**Rotary International
District 5960**

District Grant

Quick Reference Guide

2023-2024

Qualifications & Prerequisites

1. To qualify, one or more member(s) (ie. Project contacts) of your club must attend a Grants Management Seminar (**GMS**) for the Rotary Year pertaining to the grant.
2. Your 2023-2024 Club President and President Elect must sign The Rotary Foundation Memo of Understanding (**MOU**) and **D-5960 Addendum to TRF MOU.**
3. Your club must be current on reporting for any and all of your open and completed grants.
4. Contact the Grants Team Leader (GT) to get a mentor assigned after you identify a potential project.
5. Work with mentor to assure host country has no red flags.
6. Your club must submit a District Grant Proposal (**DGP,** or **"Proposal"**) to the D-5960 Grants Team (**GT**) Leader or your assigned GT mentor for review by June 1st. Your mentor will help you prepare the Proposal for the GT proposal review meeting June 16, 2023

D-5960 District Grant Process

Having met all of the prerequisites for a D-5960 District Grant, your **Proposal** will be reviewed by the **GT** at its June meeting. If the Proposal is approved, it will be included in the D-5960 Spending Plan. The Spending Plan will be submitted to TRF immediately for approval. Once RI approves the Spending Plan, your club can submit a District Grant **Application** to your mentor for review by the GT at any meeting up to June 2024. It is imperative that the project does not commence until after the Spending Plan is approved. **After Spending Plan approval you may start your project and submit your Application at a later date. You will NOT receive your monetary award until your Application is completed and approved by the GT.**

Step by step:
1. Review your District Grant Application with your mentor at least 10 days before the GT meeting at

which you wish to present your Grant Application to the full Grants Team.
2. In addition to the Grant Application document you should include:
   a) Copies of estimates/price quotes from all vendors to support your budget
   b) Signed letters of commitment or participation from presidents or authorized members of all partnering Rotary clubs or copies of checks from partners
   c) Signed letters of participation from all other non-Rotary partners
3. When your mentor is satisfied that your Grant Application is complete, your mentor will distribute it electronically to the full GT. This must be done no less than 5 days before the meeting at which you wish to present your grant Application.
4. At the GT meeting you and/or your mentor will present the Application to the GT. Currently, our meetings are held via Zoom. You may be asked questions and may be offered suggestions regarding implementation of the project. **If satisfied with the application,** the GT will move the project to the "closed session" (Grants Team members only) for review.
5. During the closed session the GT will review the Application. It will either be approved, approved with contingencies, or declined.
6. After the GT has taken action, your mentor or the GT Leader will contact you to discuss the outcome.
7. The award check will be sent to your club treasurer 2-3 weeks after the date of application approval, or arrangements will be made for the check to be delivered / presented at a club meeting.

D-5960 District Grant Reporting Process

1. Semi-Annual Reports: If the project takes a substantial period of time, progress reports must be submitted **every 6 months** commencing on the date approved by GT until the project is completed and the final report is received and accepted by your mentor and the GT Leader.
2. Final Report: The final report for your project must be submitted to your mentor and the GT Leader within 60 days of project completion.

D-5960 DG Funding Guidelines

Cash contributions from Rotary clubs in D-5960 and other Districts will be matched dollar for dollar with District Designated Funds (**DDF)** up to the maximum award specified in the current spending plan by D-5960). D-5960 has set limits of **$500** as the minimum D-5960

match, and **$3,000** as the maximum D-5960 match for a single club on a single project. By including additional D-5960 clubs and other District clubs as project partners, the maximum D-5960 project match of **$12,000** could be awarded, still with the limit of **$3,000** maximum match per club.

Project Locale

D-5960 District Grants can be implemented within or outside the boundaries of D-5960… anywhere in the world. While a **Host Partner** is not explicitly required by TRF for out-of-district projects, the D-5960 GT reserves the right to request 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

D-5960 District Grant Proposal/Application and Report Forms are on the D-5960 web site www.rotary5960.org. Select **Foundation** from the top bar then select **District Grants** from the drop-down menu. Documents and information are located on the left side of the page.

Note: Projects should respect the needs and wishes of the receiving community. Projects require direct involvement of Rotarians through their assessment of community needs, establishment of a committee of at least 3 Rotarians from the primary sponsoring club, **at least one of whom has attended a current Grants Management Seminar (GMS),** to oversee expenditures and oversight of funds, implementation of the project activities, provision of evidence of community involvement and ownership, coordination of all participant activities, promotion of the project and reporting.

Grants Team Meetings are the 3rd Friday of each month unless published otherwise on the D-5960 web site.

Proposal Deadline: _____ June 2, 2023_____

Application Deadline: _____ June 9, 2024_____

GT Leader: _____Jim Hunt

Contact: jim.hunt.d5960@gmail.com 612.770.2203 (c)

District Governor: Patricia McCleese Contact: rotary5960mccleese@gmail.com 1.507-202-4618 (c)

DRF Team Leader: _____ Margie Horning

Contact: Margie.horning@comcast.net 651.428.1740 (c)

Rotary International District 5960

Global Grant

Quick Reference Guide

2023-2024

Qualification & Prerequisites

1. To qualify for Global Grant **(GG)** approval your club must meet the same Qualifications & Prerequisites as 1-6 in District Grants on the flip side of this guide*. In addition:
2. A member of your club must attend the Global Grants specific workshop
3. You must have a Host Partner **in the Rotary District where the project will be implemented.**
4. Your Host Partner club and Rotary District must also be qualified to participate.
5. Project site must be outside of the United States

   *Note: Qualification is not required if (a) your club is requesting matching D5960 funds (DDF) of less than $2,500 to support a GG or (b) the club is contributing to a D5960 sponsored GG.

D-5960 Global Grant Requirements

1. Project goals must address at least one of the 7 Rotary International areas of focus:
   a. Peacebuilding & Conflict Prevention
   b. Disease Prevention & Treatment
   c. Water, Sanitation & Hygiene
   d. Maternal and Child Health
   e. Basic Education & Literacy
   f. Community Economic Development
   g. Environment

   Add Link for specific guidance on each area of focus

2. You must work with a D-5960 Grants Team **(GT)** mentor during the GG Application process.

3. **See separate Global Grants Approval/Progress Guidelines document (add link)**
4. The project must respect the needs and wishes of the receiving community. Local receiving community must actively participate in developing a Needs Assessment before D5960 approval.
5. The sponsor / international partner club (D5960) must form a three-member team from their club who will serve as project contacts and accept reporting responsibility. At least one of the contacts must have attended a current 2023 Grants Management Seminar (GMS) and a Global Grants Workshop (GGW)

D-5960 GG Funding Guidelines

1. To qualify for Global Grant funding, TRF no longer requires projects to have a minimum amount of TRF funding. Instead, TRF requires the project to have a project *budget* of $30,000 or more.
2. The Rotary Foundation does not match club or other donor contributions.
3. As of July 1, 2021, TRF will match DDF at only 80%.
4. For the 2023-24 Rotary year, D5960 will continue to match (provide DDF) at up to $25,000 of funds raised by the District 5960 club applying for the DDF. These funds can include contributions from clubs within D5960 or from other districts, from Rotary Action Groups and TRF Donor Advised Funds, and other charitable organizations partnering in the project. Contributions to the project by individuals will NOT be matched with DDF. Actual amount matched is based on the DDF available. **If the grant is being sponsored by a club outside of D5960 where D5960 are acting as partners, only the funds donated/raised by D5960 clubs shall be matched.**
5. For the 2023-24 Rotary Year, D5960 will continue to match (provide DDF) at 1:1 up to $25,000. Actual amount matched is based on DDF available.
6. D5960 will consider matching DDF requests from D5960 clubs to fund other Rotary Districts' Global Grants. Requests over $2,500 must follow GG Guidelines. Requests under that amount will be considered if received before the June GG proposal presentation meeting or after June if DDF remains available.
7. Cash contributions from non-D5960 clubs, Rotary Action Groups, TRF Donor Advised Funds, and other charitable organizations partnering on the project in support of D5960 authored grants will be matched in the same manner as contributions from D5960 clubs.

8. Cash contributions from non-D5960 Rotary clubs in support of D5960 authored global grants will be matched in the same manner as contributions from D5960 clubs.
9. There is no longer a minimum amount required for a TRF match. The maximum TRF match is currently $400,000.
10. TRF awards of $50,000 or more require additional levels of competition & approval.

D-5960 Global Grant Application Process

1. After D5960 approves your grant proposal, on or after July 1, 2023 you can begin the online application. Log into www.Rotary.org/ My Rotary. Sign in using your email address and password. Register if you don't have an account. Your name will appear in the upper right corner when you are signed in.
2. Click The Rotary Foundation item on the horizontal scroll bar.
3. Select *Apply for Grants (shown on the left side of the screen).*
4. Choose grant center (bottom choice).
5. Choose "Apply for a Grant"
6. Scroll down and select grant type – choose global grant
7. Start entering on the Grant Application.
8. A Global Grant ID number will be provided.

COMMENT: Use the list of resource links on the screen to answer many of your questions for and during the process. **Also, talk with your mentor.**

GT Leader: Jim Hunt_____

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