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 project 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 project. 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 the GT approved your Application 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 D-5960 clubs and other District clubs will be matched 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.
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 2018 Grants Management Seminar (GMS).

D-5960 Global Grant Application Process

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

1. 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.

2. Contact the GT Leader to schedule a presentation of your Concept to the GT.

3. 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.

4. 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).

5. Your mentor will work with you to schedule a second presentation to the GT to request funding.

6. If the GT approves funding for your grant, you can then begin the online application. Log into www.Rotary.org/MyRotary. 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.

7. Click The Rotary Foundation item on the horizontal scroll bar.

8. Choose grant center on the left side of the screen.

9. Select Apply for a grant (shown on the horizontal scroll bar)

10. Review information on this screen.

D-5960 GG Funding Guidelines

1. 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 $2 DDF per $1 of club up to the current maximum of $25,000. Providing funds are available.

2. 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’s match is greater than the D5960 match, the D5960 match will prevail.

3. You can partner with other Clubs and Districts to increase the cash and DDF available for the project.

4. The minimum cash total from all club contributions must be at least $10,000.

5. 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.

6. The minimum TRF match is $15,000 U.S. The maximum TRF match is currently $200,000.

7. TRF awards of $50,000 or more require additional levels of competition & approval.

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

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District Governor: ___Mike Becker__________
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DRF Team Leader: __Gary Campbell__________
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