



District Grant Approval Process

1. The SHARE committee shall approve or reject District Grant applications based upon TRF guidelines and community impact using the Four Way Test as it's guide.
2. The SHARE committee has full authority to approve or reject any or all District Grant applications.
3. Multiple Club project participation is encouraged on District Grants.

District Grant Procedure

1. District Grant applications may be submitted starting April 1 and end on May 31 of each grant cycle year.
2. District Grant applications must be submitted through the Grants Module in DACdb.
3. The SHARE Committee will approve/reject applications by July 31 each Rotary year.
4. The District Foundation Chair will submit a spending plan (District Block Grant) to TRF by August 15 each year.
5. No Club may start its Grant Project until The Rotary Foundation approves the District Spending Plan and an official approval is sent to the Club from the District via email.
6. Final Reports must be submitted through the DACDB Grant Module with copies of project receipts, pictures and evidence of Club participation.
7. Pre-Funding of a project may be granted by the SHARE committee if a club requests pre-funding.
8. A project's final report and all required receipts are due no later than 45 days after the project completion date established on the District Grant Application or extended completion date approved by the SHARE Committee. Failure to file the final report may result in Club disqualification of all Rotary Grants and reimbursement of grant funds back to the District from the Club.
9. Projects which cannot be completed by April 30 will be funded on a project-by-project basis determined by the DG and TRF chair in consultation with the club.
10. District Grant requests for any project, which by its nature cannot be fully funded by June 15, may be declined initially, or a prior approval may be rescinded.
11. The SHARE Committee shall affirm the eligibility of Clubs and project suitability, as well as, the appropriateness, within TRF guidelines, of projects for which grants are sought.
12. The SHARE Committee may prioritize projects presented in any batch period, or fund projects pro-rata, or on any other basis it chooses, applying the Four Way Test.
13. The SHARE Committee has the authority to fund all, any or none of the eligible projects presented.



Minimum Criteria for Club Eligibility for a District Grant

1. The Club must have at least one representative, preferably its Club Foundation Chair, attend the District Grant Management seminar each Rotary year.
2. The Club must sign the MOU (Memorandum of Understanding) for the respective RI year.
3. Club dues to the District, and to Rotary International via the Club Invoice, must have been paid by August 31 and February 28 relative to each Rotary year.
4. No TRF or District Grant paperwork from the Club shall be past due at the time an application is approved or when District funding is made.
5. Club Presidents-elect must have attended PETS or a substitute Training approved by the District Governor.
6. The SHARE committee may disqualify a Club for any period of time based upon the Club not meeting this Criteria.
7. The minimum District Grant shall be \$2,000 or more (\$1,000 Club Contribution \$1,000 DDF).

Project Limitations

1. The maximum District Grant funding will be 50% of the actual Club out of pocket project costs.
2. District Grants may be considered for service or therapeutic animals.
3. No District Grant will be awarded for international programs or travel with the exception of the following: An international project which does not qualify as a Global Grant solely because the projected budget is less than \$30,000 may be proposed and approved for a District Grant subject to the standards for any District Grant. {District Grant Funds may be used to support international travel only as permitted by TRF rules.} This will allow international travel to investigate possible global grants.
4. No District Grant will be approved for donations to another non-profit 501(c)3 without direct Rotarian engagement. Rotarian engagement is not considered to be the mere presentation of a check. Rotarian engagement is considered to mean hands on work or control by Rotarians of at least some aspect of the project.
5. Rotarian engagement on projects is a fundamental aspect of a District Grant being approved and should be the focus of how clubs select District Grant projects.

For questions or additional information, please contact our District Grants Chair

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