**District 6360 TRF Grant Application**

**Quick Review Pre-Grant Submission Checklist**

**2024-2025**

This Checklist is intended to assist District 6360 clubs in the preparation and submission of a TRF grant application. Each of these items is discussed in the required District Grant Management Seminar. Prior to submitting the grant application for District review, the club’s contact should use the checklist to make a final determination that *all* qualification requirements have been met.

**PRE-GRANT SUBMISSION QUALIFICATION REQUIREMENTS = All answers must be “Yes”**

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|  | **YES/NO** |
| 1. DACdb online Application complete, signed by two Club authorized signers and submitted to District by May 31 |  |
| 2. TRF Club Memorandum of Understanding submitted by May 31 with required signatures (emailed or to Documents tab DACdb) |  |
| 1. District 6360 MOU Addendum submitted by May 31 with required signatures (emailed or Documents tab DACdb) |  |
| 4. Current club Financial Management Plan submitted (emailed or Documents tab DACdb) |  |
| 5. Matching funds, dollar for dollar, are described and will be provided by the Club |  |
| 6. Project will begin *after* grant approval and be completed by mid-May 2025 |  |
| 7. Two club members attended the required District Grant Management Training |  |
| 8. Proposed activity is eligible for funding under The Rotary Foundation guidelines |  |
| 9. Club President-Elect has set an Annual Fund *and* a Polio Plus Goal in Rotary Club Central (Rotary.org) for 2024-25 |  |