ROTARY DISTRICT 5400 TRF District Block Grant – 2018-19

Deadline for submission of application: *June 1st 2018*

Apply for your district grant online at **www.matchinggrants.org**

District 5400's district block grant process is managed entirely through this website – application, approval, reporting. Applications sent by other means will not be accepted.

Summary of 2018-2019 District Grant criteria:

- Your project must align with the **mission** of The Rotary Foundation, and it must comply with the *Terms and Conditions for Rotary Foundation District Grants and Global Grants (September 2017)*, https://www.rotary.org/myrotary/en/document/terms-and-conditions-rotary-foundation-district-grants-and-global-grants-grants-awarded. If you can't open the link, the document is available at the District 5400 website, www.rotary5400.org or at the Rotary International website, www.rotary.org .

- **In addition to the criteria of The Rotary Foundation *Terms and Conditions*, the following eligibility limitations apply:**
  - ➢ One project per application. One application per club, whether as the club making the application or as a partner to a club making the application.
  - ➢ Club-sponsored academic scholarships will not be funded.
  - ➢ Grant applications will not be accepted by District 5400 from a club that has an overdue report for any Foundation grant. **The deadline for any/all prior-year reports is May 15, 2018**.
  - ➢ Applications must be signed by two club members: the grant manager (project contact person) and the 2018-19 club president. The 2018-19 club president cannot be the grant manager. If multiple clubs are involved, you must have the signatures of all clubs' 2018-2019 presidents.

You may apply for a project in only one of the three tiers of grants, described as follows:
(Where more than one club is a participant in the project, you can multiply the request by the number of clubs)

Tier 1

Project total amount: $500 or less
Required club funds: $0
Committee funding intentions: All projects meeting eligibility requirements to be funded
Example: $500 of DDF + $0 of club money = $500 project.
Added Restrictions for Tier 1: None

Tier 2A

Project total amount: $501 to $1,247
Required club funds*: 25% of [**project total minus $500**]
Committee funding intentions: All projects meeting eligibility requirements to be funded
Examples: $125 club money + $875 DDF = $1,000 total; $187 club money + $1,060 DDF = $1,247 total.
Added Restrictions for Tier 2A: None

Tier 2B

Project total amount: $1,248 to $2,120
Required club funds*: Project total minus $1060
Committee funding intentions: All projects meeting eligibility requirements to be funded
Examples: $440 club money + $1,060 DDF = $1,500 total; $1,060 club money + $1,060 DDF = $2,120 total.
Added Restrictions for Tier 2B: None

Tier 3

Project total amount: $2,121 and up
Maximum DDF request: $5,000
Minimum required club funds*: 100% of DDF
Committee funding intentions: Subject to funds availability and may not be fully funded
Example: $3,500 of DDF + $3,500 of club funds = $7,000 project.
Added Restrictions for Tier 3:

1. A detailed spending plan is required. For example: a request for computers and accessories should include the number of units/stations to be purchased and the cost of each station. You could support your request by uploading vendor cost estimates to the documents file in the grant application.
2. Repeat projects (same beneficiary for 3 or more years in a row) are not permitted in this tier.
3. To apply in this tier, your club must be financially capable of making up the difference between the DDF requested and the DDF awarded, in order to finance the entire project as described in the application.

*Club funds may include sources outside the club such as other organizations or individuals, but not a beneficiary of the grant.

How to apply for your Grant:

• Go to www.matchinggrants.org
• Select District Grants
• Select Submit Project on top of the page
• Select Submit a new project
• Complete the Submit a New Project page for Rotary Year 2018-19

- Be **complete, yet brief and concise,** in the **Project Summary** and **Project Description.** The project title should clearly describe the project, e.g. "Dictionaries for 3rd graders". Include the address where the check is to be mailed. Checks will not be written to third parties, only to clubs.
- Complete the financial tab indicating every source of funds toward the total budget. An incomplete financial picture may jeopardize approval of the project. If the total is **red,** this tab is not complete.
- Once the grant request has been saved on the website, you will receive an e-mail with a user ID and password if you do not already have one.
- Once you have your password you can access the grant information on the website at any time. To modify your grant – the description, financing, contacts, etc. – click on the Administration tab shown to the right of the project title to enable editing. You can upload supporting documents as PDF files to further explain the project, such as cost estimates, needs assessments, etc.
- When you are completely satisfied with your application, click "start signature process" in the Administration portion of the Description tab.
- **Make sure to submit the application by the deadline.** Those left in draft form will not be considered for funding. **Application must have two separate signatures -- the grant manager and the club president-elect (he or she who will be <u>president in the grant year</u>). The presidents-elect of partner clubs must also be added as signers on the application.**
- E-mails on the status of the grant request will be sent to you periodically for review or action.

Once your grant has been paid to you, the final report form (Microsoft Word format) and instructions will be available at the matching grants website. Open your project description: click on the administration tab then scroll down the page to the form. You can also find it in the Grants folder at <u>www.rotary5400.org</u>. Upload your final report and supporting documents in pdf format to <u>www.matchinggrants.org</u>. Please do not use the final report form for a progress report, but enter a history log stating when the project was or will be started, what % complete it is, and when it is expected to be completed. No other information is necessary for a progress report. Please do not submit "periodic" progress reports, just one history log by May 15th, unless the project is completed. In that case, a final report is due and a progress report will not be accepted.

Remember:
- **Your project must be completed before July 1, 2020 and a final report submitted by that date.**
- **Progress or final reports for 2018-19 grants are due no later than May 15th, 2019.**
- **Project reporting is a requirement of The Rotary Foundation. If reporting requirements are not met, a club shall be ineligible for future grants until the reporting is caught up. A past-due report from any club can jeopardize the district's ability to receive a block grant from TRF. As long as you have an open grant, a report for that grant is due on May 15th, regardless when you received your grant.**

Questions? Need help?

Contact 2018-19 District Grants Chair Jedd Thomas,
<u>jedd.thomas@bankofcommerce.org</u>

Or 2018-19 DRFC Marianne Barker, 208-308-5617, <u>mb@mariannebarker.com</u>