



Anatomy of a District Grant

- Can interchange the timing on these two steps
 - Have 2 club members attend a Grant Management Seminar (GMS) in the current Rotary year
 - Have current president and president elect sign and send in Memorandum of Understanding (MOU) and Addendum
- Discuss grant ideas
 - Conduct community needs assessment for ideas
 - Speak with local organizations such as the schools, libraries and local charities
- Work with club treasurer and President Elect to be sure funding is included in the President Elects budget...**Grant funding must be paid up front by the club and is reimbursed upon acceptance of final report**
- Submit grant application(s) to Bruce Spector as soon as completed but by April 1 at the latest.
- Remember . . . there is no need to write a book!
- Committee will meet and allocate funds.
- District Grants are announced at the District Conference
- No work may be started (other than planning) and **no money may be spent before July 1 of the next Rotary year.**
- Upon completion, complete final report and submit along with copies of proof of payment for purchases (all receipts dated July 1 or after).
- Send both electronic and hard copies to Bruce as soon as project is done but no later than the May 14.
- Be sure you are in compliance with all aspects of the MOU and Addendum you signed...including a written financial management plan which includes the name of the person designated to retain all paperwork for 7 years.
- If you have any questions you may contact anyone on the resource list given at the GMS.

Remember projects and scholarships have different application forms.

Where to find information:

Rotary7120.org | Dist. Info & Positions | Foundation -TRF Foundation

From there you can find grant ideas, application forms and many other related materials.