**Checklist for District Community Grant 2022-23 Eligibility**

**Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your club may be eligible for a \_\_\_\_\_\_\_\_\_\_\_ District Grant**

**If you/your club complete the following:**

**\_\_\_\_\_** 1. Someone, preferably your president-elect, attend **all** of President-Elect Training Seminar (PETS).

\_\_\_\_\_ 2. At least one additional club member must attend the 2022-23 Grant Management seminar. (Your representative at PETS does not count. Attendance at previous years’ Grant Management Seminars does not qualify.)

 June 21 at 6:30 PM July 12 at 6:30 PM

 June 28 at Noon July 20 at 4:00 PM

 July 7 at 10AM July 25 at 6:30 PM

Use this Zoom link for all Seminars. It will also be on the calendar entries on DACdb.

[**https://us02web.zoom.us/j/85165796293?pwd=M0pNTnoyTFFXckVLZm9uRVA4TmtMUT09**](https://us02web.zoom.us/j/85165796293?pwd=M0pNTnoyTFFXckVLZm9uRVA4TmtMUT09)

**Meeting ID: 851 6579 6293**

**Passcode: service**

**One tap mobile**

**+19292056099,,85165796293# US (New York)**

**+13017158592,,85165796293# US (Washington DC)**

\_\_\_\_\_ 3. Submit the Memorandum of Understanding (MOU) by **August 1, 2022.** (MOUs must be typed and require 4 wet signatures.)

\_\_\_\_\_ 4. Submit the District Community Grant Application by **August 1,** **2022**. (The application must be typed and requires 3 wet signatures.)

\_\_\_\_\_ 5. Enter \_\_\_\_\_ goals including an Annual Fund Goal in MyRotary by August 1, 2022

\_\_\_\_\_ 6. Clubs must be current on Rotary International and District Dues.

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**The application and the MOU must be submitted to Ken Martin … and Pam Wagoner… by August 1, 2022.**

**Typeable forms are available in the District Website and in DACdb (Go to District then Files then District Community Grants.)**

**NOTE:** **There will be a limited number of $200 grants given on a first come –first serve basis pending availability of funds.**

**Checklist for the Final Report**

\_\_\_\_\_ 1. Complete the Community Grant Project Final Report as soon as possible after the project is accomplished. Typeable forms are available in the District Website and in DACdb (Go to District then Files then District Community Grants.) Only one wet signature is required.

\_\_\_\_\_ 2. Submit the report by **May 1, 2023**

\_\_\_\_\_ 3. Attach proof that your club spent at least twice as much as your club requests from the district. (Acceptable proof includes – cancelled checks/bank statements, zero balance invoices, receipts, letters from grant recipients. Check with the committee if you have any doubt.)

**The Final Report is due by May 1, 2023. Please get it in earlier so that the committee can check it and get additional information that may be needed. The sooner you get the final report to the Committee, the sooner we can approve it and the sooner you will be reimbursed.**

**Only one wet signature is required.**