



# Rotary International District 6220

## District Grant

### Quick Reference Guide

2015-2016

#### Qualifications & Prerequisites

1. To qualify, one or more member(s) of your Club must attend a Grant Management Seminar (**GMS**) for the Rotary Year pertaining to the grant.
2. Your Club President and President-Elect (in office at the time of the GMS) must sign The Rotary Foundation District Memo of Understanding (**MOU**) and **D-6220 Club MOU**.
3. **Your Club must be current on reporting for any and all of your open and completed grants.**
4. Your application must meet all requirements outlined in the District Grant Criteria outlined below and at the District website, including a minimum Club contribution to TRF of \$50 per member.
5. Club must be current on District dues.

#### D-6220 District Grant Process

Having met all of the prerequisites for a D-6220 District Grant, your **Proposal** will be reviewed by the District Grant Subcommittee (**DGS**) at its May meeting. If the Proposal is approved, it will be included in the D-6220 spending plan. The spending plan will be submitted to TRF for approval. Once the D-6220 Spending Plan is approved by TRF, your club can submit a District Grant **Application**. Note: Do not start the proposed project until APPLICATION APPROVAL is obtained.

Examples of eligible project elements can be found in the instructions of the District Grant Proposal/Application form. **Proposals** are due by May 15 of any given Rotary year for grants requested for the following Rotary year.

#### **Step by step:**

1. The project must align with at least one of the 6 Rotary International areas of focus:
  - a.) Peace & Conflict Resolution
  - b.) Disease Prevention & Treatment
  - c.) Water & Sanitation
  - d.) Maternal and Child Health

- e.) Basic Education & Literacy
  - f.) Economic & Community Development
2. Submit **Proposal** by May 15 of any given Rotary year. Review this with the DGC at least 10 days prior to submission.
  3. At the May District Grant Subcommittee (**DGS**) meeting, the project **Proposal** will be reviewed. It will be approved, approved with contingencies, or declined.
  4. If approved or approved with contingencies, you will need to complete an **Application**.
  5. In addition to the Grant **Application** document you should include:
    - a.) Copies of estimates/price quotes from all vendors to support your budget
    - b.) Proof of commitment or participation from presidents of all partnering Rotary clubs and all other non-Rotary partners
  6. Once the Application is submitted, it will be reviewed by the DGS. After the DGS has taken action, the District Grant Chair (DGC) will contact you and make arrangements for you to receive your matching funds, if applicable.
  7. **At this point, implementation of your project can begin.**
  8. A **progress report** must be submitted to the DGC **every 6 months**, commencing from the date approved, until the project is completed and the final report is received and accepted by the DGC. The final report for your project must be submitted to the DGC within 60 days of project completion.

#### D-6220 District Grant Funding Guidelines

Only cash contributions from D-6220 eligible Clubs will be matched dollar for dollar by D-6220 with District Designated Funds (**DDF**). The minimum District participation level for a District grant is **\$2,600** and the maximum match for a single Club on a single project is **\$7,500**. By including additional D-6220 Clubs as project partners, the maximum D-6220 project match of **\$13,000** could be awarded, still with the limit of **\$7,500** maximum match per contributing/eligible D-6220 Club.

You can partner with other Clubs (including non-eligible Clubs); although the D-6220 DDF match only applies to eligible Club cash contributions. Clubs may be approved for up to two different projects – either per Club or via collaborative projects with one or more Clubs. Clubs cannot be approved for D-6220 matching funds for the same project for both District Project Fund (DPF) and a District Grant; or the same project in future years.

D-6220 District Grants can be implemented within or outside the boundaries of D-6220... anywhere in the world. If the project is international, you must have a Host Rotary Club or District Partner in the District where the project will be implemented. The Host Partner must contribute a minimum of \$100 U.S. to the project.

#### Relevant Information

D-6220 District Grant Proposal/Application and Report Forms are on the D-6220 web site. You can download the forms in PDF format, type in your responses, resave and email to DGC [at IGriffiths@bsaqb.com](mailto:IGriffiths@bsaqb.com)

**Note:** Projects require direct involvement of Rotarians through their assessment of community needs, establishment of a committee of at least 3 Rotarians 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, or promotion of the project and reporting. Projects should respect the needs and wishes of the receiving community.

**DGS meetings are the 3<sup>rd</sup> Friday of each month unless published otherwise on the D-6220 web site.**

**Proposal Deadline:** \_\_\_\_\_ **May 15, 2016** \_\_\_\_\_

**Application Deadline: June 15, 2016**

**DGC: Ian Griffiths 920-569-8660**

**Contact: [IGriffiths@bsaqb.com](mailto:IGriffiths@bsaqb.com)**

**District Governor: Rick Jansing 715- 344-2118**

**Contact: [rickjansing@att.net](mailto:rickjansing@att.net)**

**DRFC: Tom Guyette 920-336-5362**

**Contact: [tguyette001@new.rr.com](mailto:tguyette001@new.rr.com)**

**Notes:**



# Rotary International District 6220

## Global Grant

### Quick Reference Guide

2015-2016

#### Qualification & Prerequisites

1. To qualify, one or more member(s) of your Club must attend a Grant Management Seminar (**GMS**) for the Rotary Year pertaining to the grant.
2. Your Club President and President-Elect (in office at the time of the GMS) must sign The Rotary Foundation District Memo of Understanding (**MOU**) and **D-6220 Club MOU**.
3. Your application must meet all requirements outlined in the Global Grant Criteria in this document (below) and via the Global Grant proposal at [www.rotary.org/grants](http://www.rotary.org/grants) ; including a minimum Club contribution to TRF of \$50 per member (Global Scholar does not require a Club contribution).
4. You must have a Host Partner.
5. Your club must be current on reporting for any and all of your open & completed grants.
6. Your club must be current on District dues.

#### D-6220 Global Grant Requirements

1. Your project must result in a minimum TRF match of **\$15,000**, i.e. **\$35,000** project. This is based on the TRF match of .5 / 1 of Rotary Club cash and 1 / 1 match of DDF.
2. Your project must be implemented in a District outside of the United States.
3. You must have a Host Rotary Club or District Partner in the District where the project will be implemented.
4. The Host Partner must contribute a minimum of \$100 U.S. to the project.
5. The project must align with at least one of the 6 Rotary International areas of focus and demonstrate sustainability:
  - a. Peace & Conflict Resolution
  - b. Disease Prevention & Treatment
  - c. Water & Sanitation

- d. Maternal and Child Health
  - e. Basic Education & Literacy
  - f. Economic & Community Development
- 6 . The project must respect the needs and wishes of the receiving community.
  - 7 . Work with the D-6220 District Grant Chair (**DGC**) during the Global Grant Application process.
  - 8 . Form a committee of at least three D-6220 Rotarians from the primary International Partner club who will serve as project contacts and accept reporting responsibility. Follow all additional implementing, monitoring, evaluating and reporting requirements outlined in the [Grant Management Manual](#), Chapters 3 and 4.

#### D-6220 Global Grant Proposal & Application Process

**NOTE: Global Grant Proposals and Applications are completed online via the Rotary International web site at [www.rotary.org/grants](http://www.rotary.org/grants).**

1. Discuss your project with the D-6220 District Grant Chair (DGC).
2. Review the Rotary International [Grant Management Manual](#)— especially Chapter 2. Be prepared to have answers to questions on pages 2.2 – 2.4 prior to beginning application.
3. Log into [www.Rotary.org/grants](http://www.Rotary.org/grants) to gain additional information.
4. Go to “Grant Basics.” Click “Manage Grants” link.
5. Log into *Member Access* using your email address and password. If you don’t have one, you can easily create this yourself using your email address and creating your own password.
6. Click “Start Your Grant.” Click “Global Grant” on the left side of the screen.
7. After completing First Steps, you can begin the Global Grant application. Note that the application requires specific information about your objectives, the participants in your activity, your detailed budget, and your grant financing; so it’s best to have this information available before you begin.
8. Also, note that Global Grant applications require certain officer authorizations, which are detailed in First Steps.
9. The proposal may be completed in more than one session by saving it and returning to it later.
10. Complete all sections of the proposal with the help of the DGC if necessary.
11. Once you click the *Submit* button, it will be sent to the DRFC and DGC for review; and then the DGS will also review.

12. Once the DGS approves the proposal, you will *Submit* it to TRF for their review and approval.
13. During the process you will need an electronic signature from the host project contact. If the host district is contributing DDF, their District Governor and District Rotary Foundation Chair must also provide electronic signatures. Then, you, the D-6220 DG and DRFC will also provide electronic signatures.
14. Submit the application to TRF for approval.

#### D-6220 Global Grant Funding Guidelines

Only cash contributions from D-6220 eligible Rotary clubs will be matched dollar for dollar with D-6220 District Designated Funds. The minimum cash total from all D-6220 clubs must be at least \$10,000. The maximum DDF match is \$15,000 for any one project regardless of how many D-6220 clubs and how much cash over the \$10,000 they contribute. Due to the limited amount of DDF available, Global Grants will be competitive in D-6220 and it is recommended that you apply early.

You can partner with other Clubs (including non-eligible Clubs) and Districts to increase the cash and DDF available for a project. TRF will match all eligible Club cash on a .5 / 1 ratio and all District DDF on a 1 / 1 ratio. The minimum match request they will consider is \$15,000 U.S. and up to \$500,000 with additional levels of competition and TRF approval applied beyond a TRF award of \$50,000. although. Clubs may be approved for up to three (3) different projects – either per Club or via collaborative projects with one or more Clubs. Clubs cannot be approved for D-6220 matching funds for the same project for either District Project Fund (DPF) or District Grant; and a Global Grant; or the same project in future years.

**DGS meetings are the 3<sup>rd</sup> Friday of each month unless published otherwise on the D-6220 web site.**

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