee 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.

What are the reporting requirements if I get a grant?

A final report (*see 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), repairs 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 organization	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 building	Purchase of gift, prepaid, fuel, food cards/certificates

Grant Request Checklist

Qualification Checklist	Club	District Review (Committee Only)
1) A club member attended a D6250 Grant Management Seminar (GMS) in the 5 months before the application deadline of May 25	☐	☐
2) A club President Elect attended a President Elect Training Seminar (PETS) or was excused by the District Governor	☐	☐
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 clubs	☐	☐
4) The club President and President Elect have signed the TRF Memorandum of Understanding (MOU)	☐	☐
5) The club President and President Elect have signed the District 6250 Addendum of Understanding to the MOU	☐	☐
6) The primary applying club is current on all prior grant (including global grants) reporting and Rotary dues	☐	☐

Application Checklist

	Club	District Review (Committee Only)
7) A detailed description of the project is included	☐	☐
8) A detailed budget with applicable quotes are included	☐	☐
9) Rotarians are actively involved in the project (clearly defined roles and duties required)	☐	☐
10) The grant complies with the application guidelines detailed on page 2	☐	☐
11) Grant expenditures have not and will not be incurred prior to the receipt of the official award letter or July 1 whichever is later	☐	☐
12) The project timeline will allow for start and completion by May 15 of the Rotary year in which the grant was approved	☐	☐
13) If a cooperating organization is involved, a letter of partnership is included (see page 8)	☐	☐
14) The grant application and signed (3 signatures from primary club required)	☐	☐

Rotary International District 6250, Inc. District Grant Application

Grant #_____- ___(Grant Subcommittee Chair only)

Project Title: Click or tap here to enter text.

District Grant 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.

Primary Sponsoring Rotary Club ID#: 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.

Key Project Details:

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 description/summary. Who, What, Where, When, and Why? (2 sentences max):

Click or tap here to enter text.

Project details and additional relevant background:

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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.

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

Click or tap here to enter text.

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

Click or tap 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 or tap 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 or tap here to enter text.

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.

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

Click or tap here to enter text.

Indicate what arrangement 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.

Club Contact Information – Print, sign, scan, and email the required signatures. Electronic signatures 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*

Definition: 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:	
Mailing Address:	
City:	**State/Province:**
Zip/Postal Code:	**Country:**
Physical Address *(if not same as mailing)***:**	
City:	**State/Province:**
Zip/Postal Code:	**Country:**
Office phone:	
Email:	
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

Financial Details

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

Funding Budget: Where will funding come from			
District 6250 Contributing Clubs	**Club Contributions**	**District Contribution (DDF)**	**Total Funding**
Example Club A	$1,000	$1,000	$2,000
Additional Non Matched Funding		N/A	
Total Funding in US $			

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 applicable signature page with signatures

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.

Liz Evans

Rotary International District 6250, Inc. Grants Subcommittee Chair

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 Final Report Form

Due May 15, 2023

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$**. Add lines as needed. If receipts are not in US$, 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		
	Total Project Income	

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

If there are unused District Match funds (DDF) to be returned, please contact 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 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) 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 hole RI, TRF 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 is required to be submitted to the District Grants Subcommittee Chair electronically by May 15 of current Rotary year. Reports mist be completed by primary supporting club Rotarians.

	Club	District Review (Committee Only)
Final Report Form (Appendix A) is complete	☐	☐
Project Income and Expense form is complete and in US$ currency	☐	☐
Copies of bank account statements showing income and expenses are attached	☐	☐
Copies of purchase receipts are attached	☐	☐
At least one photograph in JPG format has been emailed to District Grant Subcommittee Chair along with a caption or brief narrative and date	☐	☐
A short article (approx. 150 words) about the project has been emailed to District Grant Subcommittee Chair	☐	☐
Final Report Signature Page	☐	☐
If Applicable: A screenshot of the average exchange rate is attached	☐	☐