



# Rotary International District 5960

## District Grant

### Quick Reference Guide

2019-2020

#### Qualifications & Prerequisites

1. To qualify, one or more member(s) (ie. Project contacts) of your club must attend a Grants Management Seminar (**GMS**) for the Rotary Year pertaining to the grant.
2. Your 2019-2020 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. Contact the Grants Team Leader (GT) to get a mentor assigned after you identify a potential project.
5. Work with mentor to assure host country has no red flags.
6. Your club must submit a District Grant Proposal (**DGP**, or "**Proposal**") to the D-5960 Grants Team (**GT**) Leader or your assigned GT mentor for review by May 17th. Your mentor will help you prepare the Proposal for the GT proposal review meeting June 21, 2019
7. If district grant funds become available later in the year, proposals will be processed on an individual basis.

#### D-5960 District Grant Process

Having met all of the prerequisites for a D-5960 District Grant, your **Proposal** will be reviewed by the **GT** 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 immediately for approval. Your club can submit a District Grant **Application** to the GT 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. **Once the Spending Plan is approved, you will be notified. You may then start your project and submit your Application at a later date. You will NOT receive your monetary award until your Application is completed and approved by the GT.**

#### Step by step:

1. Review your District Grant Application with your mentor at least 10 days before the GT meeting at which you wish to present your Grant Application to the full Grants Team.
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 GT. This must be done no less than 5 days before the meeting at which you wish to present your grant Application.
4. At the GT meeting you and/or your mentor will present the Application to the GT during the open session. **You may also present your Application remotely. You must make arrangements with the District office and your Mentor prior to the GT meeting.** You may be asked questions and may be offered suggestions regarding implementation of the project. **If satisfied with the application**, the GT will move the project to the "closed session" (Grants Team members only) for review.
5. During the closed session the GT will review the Application. It will either be approved, approved with contingencies, or declined.
6. After the GT has taken action, your mentor or the GT Leader will contact you to discuss the outcome.
7. The final report for your project must be submitted to your mentor and the GT Leader 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 GT until the project is completed and the final report is received and accepted by your mentor and the GT Leader.

#### D-5960 DG Funding Guidelines

Cash contributions from Rotary clubs in D-5960 and other Districts will be matched dollar for dollar up to the maximum award specified 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 GT 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](http://www.rotary5960.org). Select **Foundation** from the top bar then select **District Grants** from the drop down menu. Documents and information are located on the left side of the page.

**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 from the primary sponsoring club, 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.

**Grants Team Meetings are the 3<sup>rd</sup> Friday of each month unless published otherwise on the D-5960 web site.**

**Proposal Deadline:** May 17, 2019

**Application Deadline:** June 14, 2020

**GT Leader:** Margie Horning

**Contact:** [Margie.horning@comcast.net](mailto:Margie.horning@comcast.net) **651.428.1740 (c)**

**District Governor:** Paul Perez

**Contact:** [paul.perezd5960@gmail.com](mailto:paul.perezd5960@gmail.com) **952.374.9589 (c)**

**DRF Team Leader:** Kyle Haugen

**Contact:** [jkylehaugen@gmail.com](mailto:jkylehaugen@gmail.com) **612.382.3168 (c)**



# Rotary International District 5960

## Global Grant

### Quick Reference Guide

2019-2020

#### Qualification & Prerequisites

- To qualify for Global Grant (GG) approval your club must meet the same Qualifications & Prerequisites as 1-5 in District Grants on the flip side of this guide\*. In addition:
- You must have a Host Partner in the Rotary District that the project will be implemented.
- Your Host Partner club and Rotary 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 GT.**

\*Note: Qualification is not required if your club is requesting matching D5960 funds (DDF) to support a GG sponsored by a club not in District 5960.

#### D-5960 Global Grant Requirements

- As of July 1, 2019, the minimum total budget for your project must be **\$35,000** in order to qualify for a minimum TRF match of **\$15,000**. This is based on:
  - D-5960 match of \$1 DDF per \$1 of Club contributions up to a maximum match of **\$25,000** per project.
  - TRF match of 1 / 1 of DDF plus 0.5 / 1 of Rotary Club or Rotarian cash.
  - TRF will also match 0.5 / 1 of non-Rotarian cash (with limitations).
- The Host Partner Club 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

- You must work with a D-5960 Grants Team (GT) mentor during the GG Application process.
- The project must respect the needs and wishes of the receiving community. Local receiving community must actively participate in developing a Needs Assessment before submitting online.  
**GGs cannot move forward until a Needs Assessment has been presented, reviewed and approved.**
- You must form a Team of at least 3 D-5960 Rotarians from the International Partner club who will serve as project contacts and accept reporting responsibility. At least one of the contacts must have attended a current 2019 Grants Management Seminar (GMS).

#### D-5960 Global Grant Application Process

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

- Draft a preliminary summary of your project Concept that includes the area of focus (see #3 under Global Grant Requirements, above), the community to benefit from the grant, any cooperating organizations, an estimated budget, and a description of the products and services that will be purchased with grant funds. Please address the sustainability of the project and the method for assessing the needs of the benefitting community.
- Contact the GT Leader to schedule a presentation of your Concept to the GT.
- Attend the GT meeting either in person or remotely. Be prepared to answer the GT's questions and take notes on the GT's recommendations.
- If the GT approves your Concept, you will be assigned a member of the GT as a mentor for your grant. The mentor will contact you to assist with project development (this includes documenting the needs assessment and setting your budget).
- Your mentor will work with you to schedule a second presentation to the GT to request funding.
- If the GT approves funding for your grant, you can then begin the online application. Log into [www.Rotary.org](http://www.Rotary.org) / My Rotary. Sign in using your email address and password. Register if you don't have an account. Your name will appear in the upper left 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)*
- Review information on this screen.

- Scroll down to Tools and select grant application tool
- Follow directions on screen to Grant Application.
- A Global Grant ID number 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

- For all D5960 initiated GGs, cash contributions from Rotary clubs in D5960 and other Districts will be matched with D-5960 District Designated Funds (DDF) at a match of \$1 DDF per \$1 of club up to the current maximum of \$25,000, provided funds are available.
- For GGs initiated in other Rotary Districts, D5960 DDF will match D5960 Club contributions at the rates consistent with the initiating District. If the other district match is greater than the D5960 match, the D5960 match will prevail.
- You can partner with other Clubs and Districts to increase the cash and DDF available for the project.
- The minimum cash total from all club contributions must be at least \$10,000.
- Due to the limited amount of DDF available, Global Grants will be competitive in D-5960. Therefore, it is recommended that you apply early. Preference may be given to D5960 Clubs applying for the first time.
- The minimum TRF match is \$15,000 U.S. The maximum TRF match is currently \$200,000.
- TRF awards of \$50,000 or more require additional levels of competition & approval.

**Grants Team meetings are the 3<sup>rd</sup> Friday of each month unless published otherwise on the D-5960 web site.**

**GT Leader:** Margie Horning

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