**Check list for a complete DCG Application**

In order to access the Grant Module in Club Runner you must-

Email a Club MOU signed by the President and President elect of the execution year (17-18) to [zawilski@comcast.net](mailto:zawilski@comcast.net) and [jabyron@shaw.ca](mailto:jabyron@shaw.ca)

Have a member attend Foundation Training in the previous year.

With the initial submission ensure you include the Grant Writers name, phone and email

The **FIRST** thing we look at is - **Is the Project Humanitarian according to the District Definition?**

Will the project provide services or equipment to someone **in need** who would not otherwise have been able to acquire them? (Further, will the project improve someone’s life through access to better food or healthcare; afford them opportunities to overcome accessibility issues; or improve or supplement educational opportunities)

A Complete application includes-

All sections of the Application and Budget Tabs completed

A Conflict of Interest statement in the General Description

An Implementation plan indicating completion within DCG guidelines

Description of Rotarian involvement

A signed Project MOU with all appropriate participants uploaded to the Documents Tab

A budget in USD

An email from the execution year President indicating Club approval and support