



District Grant (DG) Application Checklist

2024-2025 Rotary Year

District Grant applicants should use this checklist as a guide for DG application. In addition, review DG on-line guidelines (see District 7120 website) before submitting the grant application.

- ___1. Grants may be used for local projects or small/short term international projects.
- ___2. Clubs may apply for one project grant per Rotary year. The total of the grant applied for may not exceed \$4,000.00.
- ___3. In order to apply for a grant, clubs must be qualified. (MOU, Addendum, \$35.00 per capita giving in 2022-2023 and GMS Attendance during 2023-2024).
- ___4. Applicants must use the 2023-2024 DG grant application form(s). All sections of the Application Form(s) must be completed in order to be considered for review.
- ___5. Each application must have the Club name and Address typed on the front page.
- ___6. The proposed project must be new; not necessarily original. Project could be replicated from other clubs' projects.
- ___7. Project work must be started on or after July 1, 2024. Project **cannot** be already in progress or completed before July 1, 2024.
- ___8. Any expenses needed for the project must be paid for **on or after** July 1, 2024.
- ___9. Applications must include written agreement with partners if any are involved. Attach agreement(s) or letter(s) of support for the project.
- ___10. Attach a budget with documentation. Note the requested amount for the total project.
- ___11. Applications must be signed by the current club president and president-elect and must be approved by the 2023-2024 Grant Management Attendees from the club.
- ___12. Submit a hard copy of grant application, MOU, and 7120 MOU Addendum, via US Mail to Patrick Stack, 79 Northcliffe Dr., Rochester, NY 14616, **AND** by email to pkroc@outlook.com by **April 1, 2024**.

___13. District Grant applications will be reviewed between April 1 and April 26, 2024, by the
Updated 10/05/2021 BJS

Rotary

District 7120

District 7120 Rotary Foundation Committee.



NOTE: Applications received before March 15, 2024, will have an opportunity to be reviewed for format compliance and returned to club for corrections, if necessary.

___14. Announcement of DG Awards tentative recipients will be made at the District Conference.

___15. Your Club's Project Final Report form must be submitted to DG Chairman Patrick Stack at pkroc@outlook.com within 30 days of completion of the project, but not later than May 15, 2025, along with copies of receipts for the project. Failure to submit the closeout documentation by May 15, 2025, could result in the cancellation of your grant. Each club must retain its report and receipts in accordance with the Club MOU/Addendum and the club foundation policies for 5 years.

___16. Grant funds approved in the award will be paid to clubs only upon approval of the final report, and only as documented by receipts. A check will be sent by the Grants Chair, once the DG Chair has accepted the final project report.

___17. District Grant payment to each club must be deposited within 30 days of receipt to the club's checking account.

___18. Club and member contributions to the Annual Fund (SHARE) of The Rotary Foundation are the source of District Grant funds, so clubs must have achieved \$35.00 per capita during the 2022-2023 Rotary year to be eligible for the 2024-2025 grants.

___19. Any questions regarding the DG application, contact Patrick Stack, DG Chairperson, at 79 Northcliffe Dr., Rochester, NY 14616, or pkroc@outlook.com