



Rotary International
District 6420
**District
Community Grant**
Quick Reference Guide

Qualifications & Prerequisites

1. To qualify, the your President Elect and one or more member(s) of your club must attend a **(GMS)** Grant Management Seminar for the Rotary Year in which you apply for the grant.
2. Your club President and President-Elect (in office at the time of the **GMS**) must sign The Rotary Foundation Memo of Understanding (**MOU**).
3. Your club must be current on reporting for any and all of your open and completed grants.
4. Your club must have given to the TRF Annual Programs Fund during the last Rotary Year.
5. Your club must submit a **TYPED** District Community Grant (**DCG**) application to the D-6420 District Community Grant Chairman (**DCGC**), if needed, for review. Your consultant will help you prepare the application for the **DCG** application review meeting.

D-6420 District Community Grant Process

Having met all of the prerequisites for a D-6420 District Grant, your **DCG** will be reviewed at the **DCG** committee meeting. If the application is approved, it will be included in the D-6420 spending plan. The District Block Grant will be submitted to TRF for approval, which includes the spending plan once the plan is approved by TRF.

Examples of eligible projects can be found in the Instructions of the District Grant Proposal / Application.

Step by step:

1. Submit your District Community Grant Application to the **DCGC** by May 15th prior to the project year .
2. In addition to the Grant Application Document you should include:
 - a.) Copies of estimates from all vendors to support your budget.
 - b.) Signed letters of commitment or participation from Presidents of all partnering Rotary clubs, if any.
 - c.) Signed letters of participation from all other non-Rotary partners, if any.

3. The **DCG** committee meeting will review the project. It will be; approved, approved with contingencies, or be declined.
4. When approved the **DCGC** will contact you and Inform you of your financial award.
5. At this point, implementation of your project can begin.
6. Your project must be completed and your TYPED final report must be received by May 15, of the project Rotary year.
The TYPED final report for your project must be submitted to the District Grants Subcommittee Chair.
7. Your TYPED final report must have paid in full bills of all materials purchased for the project, an estimate of how many individuals who benefited from your project and all advertisement clippings and / or script used to promote the project.

District 6420 Funding Guidelines

District Grants are funded by District Designated Funds (**DDF**), which is your RI Foundation Annual giving from 3 years past and by cash contributions from your Rotary club and your host Rotary club if applicable.

The amount of **DDF** funding for a District Community Grant is asked for in the grant application but is determined by the District Grants Committee.

District Grant **DDF** funding have ranged from \$500 to \$1,500 per approved grant.

Please be aware that **CLUBS** are **REQUIRED** to spend both the **GRANT** and **CLUB FUNDS AWARDED AND BUDGETED**. All unused money is to be paid back to our District's Foundation Chief Finance Officer: John Goddard, P.O. Box 15550, Loves Park, IL. 61125.

Project Locale and Purpose

The purpose of these grants are to implement a project, humanitarian aid in nature, within or outside the borders of District 6420..... anywhere in the world.

While a host partner is not explicitly required by TRF for out of the district projects, the D-6420 **DCG** committee 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

District 6420 District Community Grant Proposal / Application and Report Forms are on the District 6420 web site, www.rotary6420.org in MS Word or pdf format for your convenience.

Your club can not repeat the same grant project for a period of three years.

Any District 6420 Rotary club that does not make Annual Programs Fund Donations to the Rotary Foundation the year before is not eligible for this grant.

Projects require direct involvement of Rotarians though their assessment of community needs, establishment of a committee of at least 3 Rotarians to oversee expenditures and over site of funds, implementation of the project activities, provision of evidence of community involvement and ownership, coordination of all participants activities, promotion of the project and reporting.

Application Deadline: May 15 prior to the project year.

DCG Chairman **DCGC**: Bob Orsi, Geneseo Rotary Club

Contact: borsi@geneseo.net H: 309 441-5866

Grants Chair: PDG Bob Newlon, Oregon Rotary Club

Contact: newlon@essex1.com C: 815 535-3686

DRFC: Elise Cadigan, Rockford Rotary Club

Contact: jhwks77@yahoo.com C: 815 985-8300

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