



**DISTRICT 7600**  
**TOP TEN THINGS TO KNOW ABOUT DISTRICT GRANTS**  
2018-2019

**1. No MOU? No Grant!**

All clubs must submit an executed Memorandum of Understanding (“MOU”) to District 7600 every Rotary year. The MOU is executed by the President or President-Elect<sup>1</sup> for Rotary year 2018-2019. If a club does not submit a properly executed MOU it will not be qualified to receive a District Grant. All MOU’s must be submitted electronically as an attachment to the grant application on the grants module of DACdb.

**2. The potential grant is \$5,000 if you fly solo and up to \$25,000 if you ride the bus**

Every club, no matter the size of its membership, is eligible for a grant of up to \$5,000<sup>2</sup>. The District will fund grants submitted by multiple clubs in amounts up to \$25,000. A club will be required to provide funding in the amount of 10% of the requested District Grant amount.

**3. Apply before the deadline of May 15, 2018**

District 7600 requires all applications to be submitted electronically by May 15, 2018 to be considered for inclusion in the 2018-19 Spending Plan. If a club misses the announced deadline, then it may not receive a District Grant unless the Spending Plan does not use all of the available funds for Rotary year 2018-19.

**4. Use the Grant to make a difference in your community**

A club should undertake a “needs assessment” to determine what projects will have the greatest impact in its community. The community project must be structured to fall within one of the six areas of focus outlined by the Rotary Foundation.

**5. Use a grant to energize your club**

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<sup>1</sup> If a club does not have a President-Elect at the time the MOU is submitted, a club officer can sign in lieu of the President-Elect.

<sup>2</sup> All Grant requests must be for a minimum of \$1,000. Note also that a Club’s foundation per-capita giving record is also considered by the District Grants Committee when evaluating each application.

Rotarians embrace service. A District Grant is an opportunity for club members to create a service project that has a real impact in the community. A good project should involve Rotarians and not merely be a “check writing” effort (this is especially true for multi-club grants). Grants provide a great avenue to promote a club and to attract service minded members. Consequently, each club awarded a District Grant must develop a publicity plan and is expected to provide information and photographs of the event suitable for a press release.

**6. Start with a clean slate**

A District Grant project should not be repetitive. District 7600 will not fund projects that represent a continuous or excessive support of one beneficiary. The hope is that Rotary will reach a broader population in every community.

**7. Zero-Base the budget**

Every application must include a budget for the project. The budget should represent what it costs to execute the project and not how a club can spend the maximum amount available for the District Grant.

**8. Keep records for audit purposes**

The District requires a final report to verify the funds were spent as described in the Grant application. Record retention is also required as part of the MOU. A District Grant does not require a club to open a separate banking account. Yet, it should obtain receipts, copies of checks or other suitable evidence of how it expended the District Grant funds. As soon as the District Grant funds have been utilized, a club can and should file the final report, even if the project is not complete. A final report is due no later than May 1, 2019. Note, however, that final approval for and release of funding for a 2018-2019 grant is contingent upon the fulfillment of all reporting requirements for a 2017-2018 grant.

**9. Do not start too soon**

Rotary does not allow grants to reimburse a club for a project. Consequently, a club should not start a project until District 7600’s Spending Plan is approved by TRF. The approval generally takes place during the months of July and August.

**10. Make the Grant sustainable**

The project should provide benefits that last beyond the initial investment. The objective is to achieve a long-term benefit for the community.

*District Grants Committee*

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