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| A picture containing drawing, table  Description automatically generated | **DISTRICT GRANT PROGRAM****INFORMATION AND INSTRUCTIONS** **ROTARY YEAR 2024-2025** |  |

**WHAT IS THE DISTRICT GRANT PROGRAM?** The District Grant (DG) Program is a **Rotary Foundation** program that provides funds for the Clubs in our District to implement humanitarian projects locally or abroad. **Grants are awarded to encourage clubs to plan and implement new or improved humanitarian service projects.** In this way, your Rotary Foundation contributions return to our communities and clubs for service projects.

**Before You Apply:** Remember your club must be grant qualified for Rotary Year 2024-2025 to be considered for a DG. Qualification consists of the following:

* Two club members must attend the grant qualification training during Rotary year 2023-2024
* The *Club Qualification Memorandum of Understanding* and *Club Qualification Plan* for your club must have been completed and submitted to the District Grant Committee (may be submitted with the DG application) before a grant application will be reviewed.

**WHEN DO WE APPLY?** Between October 7, 2023, and January 31, 2024.

**HOW MUCH IS AVAILABLE?** There is no maximum DG award, but there is a limited amount of funds. Grants are awarded at the end of January for all clubs that apply, as long as the project qualifies, the club is qualified, and there are sufficient funds. The minimum DG award is $500. Since all grants must be matched by club funds, the minimum total project amount is $1,000. Most clubs submit projects no larger than $10,000 total ($5000 in club funds and $5000 matching from DG funds).

Should there be more grant applications than available funding, the maximum amount for each club will be determined by a formula based on club giving to the Annual Fund.

District grants are normally limited to one per club, but exceptions are made depending on how much money is left to be allocated after the submission deadline.

A DG will be awarded for humanitarian projects only, not for fundraising or administrative projects.

**MATCHING REQUIREMENT:** In order share DG funds with as many clubs as possible, matching funds from the club are required. For each DG dollar requested, the club(s) must provide at least one matching dollar from club funds.

**SINGLE CLUB GRANTS & MULTIPLE CLUB GRANTS:** A club may apply for a DG alone or as a member of a group of clubs but may not apply for both. If a group of clubs conducts a joint project, each club in the group may request up to their maximum allocation. All other requirements are the same. **If a group of clubs applies for a multiple-club project, the Assistant Governor for the lead club must be involved in the planning and sign off on the application. Please use the multi-club application in this case.**

**DISPERSAL OF FUNDS:** Funds are normally dispersed only after the project is completed. In order to request a dispersal of funds, the club must submit a final report with receipts to Pat White, pkmsw@aol.com with a copy to David Carroll at dcarroll1960@aol.com.

Grant funds will be dispersed quickly once receipts are received and the final report accepted. Other arrangements may be considered in special cases.

**ROTARIAN INVOLVEMENT:** A basic requirement for a DG is substantial involvement in project implementation by the Rotarians in the club applying for a grant. This involvement must be clearly outlined in the grant application. Grant funds may not be used to make a donation of money, supplies, equipment, etc. to another organization. There are many ways for Rotarians to be involved such as:

1. Assessing community needs and developing a project plan.
2. Creating a committee of club members to oversee expenditure of funds.
3. Promoting the project in local media.
4. Direct involvement implementing the project.
5. Coordinating and monitoring community involvement and support.
6. Writing interim and final reports.

**DISTRICT INVOLVEMENT**: To celebrate completion of the project, the District Grant Committee Chair should be informed, and a representative invited to attend project work sessions and/or completion/dedication ceremony. In this way the project and the club can be recognized, and the project can serve as a model for others.

**APPLICATION PROCESS:** The DG application form may be downloaded from the District website at [www.rotarydistrict6780.com](http://www.rotarydistrict6780.com/).

It is recommended that the club contact the District Grant Committee prior to submitting its application to discuss the proposed project.

The application, progress report and final report will be reviewed by the District Grant Committee and may be reviewed by Rotary Foundation staff. Please write with this audience in mind.

DG applications will be accepted by the District Grant Committee from October 7, 2023, through January 31, 2024. Submission should be by e-mail to Pat White, pkmsw@aol.com with a copy to David Carroll at dcarroll1960@aol.com.

**QUESTIONS:** Contact David Carroll at dcarroll1960@aol.com or (423) 595-3503; or Pat White at pkmsw@aol.com or (865) 236-2072.

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