

DISTRICT GRANT PROCESS 9980 – 2018-2019

		When
1	All clubs attend training and sign MOU Record kept on data base	Rotary Knowhow - April
2	Follow up MOU material sent to Clubs	June
3	Reminder sent to all new Presidents, Foundation Chairs	15 July
4	Applications from clubs received, checked by Foundation Chair and District Grant Administrator	31 July
5	District Grant Administrator/Joan collate material and send spreadsheet to Foundation Chair	6 August
6	Foundation Chair comments distributed to Foundation Committee for their comments Final decisions discussed and grant allocations decided	By email 6- 28 August
7	Clubs notified of decisions made re allocation of District Grants Ensure all clubs have separate accounts for Foundation Funds	31 August
8	Grants Applications sent to Rotary International	15 September
9	Money in clubs accounts by 31 October	
10	Contact clubs re any additional funds	After 31 October
11	Final Reports to District Grant Administrator/Joan	31 March
12	District Grant Administrator/Joan to send reminders	Mid- March
13	All clubs attend training and sign MOU Record kept on data base	Knowhow - April
14	Follow up MOU material sent to Clubs - Joan	June