

## TRF DISTRICT 6420 COMMUNITY GRANT – Timeline and Guidelines

- April, 2012      Receive information for District Grant Application.  
Club discussion whether to submit District Grant application.  
Determine a community need to address or small international club assistance project.
- May 01, 2012      Prepare your **2012-13** District Community Grant Application.
- May 15, 2012      Projects must be completed for your **2011-12** grant with a final report submitted no later than May 15, 2012. Financial documentation to:  
PDG Bob Newlon 1108 East 18<sup>th</sup> St. Sterling, Il. 61081 E-Mail: [newlon@essex1.com](mailto:newlon@essex1.com)
- May 15, 2012      DEADLINE – for submission of the Clubs District Community Grant application for your **2012-13** grant. You are encouraged to submit the application: earlier than the deadline.
- September 8, 2012      District Allocations Committee (5 members) review applications and select which grants will receive funding and at what level.
- September 15, 2012      Notification of Grant awards to the Clubs. Checks are sent to the Clubs for their funding as soon as possible if all the final reports have been sent in and approved.
- May 15, 2013      Projects must be completed for your **2012-13** grant with a final report submitted no later than May 15, 2013. Financial documentation to:  
PDG Bob Newlon 1108 East 18<sup>th</sup> St. Sterling, Il. 61081 E-Mail: [newlon@essex1.com](mailto:newlon@essex1.com)

### GUIDELINES

1. Assess community needs and develop a project plan which includes a spending plan. Organize a meeting with local service providers, local officials and/or recipients. Remember, district grants are small grants given to clubs used for Humanitarian, Public Safety, and Educational community needs or small international club assistance projects. NOTE: Grants will be in amounts between \$500.00 and \$1,500.00. Small international projects will only be considered if funding allows.
2. The project plan cannot involve bricks and mortar. However, some renovation, repair, refurbishing of structures that are currently occupied is allowed. The grant must adhere to the Terms and Conditions for Rotary Foundation District Grants. Questions: contact District Chair/Consultant Bob Orsi – E-Mail [orsi@geneseo.net](mailto:orsi@geneseo.net)
3. Establish a club committee of at least three Rotarians to oversee the expenditure of funds. Financial data (receipts and cancelled checks) should be kept. You cannot write a check to another organization, existing project, or another TRF program. You are responsible for the purchase of items. A grant cannot be used for Fundraising purposes.
4. Club Rotarians should be involved in the execution of the project and promote the project in the local media.
5. A final report is due on completion that includes a detailed description of the project. Statement about beneficiaries, description of Rotarian involvement, an itemized list of expenses, include pictures and newspaper article in report. A Final Report is to go to PDG Bob Newlon. Grant stewardship includes maintaining accounting records, copies of check receipts and disbursements and keeping receipts for at least 5 years. Opening a separate bank account is recommended.