

District 1220 Foundation Group Foundation Grants Information Pack 2016-17 Rotary year

INTRODUCTION:

District Grant or Global grant – what is the difference?

In both cases the type of activity supported has to be within one of the Rotary Foundation's areas of focus.

The current areas of focus are: -

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and Sanitation
- Maternal and child health
- Basic Education and Literacy
- Economic and Community Development

The major difference between District and Global grants is one of scale.

District Grants are limited to a maximum of £1000 per application and the amount applied for has to be matched by the applicant club. It is often the case that these relatively small grants help to enable projects that attract multiple donor support and equally they are used to help to fund small club projects.

Global Grants can help to fund projects up to US \$200,000 and there is a minimum project size of US \$40,000. The entry level in general terms is £10,000 raised from a club/s which with the help of District and The Rotary Foundation would support a £25,000 project.

How are grants paid for?

At the start of the Rotary year 2013/14 the current Rotarians of District 1220 had donated \$132,000 to the Annual Giving fund of The Rotary Foundation (**TRF**) during the previous twelve months. This \$132,000 has been invested for three years and the income has been used to meet the operating costs of The Rotary Foundation during this period. At the start of Rotary year 2016/17 all the original donation of \$132,000 has been transferred to The Permanent Fund of The Rotary Foundation. The Permanent Fund has retained half of the \$132,000, - \$66,000 which it uses to support Global Grants and other Permanent Fund causes. The other half of the original donation (\$66,000) is returned to The District and referred to as the District Designated Fund (**DDF**). Allocation of the DDF is at the discretion of the District and subject to the following Rotary Foundation conditions.

1. A maximum of half of the DDF may be used to fund District Grants.
2. The remainder is used to fund Global Grants, Global Scholars, Peace and Polio.

How Do District Grants work?

At the end of July 2016 we make an application to TRF for all the District Grants we want to fund in the 2016/17 year and all the grants have to commence in that year.

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There is some administration involved in making the application and consequently we need the single page District and Global Grant Proposal form (Appendix 3) completed and returned by the end of June with a signed Club/District Memorandum of Understanding (Appendix 4).

It's never too early to start planning for next year's projects and ideally projects that you want to submit for a grant should be identified at your April/May club Assembly. If this has not happened please make sure that your club agree any potential project applications as a matter of urgency so that you can meet the end June deadline. If you miss this deadline you will be entirely dependent upon accessing our contingency and funds allocated to other applications that do not proceed – it is possible that there would be no funds in either of these pots and we would not be able to support you.

The Grants sub-committee evaluate all District Grant proposals received and recommend the level of support we can provide per application we support. We start from the basis of providing up to £1000 per application which must be matched by the applicant club. Ultimately our proposals require the endorsement of The District Foundation Committee and AG's are also invited to attend the approval meeting and have a vote. Obviously if we get more applications than we can approve, we have to either prioritise proposals on the basis of merit or reduce our level of support to all applications or juggle a mixture of the two approaches. The final approved list of grant applications is referred to as the Block Grant Application. Our aim is to be equitable to all concerned.

If you want to make an application for a District grant you should: -

1. Check for eligibility by reading the District 1220 Grants Criteria.
2. Discuss your proposal with the Chair of the Grants Management sub -committee.
Rotarian John Cavey – john@kvcs.co.uk (Tel: 01283 713535)
3. Complete the Grant Proposal form (Appendix 3) and return it. This is a brief description of your project and is used by the Foundation Team to determine if the project should form part of their Block Grant application that is made in July every year. At this stage you should also complete the District 1220 Memorandum of Understanding (MOU) (Appendix 4) which requires the signatures of the President and President elect of your club. The Block Grant Application that is eventually made is published on the District Website and at the September District Council
4. If advised that your project has gone forward as part of the block application **and** subsequently that it was accepted as suitable for application, you should complete the District 1220 District Grant Application form (Appendix 5). This provides a more detailed description of your project. Following approval of your application by the District Foundation Committee it will be passed to TRF for final approval on receipt of which your funding will become available. ***Please note that projects must not commence before approval as this would render the Application invalid.***
5. The project must then commence in the Rotary year of application and complete by the end of the following year.
6. Finally, but very important, we'll require project reports by the end of the next Rotary year.

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The application guidelines and documentation are all available on the District website and as appendices to this document.

How do Global Grants work?

For Global Grants a Club or group of Clubs have to raise a minimum of about £10,000, which with DDF and TRF support would yield a project budget of £25,000. This is possible because your District will try to match half of what you have raised (£5000) and TRF will match whatever the District contributes (£5,000) plus half of what you have raised (£5,000).

Applications for Global Grants can be made at any time but clubs are encouraged to identify them to the same time scale as District Grants. This enables the District team to budget their financial support for these projects. If applications are made later in the year we may have to postpone them to the following year if funds are not available.

The Global Grant application is an online process and the District team will help you through this but the first steps are very similar to the District Grant process: -

1. Check for eligibility by reading the District 1220 Grants Criteria (Appendix 2)
2. Discuss your proposal with the Chair of the Grants Management sub-committee.
Rotarian John Cavey – john@kvcs.co.uk (Tel: 01283 713535)
3. Complete the District and Global Grant Proposal form (Appendix 3) and return. This is a brief description of your project and is used by the Foundation Team to determine if the project is suitable.

Managing our Grants is a juggling act so please contact us at the earliest opportunity. The documentation given in the Guidelines may appear rather daunting, but I am sure that once you embark on an application you'll find the process fairly straightforward.

Remember we're here to help!

Grants Sub-committee CONTACTS:

John Cavey (Derby South) Chair

John Moffat (Burton)

David Crowson (Derby)

Appendices:

1. District Designated Fund Policy (DDF)
2. Foundation Grants criteria
3. District and Global Grant Proposal Form
4. Club/District Memorandum of Understanding
5. District Grant Application Form
6. District Grant Report Form

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APPENDIX 1: DISTRICT DESIGNATED FUND POLICY

This document provides details on the process of allocating District Designated Funds (DDF) for the 2016-17 Rotary year.

The total budget available to us is \$66,000 which we can allocate as we choose, with a maximum of 50% (\$33,000) to fund District Grants, and the remainder to contribute funding to Global Grants and other eligible causes (eg PolioPlus and Peace Fellows)

First call on funds is to service the grant proposals put forward by clubs from the District and/or Global portions of the DDF.

Criteria for clubs to meet in an application

1. Projects and activities must

- Comply with at least one of the six Areas of Focus,
- Support local or international humanitarian and service projects, scholarships, or vocational training teams (VTT) relating to the mission,
- Adhere to TRF policies and applicable governing laws in the project location.
- Exclude any liability to TRF.
- Only fund activities that have been reviewed and approved before their implementation. **Grants will not be approved to reimburse clubs for projects already completed or in progress.** Planning for grant activities ahead of approval is allowed and encouraged but expenses may not be incurred before approval,
- Comply with the policy regarding the proper use of Rotary Marks, logos, etc.

2. Sustainability

The Rotary Foundation strongly encourages Rotarians to apply the following principles of sustainability to all projects and activities:

- incorporate activities and safeguards that ensure the continuity of project impact after TRF funding is fully expended.
- work toward multiple levels of sustainability: economic, cultural, social, and resource.
- make optimal use of local resources, regional input and indigenous knowledge as much as possible.
- respect the natural resource base and avoid deterioration or destruction of the local environment.
- attempt to reach the greatest number of beneficiaries as appropriate.
- prepare scholars and individuals to contribute to new and innovative methods in professional fields reflected within a Foundation area of focus.
- prepare participants to increase impact and improve effectiveness in the communities and vocations in which they work.
- utilize the input and skills of grassroots individuals and groups, such as Rotary Community Corps, to ensure continuation of projects and activities.

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Timescales

The timeframe for determining the demands these applications would place on the DDF is as follows:

| | |
|----------------------------|--|
| March to June 2016 | Clubs develop plans for suitable projects during the planning phase leading up to their club assemblies in May/June 2016 |
| June 2016 | Clubs supply brief details of their projects to the Foundation Grants Chairman by the end of June (earlier if they so wish). The level of detail is shown on the attached copy of the proposal form. For planning purposes , clubs should allow for current “matching” rules to continue:- <ul style="list-style-type: none"> • District Grant – club funds matched up to a maximum of £1,000 • Global Grants – club funds matched at 50% with further matching from TRF |
| July 2016 | District Foundation Committee determines any required level of contingency and applies for District Grant |
| July/August 2016 | Rotary Foundation approves District Grant and sends money to District for Foundation Treasurer to place in Foundation Account. |
| From July 2016 | Clubs submit more detailed Grant application form to District Grants Chairman with a completed Club MOU (see local form for District Grant; Global Grants is an online process). |
| From September 2016 | Grants are paid out on authorized District Grant Applications by the Foundation Treasurer. For Global Grants the statutory processes of Rotary Foundation approval, etc. continue. |
| By or before mid-June 2017 | Clubs submit District Grant reports to District Grants Chairman and have complied with reporting requirements for Global Grants |

A committee comprising the District Foundation Chair, Grants sub-committee and a representative from any AG group not covered by other nominated attendees will review all proposals and formulate a list of those approved and determine the grant levels. Clubs will, at the initial proposal stage, be eligible for only one District Grant application in any given Rotary year. However, if it is clear later in the Rotary year, that not all funds requested by the District can be spent, additional applications from clubs will be considered. Also, under these conditions, applications from clubs not initially putting an outline proposal in for a project will be considered if they have a valid new project.

Once the demands from club applications is calculated, residue DDF funds can be allocated with Foundation Committee authorisation to the following categories, in no order of preference: Polio Eradication, District-sponsored project, Scholars, Peace Scholarship funds.

The allocation of funds from this process would be reported at the next convenient District Council meeting but no later than the December meeting.

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APPENDIX 2: FOUNDATION GRANTS CRITERIA

Please note that the following Criteria are specific to District 1220, and should be read in conjunction with TRF terms and Conditions (see Eligibility Guidelines Item 1 below)

Funding rules:

1. See DDF 1220 2016-17 Foundation Grants Information Pack for application process.
2. **Clubs must have a consistent record of Annual Giving.**
3. Clubs must have signed Memorandum of Understanding and be qualified to participate
4. Grants will be authorised only after all necessary supporting documents (e.g. quotes, letter of invite and involvement of the benefiting community) are available and the application form is fully completed accurately.
5. The top-up available will be restricted to a maximum of £1000, and will not in any case exceed the cash contribution. Club cash and cash from other sources can be taken into account at the discretion of the Grants Sub-committee
6. The top-up available will be restricted to a minimum of £100 but the club contribution must be at least £200.
7. Any club (whether sponsoring a project alone or in conjunction with other clubs) will be normally be restricted to one District Grant within the Rotary year.

Eligibility Guidelines for a project to be supported by a District Grant

1. See District Website for Rotary Foundation Terms and Conditions
2. It should comply with at least one of the six Areas of Focus
3. Where possible it should foster an ongoing working relationship between the Rotary Club(s) and the benefiting community (this means that projects which just hand over money without an ongoing "Service" element in the relationship will be the exception)
4. It should strengthen working relationships with other Rotary clubs
5. It should benefit either a community from a foreign country or one within the D1220 boundary (i.e. not a community within another District of RIBI).
6. It should be achievable within the DSG Financial year (i.e. must be finished prior to July of the next Rotary year)
7. It does not support fully funded projects (examples of such projects include Aquabox and Shelter Box)
8. It may be part of a larger project provided the "package" being supported is discretely identifiable
9. It may be a subsequent phase of an ongoing and previously supported project provided there is good evidence to show it was not viable to complete the original project in one go.
10. It may repeat a previously successful project provided that it will support a different community.

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APPENDIX 3: DISTRICT AND GLOBAL GRANT PROPOSAL FORM

To be submitted to District Foundation Grants Chairman, John Cavey, Derby South RC by end of June 2016, preferably by e-mail

Proposal is for a District/Global* Grant. Delete as applicable

Rotary Club

Date Submitted

Contact

Telephone No.

Email address

Project Description (brief outline, country)

Rotarian involvement

Sustainability (how will benefit be ongoing)

Publicity:

Estimated Start Date:

Estimated Completion Date:

| | District Grant | Global Grant |
|---------------------------|----------------|--------------|
| Total Project cost: | | |
| Planned Club Contribution | | |
| Grant Request | | |

If you require any advice or if your proposal has not been acknowledged within five days of sending, please contact the district Grants Committee Chairman.

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APPENDIX 4: CLUB/DISTRICT MEMORANDUM OF UNDERSTANDING

This document is a Memorandum of Understanding (MOU) between the club and district. It explains what measures the club must undertake to ensure proper implementation of grant activities and management of grant funds. By authorizing this document, the club agrees that it will comply fully with all The Rotary Foundation (TRF) requirements including but not limited to the following District 1220 (District) requirements.

This document replaces all previous and undated versions.

1. Terms of Qualification

- a. The club will complete the qualification requirements (see Note1) prior to the receipt of any Foundation Funds. The club understands and confirms that completion of the qualification requirements is an annual rolling requirement that must be fulfilled until all reporting requirements relating to Rotary Foundation grants received by the club have been completed and approved by the District Foundation Team and TRF.
- b. By entering into this agreement and receiving Rotary Foundation grant funds, the club understands and confirms that the club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controlled the spending of the funds.
- c. The club will disclose any potential conflicts of interest and comply with the Conflict of Interest Policy for Grant Participants as outlined in section 10.030. of the Rotary Foundation Code of Policies which can be accessed at <https://www.rotary.org/myrotary/en/document/rotary-foundation-code-policies>
- d. The club will cooperate with all District and TRF audits.
- e. The club will meet all requirements of this MOU prior to receiving Grant funds.
- f. A Project cannot start before the Grant Application has been approved.

2. Club Leadership Responsibilities for Qualification

- a. The Club President has appointed a Club Foundation Officer/..... * to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all Rotary Foundation grants. *Insert another position if not The Foundation Officer.
- b. The Club Secretary will ensure the implementation of Section 5 below.
- c. The Club President will ensure the Club President-elect for preference or if they are not available a club-designated appointee attends the Rotary Foundation familiarisation and grant management and qualification training arranged by the District Foundation Team at the annual District Assembly and annual District Foundation Seminar.

3. Financial Management of District Grants

In the case of District Grants the Club Treasurer will clearly identify within the Club's accounts or Trust Fund account as appropriate, all income and expenditure relating to the Grant. These accounts to be available for inspection for a period of at least five years from the date the Grant was received. The Club is liable to refund any misused Grant funds and the following procedures will be adhered to in order to minimise this risk.

- 3.1 a. Two Rotarian signatories will be required on cheques and withdrawals against Grant Funds.
 - b. The transfer of Grant funds to another bank account can only be made into an account that requires at least two approved signatories for withdrawals. Under no circumstances can funds be transferred into a single signatory bank account.
 - c. When funds are used to settle a supplier invoice this will only occur after it has been fully ascertained that the goods and services are of the quality specified in the grant and have been supplied.

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4 Financial Management of Global Grants

4.1 The Sponsoring (International) club will establish a bank account to be used only for all income and expenditure relating to the Grant project and specifically Rotary Foundation Grant funds. This account to be managed by the Club Treasurer and form part of the Clubs annual accounts and be “examined” in the same manner as the other Club Accounts.

- a. The account should be low or non-interest-bearing, and any interest earned must be documented and used on eligible, pre-approved grant activities or returned to TRF or the district.
- b. Grant funds will not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
- c. Two Rotarian signatories will be required on cheques and withdrawals.
- d. If Grant funds are being transferred to a Grant Host Rotary Club, such transfers must take place in accordance with the Grant Proposal. It is the responsibility of the Sponsoring Club to ensure the account into which such funds are being paid is no less secure than the above.

4.2 The club will create a financial management plan that includes measures to ensure:

- a. The maintenance of a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures equal to or over US\$75 or more (or any lower amount required by applicable local laws or by Rotary Foundation in specific jurisdictions).
- b. Disburse grant funds, as appropriate, solely and directly to Rotarians, vendors, and beneficiaries as approved in the grant application. Grant funds not immediately disbursed will be kept in the established project bank account without diversion, except for direct payment for grant activities or to return funds to the District or TRF.
- c. Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable.
- d. Maintain a general ledger that separates funds according to each project.
- e. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
- f. Perform monthly bank reconciliations.
- g. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
- h. Ensure all grant activities, including the conversion of funds, are in accordance with local laws.

4.3 Global Grants Awarded to Global Scholars:

- a. Grant Funds should be received into a separately established bank account by the Sponsoring Rotary Club (unless the Scholar is undertaking their studies in USA when Rotary Foundation will pay the funds directly into the scholars US Bank Account).
- b. The bank account above should meet the requirements of 4.1 a, b & c above.
- c. Grant Funds should be transferred into the Scholars location bank account on request in accordance with the approved budget within the Scholarship Grant Application. Such transactions should be managed by the International Club, Primary Contact. Any requests, which require funds in excess of the budgeted amounts in the Grant Application should, before payment is made, be discussed and the variation within the overall budget approved by the District 1220 Scholarship Officer or the District 1220 Foundation Officer.

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5. Document Retention

5.1 The club will create a document maintenance system or club archives to maintain original documents for a minimum of five years or longer if required by applicable law, including, but not limited to:

- a. Documents relating to qualification
- b. All records and documentation of policies and procedures required by the club MOU
- c. Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence.

5.2 Documents will be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the District upon request or in the case of an audit

6. Report on Use of Grant Funds The club will report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. (See Note 2)

7. Method for Reporting and Resolving Misuse of Grant Funds The club will report any potential misuse or irregularities in grant-related activity to the District immediately on becoming aware of them.

8. Authorisation and Agreement

We, being responsible for administering grant activities for the Rotary club of _____

_____ certify that the club adheres to the requirements listed in this Memorandum of Understanding *excluding clause 4** and will notify Rotary International District 1220 of any changes or revisions to club policies and procedures related to these requirements. *Delete *excluding clause 4* if this MOU relates to a Global Grant Application.

| | |
|----------------------|---------------------------|
| Term: 2016-17 | Term: 2016-17 |
| Name (President): | Name (President-elect): |
| Signature: | Signature: |
| Date: | Date: |
| Term: 2016-17 | Term: 2016-17 |
| Name (Hon Sec) | Name (Foundation Officer) |
| Signature: | Signature: |
| Date: | Date: |

Notes:

1. **Qualification Requirements:** The minimum requirement is for the President-elect and/or the Foundation Chair to have attended the Foundation session of the previous District Assembly and District Foundation Seminar. In the event that this has not occurred the District 1220 Foundation Officer may following discussion with the Chair of the Grants Sub Committee at his/her discretion accept an undertaking from the Club President that there is adequate Foundation knowledge in the club to ensure proper management of Foundation funds.
2. **Reporting Terms and Conditions:** this requires Completion of the District 1220 DISTRICT GRANT REPORT FORM (Appendix 6: of the District 1220 Foundation Grants Information Pack) as and when requested. In the case of Global Grants, the online completion of all reporting requirements is required as and when requested.

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APPENDIX 5: DISTRICT GRANT APPLICATION FORM

Rotary Club of _____

Please print or type all information and use additional sheets of paper if necessary. Incomplete applications will not be considered. See District Grant "Criteria and Guidelines" for instructions, eligibility and programme requirements.

1. Project Description

Describe the project, its location, its objectives and how they will be attained, in what way Rotarians are involved, and how the sustainability of the project is to be assured.

The project cannot be started until the District Grant Application is approved by the District Grants Sub-committee.

Estimated start date of project _____ Estimated completion date of project _____

2. Publicity

How will the public know that this is a Rotary-sponsored project? Please provide details of publicity plans: e.g. publicity in a newspaper or display of the Rotary wheel.

3. Areas of Focus

Which area/areas of focus does this project comply with?

- Peace and conflict prevention/resolution
- Disease prevention and treatment.
- Maternal and child health
- Basic education and literacy
- Water and Sanitation
- Economic and community development

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4. District 1220 Rotary Club making the application

Name the club that will coordinate principal funding for the project and will assume responsibility for the project:

The Rotary Club of _____

Project Contacts: Two Rotarians must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year.

| Primary Contact | Additional Contact |
|-----------------|--------------------|
| Name | Name |
| Rotary Position | Rotary Position |
| Email: | Email: |
| Address | Address |
| | |
| | |
| Post code: | Post code: |
| Tel: | Tel: |

5. Other Non-Rotary Organisations

If this project involves a cooperating organization, provide the name of the organization below attaching a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered within the project country, and acting within the laws of the project country.

Name of participating organization: _____

Agreement to participate: Name _____ Signature _____

6. Purchase of equipment, materials, or supplies

• Who will own equipment, materials, or supplies? (cannot be owned by a Rotary Club or Rotarians) _____

• Who will be responsible for maintenance, operating, and /or storage costs of the equipment/supplies? _____

• If equipment/supplies will be shipped (in the event of this being an international project), have arrangements been made for customs clearance? _____

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7. Project Budget

Include a complete itemized budget for the entire project. Price quotes from the supplier and/or other costs documentation should be attached.

Total £ _____

Estimates attached? yes/to follow

8. Proposed Financing

Please list all financing and indicate cash and District Grant money being requested.

| | |
|---|---------------------|
| Primary Sponsor Rotary Club | Amount contributing |
| Name: _____ | £ _____ |
| Other Rotary Clubs/Districts | |
| Name: _____ | £ _____ |
| Name: _____ | £ _____ |
| Additional funding from other sources | |
| Name: _____ | £ _____ |
| Subtotal | £ _____ |
| Amount requested from District Grant (Not to exceed amount contributed by Rotary Club/s) | £ _____ |
| Total | £ _____ |

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9. Reporting

The sponsoring club is required to complete and submit progress reports and final reports to the District Grants Sub-committee (interim report – within six months after receipt of district grant money; final report within two months of completion of project). Failure to submit district grant reports to this timetable are likely to affect future district grant applications.

Please indicate below the individual who will take primary responsibility for submitting these reports to the required timetable.

Name _____ Phone number _____

Name of Club _____ Date _____

Signature _____

10. Active Rotarian Participation and Authorisation

Sponsorship Authorization:

All Rotary Clubs and Districts involved in this project are responsible to The District 1220 Foundation Grants Sub-committee and ultimately to Rotary International Foundation for the conduct of the project and for reporting on it. The signature at the bottom of this page confirms that the sponsors understand and accept responsibility for the project.

By signing below, we agree to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all District Grant criteria as stated in D1220 District Designated Fund Policy.
- The club has agreed to undertake this project as an activity of the club.
- We understand and will comply with the required Rotarian activities and reporting requirements as stated in D1220 District Designated Fund Policy.
- We agree that, should the project take more than six months to complete, interim reports will be submitted every six months from the time the grant is paid, and final reports will be provided no later than two months after the completion of the project.

Club President (Please print name) _____

Signature of President _____

Club _____

Date _____

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11. Authorisation of Club's Funds

Complete below authorisation for club funds to be used for this project.

Presidents of all contributing clubs must sign this authorization.

Club _____ President (print name) _____

Signature of President _____

Amount £ _____

Date _____

.....

Club _____ President (print name) _____

Signature of President _____

Amount £ _____

Date _____

12. Checklist

Before submitting your District Grant application, please review this checklist and make sure that it is complete. If you have any questions or concerns, please contact the District Grants Chairman.

- Have all the clubs involved completed their qualification process? _____
- Does the project meet with one or more of the six areas of focus? _____
- Is there written confirmation from the club president/s who will be in office during the year of the implementation? _____
- Have the responsibilities of the project sponsor been outlined? Do they meet the requirements of a District Grant? _____
- Is there a written commitment or signature on section 10 of the application from the project sponsor? _____
- Is there a detailed budget provided for the project? _____
- Is there a cost estimate from the supplier for each item? _____
- Is there a cooperating organization involved? _____
- Have you outlined in detail how you plan to publicise the project? _____
- Have you made copies of all documents for your files prior to submitting them to the District Grants Sub-committee? _____
- Have you taken measures to ensure there is no conflict of interest? _____

NOTE: If your District Grant application is not acknowledged within five days of sending please contact the District Foundation Grants Subcommittee chair. The District Grants Subcommittee will review your application immediately after The Rotary Foundation approval of the block District Grant is received, and their decision will be communicated to you.

Send this completed application and all attachments, preferably by email, to: John Cavey, Derby South RC

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APPENDIX 6: DISTRICT GRANT REPORT

Please return this completed form to the Grants Committee Chairman, John Cavey
john@kvcs.co.uk

Rotary Club: _____

Project Title:

Project Number:

Is this a Progress report? _____ Final Report? _____ (please enter "yes" in appropriate box)

Project Description [attach photographs if available]

1. Briefly describe project what was done, when and where. If this is a progress report, what remains to be done?

2. How many people benefited from this project?

3. Who were the beneficiaries?

4. How many Rotarians participated in the project?

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5. If a cooperating organization participated in the project, what was its role?

6. What Publicity was obtained? Please attach any photographs you have available.

7. Financial Report [please include invoices and receipts]

| Sources of income | £ |
|-------------------|---|
| Club | |
| District Grant | |
| Others | |
| TOTAL | |

8. Expenditure [attach copies of invoices and receipts]

| Item | Supplier | £ Value | |
|--------------|----------|---------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | £ | |

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Certifying Signature

By signing this report, we confirm that to the best of our knowledge these District Grant funds were used only for eligible items in accordance with District 1220 guidelines, and that all information contained herein is true and accurate.

Reporting Rotarian _____ [Sign] Date _____

_____ [Print]

President of Club _____ [Sign] Date _____

_____ [Print]

Issued 21st May 2016 JMC