

## Rotary District 5930

### District Grant Guidelines, Process and Application Form For Fiscal Year 2021-2022

As of Oct. 10, 2016

#### **GUIDELINES**

District Grants provide financial assistance to clubs for projects designed to meet a specific need in either a local or international community. Rotary Clubs are encouraged to assess and determine an appropriate current need they wish to support either locally or internationally before deciding on a project. The total District Grant DDF dollars available for 2017-2018 will be posted on the District 5930 website: [www.Rotary5930.org](http://www.Rotary5930.org).

#### **DISTRICT GRANT APPLICATIONS MUST BE SENT TO THE ROTARY DISTRICT GRANT SUBCOMMITTEE CHAIR (DGSC) BY JUNE 30, 2021.**

If you have any questions, please contact Juan Lira, District Grants Subcommittee Chair (DGSC) via email at [juanliratx@aol.com](mailto:juanliratx@aol.com).

- 1) If the proposed grant is approved, the District Rotary Foundation Treasurer will issue a check in the amount of the award to the respective Rotary Club awardees as soon as the Rotary Foundation approves the District 5930 Block Grant for 2021-2022.
- 2) The Club **MUST** submit the project's **Final Report with receipts** to the DGSC no later than May 31, 2022.

For assistance in completing this application, please contact the DGSC, DRFCC, or your Assistant Governor. Thank you for participating in The Rotary Foundation (TRF) grants program that will make a difference in our local and/or international communities.

#### **Appropriate Use of The Rotary Foundation District Grants Must:**

- Promote active participation of all Rotarians involved in the implementation of the District grant.
- Assist in the development of stronger Rotary networks as clubs from different communities work together to implement local or international projects.
- Projects should satisfy real humanitarian needs of the receiving communities based on a needs' assessment, be sustainable, and have measurable outcomes.

## **Rotary Foundation District Grants:**

- Project scope and activities should be consistent with the RI Mission and recommend that it support one or more of the TRF Seven Areas of Focus (although not mandatory):  
**Peacebuilding and Conflict Resolution; Disease Prevention and Treatment; Water, Sanitation, and Hygiene; Maternal and Child Health; Basic Education and Literacy; Community Economic Development; and Supporting the Environment**
- Should be innovative, flexible, and simple so they can be completed within the Rotary fiscal year.
- Can be used to serve local or international projects ranging from a minimum of \$1000 USD and a maximum request of \$4000 USD dollars.

## **District Grants Can Be Used For A Wide Variety Of Activities. Listed Below Are Examples:**

- Funding an undergraduate scholarship for a student to attend a local or international University
- Funding International travel for a local doctor to volunteer at a clinic
- Donating educational materials and supplies to assist youth after-school programs
- Sending Shelter Box containers in response to a natural disaster in another district
- Supporting the exchange of mixed professional vocational training teams to another district

**NOTE: District Grants can be used to partner with other Rotary Clubs either Locally or Internationally.**

## **District Grants cannot fund:**

- Purchase of land or buildings
- Fundraising activities, RYLA, Youth Exchange, Adoption Awareness, EarlyAct programs
- Activities that have a religious or political prerequisite
- Establishment of a foundation, permanent trust or long-term interest-bearing account
- Expenses related to Rotary events, such as District Conferences, conventions, institutes, anniversary celebrations or entertainment activities
- Public relations initiatives not directly related to humanitarian or educational activities
- Operating, administrative or indirect program expenses of another organization
- Unrestricted cash donations to a beneficiary, non-governmental or cooperating organization
- Activities primarily sponsored and supported by a non-Rotarian organization. Refer to General Terms and Conditions denoted at the end of this document for further details.

**NOTE: A Rotary club may not write a check to an organization with the grant money. The club must purchase goods or services directly and submit the receipts with the final report.**

**Rotary District 5930  
District Grant Application  
2021-2022**

The District grant application can be input directly into the District Grant Module available through Club Runner when Juan Lira, District 5930 Grant Subcommittee Chair (DGSC), receives a signed copy of the (1) Club Qualification Memorandum of Understanding (MOU), (2) Addendum, (3) Club Financial Plan, (4) Investigating Reporting and Resolving Allegations Of Misuse or Mismanagement of Grant Funds by the Club President (2021-2022) and the President-Elect (2021-2022). In addition, at least 2 club members must have attended a District 5930 Foundation Grant Management Training Seminar for the 2021-2022 Rotary year for the Club to be qualified, one of whom is the incoming Club President FY 2021-2022 (see scheduled dates and locations in Rotary calendar). The RFCC will certify your club via the online system and will grant qualified clubs online access to the Grants module to submit a grant request. District grant submissions will require:

**1) Project Description**

Describe the project, its objectives, location, and how they will be attained

**2) Other Non-Rotary Organizations**

If this project involves a cooperating organization, please provide the name of the organization and attach a letter of participation from that organization that specifically states its responsibilities and how it will interact with Rotarians during this project.

**3) Active Rotary Participation**

Please use the following list to identify the activities demonstrating the active involvement of the Rotarians in this project. If the list does not adequately describe the activities your club undertakes, please attach a description on a separate sheet.

- Assessment of needs and development of project plan
- Establishment of a committee of at least 3 Rotarians to oversee the Expenditure of funds.
- Involvement in the implementation of the project
- Provision of evidence of community involvement and ownership
- Organization of meetings with local service providers, local officials and/or Recipients
- Promotion of the project to local media, club and District meetings.

**4) Project Budget**

Include a complete itemized budget for the entire project. Proforma invoices are requested for each item.

**5) Purchase of Equipment, Materials or Supplies**

Who will own the equipment, material or supplies purchased with grant funds? (Note: cannot be owned by a Rotarian or Rotary Club) Who will be responsible for security and access control, maintenance, operating expenses, replacement parts, and storage costs of the equipment/supplies?

## 6) Proposed Financing

Please list all financing and indicate cash or District Grant fund amounts.

<b><u>Amount Contributing:</u></b>	<b><u>U.S. Dollars \$\$</u></b>
Rotary Club (Sponsor)	\$ _____
Partnering Rotary Club	\$ _____
Partnering Rotary Club	\$ _____
Subtotal:	\$ _____
Amount requested from District 5930 DDF	\$ _____
Funding from Additional Sources:	
Name: _____	\$ _____
Name: _____	\$ _____
<b>Total Project Cost</b>	<b>\$ _____</b>

**The minimum District Grant request is \$1,000 USD and maximum per grant is \$4,000 USD for the FY 2021-2022.** Provide additional information as necessary if project financing does not equal budget. Provide detailed explanation. List additional sources if used.

## 7) Grant Approval: After review by the District Grants Sub-Committee and approved by the District Rotary Foundation Committee, then the grant will be funded when items 1-6 above have been completed to the satisfaction of the District Grants Sub Committee.

Upon approval of your grant application, notification will be sent via email to the Club President. The District Foundation Treasurer will be notified to issue a check to your club. It is recommended, but not mandatory, that a separate bank account be used to record DDF fund deposit (s) and subsequent check disbursements. Original support documentation should be maintained on file and scanned copies submitted online into the District Grant Module for retention purposes. **(Note: Electronic submissions are accepted via ClubRunner. Hardcopy must be retained on file for five years).**

## 8) Final Report Submission

The final report shall include:

- a) A highly detailed and clearly organized report of expenses.
- b) **Copies of receipts** for purchases made with grant funds. Original receipts should be retained by the sponsor Rotary Club as required by TRF, local, State, and/or Federal agencies.
- c) Detailed information regarding all beneficiaries of grant funds.
- d) A detailed account of Rotarian participation in the implementation of the project
- e) A detailed narrative delineating the implementation of the project and how experiences garnered will inform/guide the club/district for the next year.
- f) A minimum of **one** photograph of the project.

**9) A Minimum of Two Rotarians Must Be Listed Who Will Provide Oversight and Management of the District Grant Funds to Ensure:**

- a) The information in this application is true and accurate to the best of our knowledge.
- b) This application complies with the Terms and Conditions for The Rotary Foundation District Grants administrative requirements and strict adherence to the current Club Memorandum of Understanding.
- c) We understand and will comply with the required Rotary Foundation Grant management guidelines and procedures as stated above.
- d) We acknowledge that the **Final Report is Due 30 Days After The Project Is Completed or By May 31, 2022, whichever comes first.**
- e) We agree that the **Final Report Shall Include Copies of Receipts and At Least One Photograph of The Project.**

**Questions Relating to the Grant Application, Progress Reports and Final Report can be directed to:**

Juan Lira  
District 5930 Grants Sub-committee Chair  
Phone: 956-744-6039  
Email: [juanliratx@aol.com](mailto:juanliratx@aol.com)

**General Terms & Conditions to Review before Submitting a District Grant Request**

- 1) Smaller clubs are encouraged to join together and form partnerships to sponsor a single project that can be larger, have a broader and more lasting impact, and include more Rotarians from the District.
  - a) The sum of the partner's RI Foundation Giving and their average per capita will be considered when allocating District Grant Funds.
  - b) District Grant partner clubs must designate which one club will be the primary partner to receive the project funding and be responsible for completing the required project report(s).
- 2) Clubs are encouraged to partner with outside, third party (cooperating) organizations to expand the impact of the projects. However, the projects funded by a District Grant must be proposed, managed and directed by Rotarians.
- 3) Clubs will be required to match a minimum of 50% of the District Grant amount. This match can come from club funds, individual Rotarians, or from an outside third party (cooperating) organization to expand the impact of their projects.

- 4) District 5930 must submit a detailed spending plan to The Rotary Foundation (TRF) in order to receive our District Block Grant funding. This plan must provide a general description of the individual activities each Rotary Club wishes to fund based on written requests submitted to the District. Therefore, the District Grants Subcommittee (DGS) requires that:
  - a) **District Grant requests should be submitted to the District Grant Subcommittee Chair (DGSC) no later than June 30, 2021 and from DGSC to the DFC no later than July 10, 2021. District Grant submission due dates will also be included on our District website. The District RFC is tentatively scheduled to meet on July 17, 2021 to review/approve District Grants.**

The DGS will review all Club grant applications. Each project will be evaluated based on the guidelines below. The DGS will notify the Club President of each club who applied for a District Block Grant of the Subcommittee's decision no later than Aug. 01, 2021. Club Grant projects **must not** be initiated until approved by the District Grants Subcommittee.

- 5) All Club District Grant project final reports **must** be completed no later than May 31, 2022 and be submitted to the District Grants Subcommittee Chair (DGSC). The DGSC should report the status of all district grants to the DFC no later than June 14, 2021. The Club Final Report Forms will be posted to the District website.
- 6) Failure to meet the final report deadline will seriously jeopardize District 5930's standing to request future District Block Grant funding, and this situation may result in the District being disqualified to receive any further TRF funding. *Therefore, timely reporting and good stewardship of previous grants will be a consideration in determining a club's future grant award.*
- 7) No Club will be eligible for a District Matching Grant unless they have contributed to The Rotary Foundation in 2020-2021.

**Evaluation Guidelines:** subject to review and amendment throughout the year:

- 1) District Block Grants are intended to support short-term, local humanitarian and service projects that involve the active, personal participation of Rotarians, or for educational scholarships. Each Club grant project application must clearly demonstrate that it addresses one of the objectives:
  - a) All activities associated with District Block Grants must be verifiable and auditable.
  - b) Projects must not directly benefit Rotarians, Honorary Rotarians, employees of a Club, District, or other Rotary entity, or of Rotary International; a spouse, lineal descendant, spouse of lineal descendant, or an ancestor of any living Rotarian or Rotary employee; or employees of agencies, organizations, or institutions partnering with TRF or RI.
  - c) Project funds cannot be used to fund:
    - 1) Travel, salaries, or other administrative overhead costs.
    - 2) Activities primarily sponsored by another organization or fund operational expenses of another organization.

- 3) Existing or ongoing projects. This does not prevent the replication of successful projects that will benefit additional communities.
- 4) The purchase of land or buildings or to construct a building. Funds must be used in compliance with the Foundation's policies on construction and renovation.
- 5) Reimbursement for projects already initiated or completed.
- d) Projects must be Rotary-sponsored and publicly identified as such.
- e) Projects must not involve liability on the part of District 5930, Rotary International or its Foundation except to provide the amount of the grant.
- f) Project sponsors must agree to work within the Trustees-established Stewardship Guidelines and utilize the Financial Guidelines and Regulations for Humanitarian Grant Projects.
- g) Clubs applying for a District Block Grant must appoint two Rotarians who will provide oversight and management of awarded funds and who will serve as contacts for District 5930.
- h) Clubs must file a final report with District 5930 as an accountability measure. Failure to do so will result in the District being disqualified to receive further grant funding. The District report to TRF will be compiled from the final reports received from each Club that receives District Block Grant funding.
- i) The final report for all District Block Grants is due upon completion of the project, but in no case later than May 31, 2022.
- 2) There is a limit of **one** District Block Grant per club.
  - a) However, to expand the impact of their projects, Clubs are encouraged to consider partnering with other clubs in a single, joint project that can be larger, have a broader and more lasting impact and include more Rotarians from the District.
  - b) Joint District Block Grant partner clubs must designate which one club will be the primary partner to receive the project funding and be responsible for completing the required project report(s).
  - c) If, after reviewing all District Grant applications, there is DDF still available, a secondary Matching Grant application will be considered from qualified clubs.
- 3) Clubs submitting an application for a District Block Grant **must** be qualified. For a club to be qualified:
  - a) Two members (one of whom is the incoming Club President FY 2021-2022) and the President-Elect FY 2021-2022 must sign the Club MOU for District Grants. The requirement to maintain a separate bank account for District Block Grant funds is **waived**.
  - b) Two members (one of whom is the incoming Club President FY 2021-2022) must have attended a District 5930 Grant Management Certification Seminar (GMCS). Training will be provided to President-Elects on the following dates:
    - 1) 06 February 2021 through Zoom
    - 2) 27 March 2021 through Zoom
    - 3) 10 April 2021 through Zoom

- 4) 15 May 2021 at the District Assembly to be held at Texas A&M University-Kingsville in Kingsville, TX.
  - c) The club must demonstrate fiscal responsibility by presenting proof that they filed Form 990 and/or 990T as required by the U.S. Internal Revenue Service.
  - d) The club must be current on all TRF grant reporting,
- 4) Club Grant Projects are not required to be in one of The Rotary Foundation's Seven Areas of Focus (AOF), but they are encouraged to consider proposed projects that support the The Rotary Foundation (TRF) Mission. TRF Mission is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. Please feel free to contact the District Grant Sub-Committee Chair (DGSCC) or the District Rotary Foundation Committee Chair (DRFCC) with questions you might have with respect to District Grants.