



## HOW TO APPLY FOR A DISTRICT GRANT 2019-20

Congratulations on planning a District Grant to benefit your community or the world community, which utilizes District Designated Funds from the generosity of our District 7450 Rotarians, to increase your club's spending power!

Prior to filling out the application for a District Grant, please read and understand the following information. If you have any questions, see the contact information in this document. Deadline for submitting an application is May 15, 2019.

Thank you!

- Step 1      Read this document
- Step 2      Download all the documents in Section 3.
- Step 3      Get started on the MOU Worksheet & the MOU; submit them as soon as possible.
- Step 4      Fill out the Application.
- Step 4.1     Get Letters of Commitment from every Club that is participating in your project.
- Step 4.2     Get Letters of Commitment from every other organization that is participating in your project.
- Step 5      Submit your Application with all supporting documents as early as possible but definitely before May 15, 2019.

There are three sections:

1. Overview and Timeline
2. Helpful Information
  - a. Contacts
  - b. What District Grants will NOT fund
  - c. Resources
3. Documents
  - Memorandum of Understanding (MOU)
  - Cub Financial Management Template
  - District 7450 District Grant Application
  - Letter of Commitment (one copy for each Rotary club that is joining you)
  - District 7450 District Grant Report Form

## **SECTION 1. OVERVIEW AND TIMELINE**

Please read this Overview and Time Line before filling out your Grant Application. Following this section is a section explaining the required qualification your club must go through to be eligible to apply for Rotary grant money. NOTE: Clubs that have supported the Annual Fund will be given priority!

District Grants help fund relatively small (under \$30,000) projects locally and internationally. More than one club may be involved in a local project; international projects require at least 2 clubs, a host club and an international partner club.

*N.B.: These are District Grants, not GLOBAL grants: Global grants work differently and are for projects of much larger scope and over \$30,000.*

In order to participate in the Rotary Foundation Grant projects, each club must submit a Memorandum of Understanding (see Documents section). Only one MOU is needed, no matter how many grants a club is involved with, whether Global or District, but a MOU must be submitted each year. The MOU may be submitted before the grant application is complete.

Each Club must also adopt a Financial Management Plan. A sample template is included in the Documents section.

In this section you will find the recipe for applying for and completing a District Grant. As with any recipe, be sure to read through everything first, making note of any questions you have. Many of your questions will be answered as you read through this material. Use the Resources and Contact Information pages (at the end of this document) to find answers to any remaining questions.

### **May 15, 2019—Application deadline:**

- Do not wait until the last minute to submit your application. As applications are received, a member of the District Grant Subcommittee will be assigned as your liaison and will review the application documents for completeness of information only. Applications that are not complete by the Application Deadline may be rejected.
- A Letter of Commitment from every club or other organization associated with a grant application must be included with the application, e.g., if 2 (or more) clubs or 1 club and another organization (domestic or international) are participating in a project, each club or organization must sign a Letter of Commitment.
- The applications now being received are for projects in the 2019-2020 Rotary Year.

### **May 16-June 30, 2019**

- District Grant Subcommittee will review the applications between May 16 - June 30 and work with clubs to try to ensure that projects qualify for support.

### **July 1, 2019**

- The District Grants Subcommittee submits their Spending Plan submitted to The Rotary Foundation.
- The District Grant is a “block grant.” All the grant applications that the clubs submit are combined by the District into one Spending Plan which is sent to The Rotary Foundation for TRF approval. The Spending Plan cannot be sent to TRF until the Rotary Year in which the monies will be spent has begun, i.e., July 1.
- When TRF approves the District Grant Spending Plan, they will notify the Committee of approval. (This can take 2-4 months because they are reviewing all district grant submissions from all districts around the world.) We then notify the clubs of their approval so that the project can begin; and TRF deposits the Block Grant Money into our account. When the monies have been received, then we will contact the clubs again to make arrangements for receiving the awarded grant money in person or by mail.

## **Additional information**

- District Grant projects must be begun and completed ordinarily within one Rotary Year, and cannot be begun until the Application has been approved.
- If a club submits more than one grant application, the club must indicate which one is their primary project. Second applications will be considered only after all primary grants have been approved.
- Clubs that have supported the Annual Fund will be given priority.
- Completed Applications should be sent to the District Grants Subcommittee Chair (See Contacts).
- The person(s) responsible for overseeing the club's project must be sure to retain receipts for all expenditures and submit them to the District Grant Committee with the club's final District Grant Report at the completion of the project, up to the 12 month deadline of completion.
- If the persons whose signatures on the application are no longer able to be responsible for seeing the project through, they should be replaced, and the District Grant Committee notified.

## **SECTION 2: Helpful Information**

### **A. Contacts**

Martha Bowman, District Grants Sub-Committee Chair 1025 Napple Avenue Philadelphia, PA 19111 E: <a href="mailto:mbebowman@aol.com">mbebowman@aol.com</a> F:215-663-0203	Bronwyn L. Martin, District Rotary Foundation Chair E: <a href="mailto:bronwyn.d7450@gmail.com">bronwyn.d7450@gmail.com</a> C:610.453.7215
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### **B. What District Grants Projects cannot fund:**

- a. Continuing or excessive support of any one beneficiary, entity, or community.
- b. Establishment of a foundation, permanent trust, or long-term interest bearing account. Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in appropriate TRF Documents.
- c. Purchase of land or buildings.
- d. Fund raising activities.
- e. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities.
- f. PR initiatives not directly related to a humanitarian or educational activity.
- g. Project signage in excess of \$500.
- h. Operating, administrative, or indirect program expenses of another organization.
- i. Unrestricted cash donations to a beneficiary or cooperating organization.
- j. Activities for which the expense has already been incurred.
- k. Transportation of vaccines by hand over national borders.
- l. Travel to National Immunization Days (NID's).
- m. Immunizations that consist only of the polio vaccine.
- n. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows.

### **C. Resources**

The Rotary Foundation website (include link on our website) Other Rotary clubs, both in our District and in other districts The Rotarian Magazine

## **SECTION 3: Documents**

Memorandum of Understanding (MOU)  
Cub Financial Management Template  
District 7450 District Grant Application

Letter of Commitment  
District 7450 District Grant Report Form