|  |  |  |
| --- | --- | --- |
| A picture containing drawing, table  Description automatically generated | **District Grant Checklist**  **2026-2027** |  |

**REQUIRED DISTRICT GRANT APPLICATION CHECKLIST**

Are all your District Grant and Global Grant reports up to date? Last year’s District Grants must be completed, and the final report accepted before funding is awarded for a new project.

Is your club grant qualified for Rotary Year 2026-2027?

* Have your Grant Club Contacts attended qualification training during Rotary Year 2025-2026?
* Has your ***Club Qualification Memorandum of Understanding* and *Club Qualification Plan*** been submitted to the District Grant Committee?

Have other members of 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 District Grants timeline?

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?

The Club’s Foundation giving information is provided in the Club Qualification and Memorandum of Understanding. The District may allocate funds based on contributions made.

Have your Club members considered how the benefits of this project can be sustained in the future?

Have the project grant contacts been identified? Are the grant contacts correctly listed on the application with complete contact information? Do the grant contacts understand that they are responsible for completion of the project, preparation of the Progress and Final Reports, collection of receipts and proof of payment?

Is a detailed, itemized budget included in the application?

Do all the expenses budgeted to be paid by grant funds comply with the grant restrictions?

Are all partner contributions listed in the application? Do the contributions match the budget?

Has the Club President or President-Elect signed the application? Do they understand their responsibilities of this grant? The Club’s Board of Directors has approved this Grant application.

If a cooperating/ partner organization is involved, is there a letter included with the application agreeing to cooperate on the project, including any financial responsibilities?

Have the grant contacts and cooperating/ partner organization made copies of all documents for their files prior to submitting them to the District Grant Committee?