



ROTARY DISTRICT 6200 DISTRICT GRANT CHECKLIST 2024-2025 GRANT CYCLE

Rotary Club of: Click or tap here to enter text.

Grant Project Name Click or tap here to enter text.

**PLEASE READ AND CHECK (click) EACH STATEMENT THAT IS TRUE.
UPLOAD WITH COMPLETED FORM WITH YOUR DISTRICT CLUB GRANT APPLICATION.**

Grant Application:

- Two (2) members of the club participated in a Grant Management Seminar.
- It completely describes the project, its location and objectives
- It explains the community need for the project, how it will improve the lives of the less fortunate
- It estimates the number of people who will benefit
- It explains how club members will be involved, beyond distributing or spending funds
- (For international projects) Communication and work responsibilities are described
- It explains how the project will proceed if only partial funding is available
- It lists at least two (2) club contacts
- A copy of Club's signed MOU is uploaded
- A copy of Club's signed MOU-Addendum is uploaded
- A copy of Club's signed Financial Management Plan is uploaded
- A copy of Club's District Grants Checklist is uploaded
- A copy of Cooperation Organization MOU from project partner(s) is uploaded and their roles are thoroughly explained
- A complete and itemized budget for the project is included or uploaded
- The project's timetable is included, we understand the deadlines and will timely submit reports
- The club president and president-elect have signed the application
- The club's TRF Annual Fund Goals have been entered in Rotary Club Center

The Rotary Foundation Terms and Conditions:

- The project supports service activities and humanitarian endeavors
- We will be responsible for overseeing funding and implementation of the project
- We will promote our club's involvement with appropriate signage, labels, PR, etc. which will comply with R.I policies
- We will not establish a permanent foundation, trust or interest-bearing account
- The project does not directly benefit a Rotarian, spouse, lineal descendant or ancestor
- The project doesn't duplicate an existing Rotary program; this project is a new club effort.
- This is not reimbursement for a project that is already in progress or already completed
- We are the primary sponsor of this project, not some other, non-Rotary organization
- We are not asking for funding to buy land or a building

- Our project involves a structure where individuals live, work or engage in some gainful activity
- Funds are for low-cost shelter for underprivileged families
- Funds will be used to construct the structure
- Funds will be used to renovate the structure
- Funds will be used to provide new services to the structure
- Funds will be used to upgrade the electrical or plumbing of the structure
- None of the funds will be used for salaries, stipends, or honorariums for project beneficiaries or individuals working for our project partners
- None of the funds will be used for travel expenses
- None of the funds will be used for post-secondary education activities
- The project will be considered sustainable as defined by The Rotary Foundation and will continue to function without Foundation funds.
- Our club agrees to adhere to all stewardship requirements set forth in the Club Memorandum of Understanding
- The project addresses one or more of Rotary's 'Seven Areas of Focus', if applicable

Reporting:

- We will submit a final report within 30 days of the project's completion but no later than March 3, 2023
- We will keep receipts for all expenditures and submit copies of receipts with Final Report
- We will submit independent financial audit results if requested by the District Rotary Foundation Committee