

# DISTRICT 5830 ROTARY FOUNDATION COMMITTEE MANUAL

## 2016-17 CLUB PROJECT GRANT APPLICATION – REQUIREMENTS



### CLUB PROJECT GRANTS

Club project grants are funded from the District Grant funds received from the Rotary Foundation. They are a tool for Rotary districts to support Rotary clubs within the district to implement short-term humanitarian projects that benefit the community. Rotary clubs can work collaboratively to implement a project. A project can be implemented within the district or can be implemented in another country. Clubs can use these grants to fund scholarships, support vocational teams, sponsor volunteer service, provide disaster recovery assistance, and carry out community and international service projects.

### Club Project Grant Application Requirements

In addition to the requirements set out in the Rotary Foundation's *Terms and Conditions for Rotary Foundation District Grants and Global Grants* Club Project Grant applications must meet the following district specified requirements to be approved for funding.

- Clubs applying for Club Project Grants must be “qualified”.
- CPG applicants can request club project funding from the District Grant funds in an amount up to 25% of the club's 2013-14 Annual Fund giving.
- CPG applicants cash contributions to the club project must match or exceed the amount of funding requested from the District Grant funds. Volunteer labor cannot be used towards satisfying this requirement.
- CPG projects must be humanitarian in nature and address one or more of the six Rotary Foundation Areas of Focus. The project cannot be simply a pass through of funds to another charitable entity.
- CPG projects must have direct involvement of Rotarians by:
  - Assessment of community needs and development of a project plan
  - Establishment of a committee of at least three Rotarians to oversee the expenditure of funds.
  - Oversight of grant funds
  - Maintain clear and accurate accounting of grant funds
  - Involvement in the implementation of the project.
  - Provision of evidence of community involvement and ownership
  - Organization of meetings with local service providers, local officials, and/or recipients
  - Promotion of projects in the local media
  - Reporting of project status and expenditure of funds to District 5830 – District Grants Committee. All supporting documentation and expenditures of the District Grant project must be kept by the club for period of five years after project completion and acceptance of the final report by the District Grants Subcommittee.
- CPG applications must be typed, signed and mailed or emailed (*in PDF or WORD format*) to the District Grants Subcommittee by May 1, 2016.
  - Applications should be submitted single-sided and unbound.
  - Handwritten applications will not be accepted.
  - Signatures are not required if the application is submitted via email with both signatories email addresses in the email address line.

- Attachments should be used if space is not sufficient. Applications submitted by email will be considered signed if the email addresses of signatories are included in the cc: line of the message.
- CPG applications must include a detailed budget.

## How and When To Apply

Applications will be received and reviewed during the following dates:

- For the Rotary year beginning July 1, 2016, the following dates shall apply:
  - January 1, 2016 to May 1, 2016 –club to prepare and submit its application paperwork to the District Grants Subcommittee as directed below via e-mail or mail.
  - May 1, 2016 to May 15, 2016 – District Grants Subcommittee will review submitted applications, contact the submitting club for clarification if necessary and award approved grants by June 15, 2016.
- Awards will be distributed by the District Treasurer within two weeks of the receipt of the District Grant funds from the Rotary Foundation.
- The Club Project Grant Application Package is available online at [www.rotary5830.org](http://www.rotary5830.org).

## Reporting Requirements

A final report is due within ***one month*** of the completion of the project to the District Grants Subcommittee. If the project is incomplete at January 15, 2017 an interim report is required. The project must be completed on or before May 1, 2017 and the final report must be received and accepted on or before June 1, 2017.

An interim report should provide the status of the project and projected completion date and actual and future expenditures against budget.

The final report is to provide photographs, media coverage and actual expenditure against budget. The club must submit receipts (matched against budget items) and an accounting of all expenditure of grant funds including copies of bank statements showing deposit of district and other funds and expenditures made. Grant funds not used must be returned to the district. *All supporting documentation and expenditures of the Club Project Grant project must be kept by the club for period of seven years of project completion and acceptance of the final report by the District Grants Subcommittee.*

The Club Project Grant report forms are available online at [www.rotary5830.org](http://www.rotary5830.org).

***Failure to follow CPG requirements, failure to complete CPG projects or failure to file required CPG reports may disqualify the club from applying for future CPG and/or necessitate the repayment of CPG funds received.***

***Please note it is preferred that the application be received in electronic format such as a PDF or Word Document.***

| Completed applications should be emailed to:   | Or mailed to:  |
|--|--|
| DBGSC, Ingrid Self<br>Email: <a href="mailto:iself@longviewtexas.gov">iself@longviewtexas.gov</a><br>Subject line: <i>Club Project Grant Application – Club Name</i> | District 5830 District Grants<br>Ingrid Self<br>4206 Eric Lane<br>Longview, TX 75605 |