

Process Overview for applying for a District Grant-To begin in the 2025-2026 Year

1. Mission Statement, Annual Selection

1. Since each application for District funds by a Club member functions as a representation of the Club's stability, integrity, and quality, we strive to reflect the highest standard of professionalism in our District grant applications each year. Therefore, the Club will generally only submit one (1) District Grant Application per year, as determined by the policies and procedures outlined herein.

In rare circumstances, multiple applications may be considered for approval and submission of District funds, if they are of sufficient variety and distinction that Club Leadership (President, President-Elect, Foundation Chair, and Secretary) shall determine that each individual proposal warrants independent consideration and attention for the goodwill and standing of the Club.

2. Grant ideas must align with Rotary's mission and our club's strategic goals.
3. Each year our club will designate a Grant Specialist that will be a liaison between our Club and the District, as well as a subject matter expert regarding the district grant process, ensuring adherence to standards, accountability, and compliance with the four-way test.

2. Idea Validation

1. **A member's proposed idea** must be discussed and validated by Club Leadership and the **International Foundation Chair** to ensure it meets grant eligibility requirements.
2. Only proposed ideas which are validated and approved under these procedures shall move forward.

3. Leadership Notification

1. **Proposing member(s)** must email **Club Leadership** to notify of their intent to pursue a grant, as well as their proposed concepts, strategic effects, and overall administrative approach to successful achievement of the idea.
2. Club leadership shall then review the proposed idea and give approval to proceed to the Board.

4. Board Presentation & Approval

1. Once approved, the Member must timely present the formal proposed idea to the Board **at a regularly scheduled Board Meeting** for discussion and approval.
2. Board approval must be documented in meeting minutes.

5. Foundation Matching Funds Approval

1. After Board approval, the applicant must present the project to the **Club Foundation Chair** for formal confirmation of matching fund availability.
2. This ensures financial feasibility before proceeding.

6. Final Presidential Approval

1. **At least two weeks prior** to the District Grant submission deadline, the project must receive written approval from both:
 1. The **Club President**
 2. The **President-Elect**
2. Final checklist completed at this stage to ensure all elements (documentation, budgets, timelines) are ready.

7. Grant Submission

1. Only after the above steps are completed, will the grant application be submitted to the District through coordination between the proposing Member and the International Foundation Chair or their designee.
 2. The proposing Member shall not submit the grant application without the advice and consent of the International Foundation Chair or their designee.
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Commitment to Excellence

Through decades of trial and error, our Club has learned to take these proactive steps to ensure the highest standards of grant management.

We believe mistakes are steppingstones to mastery, and through this structured process, we honor the Rotary mission, the Four Way Test, and the district reputation of our Club.