**The Rotary Foundation**

**DISTRICT GRANTS POLICY**

**Rotary District 5680**

This document has been created to provide a summary of key aspects of The Rotary Foundation’s (TRF) District Grant program and how it is administered in District 5680. Detailed below are what are considered the requirements and guidelines for District 5680’s Grant program and will be subject to intentional review and evaluation from time to time, in keeping with the district’s commitment to learn from experience and maintain a continual effort to refine and improve the program as that experience may dictate. Information related to the District Grant program will also be posted on the District 5680 website.

**THE ROTARY FOUNDATION**

**Background & Conditions**

District Grants are block grants to districts that fund small-scale, short-term activities that address needs in local communities and communities abroad, funding projects and scholarships that align with the mission of The Rotary Foundation, which 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*. Each District chooses which activities it will fund with these grants.



**WHAT DISTRICT GRANTS SUPPORT**

District Grants offer freedom to customize service projects and can be used to fund a variety of district and club projects and activities, including:

* Local and international humanitarian projects, including service travel and disaster recovery efforts;
* Scholarships for any level, length of time, location or area of study;
* Youth programs, including Rotary Youth Exchange, Rotary Youth Leadership Awards (RYLA), Rotaract and Interact; or
* Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about their field or to learn more about it themselves.



**HOW DISTRICT GRANTS ARE FUNDED**

Districts may use up to 50 percent of their District Designated Fund (DDF) to receive one District Grant annually. This amount is calculated based on the amount of DDF generated from a district’s Annual Fund giving three years prior, including Endowment Fund earnings. Districts are not required to request the full amount available. The funding is sent as a lump sum from TRF and then distributed by the District to clubs. District Grant funds will not be released by TRF to a District until the previous Rotary year’s District Grant is closed.



**HOW CLUBS REQUEST FUNDS**

Clubs seeking District Grant funding apply directly to the District. Individual Districts administer their own District Grant programs.



**ELIGIBILITY GUIDELINES**

All Rotary Foundation grant activities must:

* Relate to the mission of The Rotary Foundation;
* Include the active participation of Rotarians;
* Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant;
* Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities;
* Only fund activities that have been reviewed and approved by TRF before their implementation. Grants may not be used to reimburse clubs or Districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred. After grant approval, any changes to the original project plan must be pre-approved by TRF.
* Demonstrate sensitivity to the host area’s tradition and culture;
* Comply with the Conflict of Interest Policy for Program Participants, as outlined in section 30.040 of *The Rotary Foundation Code of Policies*;
* Comply with the Rotary International policies for use of the name “Rotary” or other Rotary Marks, as outlined in Sections 33.040.6 and 33.040.12 of *The Rotary Code of Policies*; and
* Include signage on or in conjunction with projects that identifies the role of the grant sponsors and The Rotary Foundation in accordance with Rotary’s *Voice and Visual identity Guidelines*.



**RESTRICTIONS**

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

* Continuous or excessive support of any one beneficiary, entity or community;
* Establishment of a foundation, permanent trust or long-term interest-bearing account;
* Purchase of land or buildings;
* Fundraising activities;
* Expenses related to Rotary events, such as District conferences, conventions, institutes, anniversary celebrations or entertainment activities;
* Public relations initiatives, unless they are essential to project implementation;
* Project signage in excess of $500;
* Operating, administrative or indirect program expenses of another organization;
* Unrestricted cash donations to a beneficiary or cooperating organization; or
* Activities for which the expense has already been incurred.

Note: The Rotary Foundation information provided above is a summary of the key conditions applicable to the District Grant program, but is not exhaustive. For complete details, visit “Terms and Conditions for Rotary Foundation District Grants and Global Grants” at <https://my.rotary.org/en/take-action/apply-grants/district-grants>.

**ROTARY DISTRICT 5680**

**Requirements & Guidelines**

In addition to The Rotary Foundation (TRF) conditions for participation in the District Grant program, outlined above, Rotary District 5680 has additional or expanded requirements, noted below. Familiarity with these requirements prior to submitting a District Grant is important, as compliance is essential to be awarded a District Grant. You will notice some TRF conditions stated above are repeated below for special emphasis.



**WHAT DISTRICT GRANTS SUPPORT**

* District Grants offer freedom to customize service projects and can be used to fund a variety of District and club projects and activities, including:
	+ Local and international humanitarian projects, including service travel and disaster recovery efforts;
	+ Scholarships for any level, length of time, location or area of study;
	+ Youth programs, including Rotary Youth Exchange, Rotary Youth Leadership Awards (RYLA), Rotaract and Interact; and
	+ Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about their field or to learn more about it themselves.



**ELIGIBILITY REQUIREMENTS**

* **Any District 5680 Rotary Club that has contributed to The Rotary Foundation (TRF) in the Rotary Year just completed (July 1 – June 30) is eligible to apply.**
	+ The sole resource used to determine eligibility and verify giving to TRF will be the District Monthly Contribution Report for July through June of the previous Rotary Year, posted on the Rotary International website (<https://my.rotary.org>), which documents contributions to the Rotary Foundation by each Rotary Club, whether by the club itself or by individual members of the club.
* If a club received a District Grant for the previous Rotary year, the required Grant Report (Interim or Final) must be submitted by the application deadline in order for the club to be eligible to submit an application for a new District Grant.



**KEY DATES/TIMELINES/DEADLINES**

* District 5680 will disseminate the next Rotary Year’s District Grant guidelines and application forms at the annual PETS (Presidents-Elect Training Seminar), which is scheduled in the spring of each year, followed by an email containing complete District Grant information sent to incoming presidents. District Grant documents will also be posted on the District 5680 website.
* Unless otherwise announced, the District Grant process will follow the schedule below:
	+ **Due date for the submission of District Grant applications will be July 31.**
	+ Review of District Grant applications by the District Grant Committee will be completed approximately 30 days of the application deadline (i.e. by August 31), with immediate notification to applicants regarding the disposition of their applications.
	+ District Grant applications approved by the District Grant Committee will be immediately submitted to TRF for review and final approval.
	+ Typically within 60 days, TRF will notify the District of their action on the recommended District Grants, followed by notification by the District Grant Subcommittee Chair to applicants regarding the final disposition of their applications.
	+ Following TRF notification, the District will receive the approved funding from TRF for the District Grant program and grant checks will be distributed to awarded clubs.
* **District Grant projects are expected to be completed and the required Final Report submitted to the District Grant Subcommittee Chair by October 31 of the following year.**
	+ This requirement underscores the importance that clubs plan their proposed projects well in advance of applying for a District Grant so that, if appropriate to their project timeline, they are ready to initiate work on their project as soon as District Grant funds are distributed.
	+ If, however, the club’s project experiences extenuating circumstances that prevent completion of the project by the following October 31, the club must request an extension, at which time an Interim Report must be submitted to the district.
	+ In no case, however, can a District Grant project exceed 24 months from the receipt of grant funds. If completion within 24 months should become impossible, however, the District Grant Subcommittee Chair must be immediately notified and District Grant funds will be required to be returned to the district.
	+ Clubs who wish to apply for a District Grant in following year must submit their Final Grant Report by July 31. If the project is not yet complete, the club may submit an Interim Grant Report (with the Final Grant Report to follow by October 31). **Clubs who have not submitted a either an Interim or Final Grant Report by the due date for grant applications (July 31) will forfeit their opportunity to apply for District Grant funding for that subsequent Rotary Year.**



**GRANT AWARDS**

* The total amount of District Grant funding available to District 5680 is determined annually by The Rotary Foundation, based on the formula specified in “HOW DISTRICT GRANTS ARE FUNDED” above.
* **While it is anticipated that most clubs will seek District Grants of smaller amounts (there is no minimum amount requirement), requests for up to $5,000 will be considered for qualifying projects of significant size.**
* Grant awards recommended by the District Grants Committee are forwarded to The Rotary Foundation for final approval.
* Once approval is granted and funding is received by the district from The Rotary Foundation, grant funding is distributed to the awarded clubs by the District Treasurer.
* **The Rotary Foundation District Grant program is a competitive grant award process**; if the amount of District Grant funding requested by all clubs exceeds the amount of TRF funding available, otherwise compliant applications may not be funded, based on the strength of other applications.
* Additionally, as the district is not required to request and use all of the District Grant funds available from TRF, weak applications will not be funded simply because funds are available.
* Clubs which have not completed the prior year’s grant-funded project must submit an Interim Report with their District Grant Application for the current year. The club may be awarded a District Grant on a provisional basis, pending receipt of the Final Report by the October 31 deadline, provided that an Interim Report was filed by July 31.



**MATCH REQUIREMENTS**

* **Applicants must pledge a dollar for dollar CASH match to the District Grant amount requested**. For example, a request for a $1,000 District Grant must provide a $1,000 cash match from the applicant Rotary Club.
	+ While project partners are advantageous and encouraged, any monetary contributions to the project from other sources must be in excess of the cash dollar for dollar match required from the applicant club.
	+ In-kind (i.e. donated goods or services) contributions can also be very helpful to a project, but the value of in-kind contributions is not an allowable component of the required cash match.



**DISTRICT GRANT PROJECTS**

* Considerable diversity is allowed in the type of District Grant project proposed (see WHAT DISTRICT GRANTS SUPPORT above). However, please note that not all Rotary-sponsored community projects will automatically be funded. Though they might be good projects, they must clearly meet the criteria listed below and elsewhere in this document if they are to be eligible for a Rotary District Grant.
* All proposed District Grant projects are required to:
	+ Relate to the mission of The Rotary Foundation: “…to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty;
	+ Include the active participation of Rotarians in planning and implementation;
	+ Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the awarded grant;
	+ Adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities; and
	+ Include signage on or in conjunction with the project that identifies the role of the grant sponsor (i.e. the local Rotary Club) and The Rotary Foundation, in accordance with Rotary’s “Voice and Visual Identity Guidelines” (found at www.rotary.org).
* Additionally, for a District Grant project to be favorably reviewed, the application must provide compelling evidence that the proposed project:
	+ Results from a well-vetted process to determine its need;
	+ Will serve a definable and quantifiable population;
	+ Includes organized and well-researched planning; and
	+ Aligns with one of the funding strategies suggested by TRF (see “WHAT DISTRICT GRANTS SUPPORT” above).

Note: Applications may also be enhanced by other factors that differentiate the proposed project; see the last paragraph under “Review Process” below for more details.



**RESTRICTIONS/EXCLUSIONS**

* In addition to The Rotary Foundation funding restrictions listed above (see “RESTRICTIONS”), District Grants cannot fund the following:
	+ Projects already in progress or completed;
	+ Projects from clubs that do not meet TRF contribution guidelines (see “ELIGIBILITY REQUIREMENTS” above);
	+ Projects from clubs that have not yet submitted the required Grant Report on the prior year’s project (see “KEY DATES/TIMELINES/DEADLINES” above);
	+ Continuous or repetitive support of any one project, beneficiary, entity or community;
	+ The purchase of land or buildings or new construction of any structure in which individuals live, work, study, etc.; or
	+ Rotary fundraising activities, events, public relations initiatives or operating/administration expenses.



**APPLICATION PROCESS**

* Recognizing the challenge of club leadership turnover and limited experience in preparing grant applications, the District Grant Committee is committed to keeping the process as user-friendly and non-intimidating as possible, yet while seeking relevant information from applicants to adequately inform funding recommendations. Questions from potential applicants are encouraged at any time during the process (directed to the District Grant Subcommittee Chair).
* District Grant applications, consisting of a fully completed Application form and Memorandum of Understanding (MOU), are required to be submitted in electronic format.
* To be considered, applications must comply with the published application deadline (July 31), as well as all other criteria and guidelines.
* Application guidelines and forms will be distributed to Presidents Elect at PETS (in the spring of each year) and via email.
* Application guidelines and forms will also be available on the District’s website.
* Rotary clubs may submit more than one application for a District Grant. However, since this is a competitive program with limited grant dollars to award, there should be a clear indication which application represents the club’s priority project.
* If the scope of a proposed project warrants, multiple qualifying Rotary clubs may submit an application for the same project, if they can clearly delineate their responsibilities and contributions to the project (please contact the District Grant Subcommittee Chair before submitting).



**REVIEW PROCESS**

* All District Grant applications received from qualifying Rotary Clubs by the specified deadline are reviewed by the District Grant Committee, which is comprised of the District Governor of the implementation year, the District Rotary Foundation Chair, the District Grant Subcommittee Chair and two reviewers-at-large, for a total of five reviewers. The reviewers-at-large will be appointed annually by the District Governor and may serve in that capacity for up to three consecutive years.
* Applications will be reviewed by the District Grant Committee typically within 30 days following the application deadline, with notification of disposition of the review to individual applicants immediately following the completion of the review process.
* Applications submitted after the published deadline will not qualify for review.
* Applications must receive a recommendation for funding by a majority of reviewers (i.e. the members of the District Grant Committee) to be submitted to TRF for final funding approval.
* Applications which do not meet ALL published District Grant guidelines and requirements will not be eligible for consideration.
* Clubs that submit an application which is not recommended for funding will be provided information on the basis for that determination.
* Funding decisions by the District Grant Committee are final and not subject to appeal by the applicant.
* As the District Grant program is competitive, there are factors beyond compliance with all requirements and the submission of a complete application that may contribute to a differentiating and favorable review of the application, including (but not limited to):
	+ Level of per capita (i.e. average per member) TRF giving in the previous Rotary Year;
	+ Long-term history of giving to TRF;
	+ Timeliness in submitting grant reports for the prior year;
	+ Number and extent of club members’ involvement in the proposed project (e.g. planning, fundraising, organizing, implementation);
	+ Number of community members potentially benefited by the proposed project; and
	+ Community collaborations and/or partnerships, when appropriate, involved in the project (Letters of Support may be attached to the application).



**REPORTING REQUIREMENTS**

* A FINAL REPORT is required for ALL projects upon completion of the funded project. Final Report forms and guidelines will be provided to grantees shortly after they receive word of grant funding. The Final Report forms and guidelines will also be available on the District 5680 website.
* District Grant projects are expected to be completed and the required Final Report submitted to the District Grant Chair the next October 31 following the receipt of grant funds.
* In the event a project cannot be completed within this time frame, the awarded club must request an extension and file an Interim Report (in no case, however, can the project exceed 24 months following funding; see Key Dates/Timelines/Deadlines above). The Interim Report form and guidelines will also be available on the District 5680 website.
* Clubs who have not submitted a Final Grant Report by October 31 of the year following the receipt of grant funds will forfeit their District Grant funding for the subsequent Rotary Year.

**QUESTIONS**

* Contact Andrea Krauss, District Grants Subcommittee Chair, andrea.krauss@johnofarmer.com, 785-483-3144, Ext. 215.