



District 7150

2011-2012 District Simplified Grant (DSG)

Criteria and Guidelines

A District Simplified Grant (DSG) is a tool to enable the district and/or its clubs to support short-term humanitarian projects that benefit the community either locally or internationally.

Criteria/Requirements

- DSG's must comply with the Terms and Conditions of District Simplified Grant Award and acceptance which are similar for all grant programs. The terms are available for download from www.rotary.org or by contacting The Rotary Foundation.
- DSG's must respect the wishes of the receiving community, and in international, must strive to understand, appreciate, and respect its country's traditions and cultures.
- DSG's require the direct involvement of Rotarians by:
 - Assessment of the community needs and development of a project plan
 - Establishment of a committee of at least two Rotarians to oversee the expenditure of funds
 - Oversight of grant funds
 - Involvement in the implementation of projects
 - Provision of evidence of community involvement and ownership
 - Organization of meetings with local service providers, local officials and/or recipients
 - Promotion of projects in the local media

Policies and Guidelines

- Projects must be initiated by a Rotarian or district
- Grant funds cannot be used for:
 - Reimbursement of existing projects or projects already completed.
 - Purchase of land
 - Construction or renovation of buildings (except low-cost housing for extremely underprivileged families.)
 - Salaries, stipends or honorariums
 - Operating expenses on another organization
 - Personal or professional development
 - Excessive support of any one beneficiary, cooperating organizations, or project
 - International travel expenses

Time Limits

- Applications received by 1 October will be considered for Rotary Year 2011-2012.
- Applications will be considered by the district Foundation committee at the meeting to be held on October 13th, and if any funds remain after the committee meeting on a rolling basis until funds are depleted.
- A final report is due no later than two months upon completion of a project. Should the project extend beyond six months, interim reports are due every six months. Report forms can be obtained from the District Simplified Grants committee Chair, PJ Scott (pj.alexlane@gmail.com).
- Funds must be spent as soon as possible after the release of payment, and the final report submitted to the District Grants Submission committee Chair, PJ Scott (pj.alexlane@gmail.com) by no later than May 31st of the Rotary year that the grant was awarded.
- The District must submit a final report to the Foundation Trustees before the end of the Rotary year in which the grant was awarded. Any club not completing and submitting its report on time will risk the district being refused an award for the following year.

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

4. COOPERATING ORGANIZATION

Is another organization directly involved in the implementation of the project? If so, provide a letter from the organization indicating how they will work with Rotarians in the implementation of the project and agree to cooperate in any financial review of activities associated with the project.

5. PROPOSED FINANCING - List all Financing

Estimated Start Date of Project		Completion Date of Project:	
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	Club Name	Amount		Amount
Sponsoring Club			Sub-Total All Sponsoring Rotary Clubs	
Sponsoring Club			Amount Requested from DSG	
Sponsoring Club			Funding from Add'l Sources (attach list)	
Sponsoring Club			Proposed Financing Total	

Note: This total should equal the total on the proposed Project Budget. If it does not, the application will be returned.

6. PROJECT COMMITTEE:

A committee of at least two Rotarians must be established in the sponsoring club. It is the committee's responsibility to coordinate the project locally, monitor funds, and provide financial accounting to the District 7150 Grants Subcommittee for the duration of the project.

Primary Contact

Name: _____ Telephone _____

Rotary Position/Title: _____ Primary: _____

E-Mail: _____ Secondary: _____

Mailing Address: _____

Secondary Contact

Name: _____ Telephone _____

Rotary Position/Title: _____ Primary: _____

E-Mail: _____ Secondary: _____

Mailing Address: _____

Alternate Contact

Name: Telephone

Rotary Position/Title: Primary:

E-Mail: Secondary:

Mailing Address:

NOTE: Please retain a copy of this application for your files, and send a copy to the District 7150 TRF District Simplified Grant Chairman. Please submit this application if possible electronically.

7. AGREEMENT FORM

- A. All information contained in this application is true and accurate, to the best of our knowledge.
- B. This application meets all District Simplified Grant criteria as stated in the District Simplified Grants (DSG) "Criteria and Guidelines."
- C. The Club has agreed to undertake this project as an activity of the club.
- D. We understand and will comply with the required Rotarian activities and reporting requirements as stated in the District Simplified Grants (DSG) "Criteria and Guidelines."
- E. We agree that, should the project take more than six months to complete, interim reports will be submitted every six months from the time the grant was approved by the district.
- F. The Final Report (accompanied by receipts) must be submitted within 30 days from completion of the Project. Acceptance of that report by the Grants Sub Committee and TRF will constitute completion of the Project.
- G. By signing on the signature page attached, I certify that the sponsors acknowledge and accept the terms of this Agreement and agree to abide by the stipulations set forth.

Club President: (Print or type name):

Rotary Club:

Club President Signature

Date:

Completed District Simplified Grants will be processed much more quickly if submitted electronically. Grant applications are circulated to the DSG Review Committee members for approval electronically. Expect significant delay if your application is mailed. This Completed and Signed DSG Application should be sent to:

8. AUTHORIZATION OF CLUB'S FUNDS

Complete below authorization for club funds to be used for this project. Presidents of all clubs contributing must sign this authorization (duplicates of this sheet may be made.)

Club President: (Print or type name):

Rotary Club:

Club President Signature

Date:

Amount Authorized:

9. COMPLETION CHECKLIST

Before submitting your District Simplified Grant (DSG) application, please take a minute to review this checklist and make sure that it is complete. If you have any questions or concerns, please contact the district subcommittee chair.

- Does the project meet all DSG criteria?
- Has the sponsoring club appointed two contacts to oversee the project? Are those individuals correctly listed on the funding request?
- Is there written funding confirmation from the club president/s who will be in office during the year of the funding request?
- Have responsibilities of the project sponsor been outlined? So they meet the requirements of the DSG project?
- Is there a written commitment (or signature on Section 9 of the application) from the project sponsor?
- Is there a detailed budget provided for the project?
- Is there a cost estimate from the supplier for each item?
- Is a cooperative organization involved? If so, is there a letter from the organization, which specifically states how the organization will work together and how Rotarians will be involved and interact?
- Have you outlined in detail how you plan to publicize the project?
- Have you made copies of all documents for your files prior to submitting them to the district grants subcommittee?

The *District Grants Subcommittee* will aim to review your application as soon as possible. Completed District Simplified Grants will be processed much more quickly if submitted electronically. Grant applications are circulated to the DSG Review Committee members for approval electronically. Expect significant delay if your application is mailed. This Completed and Signed DSG Application should be sent to:

P.J. Scott
 District Simplified Grants Coordinator
pj.alexlane@gmail.com
 3172 Alex Lane
 Baldwinsville, NY 13027
 (315) 303-4723 Home
 (315) 529-9902 Cell

----- DO NOT WRITE BELOW THIS LINE -----

District 7150 TRF Grants Subcommittee accepts the request for **Project Number: DSG 11.12**

Reviewed by DSG Coordinator: Date

Reviewed by DGS Chair: Date

Approved by DRFC: Date

Check Number: Amount:

Individual Project Report

Return this completed form to your District Rotary Foundation Committee Chair. Do not send this form directly to TRF.

Rotary Club: _____

Project Title: _____

Progress report Final report

Project Description

1. Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?

2. How many people benefited from this project? _____

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

4. How many Rotarians participated in the project? _____

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

Financial Report (District must retain receipts of all expenditures for at least five years)

Currency Used: _____ Exchange Rate: _____ = 1 USD

7. Income

Sources of Income	Currency	Amount
1. District Simplified Grant funds received from the District		
2. Other funding (specify)		
3.		
Total Project Income		

8. Expenditures (please be specific and add lines as needed)

Budget Items	Name of Supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
Total Project Expenditures			

Certifying Signature

By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

Certifying Signature _____ Date: _____

Print name, Rotary title, and club _____

To be completed by the District Rotary Foundation Committee Chair:

District Simplified Grant # _____

Individual Project Report # _____