

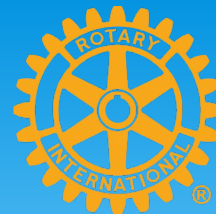
Foundation Grants Seminar

District Grants

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District Grants Coordinator
Rotary District 7780
2023 - 2024

The District Grants 5 Es: Objectives of this Module

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ELECT or sELECT

- Identify a Project for a District Grant

ELIGIBILITY REQUIREMENTS

- Learn how to qualify your Club to apply

ENGAGE and EVALUATION

- Learn when and how to apply
- Learn how your Grant application will be evaluated

EXECUTE

- Learn reporting and financial requirements

END

- Stewardship and Grant close-out

sELECT a Grant Project

11 Grants are underway in 2022-2023



Examples of District Grants:

- Local Project to create a community pollinator garden – Damariscotta Newcastle Rotary
- Local Project to create a Marsh interpretive nature walk – Scarborough Rotary
- Local Project to install a solar charging station – Westbrook Gorham Rotary
- International Project to provide med care/evaluation program for teen mothers in Columbia – Yarmouth Rotary

Attributes of a District Grant:

- Small-scale, short-term activities and projects that address needs in your community or a community abroad
- Humanitarian in nature typically addressing one or more areas of focus
- Led by Rotary with active Rotarian participation
- New to the Club that benefits and is sustainable to the community it serves

See list of Grants and project descriptions on D7780 Website, Foundation tab.

ELIGIBILITY REQUIREMENTS

Who can Participate in a 7780 District Grant



D7780 Rotary Clubs and Rotaract Clubs in good standing may apply for a District Grant.

A Satellite Club may apply independent of its sponsor club if the Satellite Club is recognized as such with Rotary International. Please include evidence of recognition as a Satellite Rotary Club with the Grant Application.

ELIGIBILITY REQUIREMENTS

How to “Qualify” for a Rotary Grant

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1. A minimum of two (2) members must take the Grants Management Seminar.
2. Club must appoint a Club Foundation Chair and report name to District via input into ClubRunner (or otherwise inform District).
3. Club must establish a goal to support the Annual Fund and post in Rotary.org’s Rotary Club Central (your Assistant Governor can help you with this).
4. For this grant year 2023 – 2024, the Club President **AND** either the Club President-Elect **OR** Club Foundation Chair must sign and implement the Memorandum of Understanding (MOU).
5. Club must be current with all District and RI dues and in good standing.
6. Club must be current with all Rotary Foundation grant reporting.

*Club Qualifications must be fulfilled by **May 15, 2023**.*

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How to Apply for a District Grant



1. The District Grant Application is available on the D7780 website under the **Rotary Foundation & Grant** tab – District Grant. Please submit applications to Grants@Rotary7780.org by June 1, 2023.
2. Clubs are encouraged to collaborate, with the Lead Club submitting the grant application. “Lead Club” is the submitter of the application although more than one D7780 club may be participating with the same grant. The Lead Club and all D7780 clubs involved must be qualified.
3. Project must adhere to the Terms and Conditions for Rotary Foundation Grants (*this document link available on D7780 Foundation microsite - Resources*).
4. Each club may submit only ONE District Grant application per Rotary year.

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Budget and Finance Clarification



1. Club must contribute at least \$500 in club cash to the project (“small club” grant requires a \$100 contribution). This contribution is to be included in the total grant budget.
2. Budget must be balanced, clear and concise. Including sufficient detail so that the Screening Committee can understand it.
3. Award amounts **in 2023-2024** will typically be in the \$1,000 - \$4,000 range. Please be reminded that award amounts are a function of the funds available and number of submitted applications.

BUDGET SUMMARY:	Total Project Budget Amount	\$5,000
	Less Club Contribution	- 500
	Less Any Partner Contributions	- <u>500</u>
	Grant Funds Requested	\$4,000

EVALUATION

Your application will be evaluated on:

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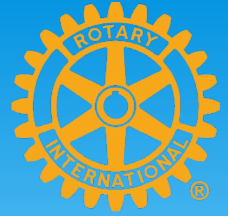


1. The quality of the Project will be measured by how the Applicant effectively demonstrates its positive impact on a local or international community, and the number of people benefiting from the project.
2. Projects must demonstrate active Rotary-member involvement and must be Rotary led.
3. Project must be new to the Club, lead to sustainability, and be meaningful to the community that it is intended to benefit.
4. Application must include a detailed promotional/public image plan in sufficient detail that the Screening Committee can understand it.
5. If grant funding is limited, not only does the competition between the Applications increase but also other considerations may be considered such as a Club's previous commitment to the Annual Fund.

EVALUATION

Who makes the decisions?

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1. The applications are judged by a Screening Committee made up of Club Foundation Chairs from each District Area and chaired by the District Grants Coordinator.
2. The District Foundation Committee reviews the Screening Committee's recommendation to ensure that proper protocol has been followed and to determine the final approval.

GRANT CYCLE

Deadlines and Reports



1. Two (2) club members must complete this Grants Management Seminar by **May 15 (2023)** as well as the other eligibility requirements.
2. Application must be complete, signed, and received by the District Grants Coordinator no later than **June 1 (2023)**.
3. Clubs will be notified of decision by mid/late July with funds likely distributed in early September.
4. Reports on progress and closeout of the Grant are required!
Progress report is due **February 1 (2024)**.
Final report is due **May 30 (2024)**. Final Report is to include reconciliation and receipts for all money spent and the return of any unspent funds. The Final Report will not be considered complete until all the grant monies are accounted for.

(Please note: If necessary, the work on a project may continue after May 30.)

END

Stewardship and Closeout



Stewardship is the responsible management and oversight of Foundation funds, including:

1. Supervision of Rotarians involved with handling of funds.
2. Review of financial records and oversight of funds. Records and receipts must be maintained for five (5) years.
3. Oversight of funds. *(These funds were donated for humanitarian purposes and must be treated appropriately.)*
4. Request permission from the District Grants Chair or District Foundation Chair if need/want to make changes.
5. Report any irregularities. *(A conflict of interest exists when a Rotarian benefits financially or personally from the grant.)*

Resources

Michele Varuolo Cole
District Grants Coordinator,
michele@LBOHoldings.com

Dave Underhill
District Foundation Chair,
dave.underhill.nh@gmail.com

District Foundation microsite: Drop-down tab
“Rotary Foundation & Grants” on
www.rotary7780.org

Special Rules for International Travel
See current Travel policies of The Rotary Foundation (detailed on the
website)

