

## Rotary District 6920 District Grants

### PROJECT DEVELOPMENT CHECKLIST

Rotary Foundation funds through the district grant process can be used for projects that align with the mission of The Rotary Foundation, which is to enable Rotarians to advance world understanding, goodwill, and peace through fighting disease, providing clean water, saving mothers and children, supporting education, growing local economies, and protecting the environment.

#### Foundation funded district grant projects must:

- Relate to the mission of The Rotary Foundation
- Have been reviewed and approved by TRF before project implementation/spending begins
- Not use funds to reimburse clubs for activities and expenses already completed or in progress before grant project approval by The Rotary Foundation. Planning for grant project activities prior to approval is encouraged, but expenses may not be incurred. **After grant project approval, any changes to the original project plan must be pre-approved by the District.**
- Comply with the *Rotary Foundation Terms and Conditions*, *Conflict of Interest Policy for Grant Participants*, and the policy regarding the *Use of Rotary Marks*

#### Foundation funded grant project cannot be used to/for:

- unfairly discriminate against any group
- promote a particular political or religious viewpoint
- support purely religious functions
- support activities that involve abortion or that are undertaken solely for sex determination
- fund the purchase of arms or ammunition
- serve as a new contribution to the Foundation or another Rotary Foundation grant
- Continuous or excessive support of any one beneficiary, entity, or community
- Establishment of a foundation, permanent trust, or long-term interest-bearing account
- Purchase of land or buildings
- Fundraising activities
- Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
- Public relations initiatives, unless they are essential to project implementation
- Project signage in excess of \$1,000
- Operating, administrative, or indirect program expenses of another organization
- Unrestricted cash donations to a beneficiary or cooperating organization
- Activities for which the expense has already been incurred
- Support of another organization's programs. This must be a Rotary sponsored project.

## Tips to Avoid Common Mistakes

- Check the Conflict-of-Interest Policy when Rotarians are board members of benefiting organization or a vendor for the goods and services being purchased.
- Projects are not intended to be a mere donation. Describe how members will be involved in service. How many members of your club will be involved with project and what non-financial roles will they fill?
- Get pre-approval for a change of project. Make request via e-mail to [RotarianAC@gmail.com](mailto:RotarianAC@gmail.com)
- Be sure project expenditures can be completed within the timeframe (August – May) regardless of items out of your control – weather, dependence on other organization, etc.
- Parties and gifts are not allowed unless you can show humanitarian or educational purpose.
- GED and College scholarships – paid directly to the school in name of the student. May not be paid to the school's foundation. Final report must include name of student(s) and receipt(s).
- No gift cards unless distribution log and receipts provided to show actual goods and services purchased.
- Pay the vendor or supplier of goods and/or services directly from the club's bank account by check or with a club debit card is ideal. Reimbursement to individuals for project related expenses will be accepted with documentation of receipts and cancelled check as reimbursement.
- If in doubt, check with District Grant chair
- **Use the Grants Chair's e-mail for all communication on the grant** [RotarianAC@gmail.com](mailto:RotarianAC@gmail.com)

## District Grant - Final Report Requirements

- The grant report documentation is submitted online for your grant request at [DACdb.com](http://DACdb.com).
- The grant report is due 60 days after the project spending is completed but no later than May 15th, whichever comes first.
- A clearly organized report of expenses including copies of all paid invoices and receipts with cancelled checks from the club account for purchases made with grant funds must be submitted in [DACdb](http://DACdb.com).
- Receipts/Invoices/cancelled checks should correspond directly to each item on your Budget Tab.
- Upload receipts to the Documents tab and Pictures and Videos to the Images tab.
- Approved expenditure receipts will equal or exceed the total DDF amount.

**Grant Ineligibility** If your grant application does not meet district grant requirements, your grants chair will explain why and suggest the changes you would need to make to meet them. If your club can't make these changes, your project will not be eligible for district grant funding. Grant applications are most often denied because:

- The project doesn't show active Rotarian involvement in non-financial ways
- Continuous or excessive support of any one beneficiary, entity, or community
- The project benefits another organization's programs instead of being a Rotary-sponsored project.