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| A picture containing drawing, table  Description automatically generated | **DISTRICT GRANT PROGRAM****INFORMATION, INSTRUCTIONS, AND TIMELINE****ROTARY YEAR 2026-2027** |  |

**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.

**Before You Apply:** Remember your Club must be Grant qualified for Rotary Year 2026-2027 to be considered for a District Grant. Qualification consists of the following:

* Two Club members, including the Grant Contact(s), must attend the grant qualification training during Rotary Year 2025-2026.
* The *Club Qualification Memorandum of Understanding* and *Club Qualification Plan* for your Club must be completed and submitted annually to the District Grant Committee (may be submitted with the application) before a grant application will be reviewed.

**Other Requirements** so that your Rotary Foundation contributions return to our communities and Clubs for valid service projects:

* Clubs are awarded District Grants to encourage Clubs to plan and implement **new or improved** humanitarian service projects. On-going projects may be funded based on available grant funds.
* If a Club submits more than one District Grant application, the Club must designate which grant available funds are to be allocated. The District Grant Committee will determine the Grant amount awarded to each Club. A Club may submit more than one application, but available funds may not support awarding a second Club grant.
* Club giving to the Annual Fund will be taken into consideration during the application review.
* District Grants are awarded for humanitarian projects only and not for fundraising or administrative projects.
* District Grant funds may not be used to make a donation of money to another organization.
* Rotarians must be involved in the project. See the following section on Rotarian involvement.
* The Club is responsible for overseeing funding, implementation, and closure of the project.
* Please submit your application sooner than later. The Club is welcome to contact the District Grant Committee prior to submitting the application to discuss the proposed project.
* The Club’s past participation in District Grants, and completion of the Reports in a clear and concise manner will be considered during the grant application review.

**TIMELINE**

* Applications will be accepted between October 30, 2025 and January 31, 2026.
* Applications received after January 31, 2026 will not be submitted to Rotary International for approval. Funding consideration may be possible if awarded Clubs do not proceed or cancel their project.
* Applications will be reviewed in February and March; Clubs will be notified in mid-April of its acceptability.
* Project **expenses may not be incurred** until the club has been notified by the District that The Rotary Foundation has approved the District 6780 grant package for the 2026-2027 year. This should occur by June 1, 2026.
* Your Project’s Progress Report is due by October 1, 2026. **All Clubs must submit this report. If this Report is not received, the District may assign project funding to another Club.**
* Your Project is expected to be complete on or before March 31, 2027. If your Club’s project cannot be completed prior to this date, indicate this on the application OR notify the District Grant Committee as soon as this determination is made.
* Your Project’s Final Report, complete list of expenses, and cancelled checks/ bank statements (proof of payment) are due on or before May 31, 2027.

**HOW MUCH IS AVAILABLE?** Grants are awarded to 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). The maximum possible District Grant award is $10,000 ($20,000 project total) which will be adjusted based on available funds. Note that the Club’s giving to the Rotary Foundation’s Annual Fund will be considered during the grant award process.

**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 the following:

1. The Final Report
2. Invoices, receipts, cancelled checks, bank and/ or credit card statements.
3. Provide a concise, easy-to-understand summary of all expenses with supporting documentation to verify payments have been made.
4. Submit all these items to Beth Duggar, RotaryBeth26-27@outlook.com with a copy to Chair Joe Mikulecky at joe.mikulecky@gmail.com .

**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. 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 District Grant application form and related documents may be downloaded from the District website: <https://www.rotarydistrict6780.com/applyfordistrictgrant.php>

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.

Submission shall be by e-mail to Beth Duggar, RotaryBeth26-27@outlook.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 RotaryBeth26-27@outlook.com .

District Grant Funding Made possible from Year 2023-2024 contributions to the Annual Fund by District 6780 Rotarians

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