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| A picture containing drawing, table  Description automatically generated | **DISTRICT GRANT PROGRAM****INFORMATION AND INSTRUCTIONS** **ROTARY YEAR 2025-2026** |  |

**WHAT IS THE DISTRICT GRANT PROGRAM?** The District Grant Program is a **Rotary Foundation** program that provides funds for the Clubs in our District to implement humanitarian projects locally or abroad. **Grants are awarded to encourage Clubs to plan and implement new or improved humanitarian service projects.** In this way, your Rotary Foundation contributions return to our communities and Clubs for service projects.

**Before You Apply:** Remember your Club must be Grant qualified for Rotary Year 2025-2026 to be considered for a District Grant. Qualification consists of the following:

* Two Club members must attend the grant qualification training during Rotary Year 2024-2025
* The *Club Qualification Memorandum of Understanding* and *Club Qualification Plan* for your Club must have been completed and submitted to the District Grant Committee (may be submitted with the application) before a grant application will be reviewed.

**WHEN DO WE APPLY?** Between October 27, 2024, and January 31, 2025.

**HOW MUCH IS AVAILABLE?** There is no maximum District Grant award amount, but there are a limited amount of funds. Grants are awarded if the Club if the project qualifies, the Club is qualified, and there are sufficient funds available. The minimum Grant award is $500. Since all grants must be matched by Club funds, the minimum total project amount is $1,000. Most Clubs submit projects no larger than $10,000 total ($5000 in Club funds and $5000 matching from Grant funds).

Should there be more grant applications than available funding, the Grant amount for each Club will be determined by the District Grant Committee. Club giving to the Annual Fund will also be taken into consideration.

If a Club submits more than one District Grant application, Clubs will be asked which grant(s) available funds are to be allocated.

District Grants are awarded for humanitarian projects only, not for fundraising or administrative projects.

**MATCHING REQUIREMENT:** In order to share District Grant funds with as many Clubs as possible, matching funds from the Club are required. For each Grant dollar requested, the Club(s) must provide at least one matching dollar from Club funds.

**SINGLE CLUB GRANTS & MULTIPLE CLUB GRANTS:** A Club may apply for a District Grant alone or as a member of a group of Clubs. If a group of Clubs conducts a joint project, each Club in the group may request up to their maximum allocation. All other requirements are the same. **If a group of Clubs applies for a multiple-Club project, the Assistant Governor for the lead Club must be involved in the planning and sign off on the application. Please use the multi-Club application.**

**DISPERSAL OF FUNDS:** Funds are dispersed after the project is completed. In order to request a dispersal of funds, the Club must submit a final report with receipts to Beth Duggar, bduggar5@gmail.com with a copy to Chair Joe Mikulecky at joe.mikulecky@gmail.com .

Grant funds will be dispersed quickly once receipts are received, and the final report is accepted. Other arrangements may be considered in special cases.

**ROTARIAN INVOLVEMENT:** A basic requirement for a District Grant is substantial involvement in project implementation by the Rotarians in the Club applying for a grant. This involvement must be clearly outlined in the grant application. Grant funds may not be used to make a donation of money, supplies, equipment, etc. to another organization. There are many ways for Rotarians to be involved such as:

1. Assessing community needs and developing a project plan.
2. Creating a committee of Club members to oversee expenditure of funds.
3. Promoting the project in local media.
4. Direct involvement in implementing the project.
5. Coordinating and monitoring community involvement and support.
6. Writing interim and final reports.

**DISTRICT INVOLVEMENT**: To celebrate completion of the project, the District Grant Committee Chair should be informed, and when possible, a representative invited to attend project work sessions and/or completion/dedication ceremony. In this way the project and the Club can be recognized, and the project can serve as a model for others.

**APPLICATION PROCESS:** The DG application form may be downloaded from the District website at [www.rotarydistrict6780.com](http://www.rotarydistrict6780.com/).

The Club is welcome to contact the District Grant Committee prior to submitting its application to discuss the proposed project.

The application, progress report and final report will be reviewed by the District Grant Committee and may be reviewed by Rotary Foundation staff. Please write your reports with this audience in mind.

District Grant applications will be accepted by the District Grant Committee from October 27, 2024, through January 31, 2025. Submission should be by e-mail to Beth Duggar, bduggar5@gmail.com with a copy to Joe Mikulecky at joe.mikulecky@gmail.com .

**QUESTIONS:** Contact Joe Mikulecky at joe.mikulecky@gmail.com or (865) 816-4310; or Beth Duggar at bduggar5@gmail.com.

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