

## *The Rotary Foundation – District Simplified Grants*

Chair: Ron Strickland

### **~ ~ Application Process ~ ~ 2009 - 2010**

Using the **District 7010 DSG application form** submit requests directly to the District Foundation Grants Sub-committee Chair (hereafter referred to as the DSG Committee):

**Following approval, clubs must commence the project within 60 days, reporting to District Foundation Chair with start-up and estimated completion date. Failure to comply will result in automatic withdrawal of application.**

The following criteria applies:

- Clubs may request up to a maximum of CAD\$1,500 per project based on a 1:1 match of club funds. All budgets shall be in Canadian dollars.
- Clubs may submit a District Simplified Grant (DSG) application (one per club on a first come, first served basis) beginning July 1, 2007 for the Rotary year 2007 / 2008 until funds exhausted. Following December 31, contingent upon funds still available clubs may apply for a second grant.
- The DSG Committee will assess each application to ensure it meets The Rotary Foundation (TRF) requirements for either a Humanitarian or Community project, particularly DSG guidelines. If the application is ineligible, it will be returned to the club with suggestions on how to meet the requirements.
- Applications meeting the criteria will be certified and sent to the District Foundation Chair for signature. The signed application will be returned to the club for the project to begin. PLEASE NOTE: Funding **will not** be forwarded until the final report has been received.
- The club shall send an interim report to the DSG Committee Chair **within 60 days of approval** detailing the project's progress / start-up and the estimated completion date.
- A final report (complete with copies of all pertinent expenses) to the Foundation Chair is due within 30 days of the projects completion detailing all financial activities. Copies of all receipts and invoices must be retained by the club for 3 years. Upon receipt of a **complete** report, funding will then be forwarded to the club within 7 days.
- The District Foundation Chair will review and submit the final report to The Rotary Foundation.

The District Foundation Chair must submit to TRF an interim six-month report on the use of all DSG funds. Final report due within 90 days of year end (June 30).



DISTRICT 7010  
**District Simplified Grant**  
Application Form



**CLUB:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT INCLUDING ESTIMATED COMPLETION DATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE HOW YOUR PROJECT MEETS THE ROTARY FOUNDATION REQUIREMENTS FOR THE IMPLEMENTATION OF HUMANITARIAN GRANTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW WILL THE PUBLIC KNOW THIS IS A ROTARY SPONSORED PROJECT?:

\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF MONEY REQUESTED (attach a copy of your project budget): \$ \_\_\_\_\_

ROTARIAN WHO WILL BE RESPONSIBLE FOR GIVING INTERIM REPORTS, COPIES OF RECEIPTS, INVOICES AND FINAL REPORTS:

**Name:** \_\_\_\_\_ **Phone Number:** ( \_\_\_ ) \_\_\_ - \_\_\_ **Email:** \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

**NAME OF ROTARIAN COMPLETING THIS FORM:**

\_\_\_\_\_

**Date:** \_\_\_\_\_ , 200\_\_ **Club president:** **Signature:** \_\_\_\_\_

**Failure to adhere to Rotary Foundation policies and guidelines will result in the club returning misused grant funds in their entirety and being barred from receipt of future grants for a period of five years.**