



## District Grant Application Checklist

### 2020-2021 Rotary Year

District Grant applicants must use this checklist as a guide to DG application. In addition, review DG on-line guidelines (see District 7120 website) before submitting the grant application.

- \_\_\_1. Grants may be used for local projects, small/short term international projects, and scholarships.
- \_\_\_2. Grants used for scholarships must include Rotary District 7120 in their name.
- \_\_\_3. Clubs may apply for one project grant **OR** one scholarship grant per Rotary year. The total of the grant applied for may not exceed \$4,000.00. Scholarship grant shall not exceed \$1,000.00.
- \_\_\_4. In order to apply for a grant, clubs must be qualified. (MOU, Addenda, and GMS Attendance)
- \_\_\_5. Applicants must use the 2020-2021 DG grant application form(s). All sections of the Application Form(s) must be completed in order to be considered for review.
- \_\_\_6. Each application must have the Club name and Address typed on the front page.
- \_\_\_7. The proposed project must be new; not necessarily original. Project could be replicated from other clubs' projects.
- \_\_\_8. Project work must be started on or after July 1, 2020. Project **cannot** be already in progress or completed before July 1, 2020.
- \_\_\_9. Any expenses needed for the project must be invoiced/paid for **on or after** July 1, 2020.
- \_\_\_10. Applications must include written agreement with partners if any are involved. Attach agreement(s) or letter(s) of support for the project.
- \_\_\_11. Attach a budget with documentation. Note the requested amount for the total project.
- \_\_\_12. Applications must be signed by the current club president and president-elect, and must be approved by a 2019-2020 Grant Management Attendee from the club.
- \_\_\_13. Submit a hard copy of grant application, MOU, and 7120 Addendum of Understanding, via mail to Chairman Bruce Spector at 87 Montpelier Circle, Rochester, NY 14618, **AND** by email to [bruce4rotary@gmail.com](mailto:bruce4rotary@gmail.com), by **April 1, 2020**.



\_\_\_14. District Grant applications will be reviewed between April 1 and April 29, 2020 by the District Grant Committee.

**NOTE: Applications received before March 15, 2020 will have an opportunity to be reviewed for format compliance and returned to club for corrections, if necessary.**

\_\_\_15. Announcement of DG Awards tentative recipients will be made at the District Conference May 1-3, 2020 in Niagara, NY.

16. Your Club's Project Final Report form must be submitted to DG Chairman Bruce Spector at [bruce4rotary@gmail.com](mailto:bruce4rotary@gmail.com) within 30 days of completion of the project, but not later than May 14, 2021, along with copies of receipts for the project. **Failure to submit the closeout documentation by May 14, 2021 could result in the cancellation of your grant.** Clubs must retain original report and receipts in accordance with the Club MOU/Addendum and the club foundation policies.

\_\_\_17. Grant funds approved in the award will be paid to clubs only upon approval of the final report, and only as documented by receipts. A check will be sent by the overall District Grants Chairperson, Eric Schmidt, once the DG Chairperson has accepted the final project report.

\_\_\_18. Receipt of grant funds shall be acknowledged in writing within 30 days to Eric Schmidt, the District Grants Chairperson.

\_\_\_19. Club contributions to the Annual Program Fund/SHARE of The Rotary Foundation are the source of our District Grant funds, so clubs must have achieved \$25.00 per capita during the 2019-2020 Rotary year to be eligible for the 2020-2021 grants.

\_\_\_20. Any questions regarding the DG application, contact Bruce Spector, DG Chairperson, at 87 Montpelier Circle, Rochester, NY 14618, email address – [bruce4rotary@gmail.com](mailto:bruce4rotary@gmail.com) or phone 585-506-5482.