

# **Rotary District 6460 Club Grants Program Overview and Application 2020-21**

The Club Grants Program 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 lives of the less fortunate where Rotary clubs are present.

If your club would like to undertake a local project that meets the program criteria, complete the application form and send **via email or postal mail** to Brian Barstead, District Rotary Foundation Chair, at bribaraxp@yahoo.com by 11:59 PM August 15, 2020, or by First Class mail, postmarked no later than August 8, 2020 to Brian Barstead, 700 South Grand West, Springfield, IL 62704 ( send via priority mail or other form with tracking). Please keep a copy of the application for your records. The Club Grants sub-committee will consider all applications received and recommend funding to the District Governor and District Foundation Chair. Please confirm receipt by return acknowledgement email and postal mail from Brian Barstead by September 1, 2020. If you don't have confirmation, it is ***your responsibility*** to contact Brian by phone 217-652-4371 with proof that you sent in your application by the required due dates so that your application for a grant will be eligible for consideration

## **PROGRAM CRITERIA**

Requests for Club Grant Awards must meet the following criteria:

- The maximum grant award is \$2,500.00 per Rotary club.
- In order to submit a grant proposal, the club's president for Rotary year 2019-2020 and president for Rotary year 2020-2021 should have attended District 6460's RI Foundation Grants training. Clubs of 25 members or larger must also send their Foundation chair. Note, no training was given at this year's District Assembly due to cancellation, but a webinar based training was held on June 6 and playback will be available for compliance and experience on the process by July 1 through the District website. For this year only, we require the person in charge of stewardship for your club to have been through the training process, and we don't require training by the President/PresidentElect, however, that is still recommended.
- It is preferred that projects correspond with Rotary International's six Areas of Focus.
- Participating Rotary clubs are expected to participate financially in their project, either through direct or in-kind contributions.
- Participating Rotary clubs and/or club members must have made a donation to the Rotary International Foundation in the previous Rotary year.

- Projects must not directly benefit a Rotarian; an employee or a club, district or other Rotary entity or of Rotary International; or a spouse, lineal descendent, spouse of a lineal descendent, or an ancestor of any living Rotarian or Rotary employee.
  - Projects must be short-term in nature and must not fund existing or ongoing projects of a Rotary club, district, or outside organization. Grants may not fund operating expenses of another organization. This does not prevent replication of successful projects that will benefit additional communities.
  - Projects must be Rotary-sponsored and publicly identified as such.
  - Projects must not involve liability on the part of Rotary International or its Foundation except to provide the amount of the grant.
  - Program funds may not be used to reimburse applicants for projects already initiated or completed.
  - Project funds may not be used for travel, salaries, or other administrative overhead costs. 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 or renovation.
  - The District requires the Rotary Club sponsoring the grant to appoint two Rotarians who will provide oversight and management of award funds and who will serve as contacts for the District and Rotary Foundation. These members should be Grant Training certified.
  - All funded projects must be completed and final reports are due by May 15 of the Rotary year in which funding is received. (The final report is due within 60 days of project completion, but May 15 is the absolute last day for submission.) The final report will include:
    - ✓ A highly detailed and clearly organized report of all expenses.
    - ✓ Copies of receipts for all items purchased.
    - ✓ A detailed account of Rotarian participation in the implementation of the grant.
    - ✓ A detailed narrative delineating the implementation of the project and how experience gained from it will inform/guide the Rotary club for the next Rotary year.
- NOTE: Should it be determined by the District Audit Committee that certain expenses were not eligible for Rotary Foundation funding, the club will be required to refund those amounts to the District.



# **Club Grants Application Form**

## **Deadline: August 15, 2020**

Please print or type all information.

- **Name of Rotary club:**
- **Grant Amount Requested (in U.S. Dollars):**
- **Summarize your project in 40 words or less:**
- **Describe the project, location and how its objective aligns with at least one of Rotary International's six Areas of Focus:**
- **Project start date:**
- **Estimated completion date:**
- **Describe how the project will benefit the community and/or improve the lives of the less fortunate:**
- **Describe how Rotarians will be directly involved in the project:**
- **Please explain how your club will participate financially in the project (How much money or in-kind support will your club contribute?):**
- **Will this project take place without full Club Grant funding?**
- **How will the public know this is a Rotary-sponsored project? Please provide details about your publicity plan.**
- **Cooperating Organizations** - If the project involves a cooperating organization please provide the name of the organization and attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization. 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. (**NOTE:** A cooperating organization is not the intended beneficiary of a project.)

Name of Cooperating Organization:

- **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 by the committee. Attach extra documentation if needed.
- **Project contacts: List 2 Rotarians who will provide oversight, management and reports on the project funds.**

Primary Contact

Name:  
Rotary Title:  
Address:  
Telephone:  
Cell #:  
Email address:

Secondary Contact

Name:  
Rotary Title:  
Address:  
Telephone:  
Cell #:  
Email address:

Club Treasurer (this individual will receive the grant check)

Name:  
Rotary Title:  
Address:  
Telephone:  
Cell #:  
Email address:

- **Authorization:** All Rotary clubs/district involved in this project are responsible to District 6460 and 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:  
Print Name:  
Signature:  
Date:

Club Foundation Chair:  
Print Name:  
Signature:  
Date: