

## DISTRICT 6490 – DISTRICT GRANTS 2024-2025

District grants fund small-scale, short-term activities that address needs in our community and communities abroad. They are a great way for clubs to increase their giving and community presence!

Clubs are encouraged to involve Early Act, Interact, and Rotaract members with the grants. District Grants can be used to fund planning activities for Global Grants. Clubs working on horticulture projects may wish to contact the Cooperative Extension Service for assistance. Clubs applying for District Grants should strongly encourage members to give to The Rotary Foundation so that the District continues to have District Designated Funds available for District Grants. The money donated to The Rotary Foundation by individual Rotarians during 2024-25 will be available for District Grants in 2027-28.

The deadline for applying for a District Grant is **September 1, 2024**. The Rotary Foundation makes one payment to our District for District Grants. Once applications have been evaluated by the District Grants Committee, the recommended grants are submitted to The Rotary Foundation for final approval. Distribution of funds occurs when the District receives its check. For detailed information about District Grants, go to: [www.Rotary.org](http://www.Rotary.org).

### TO APPLY

1. Go to District 6490's website, click on the Community Service tab, and secure an application under the District Grants section.
2. Complete the entire application. All applications must be typed.
3. Only one grant is allowed per club.
4. A District Grant requires active participation from Rotarians. The grant is not a pass through to other organizations.
5. Projects cannot be the same projects as submitted in previous years.
6. Send the completed application to Marlys Scarbrough: [scarbrou@illinois.edu](mailto:scarbrou@illinois.edu)
7. Upon receiving your application, it will be forwarded to the District Grants Committee for their consideration.
8. If your grant is approved, it will be submitted to The Rotary Foundation.
9. If your grant is not approved, an explanation will be provided.

### GUIDELINES FOR DISTRICT GRANTS

1. Relate to the mission of The Rotary Foundation
2. Include the active participation of Rotarians
3. Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant
4. Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities. Sponsors for projects and travel planned for countries sanctioned by the U.S. Department of the Treasury Office of Foreign Assets Control may need to supply additional information.
5. 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 with the exception of grants dedicated to assisting with the COVID-19 pandemic. 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. TRF considers each semester of a degree program to be a new activity and therefore eligible for funding.
6. Demonstrate sensitivity to the host area's tradition and culture
7. Comply with the Conflict-of-Interest Policy for Program Participants as outlined in section 10.030 of The Rotary Foundation Code of Policies and in Section XII below.
8. 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.
9. Include signage on or in conjunction with projects that identifies the role of the grant sponsors and The Rotary Foundation as outlined in Section 1.060.3 of The Rotary Foundation Code of Policies and 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:

1. Continuous or excessive support of any one beneficiary, entity, or community
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account. Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in section X. 3. Purchase of land or buildings
3. Fundraising activities
4. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
5. Public relations initiatives, unless they are essential to project implementation
6. Project signage in excess of \$500
7. Operating, administrative, or indirect program expenses of another organization with the exception of expenses allowed within the project management allocation for global grants.
8. Unrestricted cash donations to a beneficiary or cooperating organization
9. Activities for which the expense has already been incurred
10. Transportation of vaccines by hand over national borders
11. Travel to National Immunization Days (NIDs)
12. Immunizations that consist solely of the polio vaccine
13. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows

## **REPORTING AND STEWARDSHIP**

1. A Final Report must be submitted within 30 days of the full expenditure of the grant funds.
2. The Club must submit receipts for all expenditures, must provide competent and proper stewardship of all grant funds, and must submit an independent financial audit if requested.

**DISTRICT GRANT APPLICATION ROTARY DISTRICT 6490**  
**Rotary Year 2024-25**

THE COMPLETED APPLICATION IS DUE NO LATER THAN SEPTEMBER 1, 2024

Please complete the form electronically.  
Print the form and add the required signatures.  
Scan and email the form to the District Grants Chair (email address at the bottom of the form).

Rotary Club: [Click here to enter text.](#)

Project Name: [Click here to enter text.](#)

Is this a:  Local project?  International project?

Amount Requested (Maximum of \$2,000 per club): [Click here to enter text.](#)

Start Date: [Click here to enter text.](#) Expected Completion Date\*: [Click here to enter text.](#) (\*must be completed by June 30, 2025)

Name of Primary Grant Contact (**Where the check will be sent**): [Click here to enter text.](#)

E-mail Address: [Click here to enter text.](#)

Home Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Name of Second Grant Contact: [Click here to enter text.](#)

E-mail Address: [Click here to enter text.](#)

Home Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Name of Club President (if different from Primary grant contact): [Click here to enter text.](#)

E-mail Address: [Click here to enter text.](#)

Home Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

**1. BRIEFLY DESCRIBE THE PROJECT AND ITS LOCATION**

- a. Project Description: [Click here to enter text.](#)
- b. Location: [Click here to enter text.](#)

2. Describe how the project will benefit the community and/or improve lives: [Click here to enter text.](#)

3. Describe the nonfinancial participation by Rotarians in the project (i.e., the number of Rotarians and how they will be participating in the project including the activities of those participating):  
[Click here to enter text.](#)

4. Describe how the public will know this is a Rotary sponsored project? Please be specific. [Click here to enter text.](#)

5. Cooperating Organizations – if the project involves a cooperating organization, please provide the name of the organization below and attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project.

Name of Cooperating Organization: [Click here to enter text.](#)

If this is an International Project, identify the district number and cooperating Rotary Club.

District Number and location [Click here to enter text.](#)

Club Name and Number [Click here to enter text.](#)

**6. Enter Budget Information**

<b>PROJECT INCOME (Expand the table, if needed)</b>	
<b>Amount of District Grant Funds Requested (maximum of \$2000)</b>	
<b>Other Funding Sources</b>	
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<b>Total Budgeted Income</b>	<a href="#">Click here to enter text.</a>

<b>PROJECT EXPENCES (Expand the table, if needed)</b>	
<b>Expense Items (Please be specific)</b>	<b>Cost</b>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<b>Total Budgeted Expenses</b>	<a href="#">Click here to enter text.</a>

While District 6490 initially requests the budget items outlined above, the District reserves the right to request supporting documentation related to the development of the budget and the Sponsoring Club understands that if requested, it is important for the information to be provided so that the application can be reviewed and processed.

As President and Club Treasurer of the Rotary Club named above, we hereby affirm that the Club's Board has voted to undertake this project as an activity of the Club. In consideration of receipt of these grant monies, we agree to perform the work necessary to complete this project in the time frame stated and to submit a complete final report within 30 days of the project being completed.

**Failure to follow the requirements as outlined in the above identified documents including failure to complete the project or to file the Final Report in a timely manner can disqualify the Club from future District Grants and can necessitate the repayment of the full grant award received.**

We affirm that all information in the District Grant Application is true and accurate, to the best of our knowledge.

### Grant Year 2024-25

**Club President**

**Club Treasurer**

**Type name:** Click here to enter text.

**Type name:** Click here to enter text.

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**E-mail:** Click here to enter text.

**E-mail:** Click here to enter text.

**Date:** Click here to enter text.

**Date:** Click here to enter text.

Please email the completed application and other required forms to Marlys Scarbrough District Grants Chair at: [scarbrou@illinois.edu](mailto:scarbrou@illinois.edu)

Before submitting your Grant, please check the following:

- All questions have been completed
- A detailed budget has been included/attached
- Letters from Cooperating Organizations have been attached
- All signatures have been obtained

After Submitting your Grant, Verify Receipt of the Grant by the District Grants Committee Chair Marlys Scarbrough: [scarbrou@illinois.edu](mailto:scarbrou@illinois.edu)