

# DISTRICT 7620 TRF LEARNING SERIES PREPARE TO APPLY FOR A DISTRICT GRANT

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# Get to Know and Collaborate with Your District 7620 Foundation Leadership Team

**PDG Rich Glover**  
District Rotary Foundation Chair  
2019-2022



**DG Dr. Geetha Jayaram**  
District Rotary Foundation Chair-  
Elect  
2022-2025



**Barbara J. Chamberlain-Skinner, Esq.**  
District Rotary Foundation  
Grants Committee Chair  
2021-2024





## **District Designated Funds available for Grants:**

- ✓ **Be prepared to Apply for a district grant**
- ✓ **Memorandum of Understanding**
- ✓ **Cultural Change in D-7620**

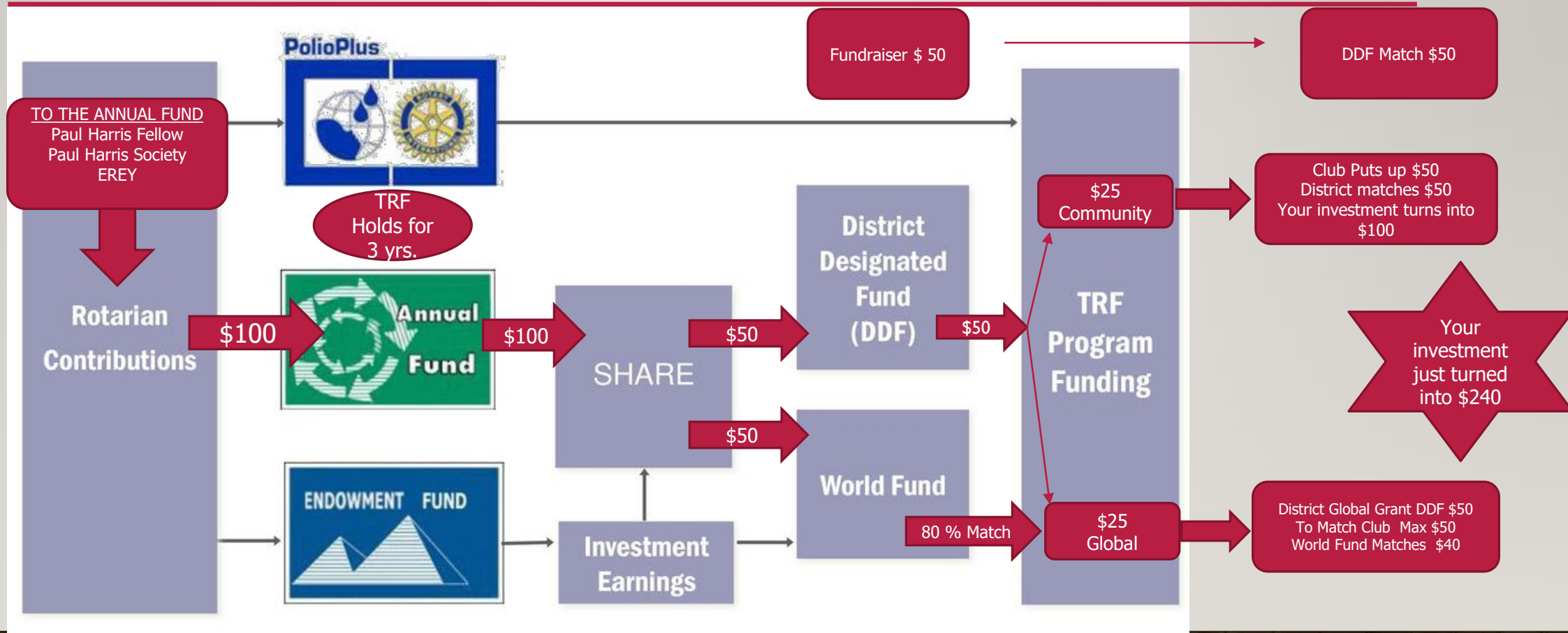
# THE ANNUAL TRF LEARNING SERIES INSPIRED MANY CLUBS TO ACHIEVE MOU GRANT ELIGIBLE

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## Club Attendance for TRF Learning Series

<u>Training</u> 29	<u>MOU Eligible</u> 26	<u>Percent</u> 90%
<u>No Training</u> 31	<u>NOT MOU Eligible</u> 3	<u>Percent</u> 10%

# THE ANNUAL FUND IS THE **ENGINE** THAT DRIVES OUR DISTRICT GRANT GIVING



Please welcome

DG Dr. Geetha Jayaram  
District 7620 Rotary Foundation Chair – Elect  
2022 - 2025



**Geetha Jayaram, MD**

# PURPOSE AND INTENT

## DISTRICT 7620

# MEMORANDUM OF UNDERSTANDING

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- ✓ A memorandum of understanding (MOU) is a document that **describes the broad outlines of an agreement that two or more parties have reached.**
- ✓ MOUs communicate the mutually accepted expectations of all of the parties involved in a negotiation.
- ✓ While not legally binding, the MOU signals that a binding contract is imminent.

# MEMORANDUM OF UNDERSTANDING

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- MOU is a stand-alone document and available on the District 7620 web site under the **Foundation** tab
- Read very carefully to all MOU compliance statements
- Each Club must have a Club Rotary Foundation Chair.
- Both Club President and Club Rotary Foundation Chair must initial each page (lower right).
- Scan and send entire MOU document with officer signatures by email to the District Rotary Foundation Chair (DRFC) **not later than** date stamped 5:00pm EST, Friday, March 25, 2022. No exceptions.
- Any questions are welcome by PDG Rich by email [18.19.dg7620@glovercrew.net](mailto:18.19.dg7620@glovercrew.net)  
with cc to DG Geetha: [districtgovernor2122@gmail.com](mailto:districtgovernor2122@gmail.com)



# DISTRICT DESIGNATED FUNDS (DDF) GRANT CRITERIA “TOP 10” MEMORANDUM OF UNDERSTANDING (MOU)

1. The Club President-Elect and Club TRF Chair are **required** to attend annual DACdb Grants Module training Parts II, III, and IV of the DRFC Learning Series, prior to March 01, 2022.
  2. The Club President-Elect and Club Foundation Chair are **required** to be MOU certified (President & Club TRF Chair).
  3. The District and Club Data Base ([www.DACdb.com](http://www.DACdb.com)) is **required** to submit and manage a district grant, no exceptions.
  4. The TRF global grant module ([www.myrotary.org](http://www.myrotary.org)) is **required** to submit and manage a global grant, no exceptions.
- 4. **\$120** per capita minimum of club membership total giving to the Annual Fund (AF) – **Club Banner Report**.
  - 5. **50%** of club members contribute **\$25** to the Annual Fund. (**note: Existing Active Rotarians are those with an admission date prior to 1 July. Only “existing members are counted for EREY, TRF Giving, RFSM, or PHS participation – not by “All Active Rotarians”**) – **Club Banner Report**.
  - 6. **50%** of club members are a Paul Harris Fellow. – **Recognition Report**
  - 7. **\$5,000** maximum DDF Match per eligible club. – **MOU (this limit may vary depending on total member giving to AF)**
    8. **15%** is the maximum grant award to any one club of the total District DDF Community Grant Fund.
    9. District community grant projects are **required** to be complete, submitted and approved “Final Report” by the DRFC no later than May 30, 2023.
    10. Ensure that all grant activities are in accordance with **local laws**.

FINAL: January 01, 2022



## **Rotary District 7620 Memorandum of Understanding** **2022-2023**

This Memorandum of Understanding (MOU) is an agreement between Rotary International District 7620 (District 7620) and District 7620 Rotary Club of

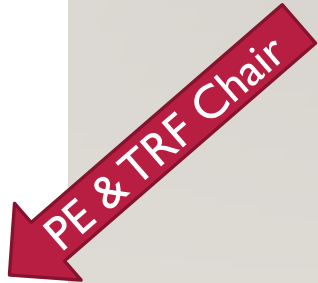
\_\_\_\_\_ (Grant Applicant)  
which intends to apply for community and / or global District Designated Funds (DDF) from The Rotary Foundation (TRF). This MOU sets forth the measures the Grant Applicant will undertake to ensure proper implementation of grant activities and management of awarded funds. By signing this document, the Grant Applicant agrees that it will comply with all District 7620 requirements.

### 1. Terms of Qualification

Upon successful completion of the grant qualification requirements, the Grant Applicant will receive qualified status for a one-year period: July 1, 2022-June 30, 2023.

By entering into this Agreement and receiving DDF, the Grant Applicant understands and confirms that it is responsible for the use of the grant funds.

Initial RBG / \_\_\_\_ / \_\_\_\_



# Please Welcome

District Foundation Grants Chair

BJ Skinner

2020 - 2023



**Barbara J. Chamberlain-Skinner, Esq.**

# ROLE OF DISTRICT GRANTS TEAM 2022-2023

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- Oversee qualification of Rotary clubs
- Serve as resource in grant preparation
- Provide content input on District Designated Funds (DDF)
- Evaluate, rank and recommended qualified club project proposals
- Oversee reporting to the District Rotary Foundation Chair (DRFC)
- Report misuses or irregularities
- **Not** a first-come-first serve grant application submission policy

# YOUR GRANTS COMMITTEE TEAM

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- |                          |                    |   |
|--------------------------|--------------------|---|
| • DRFC                   | iPDG Geetha Jayram | <a href="mailto:districtgovernor2122@gmail.com"><u>districtgovernor2122@gmail.com</u></a> |
| • Grants Committee Chair | B.J. Skinner       | <a href="mailto:bjcskinner@icloud.com"><u>bjcskinner@icloud.com</u></a>                   |
| • Grants Sub-Committee   | Phil Reynolds      | <a href="mailto:philreynolds60@hotmail.com"><u>philreynolds60@hotmail.com</u></a>         |
| • Grants Sub-Committee   | Mimi Kandra        | <a href="mailto:mk8601@aol.com"><u>mk8601@aol.com</u></a>                                 |
| • Grants Sub-Committee   | Daniel Fischer     | <a href="mailto:Daniel@solveitgroup.com"><u>Daniel@solveitgroup.com</u></a>               |
| • Grants Sub-committee   | Bill Yeakel        | <a href="mailto:wpyeakel@gmail.com"><u>wpyeakel@gmail.com</u></a>                         |
| • Grants Sub-committee   | Linda Lymas        | <a href="mailto:lindalymas@aol.com"><u>lindalymas@aol.com</u></a>                         |

# LET'S US TALK ABOUT COMMUNITY GRANTS

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## Criteria Guidelines & Writing Quality Grants

- ✓ Clearly state your vision for the project
- ✓ Clearly state your Objective(s)
- ✓ Clearly state your plan of Sustainability
- ✓ Clearly state objectively how it is Measured
- ✓ How will the outcome be determined Impactful

# PROJECT VISION

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- **What is Our Project Vision?**

A Plan that reflects the desires and interests of Rotary worldwide.

The Rotary Foundation (TRF) guidelines lead in such a way that our projects demonstrate they are

**SUSTAINABLE, MEASURABLE AND IMPACTFUL**

in our local communities and around the world.

# YOUR OBJECTIVES

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**Is it specific \* Is it attainable \* Is it relevant**

- Strengthen impact of club project(s)
- Encourage clubs to work together
- Encourage partnerships with community organizations
- Encourage Creative Innovation
- Advance understanding of The Rotary Foundation's work
- Enhance Rotary's public image
- It is time-lined



# PRINCIPLES OF SUSTAINABILITY

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- *Impact after foundation funding is expended*
- *Creates regional input and local knowledge*
- *Respect for the environment & natural resources*
- *Reach impactful beneficiaries to succeed beyond*
- *Use innovative methods*
- *Significantly demonstrate effectiveness of the beneficiaries.*

# OUR PLAN WILL BE MEASURABLE

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- Clearly identify **how** you will know objective(s) are accomplished
- Always strive for **quality**
  - often defined in **quantity**
- Assure project is **attainable** - funding, manpower, and authority to accomplish
- Assure the project is **relevant** - Are there factors beyond your control?
- Add specific language to **specify** completion time.

# HOW IS THE OUTCOME DETERMINED IMPACTFUL

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- TRF is interested in *proof of impact*. To evaluate whether time, money, and efforts are making a difference.
- Often a community indicators are well-being or program performance metric – Program-level and population level.
- Are we turning the **curve** – beating the data baseline ?
- Understand the *type* and *quantity* of impact we are making helps us figure out what's working to change our communities and what needs to be improved.
- Claims about making a difference are no longer sufficient; **evidence** of how much difference you're making is now required.

# DISTRICT GRANT PAY-OUT POLICY

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- Upon grant approval, club will be notified via DACdb module, and should expect to receive first 50% of approved match in approximately 14 business days.
- Once all reporting is complete and approved, club will receive final 50% in approximately 14 business days.

# DISTRICT GRANTS – MUST APPLY THROUGH DACDB GRANT MODULE

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- Grant Applications open March 01, 2022
- Grant Approvals will be announced approximately July 05
- Grants Funds may be awarded beginning the week of July 10
- Grants “Final Report” are due no later than 2400 May 15, 2023
- This is not a first-come-first-serve application submission model
- Failure to comply may result in ineligibility for grant awards in the following Rotary year

# DACDB DISTRICT HOME PAGE

**DACdb** Home Find My DATA My CLUB DISTRICT Support Admin Setup

**DASHBOARD NAVIGATION**

- Zone
  - Zone Statistics
- District
  - District Home Page
  - District Dashboard
  - District Statistics
- Club
  - Club Home Page
  - Club Dashboard
  - Club Statistics
- DACdb Updates
  - Users Conference 2019
  - DACdb Messages
  - New Interface Video
- Setup
  - Setup
- My CLUB Shortcuts
- DISTRICT Shortcuts

## District Home Page

### GRANT CRITERIA "TOP 10" (MOU)

#### District Headlines

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10. Ensure that all grant activities are in accordance with **local laws**.

**FINAL: January 01, 2022**

# Please Welcome Back

District Rotary Foundation Chair

PDG Rich



**PDG Richard B. Glover, DRFC**

# QUICK GUIDE TO ENTERING DACDB

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## How to Access Grant Module

1. Login to DACdb
2. Select My Club (at the top bar)
3. Click icon Club Grants
4. Select Grants Navigation (on the left)
5. Select Admin
6. Click Club Signature (please add at least one signature)
7. Go to Club Grant View (on the left under Grant Navigation)
8. Finally, go to New Club Grant Request – [Click Here to Create Grant](#)



# LOGIN

[HTTPS://WWW.DACDB.COM](https://www.dacdb.com)

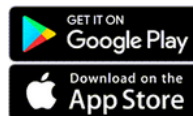
Don't miss these stories below.

## DACdb Mobile Now in Stores

DACdb Mobile can now be found in Google Play and Apple App stores. Use this QR code to download the app to your mobile devices. This app is free to you to use. Let us know how it works for you!



<http://web2application.com/w2a/sl.php?an=29248>



Your E-mail

1

Your Log-in PW

2

LOGIN

3

Remember Me:  DO NOT check this on public systems (e.g., libraries, internet cafes)

Forgot Password?

Forgot Username?

ezLink



Scroll to see the stories.

# DACDB MODULE FOR COMMUNITY GRANTS

**DAC db** Home Find My DATA **My CLUB** DISTRICT Support Admin Setup

## SOUTHERN FREDERICK COUNTY (URBANA) CLUB FUNCTIONS (#82609)

Select a function. **Reposition** ICONS by dragging and dropping. **Remove/Add** ICONS using Configuration.  
✔ = The top 6 functions will **appear on the My CLUB Shortcuts menu** in the same order arranged here.

<b>Find Member</b>	<b>Club Members</b>	<b>Club Grants</b>	<b>RLI</b>
<b>AREA</b>	<b>Club Information</b>	<b>PText</b>	<b>Club Committees</b>
<b>Club Finance</b>	<b>Club Maps</b>	<b>PMail</b>	<b>Reports</b>

**GRANT NAVIGATION**

- Grant Overview
- Budget Overview
- Grant Dashboard
- District Grant View
- AREA Grant View
- Club Grants View
- Grant Secure Files

**Admin**

- Grant Overview
- District Access List
- District Signatures
- Club Signatures
- Club Grant Writers
- Email Notifications
- Club Certification
- Global Grants

Form Configuration

Audit Club Signatures

# CLUB GRANT VIEW

**GRANT NAVIGATION**

- Grant Overview
- Budget Overview
- Grant Dashboard
- District Grant View
- AREA Grant View
- Club Grants View**
- Grant Secure Files
- Admin
- Form Configuration
- Audit Club Signatures
- Reports
- Help
- Setup
- Getting Started Videos
  - Grant 1 Video
  - Grant 2 Video

Club Southern Frederick County (Urbana) Grants [2022-23]

A summary is shown below of all grants submitted to the District from this Club.  
When more than one club is working on together on a Grant, the sponsor club is designated (\*) below.  
Click on \$ below, to fund the Club grant. This will open a dialog where the Amount and Check No can be entered.

search.. [W] [X] [Print] [Email] [Settings]

Change OrgYear | New Club Grant Request - Click Here to Create Grant | Apply Block Grant No

Action	Project Name	Proj No	Club	Status	Requested DDF	Approved DDF	Other Funding	Total Project Budget
No Grants found in 2022-23 OrgYear								

6 →

7 ←

8 - Here we go ↗

# Edit Grant: COVID-19: PPE Protection for Health Care Prof [2020-21] ID=8976



Grant Status: **Approved Grant** This Grant is **locked** and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. The Club needs to complete an Interim and/or Final report as required and submit for Club signatures and then District approval.

Club: Collect FINAL Signatures

Details

Clubs Involved

Contacts

Application

Budget

Documents

Activity Log

Signature Log

Final Report

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

\* Project Name:

**COVID-19: PPE Protection for Health Care Prof**

\* Deleted:

No  Delete flag for Grants (Note: Level-7+ function)

RI Project No:

8976

Automatically assigned by DACdb













Priority:

High

# CLUB GRANTS VIEW

## MANAGE YOUR GRANTS

### THE POWER OF SUPPORTING THE ANNUAL FUND

Action	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
   	Blessings in a Backpack	8675	Southern Frederick County (Urbana)	Project Complete	0.00	1,000.00	1,000.00	2,000.00
   	Urbana Pump Track	8207	New Market Southern Frederick County (Urbana) (*)	Project Complete	0.00	8,000.00	12,000.00	20,000.00
   	Waste Reduction & Compost Programs in Frederick...	8156	Carroll Creek (Frederick) New Market Smoketown Brunswick Southern Frederick County (Urbana) (*)	Project Complete	0.00	10,000.00	22,100.00	32,100.00
Grants: 3					<b>0.00</b>	<b>19,000.00</b>	<b>35,100.00</b>	<b>54,100.00</b>

Click on Pencil to edit

Click on \$ for Grant Budget



# - People of Action -

in Central MD & DC

*DISTRICT 7620 CENTRAL MD & DC ENDOWMENT FUND:  
LEAVING A LEGACY - SERVING HUMANITY FOREVER*

**QUESTIONS?**

PDG Rich Glover,  
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