### 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