

ROTARY DISTRICT 5150
DISTRICT GRANT POLICY
Effective For Rotary Year 2017-2018

- Each Rotary Club will receive a “Fair Share” allocation from the District Designated Funds (hereinafter “DDF”) money set aside for both District and Global Grants. The Rotary Foundation (hereinafter “TRF”) will match approved Global Grants \$1 for \$1 for DDF allocated to those projects, but it will not match any DDF funds allocated to District Grants. Rotary Clubs will receive their Fair Share allocations in July for that Rotary Year. Allocations will be based on each Club’s pro-rata share of the three prior years’ Annual Fund contributions, weighted 33-1/3% for each of the three prior years. District Grant projects may be either local Community Service projects or International Service projects not tied to a Global Grant and in which our District Club is carrying out the project in the foreign country and maintaining control of all funds for the project.
- From the Fair Share available to the Club, each Club may choose how much of their DDF allocation they wish to spend on District Grant projects and/or reserve for Global Grant projects. Subject to the following sentence, there is no limit of the amount of the Club’s Fair Share that the Club may spend on a District Grant project that is within the TRF guidelines for District Grants. If the total amount of District Grants requested by all Clubs in the District exceeds 50% of District DDF available for the year (the limit imposed by TRF), then the “Grant Allocation Group” (described below) will allocate the available DDF between the Clubs applying for DDF for District Grant projects. A preference will be given in such allocations for projects that are within one or more of the six TRF Areas of Focus. Clubs will be guaranteed at least 50% of the requested DDF allocation if their projects are within the TRF guidelines for District Grants.
- Applications for District Grants are due by May 31st preceding the Rotary Year. Only Clubs certified to administer Rotary Foundation funds (have signed a Memorandum of Understanding and have the appropriate members trained for the next Rotary Year) may apply to use their DDF funds for a District Grant. A Club that is not certified may allocate its Club’s DDF Fair Share to another certified District 5150 Club’s District Grant project. By May 15th preceding the Rotary Year, the Chair of the District Grants Committee will send the Club President Elects an estimate of their Fair Share for the next Rotary Year based on Annual Fund giving to April 30th of that year. Since the actual amount of DDF available for the next Rotary Year will not be available until July of the Rotary Year, in the Club’s Application for a District Grant, the amount of DDF allocated to the District Grant project should be characterized as either “up to \$___ of DDF available” or “___% of DDF available not to exceed \$___”. The DDF that the District applies to TRF to use for District Grants (application by District due to TRF by June 15th of the preceding Rotary Year) will be based upon the maximum dollar amount requested by the Clubs. Clubs should be prepared to fund any District Grant project DDF shortfall with cash from their own Club budget.
- District Grant projects must be completed in no more than 22 months from the beginning of the Rotary Year. A final report for a completed project or an interim report for an uncompleted project must be made by the Club to the District by **May 31st of the Rotary Year**, and if the project is longer than a one year project, a final report is due **May 31st of the next Rotary Year**.. Projects must be pre-approved by the District Grants Coordinator to assure compliance with the TRF District Grant guidelines and this District Policy. The project may be the same as a project previously completed by the Club with a District Grant, such as a Dictionaries project done in a prior year. Clubs that fail to timely submit their reports will not be able to receive a

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Memorandum of Understanding for District and/or Global Grants for the next Rotary year until the reports are submitted and accepted, and the Club also will be excluded from participating in the next Rotary Year District and Global Grants.

- Grant Funds **CANNOT** be used for: reimbursement of existing on-going projects; construction or rehabilitation of buildings (except for water and sanitation projects); salaries, stipends, honorariums or operating expenses of another organization; personal or professional development; cash donations to beneficiaries; or as matching funds for any other project. Up to 3% of Grant funds may be allocated to administrative costs, and not more than 20% of the Grant budget may be for contingencies.
- DDF allocated but not used by a Club for approved District Grant projects may be re-allocated for another same Rotary Year District Grant project for that Club approved by the District and TRF. All funds allocated to the Club that are not used must be returned to the District for it to return to TRF. In that case, the DDF returned to TRF will be credited to the Club for it to use or allocate to others or be reallocated by the District under the terms of the Global Grants policy.
- Training will be provided to the Club President Elects at two meetings to be determined and the District Learning and Development Assembly to assist them with their decision on how to use the DDF allocated to their Rotary Club.
- Although the District recommends that each Club maintain a separate bank account for each District Grant Project, District Grant DDF funds may be kept in a Rotary Club's bank account for Projects that use less than \$2,000 of DDF. For District Grant Projects using \$2,000 or more of DDF, a separate bank account must be used. For smaller projects that a Club does not set up a separate bank account, a separate ledger of expenses and income must be maintained for funds in that multi-use account. Bank statements, cancelled checks, bills/invoices/statements for materials used, and other evidence of Project cost also must be retained with the Project records for a period of five years after the year in which the project is completed. The Club must provide a copy of all these Documents to the Grants Committee to forward as a permanent record to the District Stewardship Committee.
- **DICTIONARY PROJECTS:** For Clubs that allocate DDF for District Grant Dictionary projects that utilize Dictionaries purchased by the District and then transferred to the Clubs with a reimbursement to the District for the cost of the books, the following shall apply to the DDF involved. When the District Treasurer is distributing DDF to the Clubs pursuant to their approved District Grant Applications, the Treasurer shall retain the amount of DDF that each Club has approved for Dictionary costs from that District Grant and credit the DDF against the Club's obligation to the District for the books. The Clubs shall remain responsible for paying to the District any costs for the books that is greater than the amount of DDF reserved by the District for the books. In determining whether or not the Club needs to establish a separate bank account for its Dictionary project, the amount of DDF retained by the District shall not count as part of the cash for the project. When the Club accounts for the District Grant dictionary project, it shall include in its accounting the amount of DDF allocated for dictionaries that was retained by the District and applied to the purchase cost of the books.

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- MULTI-CLUB PROJECTS: For projects that are sponsored by more than one Club in our District, the following shall apply.
 - A. Each Club participating in the project shall submit a separate District Grant Application Form for use of DDF for the project. The Application must be submitted to the District Grants Chair within the time requirements for all Grants. A master Application form may be created that has blanks for the Clubs to complete the items with numbers:
 1. Club Name
 9. Project Contacts (for Club)
 10. Budget including DDF, amount of Club Match (if any), and Total contributions to the project by the Club
 11. Funding (Club portion of the total project)
 12. Authorization (Club signatures)
 - B. Each Club shall submit separate required Reports for the project. The Report(s) must be submitted to the District Grants Chair within the time requirements for all Reports. A master Report form may be created that has blanks for the Clubs to complete the items with numbers (if applicable):
 - Rotary Club name
 2. If the master form does not show the number of participants by Club, then add a line indicating how many of the reporting Club's members participated
 7. Income Amount complete for the Club—DDF used, Club Funding provided, Other Funding arranged by the Club, and Total
 8. The Club's percentage of the expenditures listed based on total project funding
 9. Date/Signature/Club Name

District Designated Funds available for RY 2017-18 will be known in July 2017.

The "Grant Allocation Group" mentioned above is composed of the District Governor for the Rotary Year that this policy applies, District Rotary Foundation Chair for the Rotary Year that this policy applies, and the Grants Committee. That group shall be chaired by the District Rotary Foundation Chair for the Rotary Year that this policy applies. If a member of this Committee is also a member of a Club that is applying for a District Grant, that member must abstain from participation in the vote on any project for the member's Club being considered by the Committee.

The attendance requirements for Grants MOU Training is changed to the following for the 2018-19 Rotary year and thereafter, and this will be added to the MOU (Memorandum of Understanding) District Addendum and distributed to President Elects by the end of the second quarter of the Rotary year (December 31st):

"To qualify for an MOU, there shall be mandatory attendance at one of the Grants MOU Trainings by the Club's President Elect and at least one of the following: President Nominee (preferable), International Chair, Community Service Chair or Rotary Foundation Chair. The signatures of the President Elect and President Nominee are required on the TRF MOU and District Addendum MOU. In the absence of a President Nominee, then another appropriate Club member may sign the MOU who has attended the Grants MOU training.

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Commencing with the 2017-18 Rotary year, from earnings on the The Rotary Foundation Endowed Funds that is credited to District 5150 DDF for the then current Rotary year (which historically has not been designated for the Clubs to allocate), for the first three years of a new Club's existence following its charter year, if needed the new Club shall be allocated sufficient DDF so that the Club has \$500 of DDF available for allocation to District and/or Global Grant projects. If the Club's own DDF allocation exceeds \$500, then no DDF shall be allocated to that Club from these funds.