**Anatomy of a District Grant**

* Can interchange the timing on these two steps
* Have 2 club members attend a Grant Management Seminar (GMS) in the current Rotary year
* Have current president and president elect sign and send in Memorandum of Understanding (MOU) and Addendum
* Discuss grant ideas
* Conduct community needs assessment for ideas
* Speak with local organizations such as the schools, libraries and local charities
* Work with club treasurer and President Elect to be sure funding is included in the President Elects budget...**Grant funding must be paid up front by the club and is reimbursed upon acceptance of final report**
* Submit grant application(s) to Bruce Spector as soon as completed but by April 1 at the latest.
* Remember . . . there is no need to write a book!
* Committee will meet and allocate funds.
* District Grants are announced at the District Conference
* No work may be started (other than planning) and **no money may be spent before July 1 of the next Rotary year.**
* Upon completion, complete final report and submit along with copies of proof of payment for purchases (all receipts dated July 1 or after).
* Send both electronic and hard copies to Bruce as soon as project is done but no later than the May 14.
* Be sure you are in compliance with all aspects of the MOU and Addendum you signed...including a written financial management plan which includes the name of the person designated to retain all paperwork for 7 years.
* If you have any questions you may contact anyone on the resource list given at the GMS.

**Remember projects and scholarships have different application forms.**

**Where to find information:**

**Rotary7120.org |Dist. Info & Positions | Foundation -TRF Foundation**

**From there you can find grant ideas, application forms and many other related materials.**