# **District 6860 Simplified Practice District Grant Application**

(This is a simplified version of the online application sections. Use it to plan ahead.)

## **DETAILS TAB:**

Project Name:

Project Location:

City:

State:

Country:

Target Completion Date:

Area of Focus: (**Select from drop-down**)

Brief Project Description: (**One or two sentences**)

## **CLUBS INVOLVED TAB:**

Make sure the name of your club appears here.

If two clubs are collaborating, both should be listed and use the same grant application.

## **CONTACTS TAB:**

Select the people you want to receive notifications about all changes made to the grant.

## **APPLICATION TAB:**

## Grant Start Date: (should not be earlier than Sept 1)

## Address to Mail Grant Payment: (**Where your club receives mail**)

## Project Definition:

1) Describe the project objectives.

2) Humanitarian Efforts: Describe how the project will benefit the community and/or improve the lives of the less fortunate.

3) Active Rotarian Involvement: Describe the nonfinancial participation by Rotarians in the project.

4) Publicity Plan: How will the general public know this is a Rotary sponsored project?

5) If the project involves a cooperating organization, please provide the name of the organization, and attach a letter of participation in the documents section. (Use if you are working with an organization that requires permission for access to its programs.)

|  |
| --- |
| **6) Club Statement of Agreement (Your Memorandum of Understanding with District 6860 and The Rotary Foundation. Make sure your Club President reads this MOU. He/she will be responsible for grant funds if there is an issue with documentation or spending.)** |
| This document is the ELECTRONIC APPLICATION to request The Rotary Foundation District Grant Funds. It is an agreement between the Club and District 6860 acknowledging that the Club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation Grant Funds. By authorizing this document, the Club agrees it will comply with all Foundation requirements for use, management and reporting of district grant funds including, but not limited to items listed below.  Club must maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds. The Club will disburse grant funds as allowed under the Terms and Conditions for Rotary Foundation District Grants and Global Grants. The Club will keep grant funds separate from club operating funds. The Club will establish an inventory system for equipment and other assets purchased with grant funds and maintain records for items that are purchased, produced or distributed through grant activities. The Club will ensure that all grant activities, including the conversion of funds, comply with local law.  The Club bank account must be a low or noninterest-bearing account and must have a minimum of two Rotarian signatories from the club for disbursement. Grant funds may not be deposited in investment accounts including, but not limited to mutual funds, certificates of deposit, bonds and stocks. Bank statements must be available to support receipt and use of TRF grant funds. The Club must maintain a written plan for transferring custody of the bank accounts in the event of a change of signatories.  The Club will submit a final report on the use of grant funds within 60 days of project completion. All projects must be completed and reported on by May 31 of the program year in which the funds are awarded. All grant funds must be spent and reported on in the year they are awarded. Grant funds must be used only for the approved request and must be returned if used inappropriately or if the project cannot be completed in the program year. |
| <check box> Yes, I Understand and accept the terms of the Club Statement Agreement.  **You must check this box to indicate your agreement.** |
| **TRF Policies** |
| I confirm that our Rotary Club is requesting a District Grant in the amount above and that funds will be spent in accordance with all applicable TRF policies.  All of the information contained herein is true and accurate. |
| <check box> Yes, I Understand and accept the terms and conditions.  **You must check this box to indicate your agreement.** BUDGET TAB: **Budget Income Items**  **Enter the amount of DDF requested:**  **Enter the amount of Club funds to be supplied:**  **Budget Expense Items** |

**Enter the list of expense items sufficient to indicate all areas of spending:**

**Budget Summary**

**Total Income (DDF + Other Funding):**

**Total Expense Items:**

**Cash Flow (Income - Expense): (Total must be zero)**

## DOCUMENTS TAB:

Attach any documents and/or photos that support justifying the project. (E.g., MOAs with cooperating organizations, detailed budget estimates, “Before” photos, etc.) Make sure your documents do not have long names with odd characters. If they do, change the name in the grant application by clicking on the A/B icon on the left.

## SIGNATURES TAB:

This area shows you who has signed the grant. The signatures should include **Club President** for the year of the project and another signature. For a dual club application, both **Club Presidents** will sign and an additional person from each club will also sign.

**Common grant application issues**

(Please click the check boxes as you check these issues.)

1 Grant writer must have **Level 4 access** in Dacdb to audit club signatures and start grant.

1 **Project description** is longer than a few sentences. (Longer project description goes in   
 Application Tab.)

1 **Application Tab** is blank. Must hit **SAVE** before leaving tab or info disappears.

1 Current club address is not correct in **Address to Mail Grant Payment** section.

1 Grant is written as a sponsorship or to support an organization without a written plan for   
 use of funds (unrestricted).

1 Budget tab does not equal **$0**.

1 Grant does not include an **expense quote or estimate** of how funds will be spent.

1 **MOU and TRF Policies** check boxes are not checked.

1 Document or photo names have **odd characters, extra spaces or are wrong format**.

1 **Current Club President** is not one of the signers.

District Grant Application Reminders

District Grants may be used to fund a variety of projects and activities including:

* **Humanitarian** **projects** – projects in your community or outside your community including service travel and disaster recovery efforts.
* **Scholarships** - any level, length of time, location, or area of study.
* **Vocational** **training teams** - groups of professionals who travel abroad to teach local professional about a particular field.

District Grant Funds **CANNOT BE USED FOR**:

* **Purchase land or buildings**; EXCEPTION - grant funds can be used to renovate structures and build low cost housing (e.g., Habitat for Humanity).
* **Fundraising** activities.
* Unrestricted **cash donations** to a beneficiary or cooperating organization including a 501©(3) or a foundation.
* Activities for which the expense has **already occurred**. We are not allowed to use grant funds to reimburse purchases.

**Submitting a District Grant Application:**

* District Grant applications may be submitted by **grant qualified** clubs only.
* District Grant applications are submitted through the **DACdb Grant module** ONLY.
* New District Grant **submission window is July 1 – August 1.** (No expenses should be incurred before you receive grant funds from District 6860.)
* Clubs may submit **multiple grant applications**. However, total District Designated Funds **(DDF)** for all applications must not exceed total amount determined for each club.
* Clubs may **partner** on the same project and apply each club’s maximum DDF to the project. They will use the same grant application.
* **Final Grant Report** must be submitted by **May 31**.

Please contact me if you have questions or need help!

Holly Trawick

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