



February 9, 2018

Dear Rotary Club 2017-18 President & 2018-19 President Elect,

Rotary District 7210 wants to help you fund your projects to DO GOOD in the world!

Our Foundation Grants Committee is seeking new local and international projects for our 2018-19 District Grants. The District Grant process is very simple if approved: apply, do good, report, get funds!

Please submit the fully completed District Grant Application (*copy enclosed and on the District website*) in digital pdf format, **not later than Friday, April 27, 2018** to our Foundation Grants Committee chair John Romano at wicoppe@aol.com.

Please note the following regarding the District Grant application and approval process:

- Provide ALL of the information required on the Rotary District 7210 District Grant Application.
- See District Grant Review Criteria (attached) for guidance on how Applications are evaluated.
- It is preferred that the Project address one or more of Rotary's six Areas of Focus.
Learn more: <https://www.rotary.org/en/our-causes>
- Your Club must have posted at least 10 Goals for 2018-19, including Membership & Foundation Goals, on Rotary Club Central prior to submitting this District Grant Application.
- A minimum total project amount of \$1,000, with the Club or Clubs matching 50% or more of the total project amount, is strongly encouraged.
- The District Grant Application should be for a single significant project or program, not for a collection of various dissimilar small projects or programs undertaken by the Club. A Club may submit separate applications for more than one Project, but the Committee reserves the right to decline multiple applications from a Club if the cumulative grant funds requested significantly exceed the typical average amount available per Club (usually less than \$1,500).
- The project must not begin before July 1, 2018 or when notice of final approval is given, whichever is later, and must be completed not later than June 30, 2019.
- The District Grant applications will be reviewed by the Grants Committee and a preliminary response will be provided to the Club on or about June 1, 2018, but final approval is contingent upon receipt of approval from The Rotary Foundation.
- All costs will be borne by the Club and only reimbursed by District funds, subject to approval and limitations by Rotary International, after satisfactory completion of the project, including:
 1. A Progress Report (form attached and on District website) not later than March 1, 2019.
 2. A Final Report once the Project is completed (same form) not later than June 30, 2019.
 3. Copies of receipts for ALL expenditures/payments for the project with Final Report.
 4. PDF copy of the Project's posting on Rotary Ideas and/or Rotary Showcase.
<https://my.rotary.org/en/take-action/develop-projects> .
- The Club must adhere to appropriate stewardship measures and grant management practices, and is encouraged to attend a Rotary Grant Management seminar or carefully review that information on the Rotary.org website. Past District Grant process performance by the Club will be a consideration by the Committee on this and future grants.
- Further information is available at www.rotary.org/myrotary/district-grants.
- See attached list of "Expanded Eligibility in District Grants" for some added grant opportunities.

As noted above, this is intended to be a very simple process. If for any reason you have questions about how to qualify and/or complete the process, please feel free to contact the Grants Committee Chair. Our Grants Committee is here to help you achieve your goals and DO GOOD in the world!

Sincerely,

John Romano
wicoppe@aol.com
Chair, Foundation Grants Committee
Attachments



District Grant Review Criteria

Rotary Year 2018-19

Review Criteria Points

The following is a summary of the Review Criteria used in evaluating the quality of the Projects for which District Grants have been requested. Points are calculated based upon these criteria, then the points are used to award funds in proportion of the total amount of approved District Grant application requested funds to the available District Designated Funds from Rotary International for this Rotary year, with the Projects with the higher points receiving proportionally more funds.

1. **Project Merit** 40 points maximum

- a. The Project is directly related to one or more of Rotary's six Areas of Focus. *15 points*
- b. The Project responds to a significant and apparent need in the Project location. *15 points*
- c. More than 100 people in need will benefit directly from this Project. *10 points*

2. **Club Participation** 30 points maximum

- a. More than 33% of the Rotary Club's members directly participate in the Project. *10 points or*
More than 67% of the Rotary Club's members directly participate in the Project. *20 points*
- b. More than 33% of the Interact Club's members directly participate in the Project. *10 points*

3. **Foundation Support** 30 points maximum

- a. \$100/member to Annual Fund average & 100% participation in the last 3 years. *5 points/year*
- b. Total donation to the Annual Fund in the past 3 years exceeded requested Grant. *5 points/year*

4. **Bonus Points!**

- a. The Grant Funds requested are 25% or less than the Total Project amount. *5 points*
- b. The Project is a collaboration of 5 or more Rotary Clubs and/or other organizations. *5 points*
- c. The Project is focused on protecting and/or preserving our natural environment. *5 points*

Rotary District 7210 District Grant Application

Rotary Club(s): _____

Project Title: _____

Project Description *(please limit additional/attached information to only that absolutely required to support your application)*

1. Describe the Project briefly. What will be done, where, when will project activities take place, etc.?

2. What Rotary Areas of Focus will be addressed? _____

3. What significant need in this location does the Project respond to? _____

4. How many people in need will benefit directly from this project? _____

5. How many Rotary and/or Interact members will participate directly? R ____ I ____ Total # in Club(s): R ____ I ____

6. What will the Rotarians do? Please give at least two examples (not including financial support provided to the project).

7. If this Project is a collaboration between multiple Clubs and/or other cooperating organizations, what are the roles of each?

Financial Report

8. Anticipated Income (please be specific)

Amount

1. Club contribution _____ \$ _____

2. District Grant Funds Requested _____ \$ _____

3. Other _____ \$ _____

Total Anticipated Project Income \$ _____

9. Anticipated Expenditures (categorize, but please be specific)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Total Anticipated Project Expenditures \$ _____

Certifying Signature

By signing this report, I confirm that any/all District Grant funds awarded will be spent only for eligible items and in accordance with Trustee-approved guidelines, including but not limited to the Terms and Conditions for Rotary Foundation District Grants, and that all of the information contained herein is true and accurate. I also certify that our Club will adhere to appropriate stewardship measures and proper grant management practices. If requested, our Club will cooperate with any financial, grant or operational audits and will retain appropriate records as required to facilitate same for a minimum of seven years, or longer if required by local law.

Certifying Signatures: President _____ President-Elect _____ Date: _____

Email: President _____ President-Elect _____

Approval of Grant to be completed by District Rotary Foundation Committee Chair or District Governor:

Certifying Signature _____ Amount _____

Print Name and Rotary Title _____ Date: _____

Expanded Eligibility in District Grants

Rotary Youth Exchange. District grant funds may be used to pay for items such as airfare, domestic travel, and activity expenses for youth exchange students. Funds may also be used for program expenses.

RYLA. DG funds may be used to pay for registration fees for individual participants. DG funds may also be used for RYLA program expenses such as food, transportation, rentals etc.

Rotaract/Interact. DG funds may be used to support service projects of Rotaract/Interact clubs working in cooperation with a Rotary club. Funds could pay for Rotaract/Interact events such as a motivational speaker, leadership workshop, or team-building activities. Funds could pay for badges, banners, flags and office supplies needed to start a Rotaract or Interact club.

Orientations. DG funds may be used to pay for costs associated with running a scholar and/or VTT member orientation in the district. Acceptable expenses include but are not limited to: travel costs for scholar or VTT member to attend the orientation, rental of meeting space, office supplies, food, lodging for attendees.

Grant Management Seminars. DG funds may be used to pay for costs associated with running a grant management seminar in the district. Acceptable expenses include but are not limited to: rental of meeting space, office supplies, food, for attendees.

Construction. DG funds may be used to construct a school or any other structure. Construction materials and cost of labor are eligible.

Low cost shelters. DG funds may be used to construct low cost shelters, which are basic single-family dwellings typically found in developing countries. The cost of a low cost shelter is typically under \$5000 USD. Rotarians could choose to partner with a reputable organization such as Habitat for Humanity to make this possible. The cost of construction supplies and labor are eligible.

Travel expenses for staff of cooperating organizations. DG funds may be used to pay for the international and/or domestic travel expenses of a skilled staff person of a cooperating organization. For example, a water engineer with another organization may be needed to facilitate the needs assessment and project site analysis in preparation for a global grant.

Activities implemented by another organization. DG funds may be used to support an ongoing activity that is primarily implemented by another organization. For example, funds could be used to support a community health outreach fair initiated and run by a local hospital on an annual basis.

Rotary District 7210 District Grant Project Report : Progress Report Final Report

Rotary Club(s): _____

Project Title: _____

Project Description (please limit additional/attached information to only that absolutely required to support your report)

1. Describe the Project briefly. What was done, where, when did project activities take place (note changes from application)?
If this is a Progress Report, what remains to be done?

2. What Rotary Areas of Focus were addressed? _____

3. What significant need in this location does the Project respond to? _____

4. How many people in need benefited directly from this project? _____

5. How many Rotary and/or Interact members participated directly? R _____ I _____ Total # in Club(s): R _____ I _____

6. What did the Rotarians do? Please give at least two examples (not including financial support provided to the project).

7. If this Project is a collaboration between multiple Clubs and/or other cooperating organizations, what are the roles of each?

Financial Report

8. Income (please be specific, attach/include records to confirm all income) Amount

1. Club contribution _____ \$ _____

2. District Grant Funds _____ \$ _____

3. Other _____ \$ _____

Total Anticipated Project Income \$ _____

9. Expenditures (categorize, but be specific and attach/include receipts to confirm all expenses)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Total Anticipated Project Expenditures \$ _____

Certifying Signature

By signing this report, I confirm that to the best of my knowledge any/all District Grant funds awarded were/will be spent only for eligible items and in accordance with Trustee-approved guidelines, including but not limited to the Terms and Conditions for Rotary Foundation District Grants, and that all of the information contained herein is true and accurate. I also certify that our Club will/has adhered to appropriate stewardship measures and proper grant management practices. If requested, our Club will cooperate with any financial, grant or operational audits and will retain appropriate records as required to facilitate same for a minimum of seven years, or longer if required by local law.

Certifying Signatures: President _____ Treasurer _____ Date: _____

Email: President _____ Treasurer _____

Authorization for Grant payment to be completed by District Rotary Foundation Committee Chair or District Governor:

Certifying Signature _____ Amount _____

Print Name and Rotary Title _____ Date: _____