



District Designated Funds Grant Training

Rotary District 6920

YOUR DISTRICT GRANTS TEAM

- Anne Cordeiro, Savannah South
- Kelly Knitter, Augusta West
- Caroline Edenfield, Downtown Macon



We are seeking at least one more additional volunteer. Interested? Let us know!

LEARNING OBJECTIVES

- ❖ Explain the purpose of District Grants
- ❖ Understand the grant lifecycle
- ❖ Describe the steps to becoming qualified
- ❖ Navigate the DACdb Grants Module
- ❖ Share best practices and common errors



MISSION AND PURPOSE

The Rotary Foundation helps Rotary members to advance world understanding, goodwill, and peace through projects that:

- Improve health
- Provide quality education
- Enhance the environment
- Alleviate poverty



ROTARY FOUNDATION'S 7 AREAS OF FOCUS

- ❖ Basic education and literacy
- ❖ Maternal and child health
- ❖ Peace and conflict
- ❖ Disease prevention
- ❖ Water, sanitation, hygiene
- ❖ Community and economic development
- ❖ Supporting the environment



What Can District Grants Be Used For?

District Grants support small-scale, short-term activities in your community.

Examples include:

- Scholarships and educational programs
- Youth services and leadership training
- Community health and wellness initiatives
- Environmental improvement efforts
- Vocational training and workforce development





WHAT DISTRICT GRANTS CANNOT BE USED FOR?

- ❖ Purchase of land or buildings
- ❖ Signage that costs more than \$1,000
- ❖ Operating expenses of another organization – NO CHECK WRITING
- ❖ Unrestricted donations to a beneficiary or cooperating organization (must have a receipt/invoice)
- ❖ Fundraisers

DISTRICT GRANT TIMELINE 2025–2026



Grants Training

- May 22, 2025 – Online Grant Management Training
- June 28 – In-Person at Oconee Fall Line Technical College in Dublin



June 1 to July 31 – Grant Application Period



July 31 – MOU Deadline & Application Deadline



Mid-Septemberish to May – Clubs Complete Projects*



May 15, 2026 – Deadline to Submit Final Reports and Ask for Reimbursement

* Clubs may NOT begin the spending of any funds until they receive approval of project from the District

DISTRICT GRANT CHECKLIST: WHAT'S REQUIRED

- ✓ Be qualified for the 2025–2026 Rotary year
- ✓ Comply with all policies and procedures of The Rotary Foundation (TRF) & District 6920
- ✓ Adhere to the governing laws of the U.S. and the country where the activity is taking place and not harm individuals or entities. Demonstrate sensitivity towards host country's culture.
- ✓ Upload signed Memorandum of Understanding (MOU) in the documents section of grant
- ✓ AND....(see the next slide!)

All projects must involve active participation by Rotarians and promote visibility for The Rotary Foundation.

GRANT POLICIES

Funds allocated to clubs are based on a Club's giving to The Rotary Foundation **Annual Share Fund** 3 years ago.

 2025-2026

 2024-2025

 2023-2024

 **2022-2023**

This is the giving year we use to calculate your Club's allocation



<input checked="" type="radio"/> Annual Fund-SHARE Learn more	<input type="radio"/> Endowment-SHARE Learn more
<input type="radio"/> PolioPlus Fund Learn more	<input type="radio"/> Disaster Response Fund Learn more

2. DESIGNATION/PURPOSE (Check one):

NOTE: Changes to designation can only be requested within 90 days of gift receipt date

☐ Annual Fund — SHARE

☐ PolioPlus Fund

☐ Approved Foundation grant

☐ Endowment Fund — World Fund

☐ Endowment Fund — SHARE

(number mandatory)

The minimum for a grant project is **\$500**

- If your Club is allocated less than \$500, you can still participate
 - ❖ Partner with other clubs
 - ❖ Add club funds to make the project = \$500

HOW TO BE QUALIFIED

All conditions must be met

- ✓ Be current with Rotary International and District dues
- ✓ Be up to date on all prior District grant reports
- ✓ Incoming Club President must have attended President Elect Training
- ✓ At least one member of the Club must attend and complete District Grants Training

BEST PRACTICE FOR PAYMENT

Pay the vendor or supplier of goods and/or services directly from the club's account.



LIFE ISN'T PERFECT, SO



If an individual Rotary member pays for a project related expense the Club must provide receipts for the expense the member incurred and a cancelled check showing that the Club reimbursed the member.

The District will only reimburse Clubs for expenses. It will not reimburse Club Members for grant project expenses. That will be up to Clubs to do.

BEST PRACTICES

If you are doing a project with organization, and they can buy materials at a lower cost, that is fine. They can invoice you for the cost of the goods, and you can pay them for the invoice.



AVOIDING PROBLEMS

- Check the Conflict-of-Interest Policy when Rotarians are a board member of a benefiting organization or a vendor for the goods and services being purchased.
- After grant project approval, any changes to the original project plan must be cleared by the District Grants committee.
- Spend all the grant money in accordance with the approved project. No sharing between multiple approved projects.



AVOIDING PROBLEMS

You cannot buy and give gift cards, unless you provide a distribution log & receipts to show actual goods and services purchased.



AVOIDING PROBLEMS

- ❖ Parties & gifts are not allowed unless you can show humanitarian or educational purpose.
- ❖ GED and College scholarships must be 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).



TIPS FOR A SUCCESSFUL GRANT



Start Early! Don't Wait until July 31



Involve your Members!



Document action with photos, expense with receipts/invoices, payments with canceled checks or credit card statements



Watch the DACdb video on how to apply for grant and complete final report



Keep us in the loop, especially if plans change.



Please credit The Rotary Foundation for the funding of the grant project



🔧 HOW TO APPLY & REPORT USING DACDB

Ready to apply for a District Grant?

DACdb has a video that covers:

📁 Where to find the application

✍️ Assigning signers

📎 Submitting your MOU, receipts, and photos

🧭 Navigating the Command Center

COMMAND CENTER

My CLUB

DISTRICT

Support / Learning

Rotary Test District 9969 - Hollywood

Brosnan, Pierce

ID BMe

Grant Details [2024-25]

ID=0

Save

Grant Status: **New Grant Request**

Fill out the Grant information shown below. Click "Save" when you are ready. After saving the initial Grant, the system will assign the RI Project No (GrantID), and will enable the Budget and Document Tabs to allow more detailed Budget information and project file data to be entered or uploaded.

Details

Clubs Involved

Contacts

Application

MOU

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

* Project Name:

My CLUB

DISTRICT

Support / Learning

Rotary Test District 9969 - Hollywood

XBYTE SW Z 5 6 7

Brosnan, Pierce

ID BMe

Edit Grant: Hollywood supports 2Share [2024-25]

ID=18493

Switch Identity

Save

Club: Collect Grant Signatures

Grant Status: **Draft**

Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).

This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Draft

Submitted Grant for Club Approval

Submitted Grant for District Approval

Need More Information

Project Cancelled

Approved Grant

Submitted Interim Report for Club Signatures

Submitted Interim Report for District Approval

Interim Report Approved

Submitted Final Report for Club Signatures

Submitted Final Report for District Approval

Final Report Approved

Project Complete

Details

Clubs Involved

Contacts

Application

MOU

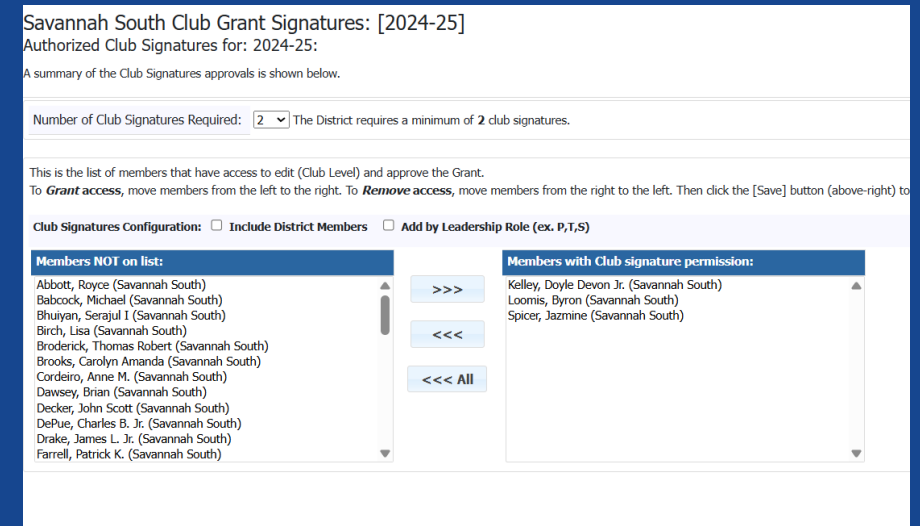
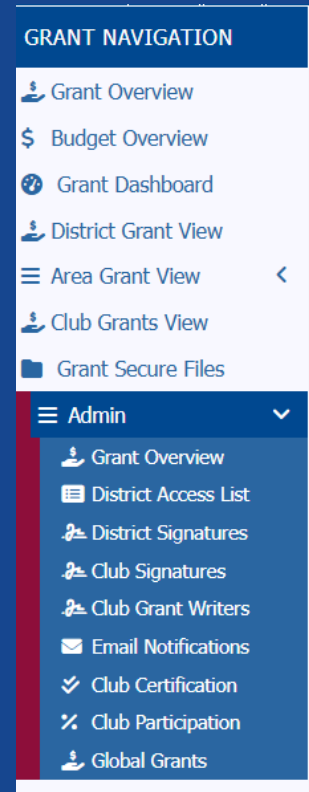
Budget

Documents

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application.

WHERE TO ADD CLUB SIGNERS IN DACDB

- Log into DACdb and go to the Grants Module
- Select your grant and open the Signatures tab
- Click 'Add Signer' and choose club members from the list
- Only the Club President (or DACdb admin) can assign signers



FINAL REPORT = YOUR MOMENT TO SHINE ✨ AND GET REIMBURSED



Celebrate the impact your club made

- ❖ Share success stories and great photos
- ❖ Show Rotarians in action, not just writing checks
- ❖ Inspire other clubs and strengthen future support
- ❖ Upload photos 300mb or greater, easy to read receipts and bank/credit card documentation



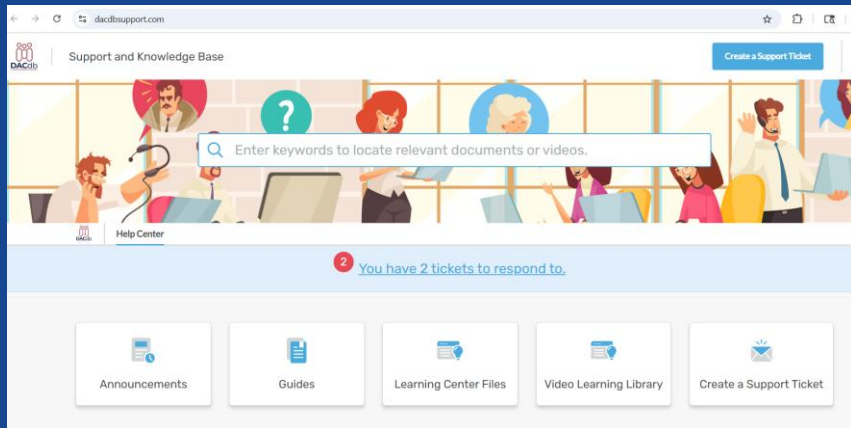
Your final report is how your Club gets reimbursed!

BEST PRACTICES FOR UPLOADING SUPPORT MATERIALS

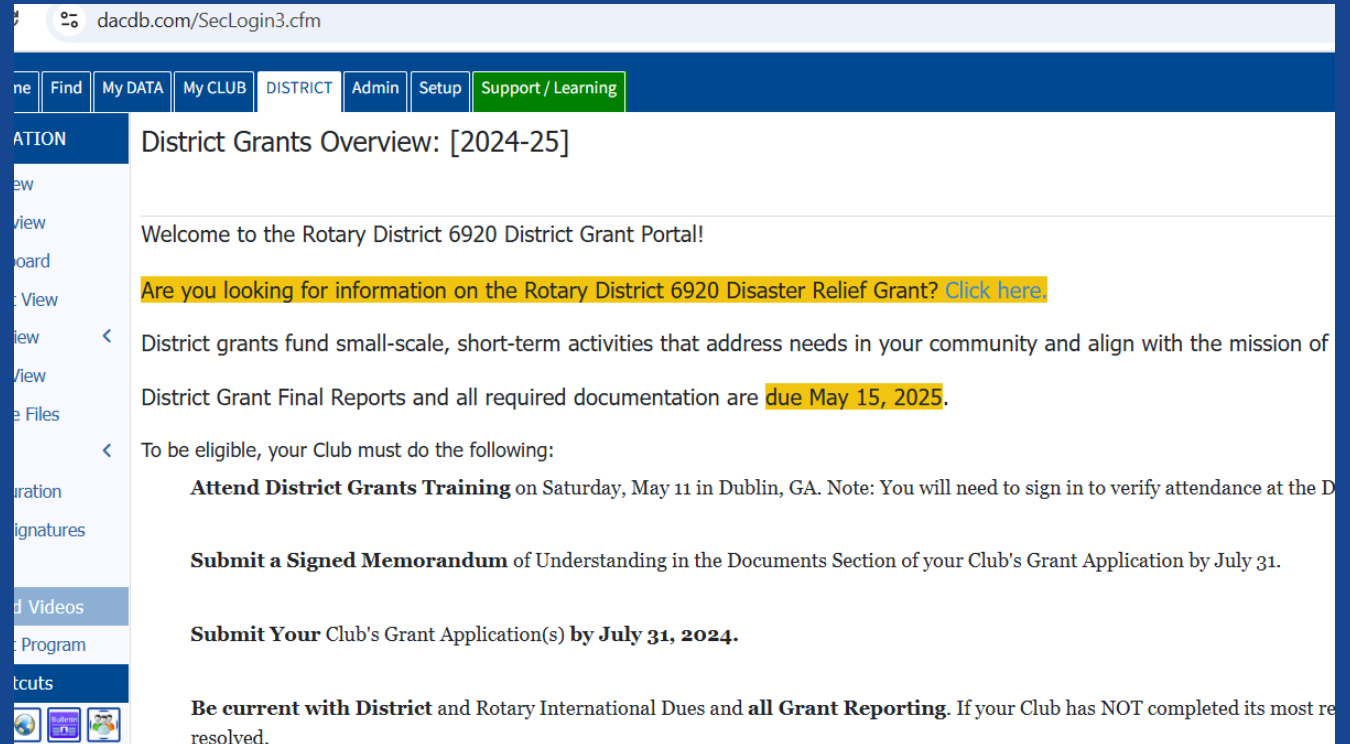
- ❖ Easy to read receipts and bank/credit card documentation
- ❖ Avoid using special characters in file names (&, %, #)
- ❖ Upload photos that are at least 300mb and that show action

NEED HELP?

- Check out DACdb



<https://www.dacdbsupport.com/>



<https://www.dacdbsupport.com/kb/articles/grant-application-and-grant-final-report-2024-video>

NEED HELP?

Anne Cordeiro – Chair

- 📞 (912) 656-9272
- ✉️ RotarianAC@gmail.com

Kelly Knitter

- 📞 (808) 499-8025
- ✉️ kelly.knitter@gmail.com



This Photo by Unknown Author is licensed under [CC BY-SA-NC](#)

Reach out to us. We will get back with you in a timely manner, but we may not be available immediately when you call or email us.



THANK YOU!

We appreciate you taking the time to make our District Better