

Before Getting Started

- **Project must fall under one of the 6 Areas of Focus:**
 - Peacebuilding & Conflict Prevention;
 - Water, Sanitation & Hygiene;
 - Basic Education & Literacy;
 - Disease Prevention & Treatment;
 - Maternal & Child Health; or
 - Community Economic Development.

- **Grant funds cannot be used for:**
 - Reimbursement of existing projects;
 - Salaries, stipends or honorariums;
 - Construction or major renovations; or
 - Operating expenses of an organization.

- **Clubs must complete this checklist before applying:**
 - Clubs dues must be paid in full;
 - Clubs must be “Grant Certified” (by attending the [District Grant Certification](#) via Zoom on 8/18/20, or the Grant Management Seminar@ The Learning Center on Rotary.org. If the online course was taken, please forward the completion certificate to Dave Schribman at schribins@optonline.net);
 - Goals must be entered in Rotary Club Central on rcc.Rotary.org;
 - Previous grant reports must be current; and
 - Clubs must enter the names of the Secretary, Treasurer and Club Rotary Foundation Chair in the Club Executives Section of your Club on the District 7230 website.

- Grant **total budget** can be from a **minimum of \$1,000** to a **maximum of \$5,000**.

- Clubs **can submit** more than one application.

- Joint grants with other District 7230 clubs are allowed. Contact Dave Schribman for details.

- Clubs **must match on a 1 to 1 basis** (e.g. club must contribute \$500 towards a \$1,000 total grant budget).

How to Submit a Grant Application
Do Not Submit Application Unless Club Is “Grant Certified”

- During 2020-2021 District 7230 will award \$35,000 in District Grants to clubs.
- All grant applications must be submitted at www.matchinggrants.org & the deadline is **September 15, 2020**.
- Complete the online application & immediately upload the [Memorandum of Understanding \(MoU\)](#).
- Clubs will be notified about the status of their grant application by **October 15, 2020**.
- Project deadline is **May 30, 2021** (this includes receipts & [Final Report](#)).
- In evaluating grant applications, the District Grants Subcommittee will consider the number of people benefitting from the project, the number of club members involved with the project & whether the project can be completed by May 30, 2021.

How to Proceed with Your Approved Grant

- Clubs must obtain the approval of the District Grants Subcommittee for any proposed changes to the approved project budget.
- Clubs must document all project expenditures consistent with the project budget.
- Clubs must retain all project documentation for a minimum of five years.
- If the District Grants Subcommittee determines that the project will not be completed within the approved budget & timetable, the grant may be revised or rescinded.
- Clubs must follow the rules & regulations set forth in the [Memorandum of Understanding \(MoU\)](#).

How to Get Reimbursed

The District Grants Subcommittee of the District Rotary Foundation Committee will process requests for grant funds as a reimbursement for approved project expenses incurred after the date the grant is approved and only after the project has been completed and the Final Report has been approved.

- [Final Report](#) must be uploaded into the grants website by **May 30, 2021**.
- [Project Progress](#) must be uploaded by **February 15, 2021**.
- Project receipts must be uploaded into the grants website by **May 30, 2021**.
- [Memorandum of Understanding \(MoU\)](#) must be uploaded into the grants website on or before September 15, 2020.
- The District intends to disburse all grant funds by **June 30, 2021**.

Questions?

Contact Dave Schribman (District Grants Subcommittee Chair) @ 914-588-9087 or schribins@optonline.net.