

Disaster Relief Grants 2020-2021

\$500 Matching Club Grants - \$25,000 Relief Fund

District Administrative Grant Distribution Procedure

November 8, 2020

Pete McDonald, District Grant Coordinator

DG Tina Fishlin and District Foundation Chair Bruce Azevedo have approved the use of the \$25,000 Disaster Recovery Fund for matching club grants in the amount of \$500 to provide food or PPE in our communities. The District will use the DADdb Grant module to administer the grant process. The following steps should be followed by clubs to apply for the \$500 matching grants.

1. A new funding source will be added to the DACdb District Grant module in the amount of \$25,000.
2. As of November 15, 2020, clubs will be able to submit applications to receive \$500 grants to be matched by \$500 or more in club funds.
3. Rotarian Randy Redner will communicate to the clubs the information about the grants. The intent is for the club grants to provide food or PPE to the local community.
4. The standard DACdb Grant Module procedure must be followed by the clubs to submit a grant application to receive District approval of the grant.
5. In the spring of this year, 58 clubs designated a minimum of 2 members to have the authority to approve grant applications at the club level. These same individuals can approve the grant application or the club President (level 4) can designate 2 other members for this purpose.
 - a. Clubs that did not apply for a District Grant this past spring must designate 2 members with authority to sign the grant application. This should be completed under the Administrative/Club Signatures line within the DACdb grant module.
6. Previously, these same 58 club President's and President Elect's signed the Rotary Foundation Grant MOU form committing the club to follow the Foundation guidelines for use of Foundation funds. The Foundation MOU form (pdf) is item #1 under Foundation/District Grants on the District website. It is an annual requirement that 2 club members complete the Grant Training course. These two items are annual requirements to receive funds from the Rotary Foundation.
 - a. For clubs that did not submit a signed MOU form previously, the Club President and President-Elect must sign the MOU form and add it to the new grant application under the Grant Document button.
 - b. For clubs that did have have 2 members complete the Grant Training requirement previously, 2 members must complete the Grant Training course and sign the Grant Training Pledge (item #3 under Foundation/District Grants on the District 6910 website). After completing the training course, the two members must sign the Training Pledge form (item #4 under Foundation/District Grants on the District website). If the club did not previously complete this step for 2020-2021, two members must complete the training course and sign the training pledge. The two Pledge forms must be added under the Grant Application Document button.

7. Clubs should apply for the \$500 grant by December 31, 2020. If needed, item #9 under Foundation/District Grants, is a video of 'How To' submit a grant application using the DACdb Grant Module.
8. The club should **select 'Covid-19' as the purpose of the grant application in the Area of Focus** on the first grant application screen.
9. After the club enters the grant application, the two designated members must approve the grant in DACdb. After club level approval, the grant application should be submitted for District Approval.
10. After District Approval, the club members will receive an email documenting the approval of the grant.
11. The \$25,000 fund will allow up to 50 clubs to apply for the matching grant. The grants will be reviewed and approved on a 'first submitted, first approved' basis.
12. After District approval in January 2021, the District Treasurer will send the \$500 checks to the clubs.
13. A grant Final Report of how the grant funds were used will be required by May 31, 2021. The Final Report procedure in the DACdb Grant module will be used for this purpose. All supporting documents – grant support letters, receipts of food purchases, invoices from partner organizations, photo copies of check payments to other organizations, letters from partner organizations of how the funds were used, photographs of food distribution, photographs of Rotarian volunteers and any other documents must be submitted with the grant Final Report.
14. Club Requirements to be considered for the \$500 grant:
 - a. The club must be in good standing with the District – all currently due District and RI dues must be paid.
 - b. The \$500 grant funds can not be used to raise other funds.
 - c. The \$500 or more matching funds must come from available club funds with supporting documentation.
 - d. The \$500 funds can not be used for any facility or equipment improvements.
 - e. The \$500 can not be used for administrative purposes.
 - f. The \$500 must be used for direct food purchases for food relief or purchase of PPE for community organizations related to the Covid virus.
15. General Disaster Relief grant questions should be submitted to Randy Redner. DACdb grant module/grant application questions should be submitted to Pete McDonald.