

Rotary District and Global Grants

District 6860

2016-17 Guidelines

This document provides a general overview of Rotary district and global grants for 2016-17. For detailed information on club qualification, application and reporting requirements refer to the District 6860 Policies and Procedures Supplement, TRF Grant Management Manual and Terms and Conditions for Rotary Foundation District Grants and Global Grants.

Club Qualification Requirements

A Club cannot participate in District Grants or Global Grants unless it is qualified. Qualification is required annually due to the changeover of club leadership. The District Club Qualification Chair will maintain a list of qualified clubs. For District 6860 there are two levels of club qualification: (1) qualification for district grants only; and (2) qualification for global grants and district grants.

If your club is applying for District Grants only:

- (1) Attend a District Grant Club Qualification Seminar or Grant Management Seminar
- (2) Be current on all Rotary International and District dues
- (3) Be current on all Grant reporting requirements
- (4) Club members must contribute to the Annual Fund of The Rotary Foundation

If your club is applying for a Global Grant and/or District Grant

- (1) Attend a Grant Management Seminar
- (2) Be current on all Rotary International and District dues
- (3) Be current on all Grant reporting requirements
- (4) Club members must contribute to the Annual Fund of The Rotary Foundation
- (5) Submit signed Club MOU (required for clubs having an active global grant or applying for a new global grant)

Who should attend one of the training sessions?

The primary audience for the training is the club president-elect, club Foundation chair, and club members who will be responsible for coordinating the project. Club training will include hands-on training for use of the grant module through DaCdb. Seminar attendees should have a basic knowledge of DaCdb prior to the seminar and should bring their laptops with them to the training seminar.

- The maximum amount of funding that a club may request for 2016-17 is **\$3000**.

- Qualified clubs may submit more than one application. The combined total request for grants applications may not exceed the \$3000 maximum limit.
- Qualified clubs must submit their applications through the DaCdb grant module. Hard copies, faxes, or applications via email will not be accepted.
- Clubs should submit final reports for the grants as soon as completed. All projects must be completed and **reported on by June 15, 2017**. Reports must be submitted through the DaCdb grant module.
- Clubs may begin planning, but must not begin implementing their projects until officially notified by the District Grant Subcommittee that their project has been approved for funding by The Rotary Foundation. Expenses incurred prior to approval of the grant cannot be reimbursed.

District Grant Applications for DDF will be evaluated and recommended on the following:

Adherence to the Terms and Conditions for Rotary Foundation District Grants

Qualification of proposing Club by the District

Impact on the community

Per capita giving to the Annual Fund

Involvement of Rotarians, Rotaract and Interact clubs in the project

Proportion of Club funds that will be contributed to the project in relation to the amount of DDF requested

Promotion of Rotary awareness locally

Use & Reporting of Funds

A final report is due for each grant within 30 days of the date that the project is completed, using the DaCdb grant module. Receipts must be presented with the Final Report to equal the value of the grant award.

All projects must be completed and reported on **no later than June 15 of the program year in which the grant was awarded**. Clubs that do not meet this deadline must agree to reimburse the District for the grant amount unless an extension has been approved by the District Rotary Foundation Chair (DRFC).

Failure to provide the proper documentation as outlined within the Grant Management Manual can result in a Club being required to return the Grant Award to the District and disqualification in the next program year for receiving a Grant.

Global Grants

Clubs wishing to apply for Global Grants must consult with the DG and DRFC **before** DDF funds will be committed for a Global Grant project. District 6860 will match club cash contributions 1:1 with DDF contingent upon the availability of DDF and upon approval by the program year District Governor. The District Governor has the discretion to allocate additional DDF for clubs contributing more than \$50,000 in cash, contingent upon availability of DDF.

Requests for DDF in support of global grants must be made in writing to the District Governor and District Rotary Foundation Chair by the Club President. Provide a brief description of the project, list partner club(s) name(s) and district number(s), amount of DDF requested, and verification that the clubs has raised funds for a cash contribution to the Annual Fund in the amount of DDF requested for the grant. If other clubs in D 6860 are contributing cash contributions to the project in support of the DDF request, list the clubs and amounts they are each contributing.

Contact the Global Grants Subcommittee Chair with questions about the global grant application and reporting process.

Important Dates for 2016-17

Training Sessions*

April 8, 2016 1:30 p.m. – 4:00 p.m. District Club Qualification Training* Birmingham, the Harbert Center (this session does not qualify clubs for global grant management)

April 23, 2016 9:00 a.m. – 4:30 p.m. Grant Management Seminar/District Club Qualification Training* Hoover, Alacare

May 14, 2016 9:00 a.m. – 4:30 p.m. Grant Management Seminar/District Club Qualification Training* Decatur, St. Andrew Presbyterian Church

June 4, 2016 9:00 a.m. – 4:30 p.m. Grant Management Seminar/District Club Qualification Training* Gardendale, Gardendale Civic Center

June 15, 2016 Deadline to submit final reports through DaCdb for 2015-16 district grants

July 15, 2016 Deadline to submit 2016-17 district grant applications through DaCdb

July 30, 2015 Deadline to submit signed Club MOUs for global grant qualification

June 15, 2017 Deadline to submit final reports through DaCdb for 2016-17 district grants

***Attendees register for training through DaCdb**