



Grant & Money Flow Chart For Club Matching Grants

\$ Money \$

Start a separate bank account for your collected grant money. At this time it can be interest bearing account if you wish.

All money from your club's fund raisers, club contributions and donations from individuals and organizations outside Rotary going to the grant will go in this account. Keep track of how much and where the money is coming from.

Keep all bank statements.

Partnering clubs and other club Rotarian's contributions are to be tabulated but not accepted yet.

Switch bank account over to a no interest rate checking account with the Grant number on the account.

You and your International Host Club must write out checks to the Rotary Foundation earmarking that the money goes to your Grant number.

Notify all partnering clubs and other club Rotarians to write out checks to the Rotary Foundation as well earmarking it to your Grant number as well.

Foundation credit will come back to individual Rotarians and clubs who donated to this grant.

RI sends all the money you sent into the Rotary Foundation + the partnering clubs and individual funds + DDF + RI matching funds (if any) back to this account for your project.

Keep all your receipts.

Grant Process

Identifying a project and finding a Rotary club in the project country to partner with.

Estimate cost of project.

How is grant going to be funded?

Club funds +
International Host Club funds or DDF funds +
D6420 DDF funds (District Designated funds) +
RI funds (provided funds available)

Read **MGguide.pdf**, **mghowtoapplication.ppt** and **Mg_lifecycle_en** (on our website)

Fill out **MGApplicationform141en** (on our website)

If no RI matching funds are available, fill out **MGFinancingSubform09-10** (on our website)

After completing all data & signatures, send to District Grants Chair to sign then send into RI.

After RI accepts grant they will give it a number and notify you.

Notify Rotary International your checking account number for your grant number

A report form **Mg_report_form** (on our website) is due 1 year after acceptance of the grant and/or after 2 months after the project is complete, whichever ever comes first.

At the time of the final report if the unspent money in the account is over \$200 it must be returned to RI. Money under \$200 can be spent at a later date.

Questions contact the District Grants Chair