



Rotary District 5500 2022-2023 District Grant Instructions \$250 - \$6,000

During Rotary Year 2022-2023 District 5500 will again have district grants available to assist clubs in funding new community service projects with up to \$6000 in matching district funds.

A. Preparing and submitting a District Grant Application:

- Step 1: Review the attached project Application and collect all supporting documentation. It must be a new project, have club member participation, and must be completed within the same Rotary year in which the funds are awarded. Club projects are encouraged to be both sustainable and within one of Rotary's Seven Areas of Focus.
- Step 2: Complete the Application. Include a detailed project description, a budget, and the club leadership signatures. All sections of the Application must be filled out.
- Step 3: Applications for 2022-2023 should be submitted between June 1- July 15, 2022, but may be submitted as late as August 31, 2022 if a separate "Request for Funds" outlining the club's anticipated project and the amount of funding to be requested from district is provided to the D5500 District Grants Subcommittee Chairman by July 15, 2022 AND funding is still available after meeting the requests of approved club applications submitted by July 15.

NOTE: Meeting published deadlines is essential so that the district's Spending Plan requesting grant funds from The Rotary Foundation (TRF) may be completed and submitted in a timely manner.

B. Please take special note of the following:

- Fill out the application and retain a copy for your records.
- The cost of in-kind and donated goods and services do not count towards the cash budget totals or contributions.
- Funds may not be used for cash contributions, unless in support of volunteer work being done by Rotarians in conjunction with another organization.
- Funds are intended to assist clubs with their new projects and are not available to fund the same project for a second year even if new beneficiaries are involved.



- No club may have more than one district grant active/open at a time without first obtaining exception approval from the D5500 Grants Subcommittee.
- A D5500 Rotary club must put up at least one-half of the total cost of the project in cash and the district, depending on the availability of district grant funding, may be able to match the club's contributions, dollar-for-dollar, up to a maximum limit of \$6000.
- Clubs must retain original receipts for all district grant funded expenditures and provide copies to the district with their Final Report. Receipts are required of all items costing more than \$50 purchased with district grant or club project funds.
- Both the district and the clubs are required by TRF to retain copies of receipts related to grant funded expenditures in accordance with local laws and for a period of at least five (5) years following closure of the grant and D5500's acceptance of the club's Final Report.
- Conflicts of Interest: If an item or service is provided by a Rotarian or a Rotarian family member, please provide an explanation of why this should not be considered a conflict of interest and why it is in the best interests of the service project and Rotary to use this particular source.
- International projects must be coordinated with a Rotary club in the country where the project occurs. Supporting documentation is required. See Section V of the District Grant Application.
- A club must be Qualified and in Good Standing in accordance with D5500 Bylaws in order to apply for a D5500 district grant. Current club Qualification requirements and status are posted on the D5500 website. Details may be obtained from D5500 Stewardship Chairman, at stewardship@rotaryd5500.org.
- **Qualification Exception.** All provisions of the *Club Qualification MOU* apply to D5500 clubs when applying for a D5500 district grant with the exception of the requirement in Para 4 requiring a separate bank account for each grant. While a separate bank account is not required for any D5500 district grant, clubs are still required to put controls in place to ensure strict accounting of all district grant funds, funds collected, and funding expenditures.

Please contact D5500 District Grant Chair Kristi Halvorson with any questions at districtgrants@rotaryd5500.org