**2025-26 District 6510 Grant Management Qualification Test**

The purpose of this document is to lead you through the purpose of becoming District Certified to receive a District Grant. You will understand how to manage a Rotary Foundation grant; learn stewardship expectations; prepare clubs to implement the Memorandum of Understanding (MOU); and qualify clubs to receive grant funds. **For your club to be qualified to receive a District Grant you must complete the questions in this document and email them to the District Rotary Foundation Director and submit the test grant on DACdb.** Please complete the question at the end of each section and **email your answer sheet** to: [jalka96@frontier.com](mailto:jalka96@frontier.com) with District 6510 Grant Certification in the subject line.

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1. To be a certificated for a District Grant the Rotarian must be successful in answering the Grant Management Qualification Test questions and submit the Test Grant on DACdb.

True

False

**How do you manage a Rotary Foundation grant?**

A global grant must have an international partner, a separate bank account for the grant money, a community assessment for the purpose of the global grant and be sustainable. A District Grant does not have to meet the same qualification of a Global Grant in that it doesn’t need a separate bank account for the money, they don’t have to provide a formal community needs assessment or have a sustainability plan. For a District Grant the club should talk with the community and recipient of the project to be sure it is needed.

The District Grant money comes from the District Designated Funds (DDF) based on the Annual Funds total received 3 years previous. When the Annual Fund is dispersed 47.5% of it that was designated for “SHARE” comes back to the District; 47.5% goes to the World Fund; and 5% goes to operating expenses. Fifty percent (50%) of the DDF may be used for District Grant and the other 50% is used by the District to support Global Grants.

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1. District Grants and Global Grants have the same qualifications to meet.

True

False

1. The money for the District Grants comes from the district dues.

True

False

**What are the stewardship expectations?**

The club requesting a District grant must provide copies of expense receipts and checks written for expenses. They do NOT have to have a separate checking account for the District Grant money.

If there is a conflict of interest, an explanation of the conflict should be included in the Grant documentation. Example: A club member has a hardware store which material has been purchased would be a conflict of interest. A letter stating why the hardware store was chosen would be included – only hardware store in the community or had the lowest price.

In the District Grant Application, a budget will be included that will be covered more during the Grant module training.

All records must be kept for at least 5 years for audit purposed. The records should be a hard copy as well as a digital copy.

The final and/or interim report must be completed and submitted to the District on DACdb. A Rotary club cannot receive another District Grant if the previous grant if the final or interim report is not completed and submitted. Also, the Rotary club must be in good standing with the District and Rotary International to receive a District Grant.

Note: Interim report is used when an extension is needed for the completion of the District Grant. Examples: Weather cause unfavorable conditions for the completion of the grant; The supplies for the project were delayed in shipping; or Covid guidelines didn’t allow in person interactions. Once the grant is completed the Club will need to submit the final report at the later date.

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1. For a District Grant the Grant team must:
2. Have Rotarian supervision of the grant’s monies.
3. Maintain and keep a financial accounting of all monies.
4. Reports must be submitted in a timely fashion.
5. All irregularities must be report.
6. All of the above.
7. You can apply for a District Grant without successfully completing and submitting your final report or an interim report for the previous year grant.

True

False

**District Funding Guidelines**

District guidelines for the Rotary year 2025-2026 are:

1. District Grant can fund up to 2/3 of the total Rotary Club part of the project. Example: The Rotary Club will use $1500.00 for the project with the Club providing $500 and the District Grant providing $1000. All other monies for the project will come from partners in the community.
2. Maximum District Grant will be $2000.00 unless funds allow otherwise.
3. If requests exceed funds available, adjustments will be made to the amount allowed the clubs.
4. You can partner with other Rotary Clubs on a project with each Rotary club receiving the 2/3 funding. Each club must contribute to the project. One club would be the lead club.
5. Contributions from the Rotary Club will be raised by Rotarians.
6. Funds cannot be raised from beneficiaries in exchanged for the grant.
7. Your club’s matching funds cannot come from another grant.
8. Contributions need to be credited to donor.

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1. The Rotary Club may raise money for their project by:
2. Having fundraisers for the project.
3. Receiving donations from community organizations and individuals.
4. Applying for other Rotary grants.
5. Having the beneficiary of the grant contribute the Rotary club’s financial part of the grant.
6. A and B
7. All the above

**How do the clubs implement the Memorandum of Understanding (MOU)?**

The MOU is a document that documents the Rotary Club understands and is willing to complete the requirements of Rotary International in the handling of all money received from Rotary International. This document is found on DACdb under files. It includes: Club Qualifications; Club Officer Responsibilities; Financial Management Plan; Bank Account Requirements; Report on Use of Grant Funds; Document Retention; and Reporting Misuse of Grant Funds. This document is a legal document between the Rotary Club and the Rotary Foundation.

The current Club President and the current Club President Elect most sign the MOU. **All certificated club members are to sign the MOU including the current Club President and the current Club President Elect if they have been certificated on the lines of Certified Members.**

The MOU signature page will be in the documents of the submitted District Grant.

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1. Who must sign the MOU ?
2. The Current Club President
3. The Current Club President-Elect
4. All Grant Certified Members
5. A and B
6. A, B, and C
7. The MOU is a legal document.

True

False

**What is the timeline for the District Grant?**

The District timeline is July 1, the beginning of Rotary calendar year, and should be completed by the end of January or mid-February. If there is an issue(s) of completion an explanation must be presented. The final report or interim must be submitted by March 1st. A new District Grant may not be submitted before April 1 for the next Rotary year. Timeline:

July 1 – Rotary Club may start the District Grant project. No fundraising or prebuilding is accepted before July 1.

January -February – Final completion of project and submitting the final or interim report before March 1.

March – The District reviews the final reports for acceptance. The upcoming Rotary year Grants Management Qualification Test and Test Grants are reviewed for Grant Certification.

April 1-15 – The District Grant proposals will be accepted.

April 15 – May – The District Grant Committee will review and notify clubs if their District Grant is accepted.

June – The District Rotary Foundation Director prepares for the applying to RI for the DDF to fund the approved District Grants.

July – RI transfer the DDF approved for the District Grants to the District Foundation Checking Account. The clubs receive the money once it is received by the district.

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1. All activity including fundraising and working on the project must be done in the funding Rotary year unless an extension is granted on the work.

True

False

1. The District Grant proposals may be submitted during the window of April 1 and April 15.

True

False

1. The Rotary Clubs will receive their grant checks after the completion of the project.

True

False

**Is your Rotary Club qualified to receive District Designated Funds**

**for a District Grant?**

Have you completed the District Qualification Test and sent your answers to Janice Alka, DRFD at [jalka96@frontier.com](mailto:jalka96@frontier.com)? Have you completed your test grant on DACdb and submitted it?

If all the above has been done you will receive notification that you are Grant Certified.

Your club must have at **least 2** Club Members certified to receive a District Grant. It is recommended to have more than 2 members certified encase a certified member is not available to sign the District Grant when submitted and the final report is submitted.

Grant certification must be completed yearly.

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1. How often does a Rotarian need to be Grant Certified?
2. Yearly
3. Every other year
4. Every third year
5. How many members must a Rotary Club have certified to receive a District Grant?
6. One
7. Two
8. Three
9. Four

**Best Practices**

1. Have a project committee of 3 or more people.
2. At least one committee member should be computer savvy.
3. One committee member should be responsible of photo capturing the project from the beginning to completion with photos of Rotarians in action.
4. Know who is going to keep the records for the project for 5 years.

**Documentations**

1.Letters of cooperation are need from all participants in the project. Example: Your club is working with building an access ramp for the Senior Citizen building. You would have letter of cooperation from the Center and the City. If you have partner in your project you would need a letter of cooperation.

2. The clubs MOU.

3. Budget

4. Photos

Is your club ready to start learning the application process to receive a District Grant? Will the following be available to the club’s Grant Committee: description of the project, a budget, documents of letter of cooperation, MOU completed; Rotary contacts for the project; project objectives; description of Rotarian involvement; publicity plan; the area of focus the project will be in?

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1. Now you are ready to go through the DACdb training for the District module.

True

False

Note: You cannot do a test grant until at least 2 members have completed successfully the Grant Management Qualification Test and been entered in DACdb to have access for completing the grant in 2024-2025 Rotary year. You will be notified when the members are ready for the test grant.