**District 6710 Guidelines for District Scholarship Grants**

District 6710 has a rich history of sponsoring scholarships for Rotary clubs in the district. Last year the District processed over 20 district grant scholarships representing over $45,000 in District Designated Funds (DDF). Consistency in how these funds are awarded and managed is an important responsibility for our District Grants Committee. This guideline represents the minimum information required to apply for a District Grant Scholarship program for clubs in Rotary District 6710.

The format for the guideline will basically follow the format of the District Grant application. Requirements and content for each of the sections will be included.

**District Grant Title**

Because all District Grant applications are entered and managed on-line, the grant title should contain the name of the club, the beneficiary school or district and the word “scholarship.” “Hardin County AM Rotary Scholarship,” for example, is the title used for scholarships offered by the Hardin County AM Club.

**Project Definition**

Describe the project objectives.

District Grant scholarships do not always lend themselves to being described in these terms. They are obviously “Education projects” but do always have clearly defined metrics beyond being awards to students. If there are special ties to past Rotarians in the club or if there is a targeted audience for these scholarships, that should be stated in this section. The number and amount of the scholarships should be specified. If the district grant will be for a total of $5,000, for example, specify if the funds be split with five $1,000 scholarships or two $2,500 scholarships, etc. Reiterate the school(s) or district(s) whose current students will benefit from the scholarships.

How did you assess the community’s need for this project? Describe how the project will benefit the community and/or improve the lives of the less fortunate. Describe ways in which the project’s benefits to the community will be **long-term and sustainable** in nature.

In this section, clubs should outline the process that they follow to award the scholarships to student applicants. Does the club have a scholarship committee? Do they partner with the local high school, school district, or another entity to identify the most need or other criteria? Does your club have an application for prospective students to complete or do you depend on recommendations from school counselors? This information does not have to be detailed but should indicate that clubs follow a consistent process for final approval.

Active Rotarian Involvement: Describe the nonfinancial, hands-on participation by Rotarians in the project.

This section should expand upon the process that a club will follow to award the scholarship(s). Will the committee or club interview candidates? Will there be a competitive process in choosing the final applicants like the Rotary Speech contest? Will the club’s board vote on applicants and how will successful applicants be notified? The final report should estimate the total number of hours members spend on evaluating and selecting scholarship recipients.

Publicity Plan: How will the general public know this is a Rotary sponsored project? How will Rotarians be actively involved in publicizing the project?

This section should outline the various ways in which the scholarship recipients will be recognized along with the Rotary club involved. Include social media as well as conventional media recognition. Special events, meetings, or meals should also be cited. Keep in mind that the District newsletter is always looking for content involving clubs in the district.

If the project involves a Cooperating Organization, please provide the name of the organization and attach a completed copy of the Cooperating Organization Memorandum of Understanding (MOU) in the documents section.

Scholarship projects do not always have a Cooperating Organization requiring an MOU. If there is an organization outside of the school participating in the process such as a 4H Club or other entity, then an MOU may be appropriate. In many cases, a well-defined process specifying responsibilities for all parties involved can be a substitute for an MOU.

Please note that Rotary International Grant Guidelines specify that

“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 weapons or ammunition, or serve as a contribution to the Foundation or to another Foundation grant.”

“Grants also cannot fund - Unrestricted cash donations to a beneficiary or cooperating organization.”

Rotary also specifies that the selection process should include notification to potential applicants or nominators that awards cannot be made to descendants of persons who have been Rotary members within the past 3 years.

This means that clubs must develop a process or write scholarship checks to schools and/or individuals to eliminate the appearance of any conflict of interest. District grant checks will be issued to clubs once a final report has been approved by the District Grant Committee.

If there are any questions concerning the District Grant Scholarship process, please contact a member of the committee.