



ROTARY DISTRICT 5400 TRF District Block Grant – 2024-25

Deadline for submission of application: *June 1, 2024*

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 cannot be accepted.

Summary of 2024-2025 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 (March 2023)***,

<https://my-cms.rotary.org/en/document/terms-and-conditions-rotary-foundation-district-grants> If you can't open the link, the document is available at the District 5400 website, www.rotary5400.org or in the Grant Center 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 in District 5400:**
 - 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 projects with few beneficiaries such as academic scholarships, RYE student expenses or RYLA registration fees, will not be funded. Projects should be for the benefit of many.
 - Projects primarily supporting a celebration, giving of awards or providing entertainment, such as scholar banquets or club centennial events, will not be funded.
 - Grant applications will not be accepted by District 5400 from a club that has an overdue report for any open Foundation district grant. **The deadline for any/all prior-year reports is May 15, 2024.**
 - Grant applications should only be for projects that are expected to start in the implementation year 2024-25, although completion can extend up to two years total from the time of grant funding.
 - Applications must be signed by 2 club members: the grant manager (project contact person) and the 2024-25 club president. The 2024-25 club president cannot be the grant manager. The grant manager should not be an owner, employee or Board member of a cooperating organization whose services are part of the project. If multiple clubs are involved, all clubs' 2024-25 presidents must sign.

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 \$1,733

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; \$308 club money + \$1,425 DDF = \$1,733 total.

Added Restrictions for Tier 2A: None.

Tier 2B

Project total amount: \$1,734 to \$2,850

Required club funds*: Project total minus \$1,425.

Committee funding intentions: All projects meeting eligibility requirements to be funded.

Examples: \$575 club money + \$1,425 DDF = \$2,000 total; \$1,425 club money + \$1,425 DDF = \$2,850 total.

Added Restrictions for Tier 2B: None

Tier 3

Project total amount: \$2,851 and up

Maximum DDF request: \$5,000

Minimum required club funds*: 100% of DDF

Committee funding intentions: Subject to funds available and may not be fully funded.

Example: \$3,500 of club funds + \$3,500 DDF = \$7,000 project; \$7,000 of club funds + \$5,000 of DDF = \$12,000 project

Added Restrictions for Tier 3:

1. A detailed spending plan is required. It may be included in your application narrative or as a list of anticipated costs (upload list as pdf to documents tab). 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.
4. To apply in Tier 3, your club's contributions to Annual Fund-SHARE of The Rotary Foundation in the funding year (2021-22) must have been \$100/capita or higher. If your club's giving in 2021-22 SHARE was <\$100/capita, you should apply only for Tier 1 or Tier 2 funding.

*Required club funds may include sources outside the club such as other organizations or individuals, but not a beneficiary of the grant or an owner, employee or director of the beneficiary.

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 2024-25

The screenshot shows a web browser window with the URL <http://www.matchinggrants.org/district/edit.cgi>. The page title is "Rotary District Grants". The main content area is titled "Submit a New Project" and contains the following form elements:

- Buttons: Cancel, Reset, Save
- Project Title: [Text Input]
- Country: [Text Input]
- Location: [Text Input]
- Rotary Year: 2013-14 (Dropdown)
- Areas of Focus (Check all that apply):
 - Peace and conflict prevention/resolution
 - Disease prevention and treatment
 - Water and sanitation
 - Maternal and child health
 - Basic education and literacy
 - Economic and community development
- Activity Type: Select an Activity (Dropdown)
- Project Summary: Short sentence to explain the project. This project description should provide information about what activity is being funded, who is benefiting from the activity, and the name of the location of the project or activity, including the city or country. For example, "Five computers provided to schools for children in Addis Ababa, Ethiopia."
- Project Description: You should include what needs have been identified, how the project will meet those needs, and the timeline for your project. Please specify what the project funds will be used for and how club members will be involved.
- Project Contact Person:
 - District Number: 5400
 - Rotary Club of: Buhl

- 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. In your narrative, be sure to include when you expect the project to start and to end. Include specifics of the ways in which Rotarians will be actively involved in the project.
- 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.** Be aware that you can't start this process until the district has "published" your application. If you see that this hasn't been done, please text Marianne Barker (number at end of these instructions) with your grant number, asking her to publish.
- **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 president in the grant year).** The current 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 and your grant is shown on the website as "paid", 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 a folder at www.rotary5400.org (Programs/Rotary Foundation/TRF District Grants). Upload your final report and supporting documents in pdf format to www.matchinggrants.org. 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. Progress reports filed up to 45 days prior to May 15th will satisfy the May 15th reporting requirement. If your project is completed, however, a final report is due and a progress report will not be accepted.

Remember:

- Your project should be completed and reported before July 15, 2026.
- Progress (or final) reports for 2024-25 grants are due no later than May 15th, 2025.
- 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 of when you received your grant money.

Questions? Need help?

Contact District Grants Chair Marianne Barker, 208-308-5617, marianne5617@gmail.com