

District 6580 Simplified Grant Program

The District Simplified Grant Program (DSG) will provide funding for one-time-only community service projects that involve the active, personal participation of Rotarians. The projects should serve as a means of enhancing the community and/or improving the lives of the less fortunate where Rotary clubs are present.

Each Rotary district has the option of designating part of its Humanitarian *SHARE* allocation to fund DSG projects. The maximum amount available for each district to designate for DSG projects each year will be calculated based on 20 percent of the District's Designated Fund (DDF) generated three years prior. District 6580 has a total of \$15,000 for the 2009-10 Rotary year. The District Grants Committee will review the applications and choose the projects to be awarded grant funding.

Because of the limited amount of funds available, individual grants are limited to \$1000. Clubs are expected to match the amount requested.

Application Process

If a club desires to participate in a local project, then the club's Foundation Chairperson should complete the District 6580 Simplified Grant Program Application and submit it between July and January each year. Applications will be considered and approved on a rolling basis during that time by the Grants Subcommittee. **The preferred form for transmitting the DSG Application is via e-mail. The Application will be considered "signed" by the club president if the application is sent from his/her e-mail account.**

Completed applications should be forwarded to:

Laura Carie District Grants Chair 2101 N. 6 th Street Vincennes, IN 47591 (812) 881-9200 lcarie@sbcglobal.net

Program Criteria

Requests for District Simplified Grant Awards must meet the following criteria:

- a) Projects must not directly benefit a Rotarian; an employee of a club, district, or other Rotary entity or of Rotary International; or a spouse, lineal descendent, spouse of a lineal descendant, or an ancestor of any living Rotarian or Rotary employee.
- b) Projects must not fund existing projects or activities primarily sponsored by another organization or fund operation expenses of another organization.
- c) Project funds may not be used for travel, salaries, or other administrative overhead costs.
- d) Projects must be Rotary-sponsored and publicly identified as such.
- e) Projects must not involve liability on the part of Rotary International or its Foundation except to provide the amount of the grant.
- f) Program funds may not be used to reimburse applicants for projects already initiated or completed.
- g) Funds may not be used to purchase land or buildings or to construct substantial buildings. Funds must be used in compliance with the Foundation's policies on construction and renovation.
- h) Project funds cannot be used to fund the ongoing projects of a Rotary club or district. This does not prevent the replication of successful projects that will benefit additional communities.

- i) Projects that receive DSG funds must be of a short-term nature with the expectation that they will be completed within one year of payment. Funds must be forwarded to an account established specifically for the project within one year of approval. Sponsors must provide interim reports every six months for the life of the grant and a final report is due within two months of a project's completion.
- j) Project sponsors must agree to work within the Trustee-established Stewardship Guidelines and utilize the Financial Guidelines and Regulations for Humanitarian Grant Projects.
- k) Rotary clubs are to appoint two Rotarians who will provide oversight and management of grant funds and who will serve as contacts for District Grants Subcommittee.
- l) Funds approved for a particular project must be used for that project and not for any other purpose.

Reminders

- Please be specific when describing Rotarian activities. Include details such as the number of Rotarians involved and how often the activities will take place.
- All cooperating organizations must submit a letter stating their role in the project and how Rotarians will interact with the organization.
- Be sure to itemize the budget and provide a clear explanation of each item. The budget should match the grant request; however, if there is a difference, please explain how the sponsor will provide for the balance.
- All grants must be completed within one year of payment. Interim progress reports must be submitted every six months and the final report must be submitted within 2 months of the completion of the grant.

What Happens After the Funds are Received?

Interim reports are required every six months for the duration of the projects. A final report is required within two months of the full expenditure of grant funds. The final report must include:

- A highly detailed and clearly organized report of all expenses
- Copies of receipts for items purchased
- A detailed account of Rotarian participation in the implementation of the grant, which reflects the required Rotarian activities outlined in the Terms and Conditions of District Simplified Grant Award and Acceptance
- A detailed narrative delineating the implementation of the project and how experience gained from it will be of value to the club for the next Rotary year

District 6580

Simplified Grant Program Application

Please print or type all information and use additional sheets of paper if necessary.

1. _____
Club Name(s)

2. Describe the project, its location, and its objectives.

Start Date Estimated Completion Date

3. Describe how the project will benefit the community and/or improve the lives of the less fortunate.

4. Describe non-financial participation by Rotarians in the project (i.e., Rotarian activities).

5. Project Contacts — Two Rotarians must be listed who will provide oversight, management, and reports on the project funds.

Primary Contact Name Rotary Position/Title

Address

Telephone Fax

E-mail

Secondary Contact Name Rotary Position/Title

Address

Telephone Fax

E-mail

6. How will the general public know this is a Rotary-sponsored project? Please provide details, e.g., publicity in a newspaper or display of the Rotary wheel.

7. Cooperating Organizations — If the project involves a cooperating organization, please provide the name of the organization below and attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. *By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered with the project country, and acting within the laws of the project country.*

Name(s) of Cooperating Organization(s)

8. Budget — Please include a complete, detailed, and itemized budget for the entire project. Supporting documentation utilized for the development of this budget may be requested.

Total Budget: US\$_____

9. Amount of Grant – What is the amount of grant money your club is requesting from the DSG Program?

DSG Amount: US\$_____

10. Authorization — All Rotary clubs/districts involved in this project are responsible to The Rotary Foundation for the conduct of the project and for reporting on it. *The signatures on the application confirm that the sponsors understand and accept the responsibility. The signatures of the sponsors also affirm that all information in this application is true and accurate, to the best of their knowledge.*

Club President — As President of the Rotary Club of Greenwood White River, I hereby affirm that the club has voted to undertake this project as an activity of the club.

Name (please print)

Signature

Signature Date

District 6580 Foundation Chair— As Foundation Chair of District 6580, I hereby approve the use of US\$_____ from my district's Simplified Grants Fund for this project.

Name (please print)

Signature

Signature Date