



Instructions for District Scholarships: Please refer to page 1 of the District 7980 Grant Funding Application for the process to apply for 2017-18 scholarship support of the following youth programs:

1. World Affairs Seminar – Five (5) scholarships at \$500.00 each, matching club funds \$1: \$1
2. RYLA – Twenty-four (24) Scholarships at \$125 each, with a maximum of 2 candidates per club, matching club funds \$1: \$1.

What is a Humanitarian District Managed Grant?

District Managed Grants support local and international humanitarian service projects. They are funded through a Rotary Foundation Grant awarded to District 7980. The Rotary Foundation derives its funds from contributions from clubs and individuals to The Rotary Foundation. These grants are managed by the District 7980 Foundation Committee (PDG Rick Benson, chair), the Grant Sub-committee chair (Lynda Hammond, Orange RC) and the District Governor. Because these grants are funded by The Rotary Foundation they must adhere to all policies and Terms and Conditions of The Rotary Foundation for District Grants. Yet, because these grants are administered by the District, and each District sets its own supplemental guidelines, it is best not to contact TRF with questions and not to try to find answers on the RI web site about District Managed Grants. The District web site will have all forms and reference materials for District Managed Grants. Questions may be directed to Glenn Pearson, Chair of the District Managed Grant Review Committee, glennpearson64@gmail.com or phone number is 203.640.8231.

Who can apply?

Rotary clubs from District 7980 who have met the requirements to be qualified, and are certified as such by the District Stewardship Chair Ed Pikaart, may apply. To be qualified, a club must:

- Sign the Rotary Foundation Memorandum of Understanding (MOU) and the District 7980 Addendum to the MOU and submit them to Ed Pikaart at (Ed.Pikaart@gmail.com);
- Have one or more members attend a grants training session (Grants Seminar or Foundation Seminar), complete the on-line training on <http://www.rotary7980.org/Stewardship.php>, or attend the full Rotary Foundation Seminar
- Electronically submit their Rotary Foundation contribution goals to TRF through Member Access/Rotary Club Central
- Designate a Club Steward who has attended and listed on DACdb a Grants Seminar, on-line qualification or a Foundation Seminar for the current Rotary year;
- Be current on reporting for previous District and Global grants.

What are the District 7980 requirements of a District Managed Grant?

District Managed Grants must be;

- a matched dollar for dollar by a District club or clubs
- a new project is a project that is new to the club or one that involves a specific new addition to an existing project that improves the project's effectiveness.

- A humanitarian project in alignment with one or more of Rotary's six Areas of Focus ; To see detailed Statements of Purpose & Goals by Area of Focus, [click here](#)
 - Peace and conflict prevention/resolution
 - Disease prevention and treatment
 - Water and sanitation
 - Maternal and child health
 - Basic education and literacy
 - Economic and community development

- Be short term-projects with all application approvals received and funds disbursed to the lead club during the current Rotary year.
- Involve Club Rotarians in hands-on activities that directly support or relate to the humanitarian project for which the grant is made.
- Not have any funds spent by the club, any partner organization or beneficiary organization, nor begin to implement the project until all District approval signatures have been obtained.
- Be capable of generating specific, clear, direct documentation for all project expenditures consistent with the project budget and the Club Memorandum of Understanding. Such documentation must be retained for a minimum of five years by the lead club.
- Partnering with other clubs is encouraged to broaden participation and to increase the size of the grant to make its impact more significant.
- Projects to be implement outside of our District, it is strongly recommended to have the support and participation of the local Rotary Club when one exists.

District Managed Grants will be limited to one to each qualified club taking principal responsibility until January 1st, at which time clubs may apply for a second grant if District funds remain available. All grants must be approved by June 30 of the current Rotary year. -All projects must be completed by September 15th and final reports submitted by September 30th, unless an exemption is made by the District Stewardship Chair and the District Foundation Chair.

What are the funding limits?

District 7980 Clubs, in collaboration with partner clubs, may request a grant of up to \$7,500 for each project. Any one club can receive a maximum of \$2500 per project and \$5000 per Rotary year. There is no minimum grant size. The Committee matches the Club(s) cash contributions \$1 for \$1.

How to apply?

Sponsor clubs must complete a *District Grant Application* and submit it electronically to the District Managed Grants Review Committee Chair Glenn Pearson, (glennpearson64@gmail.com). Qualified clubs may submit draft applications for committee comment after 1 April of the current Rotary year, but final fully authorized applications will be accepted only after July 1, 2017. Applications are reviewed on a first come, first served basis until all funds have been disbursed. Decisions will be rendered no later than June 15 of the Rotary year for which the grant is awarded, however funding for the grant is dependent upon our receipt of the TRF funds.

NOTE: Applications should be typed, not handwritten, and submitted via email. Original signatures are not required – copies are acceptable.

Sponsor Rotary clubs receiving a grant are expected to:

- Maintain communication with all host and partner clubs for the life of the project
- Establish a committee of at least three Rotarians from the partnering clubs to oversee the project

- Treat grant funds as a sacred trust
- Keep the funds in a separate account, or if merged with other club funds, they must be accounted for separately
- Get proposed budget changes approved by the District Grants Committee prior to implementing.

All projects must have active Rotarian participation and oversight. Examples of club participation include:

- Managing project funds
- Hands-on participation at the project site as-needed basis
- Partner clubs sharing information via correspondence
- The partner clubs sharing expertise, including identifying local needs.
- Purchasing, shipping, and/or distributing items purchased
- Publicizing the project to your club members, local media and within the District

What projects are eligible for a District Managed Grant?

District Managed Grants fund humanitarian projects that benefit a community need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. In all cases projects must meet Rotary International and District 7980 Managed Grant guidelines. Please review the TRF Eligibility Criteria from the Rotary Foundation “Terms and Conditions” by clicking on the following link: www.rotary.org

What are the District 7980 reporting requirements?

1. The project must be approved and funded by June 30, completed by September 15 and a Final Report must be submitted by the Lead Club within two months of the completion of the project but no later than September 30 following the Rotary year of the grant award.
2. The Final Report Forms should use and are provided on the District 7980 District Managed Grant website. Final reports must include financial records, such as copies of all receipts documenting for all expenditures and must total the FULL AMOUNT of the project budget approved in the application.
3. If there are unspent funds, they must be returned to Lynda Hammond, the District Grants Chairperson with a copy of the final report. Note: The Club’s share of project funds must be spent first before District monies are used.
4. All grant participants (lead and partnering clubs) must be current on all grant reporting, inclusive of global and district grants.
5. Submit final reports to District Grants Stewardship Chair Ed Pikaart (ed.Pikaart@gmail.com).

How to submit the application

Complete applications should be sent to:

District Managed Grants Review Committee Chairman Glenn Pearson,
glennpearson64@gmail.com

(Visit the District Web Site, the electronic District Directory, or contact the District Secretary Doug Lisk
dklisk@aol.com, for additional club contact information)

Glossary of commonly-used terms

Beneficiary: the recipient of goods or services

Cooperating organization: an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination

TRF: The Rotary Foundation of Rotary International

DMG: District Managed Grant

DDF: District Designated Fund

DGSC: District Grants Subcommittee Chair

DMGRC– District Managed Grant Review Committee Chair

DRFC: District Rotary Foundation Committee

Lead Club: the District 7980 club with fiduciary responsibility for the project

District 7980 Club: a Rotary club in District 7980

Outside Club partner: any participating Rotary club outside District 7980

Primary Contact: member of partner club who serves as main point of contact between the District Managed Grants Review Committee and project partners

Supplier: the entity providing goods or services being purchased with grant funds

6.

NOTE: These instructions represent an overview of the District Managed Grants process. Please be sure to review the District Managed Grants section of the District 7980 web site at <http://www.rotary7980.org/DistrictManagedGrants.php> for updates. Other grants resources are: www.rotary.org/en/grants; www.rotary.org/elearning - E-Learning; www.polioeradication.org ; www.matching-grants.org