

## District Grant Checklist

2019-  
2020

Before submitting your District Grant (DG) application, please take a moment to review this checklist. If you have any questions or concerns, please contact the District Grant Committee.

- Are all of your District Grant and Matching grant reports up to date? Last year's District Grants must be completed and the closing report accepted before funding is awarded to the new project.
- Has a second person in your club read the grant carefully to ensure that it reads well and answers each of the questions in the application?
- Is the project timeline consistent with the Grants timeline? (March 2019 – March 2020)
- Does the project description clearly state how the project will assist those in need?
- Will Rotarians be actively involved in the project? Do these Rotarians know how they will be involved? (Example: oversee committee, financial controls, site preparation, advertising, execution of the project, report writing, communication with project partners, responsible for competitive price survey/bidding, etc.)
- Have several of your club members considered how the benefits of this project can be sustained in the future?
- Has the project chairperson(s) been identified? Are these individuals correctly listed on the application with their complete contact information? Does the project chair assume responsibility for completion of the project and final reports?
- Is a detailed, itemized budget included in the application?
- Have you identified the person in your club who will retain receipts and write the progress report?
- Do all the expenses budgeted to be paid by grant funds comply with the Humanitarian grant restrictions? (Restrictions are listed in the application.)
- Are all partner contributions listed in the application? Do the contributions match the budget?
- Has the Lead Club's President and/or President Elect signed the application? Does he/she understand his/her responsibilities on this grant?
- If a cooperating organization is involved, are the following letters included with the application:
  - Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project
- Have the partners made copies of all documents for their files prior to submitting them to the District Grant Committee?