## Sponsoring a District Grant for 2018-2019 – District 5340

1. **Applying for a District Grant**
	1. Your Club Board should determine if your Club wants to sponsor a District Grant and who will be responsible for the District Grant. They should also determine the amount of money your club will provide for the Grant. Other clubs can choose to participate in your District Grant.
	2. Two club members must attend the District Grant Seminar (part of the District Training Assembly in March). One should be the Primary Contact.
	3. Club Presidents must be a signatory on the District Grant as well as the Primary Contact.
	4. Use Matchinggrant.org (<http://www.matchinggrants.org/district/>) website to “write” your grant by.
	5. Application deadline is August 1.
	6. District Grants will be considered for matching funds as of August 1 of each Rotary Year.
	7. Each Club will be eligible for 1 to 1 matching funds of up to **$3500** of District Designated Funds (DDF) for District Grants. This may be spread across several grants.
	8. There is no limit of the amount of DDF that a single grant may receive – clubs are encouraged to work together to do bigger projects if appropriate.
	9. The District Rotary Foundation Committee will review District Grant applications at their August 2018 meeting. District Grants will be evaluated and rated on these criteria:
		1. Meets the needs of the local community
		2. Club is up to date on District and RI Dues
		3. Club has a record of giving to the Annual Fund of The Rotary Foundation (TRF)
	10. Clubs will be notified if their grant is approved following the August meeting.
	11. NO PAPER CHECKS WILL BE DELIVERED – clubs must upload their banking information on <http://www.matchinggrants.org/district/> Click “**Restricted Access**” to assure that the information not openly available to all.
	12. Funds will be electronically delivered when funds are received from TRF and all qualification criteria above are met (usually within a month).
	13. Clubs have until the following April 1 to implement their grant and collect documents (receipts, etc.) and complete the Final Report. These items must be uploaded to the District Grant website in PDF format.
2. **Closing the grant and completing the Final Report**:
	1. Collect all the financial documents which show that the total amount of money you received has been matched by your club funds and has been spent for the purposes in was intended. If not, you must return the unused matching money.
	2. Scan the above to a PDF file and upload to the Documents page on the grants website.
	3. Complete a one page Final Report, convert to PDF, and upload to the grants website
	4. We love to have Photos uploaded on the Photos page as well.
	5. Click “Reported” which will trigger a review by the DRFC committee.