

District 7600 Rotary Foundation District Grant Policy

January 2019

The purpose of this policy is to inform Rotary District 7600 leaders and club Rotarians of the policies and procedures for the award, implementation and management of District Grants, the District Rotary Foundation Committee (DRFC) reserves the right to update and modify this policy at any time. Updates will be posted on the District website and Club Presidents notified.

District Grant – Process and Expectations

Under the revised The Rotary Foundation (TRF) grants program effective July 2013, up to 50% of the annual TRF allocated D7600 District Designated Funds (DDF) may be requested for District Grants. The request is based on the District Spending Plan (see below) that must be submitted to TRF for approval. To receive the DDF early in the Rotary year, action must be taken to assemble the District Spending Plan before the Rotary year commences. Once approved by TRF, DDF is released to D7600 as an annual block grant. D7600 is then responsible for administering the activities undertaken with district grant funds and to disperse these funds at its discretion for district or club-sponsored activities, either local or international. The remaining 50% of the TRF DDF allocation and district grant funds not requested in the spending plan will be designated for Global Grants.

It is essential to note that a higher level of planning is required in a shortened calendar period for clubs to plan for and request a district grant. The work required and the deadlines for action by the president-elect and his/her incoming club team have been moved forward into the current president's term. Coordination and cooperation are critical if a club or clubs working jointly plan to submit a grant request. Projects involving multiple Rotary Clubs are encouraged.

Both the district and clubs are now required to be qualified by TRF (district) and D7600 (clubs) respectively. Once qualified by TRF, D7600 in turn must certify club qualification for a club to be eligible to receive DDF for a District Grant. A club is considered qualified when the (a) the President and President-Elect (PE) for each Rotary year (July through June) agree to, sign and submit the Club Memorandum of Understanding (MOU). For example, the 2019-20 Club MOU should be signed by the 2019-20 Club President and PE. If a club has not identified a PE, then a club officer can sign in lieu of the PE. For Clubs that use a two-year presidential term cycle, the 2019-2020 MOU should be signed by the 2019-2020 Club President and another club officer; (b) the Club has entered its 2019-2020 Foundation goals in My Rotary by May 1, 2019; (c) a club representative has attended a Grants Management Seminar for the 2019-20 Rotary year; and (d) all grant reporting for prior grant years is complete. Qualification is valid for one Rotary year and must be renewed each Rotary year.

District Grant On-line Application (instructions are available on the D7600 website) will be utilized for all grant requests. Applications are due for submission to D7600 no later than a date established by the District Grants Subcommittee, which is typically in mid-May of each year. No exceptions or extensions shall be granted to accept a submission after the designated date. Application must be complete when submitted by the sponsor club. Prior to submission, one of the two members that have signed the Club MOU must enter their names in the District Grant on-line