

# DISTRICT GRANT OVERVIEW-2017-18

## District Grants:

Fund small scale, short term activities  
Addresses needs in communities

## Types of Activities:

Humanitarian projects- local or international  
Scholarships  
Vocational training teams- groups of professionals who travel abroad to teach  
Local professionals about a particular field

## Eligibility Guidelines- Terms and Conditions for Rotary Foundation District Grants and Global Grants

Must relate to the mission of TRF  
Include the active participation of Rotarians  
Exclude any liability to TRF or RI beyond grant funding  
Adhere to the governing laws of the U.S.A. and the host area  
No grant expenses may be incurred before TRF grant approval  
After grant approval, any changes to original project plan must be pre-approved  
By TRF. Submit request to District **in writing**

## What is a Prohibited Use of Funds:

Purchase of land or buildings (**district grant funds can be used to renovate structures and build low cost housing**)  
Fund raising activities  
Unrestricted cash donations to a beneficiary or cooperating organization  
Activities for which the expense has already occurred

## Club Qualification:

Attend a District Grant Club Qualification or Grant Management Seminar  
Be current on all RI and District dues  
**Club members must contribute to the Annual Fund of TRF. We just learned yesterday that the district CANNOT require clubs to give to TRF as a condition of club qualification – but we can make this a condition of receiving grant funds – so this needs to be moved to criteria that the committee uses when making awards. So no giving to TRF, no funding awarded for district grants**

Clubs must qualify annually (they do not actually renew annually; they have to qualify annually because different officers are signing off).

## Submitting the Application:

Drop dead submission deadline is July 15, 2017  
Only through DACdb Grant module  
Information submitted in Application should be consistent across all tabs  
dates in Details and Application tabs  
Itemized budget

Income Items- Requested DDF Funding and Other Funding Required  
Expense Items- Total materials, travel to equal Income Items  
Supporting documents may be uploaded as appropriate to documents tab  
Start Date- Consistent across tabs- Details and Application  
No earlier than October 1, 2017  
All Boxes checked for TRF Policies and Club Statement of Agreement

### **Financial Accounting:**

Best to have separate account- not mandatory **for district grants**  
Two parts to every disbursement  
Checks, Credit Card, receipts and Invoices  
Cancelled Check (copy both sides) and Invoice marked PAID  
Rotarians pay project expenses and are reimbursed from project funds  
Copy of check issued by club to Rotarian  
Rotarian provides: Cancelled check, Credit Card statement, etc.  
Check or receipt or statement from member  
acknowledging donation or receipt of funds  
Club pays Cooperation Organization  
Copy of check issued by club  
Acknowledgment of receipt of funds  
Copy of Invoice marked Paid

### **Final Report:**

Submitted within 30 calendar days of project completion  
Latest submission date is June 15, 2017  
Financial documentation for the amount of District Grant funds only  
Types of financial documentation required: see Financial accounting above  
Capture and adjust actual project funding on the BUDGET tab  
Upload all expenses and all supporting documents including invoices,  
receipts, statements, cancelled checks, photos, acknowledgement  
letters, etc. to the DOCUMENTS tab  
Fill out Final Report Project Description sections. Some are auto-populated:1&3  
Change Section One from proposed to accomplished  
Collect FINAL signatures, two required, one must be Club President of the  
Year of the District Grant  
Send to District for approval:  
Club makes any modifications to Final report per the District Grants  
Subcommittee to achieve approval of Final Report  
Once the Final Report is approved, the DACdb club grant is marked "Closed"