Funding Guidelines

The minimum for each grant project is

$3,000. Clubs must fund at least 50% of projects. Therefore, the match from District 5970 will be a minimum of $1,500 with a maximum of $5,000.

District Grants funds cannot be used for reimbursing a Club for projects completed or in progress.

<u>Projects evaluated on 100-point scale:</u>

Humanitarian focus of project	15 pts
Community Need	15 pts
Benefit to Rotary public image	15 pts
Club contribution ratio	15 pts
Member involvement	15 pts
Club support of Rotary Found.	25 pts

Pre-Requisites

• A minimum of one (two encouraged) Club members must attend a Grant Management Seminar prior to the start of the next Rotary year.

• Execute a Memorandum of Understanding (MOU) and a D5970 Addendum to the MOU between the Club and D5970 and submit both documents to the District Rotary Foundation Chair no later than June 15. Forms available online at www.district5970.org under the *District Foundation* tab and then *Grants* tab.

• Be current on your Club Rotary International and District 5970 dues, and be in good standing with District 5970, Rotary International and The Rotary Foundation.

• Establish and report an annual Club giving goal for the current year.

• Be current on all Rotary Grant reporting requirements for your Club.

• Submit MOU's for cooperating organizations with district.

District Grant Process in 5 Easy Steps

April 15

1. Call for District Grant Applications

Grant Projects must:
• Promote Rotary Awareness.
• Require active Rotarian involvement (not just financial).
• Benefit two or more individuals, except in the case of scholarships
• Adhere to the fund management and stewardship guidelines as set out in the Club MOU.
• Be short term in nature and completed by May 31, 2023.

June 15

2. District Grant Applications Due

Application available online at www.district5970.org
Note: Clubs with multiple applications need to rank them in order of priority.

Project Fund Restrictions:
• Must be used for a new Club project.
• Cannot be the basis to fund a Global Grant.
• Cannot be used for new construction, except as allowed by TRF Global Grant Policy.
• Cannot be used in support of fundraising efforts.
• Cannot be for expenses related to Rotary events, i.e. conventions, conferences or entertainment activities.
• May not be used for cash contributions, unless in support of volunteer work being done by Rotarians in conjunction with another organization.
• May not directly benefit a Rotarian, an employee of a Club, District or other Rotary entity or of Rotary International.
• District Grant Committee will give preference to qualified Clubs that:
  · Have projects that conform to District 5970 parameters for a District Grant.
  · Have Rotarian involvement in the project.
  · Support the Rotary Foundation Annual Program Fund.
  · Are current in all grant reporting.

August 1

3. Clubs Notified of District Grants Award

August – May 15

4. Implementation

• Grant project may not start until District Grant is funded.
• Clubs will be held accountable for the fund management and stewardship guidelines as specified by the Club MOU and are responsible for providing the required reports within the timeframes specified.
• Funds will be disbursed in one payment to Club.
• Funds must be used to directly reimburse vendor invoice and must be managed by Club.

June 30

5. Reporting

• Grant project must be completed and final report submitted no later than June 30 or within 30 days of completion of the project, whichever is earlier.
• If the final report is delinquent or if a club fails to submit a final report, the club may be required to reimburse the District Grant funds back to District 5970. The District may also elect to not approve future grant applications for a period of 3 years from the date of delinquency.
• Include invoices, photos and cancelled checks with report.

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