



What is a District Managed Grant?

District Managed Grants (DMGs) support local and international humanitarian service projects. They are funded through a Rotary Foundation Grant awarded to District 7930. These grants are managed by the District 7930 Foundation Committee and the District Managed Grant Subcommittee. Any questions should be directed to the chairmen of these district committees.

Who can apply?

Rotary clubs from District 7930 who have completed the 2017-2018 Grants Management Seminar and filed their signed Memorandum of Understanding (MOU) with the District Foundation Chairman may apply. The clubs must be in good standing with Rotary International. This includes payment of dues and being current on reporting for previous grants.

What are the requirements of a District Managed Grant?

District Managed Grants may involve a single Rotary Club or may also include a cooperating Rotary club in a project country. Participants are expected to:

- ✓ Maintain communication with the District Foundation Committee for the life of the project.
- ✓ Establish a committee of at least 3 Rotarians from the same club to oversee the project.
- ✓ Maintain clear and accurate accounting including copies of receipts.

What projects are eligible for a District Managed Grant?

District Managed Grants fund humanitarian projects that benefit a community need. In District 7930, DMGs must fall into one of the **6 Areas of Focus**, as outlined by the Rotary Foundation. 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 7930 Grant guidelines.

The general criteria are as follows:

General Criteria

Rotary Foundation District Managed Grants support a wide variety of humanitarian and educational activities in local communities and abroad. All projects and activities funded by these grants must:

1. Relate to the mission of The Rotary Foundation.
2. Include the active participation of Rotarians.
3. Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the grant.
4. Adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities.
5. Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse clubs or districts for projects already completed or in progress. Planning for grant activities ahead of approval is allowed and encouraged, but expenses may not be incurred before grant approval is received from the District and Rotary International.
6. Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of The Rotary Foundation Code of Policies.
7. Comply with the policy regarding the proper use of Rotary Marks as outlined in section 1.050.2 of The Rotary Foundation Code of Policies.

Restrictions

Grants cannot be used to fund:

1. Continuous or excessive support of any one beneficiary or entity.
2. Establishment of a foundation, permanent trust or long-term interest-bearing account
3. Purchase of land or buildings.
4. Fundraising activities.
5. Expenses related to Rotary events such as district conferences, anniversary celebrations or entertainment activities.
6. Public relations initiatives unless they are essential to project implementation.
7. Project signage in excess of \$500.
8. Operating, administrative or indirect program expenses of another organization with the exception of expenses allowed within the project management allocation for the grant.
9. Unrestricted cash donations to a beneficiary or cooperating organization.
10. Activities for which the expense has already been incurred.

What are the funding limits?

District 7930 clubs may request up to **\$3,000 for local projects** (minimum request is \$1,000) and up to **\$5,000 for international projects** (minimum request is \$2,500). The District Foundation Grants Committee matches \$1 for every \$1 of cash contributions from clubs. Individual Rotarians may request **up to \$500 for travel** for a humanitarian project or National Immunization Day project, **using separate travel application form**. Rotarians must provide proof that tickets for travel have been purchased in order to receive reimbursement for up to 50% of the total travel cost (up to \$500).

How to Apply

Applicants must complete a *District Grant Application* (this document) and submit it to the District Grants Subcommittee. ***Applications accepted from July 1 to August 15, 2017.***

NOTE: Applications **must be typed**, not handwritten, and submitted via email as a word document or as a PDF. Original signatures are not required. Copies are acceptable. No more than 5 supplemental pages will be accepted. Please be concise.

What are the reporting requirements?

The project must be completed within the Rotary year in which the grant is awarded. The Final Report is due within two months of the completion of the project and no later than **June 1, 2018**. Reports must be submitted on the report form provided on the district web site. Final reports must include financial records, receipts for all expenditures and must total the FULL AMOUNT of the project budget approved in the application. If there are unspent funds, they must be returned to the district. The club's share of the project funds must be spent first before district monies are used. If there are significant changes in the budget or other aspects of the project, contact the District Grants Chair immediately.

Project participants must be up-to-date on reporting for previous projects, as failure to do so will result in all new applications being rejected.

Complete applications should be sent to both:

Laurene Wessel, Chair, District 7930 District Grants Sub-Committee, lwessel@bankgloucester.com and to **Liz Cullen**, Chair, District 7930 Foundation Committee, lizgcullen@yahoo.com

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. Cooperating organizations do not oversee the budget.

TRF: The Rotary Foundation of Rotary International

DDF: District Designated Fund

DGSC: District Grants Subcommittee Chair

District 7930 Club: the Rotary club in District 7930

Outside Club Partner: any participating Rotary club outside District 7930

Primary Contact: member of partner clubs who serve as main point of contact between the District Grants Subcommittee and project partners

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

NOTE: These instructions represent an overview of the DG process. Review the DG Section of the District 7930 website for updates. It may be beneficial to read *Terms and Conditions for Rotary Foundation District Grants and Global Grants: www.rotary.org/grants.*

District 7930 Grant (DG) Application

PROJECT DESCRIPTION

Explanation: District Grants support the humanitarian service projects of District 7930 Rotary clubs. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of all project partners.

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

Project site: _____

City/Village: _____

State/Province: _____

Country: _____

Which of the **6 Areas of Focus** will the grant address? Check all that apply.

<input type="checkbox"/> Peace & Conflict Resolution	<input type="checkbox"/> Maternal & Child Health
<input type="checkbox"/> Disease Prevention / Treatment	<input type="checkbox"/> Basic Education & Literacy
<input type="checkbox"/> Water & Sanitation	<input type="checkbox"/> Economic and Community Development
<input type="checkbox"/>	<input type="checkbox"/>

Is this a new project? **Yes** **No**

On a separate sheet:

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project (**must be finished by May 15, 2018**).

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

Describe specific activities of each participating club in implementing the project. What will the Rotarians who are members of the club(s) do during the project? Please note that financial support, alone, is not considered active involvement.

DISTRICT 7930 CLUB INFORMATION

Explanation: A committee of at least three Rotarians from the same Rotary club must be established to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. The primary contact (who receives all information from the District) should have an e-mail address to expedite communication. The Club President may not be one of the three overseers of the grant.

District 7930 Club

Club Name:	Club ID Number:
District: 7930	Country: USA

District 7930 Primary Contact: May not be Club President.

Name:	MemberID:
Club:	
Rotary Position:	
Address:	
City/State/Zip:	
Email:	
Preferred Phone:	

District 7930 Project Contact #2: May not be Club President.

Name:	MemberID:
Club:	
Rotary Position:	
Address:	
City/State/Zip:	
Email:	
Preferred Phone:	

District 7930 Club Contact #3: May not be Club President.

Name:	MemberID:
Club:	
Rotary Position:	
Address:	
City/State/Zip:	
Email:	
Preferred Phone:	

OUTSIDE OF DISTRICT 7930 PRIMARY CLUB (international projects only)

Explanation: An outside district club partner is not required for projects done within the geographic boundaries of District 7930. An outside club partner is REQUIRED for projects done outside the geographic boundaries of District 7930 if there is a Rotary Club in that district/country. If there is no Rotary Club in the project area and no Rotary Club partners are available from nearby areas, you may contact the District Grants Committee Chair to discuss possible alternatives. Where a partner club does exist, the primary project contact must be a member of the partner club identified below and the project committee must be composed of members of the outside district partner Rotary clubs. Committee members must be committed for the duration of the grant process.

Outside District 7930 Primary Contact:

Name:		MemberID:
Club:		
Rotary Position:		
Address:		
City/State/Zip:		
Country:		
Email:		
Preferred Phone:		

Outside District 7930 Project Contact #2:

Name:		MemberID:
Club:		
Rotary Position:		
Address:		
City/State/Zip:		
Country:		
Email:		
Preferred Phone:		

Outside District 7930 Club Contact #3:

Name:		MemberID:
Club:		
Rotary Position:		
Address:		
City/State/Zip:		
Country:		
Email:		
Preferred Phone:		

PROJECT BUDGET

Explanation: For detailed information on what District Grants will fund, please see ***Terms and Conditions for Rotary Foundation District Grants and Global Grants*** and refer to ***guidelines***, above. Official RI exchange rates can be found at Rotary Website at:

<https://my.rotary.org/en/exchange-rates>

Please use the most recent exchange rate, if applicable.

Budget Item	Name of Supplier	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Subtotal: _____

Exchange Rate used: US \$1 = _____

Total in U.S. Dollars: \$ _____

PROJECT FINANCING

Explanation: Clearly list all financing in U.S. dollars. District 7930 matches \$1 for every \$1 club cash contribution up to \$3,000 for local projects and \$5,000 for international projects.

NOTE: No funds should be sent to the District with this application. Upon approval, an award letter will be sent from District 7930. **The check for the district portion (match) of the project will be sent to the club at the conclusion of the project, after the acceptance of the Final Report by the District Foundation Grants Committee.**

DISTRICT 7930 ROTARY CLUBS	CASH (US\$)
OUTSIDE DISTRICT 7930 ROTARY CLUBS (IF ANY)	CASH (US\$)
TOTAL CONTRIBUTION – CLUB SHARE	
FUNDS REQUESTED FROM D7930	
ADDITIONAL OUTSIDE FUNDING (NOT MATCHED)	
TOTAL PROJECT FINANCING	
(MUST = BUDGET TOTAL FROM P. 7)	

PROJECT PLANNING

Explanation: Before an application is submitted to District 7930, project partners should discuss various planning details. The questions below are a guide to aid project planning.

Note: A Rotary Club/District or Rotarian may not own anything purchased with grant funds.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds.

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?
Is software necessary to operate any items? If so, has software been provided?

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

Renovation, repair, and/or refurbishment of plumbing and electrification to structures where people live or work may be purchased with grant funds and as well as funding from other sources. Have the sponsor clubs/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

AUTHORIZATIONS

Explanation: Authorizations ensure that all participants are aware of, and interested in, pursuing the described project. By signing below, the current club presidents, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) and District 7930 for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club agrees to undertake this project as an activity of the club.
- RI, TRF, and District 7930 may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, District Newsletter, etc.
- The partners agree to share information on best practices when asked, and the District 7930 Foundation Committee may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (**NOTE:** Any and all exceptions must be explained in an attached statement.)
- I understand that all participants share some responsibility for timely and accurate reporting. I also understand the requirement to obtain, keep, and submit copies of invoices for project expenditures.

District 7930 Primary Club (From Page 5)	Outside District 7930 Club Host Partner (if any) (From Page 6)
Name:	Name
Signature:	Signature
Date:	Date
Project Contact #2	Project Contact #2
Name:	Name
Signature:	Signature
Date:	Date
Project Contact #3	Project Contact #3
Name:	Name
Signature:	Signature
Date:	Date

COOPERATING ORGANIZATION

Explanation: A cooperating organization is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A benefiting entity is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization:	
Street Address:	
City / State / Zip / Country:	
Office Phone:	
Email:	
Web Address:	

In addition to the above, the following must be attached:

- Letter of participation from cooperating organization that specifically states:
 - Its responsibilities and how it will interact with Rotarians
 - The organization's agreement to cooperate in any financial review of the project
- Letter of endorsement from the participating District 7930 Club President confirming that the cooperating organization works within the laws of the United States and the project country.

Explanation: The District Foundation Committee requires that a final report be submitted within two months of completing the project but no later than June 1 following the year of the grant and must include financial substantiation for all expenditures (such as receipts and bank statements).

FINAL REPORT

*By signing below, our club accepts responsibility for submitting a Final Report on this project by **June 1, 2018**.*

Print Club President's name: _____

President's Signature: _____ Date: _____

Rotary Club of: _____ **District 7930**

COMPLETION CHECKLIST

Before submitting your District Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact **Laurene Wessel, District 7930 Grants Sub-committee Chair**.

- Does the project meet all grant policies and guidelines?
- Is this a new project?
- Is this a fund raising project? (Fund raiser support is not allowed in the DMG program.)
- Is the club prepared to pay for the entire project, with the understanding that the club will be reimbursed after the District approval of the club's Final Report?
- Does the project description clearly state how the project will assist those in need?
- Are the activities of the District 7930 Club and Outside District 7930 Club (if any) clearly explained?
- Will club members be actively involved in the project?
- Has each participating club created a committee to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- Is a detailed, itemized budget included in the application?
- Are all partner contributions listed in the application?
- Have the club presidents and all committee members provided their authorizing signatures?
- If a cooperating organization is involved, are the following letters included in the application?
 - Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project
 - Letter of endorsement from the primary District 7930 Club President confirming that the cooperating organization is reputable and works within the laws of that country.
- Has the District Managed Grants Chair certified the application as complete and eligible?
- Is there a minimum of six authorizing signatures included in the application? (3 club, 4 District)?
- Have copies been made of all documents for club files prior to submitting them to the District?
- Is the project free of any conflict of interest or the appearance of any conflict of interest?

Complete applications with signatures should be sent to:

Laurene Wessel, Chair, District 7930 District Grants Sub-Committee, lwessel@bankgloucester.com
and to **Liz Cullen**, Chair, District 7930 Foundation Committee, lizgcullen@yahoo.com



DISTRICT GRANT COMMITTEE CHAIR REVIEW

Explanation: The District Foundation Committee requires that the District Grants Sub-committee Chair certifies the application as complete. If the application is not complete or eligible, it will be returned to the applying club with a brief explanation.

On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF and District 7930 guidelines, and is eligible for funding.

District 7930 Grants Sub-committee Chair 2017-2018 _____

Signature: _____

District 7930 Foundation Authorization

District Foundation Committee Chair 2017-2018

Signature: _____

Date: _____

Overall Foundation Grants Chair 2017-2018

Signature: _____

Date: _____

District Governor 2017-2018

Signature: _____

Date: _____