

Rotary District Grant Guidelines for District 5420

District Grants Summary

- Deadline to submit a District Grant Application for the 2025/26 is July 1, 2025.
- You must mail a signed hard copy of your application to the District Grant Chair for your club's region.
- 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, 2026

District Grants Overview

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

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

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

Note that satellite clubs and Rotaract clubs are eligible to submit District Grant applications, BUT the award amounts will be deducted from the total amount allocated to the parent club. It is strongly suggested that the parent club and satellite and/or Rotaract clubs meet together to discuss their District Grant projects prior to submission.

District Grants Process

1. District Grant Applications

The deadline for submitting applications for the 2025-2026 Rotary year will be **July 1, 2025**. Apply online using the link on <http://utahrotary.org/foundation/grants>. Please fill out the form on your computer, print out a hard copy of the completed application, and be sure you have listed three contacts who are aware of your application. ***You must print out the application if you want to have a copy for your reference.***

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2. Award Timeframe

Rotary District 5420 Foundation Committee reviews grant applications and awards grants for club projects. 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. This normally takes several months, especially if there are issues 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 (including Satellite and Rotaract 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. **Parent club presidents must sign the applications for satellite and Rotaract clubs. 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, 2026 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 your club is notified of TRF approval of your project. Your receipts must be dated after you receive your award notification.

5. District Grant Final Report

Clubs must return a Final Report no later than two weeks following the completion of their project, and no later than **June 15, 2026.** Download the Final Report form on <http://utahrotary.org/foundation/grants>. Final reports are submitted to the District Grants Chairs working with your club either electronically or by mail.

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 TWO WEEKS following the completion of the project or the completion of spending grant funds towards the project, if the project is of longer-term nature, and NO LATER than June 15.** Report forms may be downloaded from the Grants section of <http://utahrotary.org/foundation/grants>.
- 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.**

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- 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.
- **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. 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.**

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 the grant fund awards evaluation, the Rotary 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 <https://my.rotary.org/en/who-we-are/about-rotary/our-priorities>
- 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

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- Scholarships (Note that 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. Also, no scholarships can be paid directly to a student. Checks must be payable to an educational institution directly on behalf of a student. Direct any questions to your District Grants Co-Chair.)
- 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/bridges
 4. Storage units
 5. Fences and security systems
 6. Water/irrigation systems
 7. 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 the 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 of excessive support of anyone 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

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- Transportation of vaccines by hand over national borders
- Activities in countries where US diplomatic restrictions apply (see <https://ofac.treasury.gov/>)
- Publicity of Rotary including Rotary signage

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 the District Grants Co-Chair for your club.

CATHY HART **District Grants Chair South**

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South Region

Blanding
Cedar City
Hurricane Valley
Moab
Monticello
Multicultural
Richfield
Roosevelt
Spanish Fork
Springville
St. George
St. George Sunrise (and UT Rotary Veteran's Club)
Utah Rotary E-Club
Washington City
Vernal

LAURA GABEL **District Grants Co-Chair Central**

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Central Region

Hispano-Latinos
Holladay
Lehi
Midvalley
Millcreek
Murray
Orem-Lindon
Provo
Salt Lake City
Sandy
South Jordan
South Valley
Sugar House
Valley West
West Jordan

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KRISTEN BOWCUTT

District Grants Co-Chair North

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North Region

Brigham City
Bountiful
Cache Valley Morning
Centerville
Farmington
Heber Valley
Kaysville
Layton
Logan
Mount Ogden
Ogden
Park City
Park City Twilight
Park City Sunrise
Tooele Valley