

# Comments on the 2017/2018 Grants Year

Two clubs were 3½ months late in returning their reports for 2017/2018. Neither club spent the money they were allocated. The effects on the district were significant:

- RI held funds designated for the district until the reports were received in mid-November
- Several clubs had to find other funds to do projects that were time-based
- Allocation of funds occurred during the holiday season and decisions were rushed, causing confusion and some errors
- Club leadership had to deal with grants at a time when they were also dealing with Christmas projects and family matters
- The unused funds were not available for use. Had they been returned during the 2017-2018 Rotary year, they could have been redistributed to clubs that needed a little more money for their projects.

It is **CRITICAL** that final reports be returned by July 1. The entire grant year depends on this. Final reports must include receipts (copies) for all funds spent and a check for any unexpended funds. Please make every effort to meet this deadline. Digital copies may be sent to your District Grants co-chair, followed by hard copies as necessary.

As soon as your club determines that not all of your grant will be expended, PLEASE return the unused/unneeded funds to the district. Most clubs request more money than they receive. Often a few extra dollars into a project can make a big difference. Everyone benefits when the funds are returned in a timely manner and it does not reflect negatively on the club making the return.

There are changes in the guidelines published by The Rotary Foundation that have been included in the district guidelines. **PLEASE REVIEW THE UPDATED INFORMATION ON PAGES 4 AND 5.** Visit <https://my.rotary.org/en/document/rotary-foundation-code-policies> for complete information.

# Rotary District Grant Guidelines for District 5420

## District Grants Summary

- Deadline to submit a District Grant Application for the 2019/20 is July 1, 2019
- You must mail a signed hard copy of your application to the Co-Chair for your club
- When TRF awards our grants, we will send you a Grant Contract to sign and return within **30 days**
- You will not get a check if you don't sign and mail back the Grant Contract
- Save **ALL** receipts related to grant expenditures and submit them with your final report
- Submit your final report as soon as you finish your project. Include all receipts and a check for unused funds.
- Final Reports **MUST BE RECEIVED** by June 15, 2020.

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## 2 District Grants Overview

3 The Rotary Foundation (TRF) funds District Grants solely with allocations from the District Designated Fund (DDF).  
 4 The DDF equals half of the total foundation annual fund giving from all Rotary clubs in District 5420. A Rotary district  
 5 may use up to 50 percent of the DDF from three years prior for District Grants each year. The District Foundation  
 6 Committee determines the percentage of District Designated Funds set aside for District Grants each year.

7 The Rotary District 5420 Foundation Committee has appointed two District Grants Co-Chairpersons to oversee the  
 8 process for which the District Grants funds get awarded among the clubs. Subsequently, the foundation committee  
 9 accepts applications from clubs and awards grants for qualifying projects. Because the foundation committee always  
 10 receives requests for more funds than are available, they choose awards based on a philosophy of "the more you  
 11 give, the more you get."

12 The philosophy for awards of District Grants is based on the requesting club(s) ratio of contributions to the TRF  
 13 annual fund. The larger the portion of contributions made by the club(s) over the last three years, the larger the  
 14 portion of the available District Grant funds they are likely to be awarded for projects. For example, if two clubs team  
 15 up to request a District Grant and together they represent 10% of the total annual giving for the three years prior, then  
 16 they will qualify for approximately 10% of the available District Grant funds for the current year.

## 17 District Grants Process

### 18 1. District Grant Applications

19 The deadline for submitting applications for the 2019-2020 Rotary year will be **July 1, 2019**. Download  
 20 applications from the Downloads section of <http://utahrotary.org/foundation/grants>. Please fill out the form on  
 21 your computer, print out a hard copy of the completed application, and be sure it is signed and dated. *You*  
 22 *must print out the application after you fill it out and return it by mail*. Mail your application to:

**Clubs A through Murray:**

Jim Lauret, District Grants Co-chair  
 641 S. 1920 West  
 Orem, Utah 84059

**Clubs N through Zion:**

Rich Harris  
 PO Box 491  
 Spanish Fork, Utah 84660-0491

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### 24 2. Award Timeframe

25 Rotary District 5420 Foundation Committee reviews grant applications and awards grants for club projects.  
 26 Once approved by the Foundation Committee, they are submitted to The Rotary Foundation for review.  
 27 Clubs will be notified of their grant award when the Foundation Committee has confirmation from The Rotary  
 28 Foundation that our grants are approved. This normally takes several months, especially if there are issues  
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with final reports and inadequate receipts. As a result, we suggest that you not count on having your grant until about October. Please note the restriction below regarding starting your project before grants have been awarded.

### 3. Grant Contract Agreements

Once The Rotary Foundation approves our new grant projects, **Grant Contracts** will be issued for signature to all clubs receiving grants. Checks will be disbursed to clubs as soon as possible after funds are received from TRF **and** Grant Contracts are returned by clubs. All agreements must be printed and signed by the current **club president, president elect and the project manager/foundation chair** responsible for the grant. *Three separate people must sign the contract* and contracts are **due back to the District Grants Co-Chair within 30 days of the contract date**. Contracts will be e-mailed to you but you must return a hard copy to the District Grants Co-Chair.

### 4. Grant Cycle

Clubs carry out projects **during** the Grant Cycle **within the current Rotary year**. The grant cycle takes place between completion of the Grant Contract and the **June 15, 2020 Final Report deadline**. You may expend manpower in planning your project prior to returning your grant contract; indeed careful advance planning is necessary. However, you may not spend grant money until the grant is in place. Your receipts must be dated after you receive your award letter.

### 5. District Grant Final Report

Clubs must return a Final Report following the completion of their project, no later than **June 15, 2020**. Download documents from the Downloads section of <http://utahrotary.org/foundation>. Final reports are submitted to the District Grants Co-Chair working with your club either electronically or by mail.

Jim Lauret, District Grants Co-chair  
641 S. 1920 West  
Orem, Utah 84059  
801-787-9116  
cheslauret@yahoo.com

Rich Harris  
PO Box 491  
Spanish Fork, Utah 84660  
801-360-6295  
rvinsf@yahoo.com

## Reporting Requirements and Documentation

Grant recipients are responsible for reporting to the Rotary District Foundation Committee who in turn report on the use of grant funds to The Rotary Foundation. The following reporting criteria apply to grant recipients:

- Clubs must complete the final report for the use of grant funds to their Rotary District Foundation Committee. **Reports are due immediately following the completion of the project or the completion of spending grant funds towards the project if the project is of longer-term nature.** Report forms may be downloaded from the Grants section of <http://utahrotary.org/foundation>
- Clubs must provide copies of all receipts related to grant-funded expenditures to the Rotary District Foundation Committee in conjunction with the final report. Receipts must reflect the actual dollar amount spent, as recorded on the report form. **If foreign currency is involved, you must show us a receipt for the currency conversion that indicates the rate of conversion.**
- Unused grant funds must be returned to The Rotary Foundation. Send checks to your Grants Co-Chair.
- If you become aware that your grant-funded project will not come to fruition before the end of the Rotary year, you may contact the Rotary District Grant Co-Chairperson to apply for a substitute project. If you do not have another approved project before the end of the Rotary year, you must return all unused grant funds to the Rotary District Foundation committee for reallocation into the District Foundation Fund.

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- 1 • Failure to report on a timely basis will result in your club being billed for the amount of your District Grant, payable immediately. Your club’s name will also be publicized as being non-compliant.
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- 3 Failure to file your Final Report prevents all Rotary clubs in our District from participating in future grants, so it is imperative that you take this part of the grant process seriously.
- 4

## 5 Guidelines for District Grant Awards

6 Rotary District Grants may support a wide variety of humanitarian and educational activities in local communities and  
 7 in other countries. During the grant fund awards evaluation, the Rotary District Foundation committee will take into  
 8 consideration the scope of impact on the proposed project as well as the club’s history of Foundation giving to fairly  
 9 distribute grant funds for qualifying projects.

### 10 All projects and activities funded by these grants must:

- 11 • Relate to the mission of the Rotary Foundation ([http://www.rotary.org/en/AboutUs/TheRotary](http://www.rotary.org/en/AboutUs/TheRotaryFoundation/pages/ridefault.aspx)  
 12 [Foundation/pages/ridefault.aspx](http://www.rotary.org/en/AboutUs/TheRotaryFoundation/pages/ridefault.aspx))
- 13 • Include the active participation of Rotarians
- 14 • Exclude any liability to the Rotary Foundation or Rotary International except for the funding amount of the  
 15 grant.
- 16 • Adhere to the governing laws of the United States and the country where the activity is taking place and not  
 17 harm individuals or entities.
- 18 • Only fund activities that have been reviewed and approved before their implementation. **Grants will not be**  
 19 **approved to reimburse clubs or districts for projects already completed or in progress.** Planning for  
 20 grant activities ahead of approval is allowed and encouraged, **but expenses may not be incurred**  
 21 **before approval.**
- 22 • Demonstrate sensitivity toward another country’s/geographic area’s tradition and culture if grant activities will  
 23 take place outside the grant recipient’s country/geographic area.
- 24 • Comply with the Conflict of Interest Policy for Grant participants as outlined in Article 33 of the Rotary  
 25 Foundation Code of Policies (<https://my.rotary.org/en/document/rotary-foundation-code-policies>)
- 26 • Comply with the policy regarding the proper use of Rotary Marks as outlined in section 40.010.1 of The  
 27 Rotary Foundation Code of Policies (<https://my.rotary.org/en/document/rotary-foundation-code-policies>)
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### 29 Under the Rotary Foundation Guidelines, District Grants can fund:

- 30 • Humanitarian Projects
- 31 • International travel and service projects approved by the district
- 32 • Vocational trainings, exchanges, and teams
- 33 • Scholarships (individuals awarded district grants for scholarships are not permitted to enroll at  
 34 a Rotary Peace Center partner university in the same or similar academic program as those  
 35 pursued by Rotary Peace Fellows
- 36 • Cultural and language trainings
- 37 • Awards for educators to teach at institutions other than their own
- 38 • Local and international projects and activities
- 39 • Activities to support projects in and citizens from non-Rotary countries where permitted by  
 40 applicable governing laws and in accordance with Foundation policies
- 41 • Construction of infrastructure including but not limited to
  - 42 1. Toilet Blocks and sanitation systems
  - 43 2. Access roads
  - 44 3. Dams
  - 45 4. Bridges
  - 46 5. Storage units
  - 47 6. Fences and security systems
  - 48 7. Water/irrigation systems
  - 49 8. Greenhouses
- 50 • Renovation, repair, and refurbishment of structures that are currently occupied or operational  
 51 in which individuals live, work, or spend a significant amount of time. This may include the

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- 1 provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating),
- 2 repairing of roofs, elevators, renovation of bathrooms.
- 3 • Immunization activities including the purchase of polio vaccines, as long as polio vaccine is not
- 4 the only vaccine being purchased
- 5 • The following programs of Rotary International: Interact, Rotaract, RYLA, Rotary Youth
- 6 Exchange, New Generations Service Exchange, and Rotary Friendship exchanges that comply
- 7 with the Conflict of Interest policy as outlined in section 10.030 [of the Code of Policies]
- 8 • Travel for staff of cooperating organizations
- 9 • Activities primarily implemented by an organization other than Rotary
- 10 • Rotary events focused on educational and humanitarian training (such as scholar orientation
- 11 seminars and grant management training seminars)
- 12 • Travel to and participation in Rotary Project Fairs
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## 14 District Grant Restrictions

15 Grants cannot be used to unfairly discriminate against any group, promote a particular political or religious viewpoint,  
 16 support purely religious functions at churches and other places of worship, support activities that involve abortion or  
 17 that are undertaken solely for sex determination, fund the purchase of arms or ammunition, or as new contribution to  
 18 the Foundation or another Rotary Foundation grant.

### 19 In addition, grants cannot fund:

- 20 • Continuous of excessive support of anyone beneficiary, entity, or community
- 21 • Establishment of a foundation, permanent trust, or long-term interest-bearing account
- 22 • Purchase of land or buildings
- 23 • Fundraising activities
- 24 • Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary
- 25 celebrations, or entertainment activities
- 26 • Operating, administrative, or indirect program expenses of another organization
- 27 • Unrestricted cash donations to a beneficiary or cooperating organization
- 28 • Activities for which the expense has already been incurred
- 29 • Activities primarily sponsored by a non-Rotary organization
- 30 • Transportation of vaccines by hand over national borders
- 31

32 The Foundation Committee is committed to assisting your clubs to receive the funding you deserve to support your  
 33 projects

34 Questions or requests for assistance may be directed to your club's Foundation Specialist or directly to the District  
 35 Grants Co-Chair for your club.