

DISTRICT 6490 – DISTRICT GRANTS 2018-2019

District grants fund small-scale, short-term activities that address needs in our community and communities abroad. They are a great way for clubs to increase their giving and community presence! District Governor Arlene Pennie has budgeted \$40,000 for District Grants this year.

The deadline for applying for a District Grant is **September 1, 2018**. The Rotary Foundation makes one payment to our District for District Grants. Once applications have been evaluated by the District Grants Committee, the recommended grants are submitted to The Rotary Foundation for final approval. Distribution of funds occurs when the District receives its check. To be eligible for a District Grant, a club's members must have donated to The Rotary Foundation. For detailed information about District Grants, go to: www.Rotary.org.

TO APPLY

1. Go to District 6490's website, click on the "Community Service" tab, and secure an application under the "District Grants Committee" section.
2. Complete the entire application.
3. Only one grant is allowed per club.
4. Send the completed application to Heather Stoa at: hhstoa@gmail.com
5. Upon receiving your application, it will be forwarded to the District Grants Committee for their consideration
6. If your grant is approved, it will be submitted to The Rotary Foundation.
7. If your grant is not approved, an explanation will be provided.

GUIDELINES FOR DISTRICT GRANTS

1. The grant supports local and international projects with a focus on the mission of The Rotary Foundation.
2. The projects support service activities and humanitarian endeavors.
3. The project includes active participation of Rotarians.
4. The Club is responsible for overseeing funding and implementation of the project.
5. The Club is the primary sponsor of the project.
6. Rotary is highlighted in all publicity
7. All uses of the name "Rotary" or Rotary's symbols must comply with Rotary International policies.

RESTRICTIONS

1. The project cannot begin before approval is granted
2. Continuous or excessive support of any one beneficiary, entity or community.
3. Cannot establish a foundation, permanent trust or long-term interest-bearing account.
4. Cannot purchase land or buildings.
5. Cannot fund any fundraising activities.
6. Cannot fund expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities.
7. Cannot fund public relations initiatives, unless they are essential to the project implementation.
8. Cannot fund project signage in excess of \$500.
9. Cannot fund unrestricted cash donations to a beneficiary or cooperating organization.
10. Cannot fund activities for which the expense has already been incurred.
11. Cannot fund study at a Rotary Peace Center partner university.
12. Cannot fund immunizations that consist solely of the polio vaccine.
13. Cannot fund salaries, stipends or honorariums.
14. Cannot fund travel expenses.
15. Cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions, support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; or serve as a new contribution to the Foundation or another Rotary Foundation Grant (District or Global).

REPORTING AND STEWARDSHIP

1. A Final Report must be submitted within 30 days of the full expenditure of the grant funds.
2. The Club must submit receipts for all expenditures, must provide competent and proper stewardship of all grant funds, and must submit an independent financial audit if requested.

DISTRICT GRANT APPLICATION
ROTARY DISTRICT 6490
(MATCHING DISTRICT GRANT or CLUB GRANT)
Rotary Year 2018 – 2019

THE COMPLETED APPLICATION IS DUE NO LATER THAN
SEPTEMBER 1, 2018

_____ **MATCHING GRANT PROJECT**
(Club funds matched by District 6490
1:1 up to \$3000, thus the total project may
be \$6,000)

_____ **CLUB GRANT PROJECT**
(Non-matched grant from District 6490
up to \$2000 with no club funds)

Rotary Club _____

Project Name _____

_____ Local project

_____ International project

Start Date _____

Expected Completion Date _____
(must be completed by June 30, 2019)

Name of Primary Club Contact _____

E-mail Address _____

Phone _____

Name of Second Club Contact _____

E-mail Address _____

Phone _____

1. BRIEFLY DESCRIBE THE PROJECT, ITS LOCATION AND OBJECTIVES

a. Project Description:

b. Location:

c. Objectives:

2. Describe how the project will benefit the community and/or improve the lives of the less fortunate.

3. Describe the nonfinancial participation by Rotarians in the project. (The number of Rotarians and how they will be participating in the project including the activities of those participating).

4. Describe how the public will know this is a Rotary sponsored project? Please be specific.

5. Cooperating Organizations

If the project involves a cooperating organization, please provide the name of the organization and attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project.

Name of Cooperating Organization _____

If this is an International Project, identify the district number and cooperating Rotary Club.

District Number and location _____

Club Name and Number _____

6. Enter Budget Information

PROJECT INCOME (Please attach additional sheets if needed)

Sources of Income	Amount
Amount of District Grant Funds requested	
If a District Matching Grant, funds given by the Club	
Other Funding Sources (be specific)	
Total Budgeted Income:	

PROJECT EXPENSES (Please attach additional sheets if needed)

Expense Items (please be specific)	Cost
Total Budgeted Expenses:	

While District 6490 initially requests the budget items outlined above, the District reserves the right to request supporting documentation related to the development of the budget and the Sponsoring Club understands that if requested, it is important for the information to be provided so that the application can be reviewed and processed.

As President and Club Treasurer of the Rotary Club named above, we hereby affirm that the Club’s Board has voted to undertake this project as an activity of the Club. In consideration of receipt of these grant monies, we agree to perform the work necessary to complete this project in the time frame stated and to submit a complete final report within 30 days of the project being completed.

Failure to follow the requirements as outlined in the above identified documents including failure to complete the project or to file the Final Report in a timely manner can disqualify the Club from future District Grants and can necessitate the repayment of the full grant award received.

We affirm that all information in the District Grant Application is true and accurate, to the best of our knowledge.

Grant Year 2018-19

Club President

Club Treasurer

Print name _____

Print name _____

Signature _____

Signature _____

E-mail _____

E-mail _____

Date _____

Date _____

Send the completed application and other required forms to: **Heather Stoa: hhstoa@gmail.com
District Grants Chairman**