

DSG TIMELINE AND GUIDELINES

August 6, 2009	Receive information and packet of materials for District Simplified Grant Application
August 7-September 10, 2009	Discuss with club whether to submit a proposal for a DSG and what needs the community has. Prepare your DSG application.
September 15, 2009	Deadline for submission of the club DSG application. You may submit the application earlier than the deadline.
September 26, 2009	Committee reviews applications and selects grant Applications to be funded and at what level.
September 30, 2009	Notification of award of DSG to the clubs
October 12, 2009	Checks are sent to the clubs for the DSG funding.
October 12,2009 - June 1, 2009	District Simplified Grant is carried out by the club.
June 15, 2009	Final Report is submitted along with financial Documentation (copies of receipts) to PDG Anita Papich; 5287 Sandpiper Place; Loves Park, IL 61111. If project is finished earlier, please submit report earlier.

SOME GUIDELINES

1. Assess community needs and develop a project plan.
2. Project plan cannot involve bricks and mortar concepts.
3. Establish a committee of at least three Rotarians to oversee the expenditure of funds. Financial data should be kept as well as receipts for materials. You cannot just write a Check to another organization. You should be responsible for the purchase of items.
4. Club Rotarians should be involved in the execution of the project.
5. Organize a meeting with local service providers, officials, and/or recipients.
6. Promote the project in the local media. Include pictures and newspaper article in report.



Humanitarian Grants Program Eligibility Guidelines

ELIGIBLE	INELIGIBLE
Revolving loans/microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings
Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures	Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities
Purchase of equipment or appliances	Provision of plumbing or electrification inside buildings
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization
Administrative expenses for project activities	Operating or administrative expenses of another organization
Primary and secondary education, tuition, transportation	Postsecondary education activities, research, or personal or professional development
Domestic travel	International travel (except Volunteer Service and 3-H Grants)
Detailed, itemized expenses	Contingencies, miscellaneous expenses
Assistance to land mine victims	Land mine removal
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Rotary signage
Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed
Maternal and prenatal health and education	Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination
Budgeted and itemized humanitarian goods	Unspecified or cash donations to beneficiaries or cooperating organizations
Humanitarian or service activities benefiting a community in need	Fundraising activities, expenses related to Rotary events such as district conferences or anniversary celebrations or entertainment activities that do not include a humanitarian aspect
Secular, nonreligious activities that benefit a community in need	Projects that support purely religious functions at churches and other places of worship



District Simplified Grant Report Instructions

*Complete and return to
The Rotary Foundation
1560 Sherman Avenue, Evanston, IL USA
Fax : 847 866 9759, Email : grants@rotary.org*

- Progress reports are required every 12 months, and a final report is required within two months of the full expenditure of grant funds.
- If the original DSG award exceeded \$25,000, an Independent Financial Review is also required every 12 months, and within two months of the full expenditure of grant funds.
- Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 3 years following closure of the grant.
- Do not send receipts to TRF unless requested.
- If DSG funds were used to fund more than one project, complete a copy of the Individual Project Report for each project.
- For consistency purposes, please use only one currency for the whole report. Normally this will be your country's currency.
- Per Trustee policy, attach a bank statement and mark the entries that relate to the District Simplified Grant.
- For final reports: If there is less than US\$200 remaining, please spend it on eligible items. If there is more than US\$200 remaining, it must be returned to TRF for credit back to the District's DDF account.
- If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an RI Newstip Form, available on the RI website at www.rotary.org. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.

DISTRICT SIMPLIFIED GRANT APPLICATION-DISTRICT 6420

Rotary Club _____ Project Name _____

Amount of Funds Requested _____

Amount of Funds the Club is Willing to Commit _____

Name of Club Rotarian who will be Project Chair _____

Name of Club Rotarian who will be Financial Project Chair _____

PLEASE ANSWER THE FOLLOWING QUESTIONS IN NARRATIVE FORM.

1. Briefly describe the proposed project. What will be done, when and where will the project take place, and who will benefit from the project.
2. How many club members will participate in the project and in what role? Is there a cooperating organization also involved and what will their role be?
3. How will the project benefit the community? Approximately how many people will benefit from the project?
4. Will the project still be done if less funds are granted from the District Simplified Grant Committee? Will the project be modified if this occurs and in what manner?

APPLICATION GUIDELINES

Every club in District 6420 is eligible to submit one proposal. Project must be completed by June 1, 2010 so that funds for the following year can be allocated quickly. A final report must be submitted along with financial documentation (receipts included) by June 15, 2010. Failure to do so will make the club ineligible for a grant for the following year. A committee of four Rotarians chosen from each part of the District will read the applications, select the projects and assign the amounts granted for each project. You may resubmit your proposal the following year, if it is not selected and funded this year.

District Simplified Grant # _____ Individual Project Report # _____
 To be completed by Rotarians. Return this form to your District.

Rotary Club: _____

Project Title: _____

Progress Report Final Report

Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

2. How many Rotarians participated in the project? _____

3. What did they do? Please give at least two examples. _____

4. How many non-Rotarians benefited from this project? _____

5. What are the expected long-term community impacts of the project? _____

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

Financial Report (District must retain receipts of all expenditures)

7. Income		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)		
1.		
2.		
3.		
4.		
5.		
6.		
Total Project Expenditures		

9. 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. Receipts for all grant-funded expenditures have been provided to the district. 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 _____