### Rotary District 6200

### District Grant Checklist ~ 2019-2020 Grant Cycle

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

 Grant Project Name Click or tap here to enter text.

**CHECK (click) ALL THAT APPLY TO THE PROJECT & UPLOAD WITH YOUR DISTRICT GRANT APPLICATION.**

**Grant Application:**

[ ]  Two (2) members of the club participated in a Grant Management Seminar (only one member needed when applying for a Rotary Global Grant)

[ ]  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 our 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

[ ]  Letter(s) of support/cooperation 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.

[ ]  The sponsor 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 ‘Six Areas of Focus’

**Reporting:**

[ ]  We will submit progress reports to the District Rotary Foundation Committee by November 15, 2019

[ ]  We will submit a final report within 30 days of the project’s completion but no later than March 2, 2020

[ ]  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