

# Rotary District Grant Guidelines for District 5420 Rotary Year 2021-2022

## District Grants Summary

- Deadline to submit a District Grant Application for a Rotary year is the first day of that Rotary year, for this year July 1, 2021. **Please read these Guidelines carefully because some of the procedures have changed.**
- **First change is you will fill out your grant application online.**
- When TRF awards our grants, we will send you a Grant Contract to sign and return via mail or e-mail. This grant contract also contains the start date of the grant, i.e., when you can spend the money.
- You may only spend money after the approval date on the grant contract.
- When we receive the Grant Contract we will mail you your check to the address the Grant Contract was mailed to.
- Save your receipts and turn them in with the final report.
- Submit your final report as soon as you finish your project. Any money not used must be returned with the report.
- Final Reports are due by June 15 of the Rotary year in which the grant was awarded.

## District Grants Overview

The Rotary Foundation (TRF) funds District Grants. The amount we are awarded is based on the donations clubs made to TRF three years earlier. These funds are called District Designated Funds (DDF) and are distributed to the District. The District Foundation Committee then distributes these funds to the clubs based on applications submitted and approved by The Rotary Foundation. The amount that we have to distribute to district grants is approximately 25% of the giving three years earlier.

## District Grants Process

### District Grant Applications

The deadline for submitting applications for this upcoming Rotary year is **July 1, 2021**, the first day of the Rotary year. One change in the process of applying for a District Grant is that it is now an online process. You can apply on the link from the district website <http://www.utahrotary.org/foundation/grants/>. **Please fill out the digital form online.** Email your Grant Chair at [Grants@Utahrotary.org](mailto:Grants@Utahrotary.org) with questions or issues.

Additionally, a letter from your project partner is required. What this means is that in order to show the need for your project, you must submit a letter from the organization that benefits from the grant telling the Grant Committee how the grant will make an impact. Please be as specific as possible (ie, number of people served, cost per person, how this changes their circumstances).

### **Award Timeframe**

Rotary District 5420 Foundation Committee reviews grant applications to ensure they meet these guidelines. Once approved by the Foundation Committee, they are submitted to The Rotary Foundation for review. Clubs will be notified of their grant award when the Foundation Committee has confirmation from The Rotary Foundation that our grants are approved. To submit new grant applications, the previous year's grants must be completed and the Final Reports filed. Turning in your Finals Reports is extremely important. Late Final Reports delays District Grants for the entire District.

### **Grant Contract Agreements**

Once The Rotary Foundation approves our new grant projects, **Grant Contracts** will be issued for signature to all clubs receiving grants. Details regarding the grant project as approved by TRF and your grant amount will be detailed on the Grant Contract. Checks will be disbursed to clubs as soon as possible after Grant Contracts are returned. The contracts may be returned by e-mail to [Grants@Utahrotary.org](mailto:Grants@Utahrotary.org).

### **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 June 15, 2022, which is also the Final Report deadline. **You may not spend grant money until the grant is in place. Your receipts must be dated after the date in your grant contract.**

### **District Grant Final Report**

Clubs must return a Final Report following the completion of their project, no later than June 15, 2022. You may download documents from the district website at <http://www.utahrotary.org/foundation/grants/>. Final reports and supporting receipts may be submitted to your District Grants Chair electronically at [Grants@Utahrotary.org](mailto:Grants@Utahrotary.org).

### **Guidelines for District Grant Awards**

Rotary District Grants may support a wide variety of humanitarian and educational activities in local communities and in other countries. During evaluation of applications, the District Foundation Committee will take into consideration the scope of impact on

the proposed project as well as the club's history of Foundation giving to fairly distribute grant funds for qualifying projects.

**All projects and activities funded by these grants must:**

- Relate to the mission of the Rotary Foundation  
([http://www.rotary.org/en/AboutUs/TheRotary\\_Foundation/pages/ridefault.aspx](http://www.rotary.org/en/AboutUs/TheRotary_Foundation/pages/ridefault.aspx))
- Include the active participation of Rotarians
- Exclude any liability to the Rotary Foundation or Rotary International except for the funding amount of the grant.
- Adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities.
- Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse clubs or districts 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.
- Demonstrate sensitivity toward another country's/geographic area's tradition and culture if grant activities will take place outside the grant recipient's country/geographic area.
- Comply with the Conflict of Interest Policy for Grant participants as outlined in Article 33 of the Rotary Foundation Code of Policies  
(<https://my.rotary.org/en/document/rotary-foundation-code-policies>)
- Comply with the policy regarding the proper use of Rotary Marks as outlined in section 40.010.1 of The Rotary Foundation Code of Policies  
(<https://my.rotary.org/en/document/rotary-foundation-code-policies>)

**Under the Rotary Foundation Guidelines, District Grants can fund:**

- Humanitarian Projects
- International travel and service projects approved by the district
- Vocational trainings, exchanges, and teams
- Scholarships (individuals awarded district grants for scholarships are not permitted to enroll at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows)
- Cultural and language trainings
- Awards for educators to teach at institutions other than their own
- Local and international projects and activities
- Activities to support projects in and citizens from non-Rotary countries where permitted by applicable governing laws and in accordance with Foundation policies
- Construction of infrastructure including but not limited to:
  1. Toilet Blocks and sanitation systems

2. Access roads
  3. Dams
  4. Bridges
  5. Storage units
  6. Fences and security systems
  7. Water/irrigation systems
  8. Greenhouses
- Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time. This may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repairing of roofs, elevators, renovation of bathrooms.
  - Immunization activities including the purchase of polio vaccines, as long as polio vaccine is not the only vaccine being purchased
  - The following programs of Rotary International: Interact, Rotaract, RYLA, Rotary Youth Exchange, New Generations Service Exchange, and Rotary Friendship exchanges that comply with the Conflict of Interest policy as outlined in section 10.030 [of the Code of Policies]
  - Travel for staff of cooperating organizations
  - Activities primarily implemented by an organization other than Rotary
  - Rotary events focused on educational and humanitarian training (such as scholar orientation seminars and grant management training seminars)
  - Travel to and participation in Rotary Project Fairs

## District Grant Restrictions

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

- Continuous or excessive support of any one beneficiary, entity, or community
- Establishment of a foundation, permanent trust, or long-term interest-bearing account
- Purchase of land or buildings
- Fundraising activities
- Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
- Operating, administrative, or indirect program expenses of another organization
- Unrestricted cash donations to a beneficiary or cooperating organization

- Activities for which the expense has already been incurred
- Activities primarily sponsored by a non-Rotary organization
- Transportation of vaccines by hand over national borders

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

Questions or requests for assistance may be directed to your club's Foundation Specialist or directly to your District Grants Chair, [Grants@UtahRotary.org](mailto:Grants@UtahRotary.org).