

THESE DISTRICT GRANT RULES AND TIPS SHOULD BE READ IN CONJUNCTION WITH THE MOST RECENT VERSION OF THE ROTARY FOUNDATION TERMS AND CONDITIONS FOR DISTRICT GRANTS AND GLOBAL GRANTS.

OVERVIEW: The purpose of the District Grant program is to assist clubs in performing “hands on” short term projects that are commenced and completed within one Rotary year and are of benefit to the club’s local community. International humanitarian projects can also be undertaken with a District Grant but must be completed within the same timeframe.

During June of each year the District Rotary Foundation Chair (DRFC) in conjunction with the District Governor (DG), District Governor-elect (DGE) and District Grant Subcommittee Chair (DGSC) will determine the amount of District Designated Fund (DDF) to be allocated to District Grants in the forthcoming Rotary year. District Grant proposals submitted by D6330 clubs before May 31 will be used as the basis of this determination. Following this review the proposals become the basis of a District Grant spending plan which is submitted to TRF for their consideration and approval. No club proposed project that uses District Grant Funds (DDF) can be implemented until TRF approval has been given and a full application submitted and approved by the District Grant Committee.

The District Grant portion of DDF is deposited directly by TRF into the district’s bank account under the stewardship of the DRFC, who becomes responsible for submitting a yearly report to TRF detailing how the money was spent. All unspent District Grant DDF must be returned to TRF where it becomes part of the next years Global Grant DDF.

ELIGIBILITY GUIDELINES AND RESTRICTIONS: Please refer to the latest issue of Terms and Conditions for Rotary Foundation District Grants and Global Grants for a complete listing of Eligible grant activities and Restrictions. Between January 1 and May 31 clubs submit the full Application with supporting documents. During June the DG, DGE, DGN, DRFC & DGSC review all submissions and submit those approved to TRF for their approval. Clubs will be advised in writing when TRF approval has been received. **No project utilizing grant funds may be started until written approval of the application has been given by the DGSC.** *If you cannot complete the full application by May 31, submit a Grant Request (Proposal, 400 characters max.) for the next Rotary Year, including an estimate of the total project cost in USD. December 31 is the deadline for clubs to submit a full application for the project outlined in the proposal.*

Following review by the District Foundation Committee clubs will be advised in writing to proceed with implementing the project. No project utilizing grant funds may be started until written approval of the application has been given by the DGSC. Within eight weeks of completing the project or no later than May 15 (of the Rotary year to which the District Grant applies) a satisfactory Final Report must be submitted.

APPLYING FOR A DISTRICT GRANT: All District Grant Proposals, Applications and Final Reports will be submitted electronically through the District 6330 Website – www.rotary6330.org.

PAYMENT OF GRANT FUNDS: The approved grant amount will be transferred to the club **upon completion of the project and submission of a satisfactory Final Report**. Cheques for the approved amount will be mailed by the DRFC to the club President’s address on file.

REPORTING: The project's Final Report must be submitted within eight weeks of completion, or no later than May 15 of the project year. Projects for which a satisfactory Final Report has not been received by the DRFC by May 15 will be considered withdrawn and the allocated grant funds returned to TRF.

BANK ACCOUNTS: It is strongly recommended that clubs establish an accounting system that keeps project funds separate from club funds. Copies of project related bank accounts showing project expenditures may be requested by the Grant Audit Team.

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