



**Rotary International
District 5960**

District Grant

Quick Reference Guide

2017-2018

Qualifications & Prerequisites

1. To qualify, one or more member(s) of your club must attend a Grant Management Seminar (**GMS**) for the Rotary Year pertaining to the grant.
2. Your 2017-2018 Club President and President Elect must sign The Rotary Foundation Memo of Understanding (**MOU**) and **D-5960 Addendum to TRF MOU**.
3. Your club must be current on reporting for any and all of your open and completed grants.
4. Your club must submit a District Grant Proposal (**DGP**, or "**Proposal**") to the D-5960 Grants Subcommittee (**GS**) Chair or your assigned GS mentor for review by May 19th. Your mentor will help you prepare the Proposal for the GS proposal review meeting.

D-5960 District Grant Process

Having met all of the prerequisites for a D-5960 District Grant, your **Proposal** will be reviewed by the **GS** at its June meeting. If the Proposal is approved, it will be included in the D-5960 Spending Plan. The Spending Plan will be submitted to TRF for approval in July. Your club can submit a District Grant **Application** to the GS for review at any meeting after June 30. However, if it is approved before TRF approves the Spending Plan, it is imperative that the project does not commence until after the Spending Plan is approved.

Step by step:

1. Review your District Grant Application with your mentor at least 10 days before the GS meeting at which you wish to present your Grant Application to the full subcommittee.

2. In addition to the Grant Application document you should include:
 - a.) Copies of estimates/price quotes from all vendors to support your budget
 - b.) Signed letters of commitment or participation from presidents or authorized members of all partnering Rotary clubs
 - c.) Signed letters of participation from all other non-Rotary partners
3. When your mentor is satisfied that your Grant Application is complete, your mentor will distribute it electronically to the full GS. This must be done no less than 5 days before the meeting at which you wish to present your grant Application.
4. At the GS meeting you and/or your mentor will present the project to the GS during the open session. You may be asked questions and may be offered suggestions regarding implementation of the project. If satisfied, the committee will move the project to the "closed session" (GS committee members only) for review.
5. During the closed session the GS will review the project. It will either be approved, approved with contingencies, or declined.
6. After the GS has taken action, your mentor or the GS Chair will contact you to discuss the outcome.
7. **When you are notified that final approval has been granted, and that the District Spending Plan has been approved by TRF, implementation of your project can begin.**
8. The final report for your project must be submitted to your mentor and the GS Chair within 60 days of project completion. If the project takes a substantial period of time, progress reports must be submitted **every 6 months** commencing on the date approved by GS until the project is completed and the final report is received and accepted by your mentor and the GS Chair.

D-5960 DG Funding Guidelines

Cash contributions from D-5960 clubs and other District clubs will be matched up to dollar for dollar (up to the amount awarded in the current spending plan) by D-5960 with District Designated Funds (**DDF**). D-5960 has set limits of **\$500** as the minimum D-5960 match, and **\$3,000** as the maximum D-5960 match for a single club on a single project. By including additional D-5960 clubs and other District clubs as project partners, the maximum D-5960 project match of **\$12,000** could be awarded, still with the limit of **\$3,000** maximum match per club.

Project Locale

D-5960 District Grants can be implemented within or outside the boundaries of D-5960... anywhere in the world. While a **Host Partner** is not explicitly required by TRF for out-of-district projects, the D-5960 GS reserves the right to require a Host Partner for any given project. Not the least of the considerations for this decision will be demonstrable Rotarian participation in the project.

Relevant Information

D-5960 District Grant Proposal/Application and Report Forms are on the D-5960 web site www.rotary5960.org. Select **Foundation** from the top bar then select **Rotary District Grants** from the left side bar. From there you can download forms in MS Word format.

Note: Projects should respect the needs and wishes of the receiving community. Projects require direct involvement of Rotarians through their assessment of community needs, establishment of a committee of at least 3 Rotarians, at least one of whom has attended a current Grants Management Seminar (GMS), to oversee expenditures and oversight of funds, implementation of the project activities, provision of evidence of community involvement and ownership, coordination of all participant activities, promotion of the project and reporting.

GS Meetings are the 3rd Friday of each month unless published otherwise on the D-5960 web site.

Proposal Deadline: May 19, 2017

Application Deadline: June 8, 2018

GS Chair: Margie Horning

Contact: Margie.horning@comcast.net **651-428-1740 (c)**

District Governor: Kyle Haugen

Contact: jkylehaugen@gmail.com **612-382-3168 (c)**

DRFC Chair: Gary Campbell

Contact: gary8455@msn.com **612-801-1963 (c)**

Notes: _____



Rotary International District 5960

Global Grant

Quick Reference Guide

2017-2018

Qualification & Prerequisites

- To qualify for Global Grant (GG) approval your club must meet the same Qualifications & Prerequisites as 1-3 in District Grants on the flip side of this guide. In addition:
- You must have a Host Partner.
- Your Host Partner club and district must also be qualified to participate.
- Project site must be outside of the United States
- Before entering information into the online RI GG Application, you must work with a mentor and have the concept approved by the GS.**

D-5960 Global Grant Requirements

- The minimum total budget for your project must be **\$33,000** in order to qualify for a minimum TRF match of **\$15,000**. This is based on:
 - D-5960 match of 2 DDF per 1 of Club contributions up to a maximum match of \$16,000 per project.
 - TRF match of 1 / 1 of DDF plus .5 / 1 of Rotary Club or Rotarian cash.
 - TRF will also match .5 / 1 of non-Rotarian cash (with limitations).
- You must have a Host Rotary Club or District Partner in the District where the project will be implemented.
- The Host Partner must contribute a minimum of \$100 U.S. to the project.
- Project goals must address at least one of the 6 Rotary International areas of focus:
 - Peace & Conflict Resolution
 - Disease Prevention & Treatment
 - Water & Sanitation
 - Maternal and Child Health
 - Basic Education & Literacy
 - Economic & Community Development
- The project must respect the needs and wishes of the receiving community.

- You must work with a D-5960 Grants Subcommittee (GS) mentor during the GG Application process.
- You must form a committee of at least 3 D-5960 Rotarians from the primary International Partner club who will serve as project contacts and accept reporting responsibility. At least one of the contacts must have attended a current Grants Management Seminar (GMS).

D-5960 Global Grant Application Process

NOTE: D5960 website has documents to plan & implement global grants (www.rotary5960.org, click on Foundation (top bar), Rotary Global Grants (left side bar), scroll down to documents listed.

NOTE: Global Grant Applications are completed online via the Rotary International web site.

- Log into www.Rotary.org/ My Rotary. Sign in using your email address and password. Register if you don't have an account. Your email will appear in the upper right corner when you are signed in.
- Click The Rotary Foundation item on the horizontal scroll bar.
- Choose grant center on the left side of the screen.
- Select *Apply for a grant (shown on the horizontal scroll bar)*
- Go to Select Grant Type box.
- Select global grant.
- Continue to enter information as requested.
- A Global Grant ID# will be provided.

COMMENT: Use the list of resource links on the screen to answer many of your questions for and during the process. Also, talk with your mentor.

D-5960 GG Funding Guidelines

- Cash contributions from D-5960 and other District Rotary clubs will be matched with D-5960 District Designated Funds (DDF).
- The minimum cash total from all D-5960 clubs must be at least \$6,000.
- The D-5960 match is 2:1. The maximum D-5960 DDF match is \$25,000 for any one project regardless of how many D-5960 clubs and how much cash over the \$6,000 they contribute.
- Due to the limited amount of DDF available, Global Grants will be competitive in D-5960. Therefore, it is recommended that you apply early.

- You can partner with other Clubs and Districts to increase the cash and DDF available for a project.
- TRF will match all Club cash on a .5 / 1 ratio and all District DDF on a 1 / 1 ratio. In addition, TRF will match non-Rotarian cash .5 / 1 (with limitations).
- The minimum TRF match is \$15,000 U.S. The maximum TRF match is *generally* \$200,000.
- TRF awards of \$50,000 or more require additional levels of competition & approval.

Grants Subcommittee meetings are the 3rd Friday of each month unless published otherwise on the D-5960 web site.

GS Chair: Margie Horning

Contact: Margie.horning@comcast.net 651-428-1740 (c)

District Governor: Kyle Haugen

Contact jkylehaugen@gmail.com 612-382-3168 (c)

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