



District 6510 Simplified Grant (DSG) Club Project Terms and Conditions

IN ACCEPTING FUNDING FOR A CLUB PROJECT WITHIN A DSG YOU AGREE TO FOLLOW TRUSTEE REQUIREMENTS REGARDING THE IMPLEMENTATION OF YOUR DSG:

I. District Simplified Grant Project Criteria:

District Simplified Grants support the service activities or humanitarian endeavors of districts. Each project the grant supports must:

- A. Respect the wishes of the receiving community;
- B. Understand and appreciate another country's tradition and culture if grant activities will take place outside of the recipient district's country; and
- C. Comply with all standard Humanitarian Grant Policies and Guidelines. Guidelines on eligibility and Trustee Standards can be found on the Rotary website (www.rotary.org).

II. Rotarian Involvement in Club Project:

Rotarians from the awarded club must be actively involved in each project sponsored within the District Simplified Grant. Therefore, a committee of at least three Rotarians from the sponsoring Rotary club must be established to oversee the project(s) and the expenditure of grant funds. The members of the committee should serve for the entire term within which the project is executed, even if it extends into future Rotary years. Any change in the committee must be formally communicated to the Chair of the District Simplified Grant Committee TRF, and documents in relation to the project must be handed over to the new project committee to ensure successful transfer of responsibility and execution of DSG activities. District Simplified Grant projects require the direct involvement of Rotarians who will conduct the following:

- A. Assessment of community needs and development of a project plan;
- B. Establishment of a committee containing at least three Rotarians to oversee the expenditure of funds;
- C. Oversight of grant funds;
- D. Involvement in the implementation of projects;
- E. Provision of evidence of community involvement and ownership;
- F. Organization of meetings with local service providers, local officials, and/or recipients; and
- G. Promotion of projects in the local media.

III. District Simplified Grant Funding and Payment:

Funds will not be awarded to club projects by the District 6510 Simplified Grant Committee funds will not be released until all of the following conditions are met:

- A. Rotary club prepares and submits a complete application with supporting documentation no later than February 1 of the Rotary year preceding the actual Rotary year during which the project will

be executed. The District 6510 Simplified Grant Application Form can be found under “Resources” on the District 6510 website (www.rotary6510.org).

- B. Final reports for club projects awarded under previous DSGs must be submitted by February 1. Clubs with past due reports after that date will not be considered for a new project for the next Rotary year or any year until the final report is submitted.
- C. Clubs that do not send one or more representatives to attend the District Rotary Foundation Seminar will not be eligible for funding under this grant.
- D. Club contributions to the Rotary Foundation Annual Programs Fund for the previous three years will play a factor in the selection process.
- E. Clubs may apply for only one project for each Rotary year.
- F. The average amount of awarded funding for each project will generally vary between \$1000 and \$1500. These amounts can vary depending on the total value of the funding available for the DSG and the number of submitted applications.
- G. Funding for the selected projects will be presented by check no later than August at the District Rotary Foundation Seminar.

IV. Stewardship of The Rotary Foundation Funds:

Project awardees agree to:

- A. Treat The Rotary Foundation grant funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion;
- B. Assure competent and thorough oversight of the project with clear delineation of responsibility, proper fiscal management, and full transparency regarding project activities and financial transactions.
- C. Use District 6510 Simplified Grant funds only for eligible purposes as outlined herein, which will be strictly interpreted. Funds expended on unapproved or ineligible items and/or for unapproved or ineligible purposes must be refunded to TRF. Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practices and always in consonance with the “Declaration of Rotarians in Business and Professions” and in the full spirit of “The Four Way Test.” This requires maintaining regular accounts of all transactions and retaining original receipts and invoices for a minimum of five years or more if required by local law/regulations.
- D. Exercise the highest attention to the prevention of even the appearance that The Rotary Foundation grant funds are being used in an improper manner. Such attention is expected to go beyond that afforded to the use of private or corporate funds.
- E. Disclosure of any possible conflicts of interest. A conflict of interest is defined as a relationship among individuals through which an individual involved in a program grant or award causes benefit, or could be perceived to cause benefit, for such individual or such individual’s family, personal acquaintances, business colleagues, business interests, or an organization in which such individual is a trustee, director or officer. Any and all disclosures must be explained prior to grant approval:

1. A fair, open and thorough request for proposals or bidding process must be conducted to ensure that the best services are secured at a reasonable cost, despite any connection between a vendor and a Rotary Entity. Possible conflicts of interest may arise when a Rotary Entity is considering business in which funds will be paid to a Rotarian; a goods and/or services provider owned or managed by a Rotarian, or employees of agencies, organizations, or institutions partnering with The Rotary Foundation.
 2. If a Rotarian serves on the board or has professional responsibilities in relation to a Cooperating Organization, Vendor or Beneficiary involved with a Matching Grant, they may NOT serve on the Project Committee.
- F. Report immediately any irregularity in grant related activity to The Rotary Foundation;
- G. Return any unused funds and/or interest earned at the completion of the grant to the Sistrict Rotary Foundation Chair.

V. Appropriate Grant Implementation:

- A. The use of funds from The Rotary Foundation must:
1. Promote active and personal participation of all Rotarians involved in the implementation of the grant;
 2. Assist in the development of stronger Rotary networks as Rotarians implement projects that have been initiated by a Rotary Club in a project location. Projects which receive DSG support should satisfy the real humanitarian needs of the receiving community;
 3. Not directly benefit a Rotarian; an employee of a club, district or other Rotary entity, or of Rotary International, or a spouse, lineal descendant (child or grandchild by blood or legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any living Rotarian or Rotary employee;
 4. Not duplicate any existing TRF or other Rotary-sponsored program;
 5. Exclude any liability to The Rotary Foundation or to Rotary International except for the amount of the project funding under the grant;
 6. Be consistent with the criteria, procedures, and policies of the Polio Plus program and the World Health Organization for projects involving vaccines and immunizations;
 7. Not be used to reimburse clubs for projects already undertaken and in progress, an existing project, activities primarily sponsored by a non-Rotary organization, or for projects that are already completed.
- B. Grant funds cannot be used:
1. For the purchase of land and buildings. If the grant depends upon the construction of a building, the construction must be funded by club/district funds or funded by a cooperating organization. The Rotary Foundation will not release grant funds until such construction is completed;
 2. For construction of any structure in which individuals live, work, or engage in any gainful activity such as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance and/or storage. Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, and water supplies and other similar structures is acceptable;
 3. For renovation of structures, including the provision of new services or upgrade of utilities (i.e. electrical & plumbing), in which individuals live, work, or engage in any gainful activity such

as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance, and/or storage; ineligible expenditures include, but are not limited to:

Unacceptable Construction & Renovation
Electrification
Windows/Doors
Walls/Roof
General Refurbishment (carpet, paint, soundproofing)
Heating/Air-conditioning
Repairs of Utilities
Plumbing
Demolition
Miscellaneous

4. For salaries, stipends or honorariums for an individual or individuals working for a cooperating organization or beneficiary;
5. To support the operating or administrative expenses of any organization;
6. For post-secondary education activities, research, or personal or professional development;
7. For excessive support of any one beneficiary, cooperating organization, or project;
8. For international travel expenses of any kind;
9. For fundraising activities;
10. For unspecified or cash donations to beneficiaries, except through revolving loan projects. Grant funds should be used to purchase budgeted and itemized humanitarian goods;
11. For expenses related to Rotary events such as district conferences or anniversary celebrations;
12. For entertainment activities that do not include a humanitarian aspect;
13. As donations to cooperating or benefiting organizations; to support purely religious functions at churches and other places of worship;
14. To reimburse expenses incurred prior to approval of the grant, to help fund already existing projects, or to pay for activities primarily sponsored by a non-Rotary organization.
15. To directly benefit a Rotarian; an employee of a club, district or other Rotary entity, or of Rotary International; or a spouse, lineal descendant (child or grandchild by blood or legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any living Rotarian or Rotary employee.
16. To duplicate any existing Foundation or other Rotary-sponsored program.
17. To sponsor projects designed to help any individual(s) to obtain an academic degree or professional advancement, or for any individual(s) to attend a seminar, conference or international exchange. Projects can involve educational training, but the training must be short-term in nature and provide for basic educational/professional needs only.

18. To use as a contribution to The Rotary Foundation or as a contribution for any Humanitarian Grant program including Matching Grants and 3H grants.

VI. Reporting Requirements:

The District Simplified Grant project awardees are expected to:

A. Submit Final Reports:

1. Submit Final Reports no later than February 1 detailing the full expenditure of grant funds. Failure to adhere to the District 6510 Terms and Conditions in the implementation of projects and expenditures of funds will result in the district returning misused grant funds in their entirety and being barred from receipt of future grants for a period up to five years. Final reports shall include the following:
 - a. A narrative statement with project outcomes clearly defined for each grant-funded project;
 - b. Information regarding the impact of the projects on the beneficiaries;
 - c. A full description of Rotarian oversight, management and involvement in each grant-funded project;
 - d. A statement of income and expense; and
 - e. A detailed narrative describing the implementation of the projects and how experiences gained will inform/guide the district for the next Rotary year.
2. New requests will not be accepted and will be returned to the club if the club has not provided Progress Reports for a current District Simplified Grant or have overdue Final Reports for other grant types.
3. In exceptional cases, a club may submit a Progress Report in lieu of the Final Report if there is no alternative but to extend the completion of the project beyond February 1. The progress report must justify the delay and the progress report will contain all of the information as required in the Final Report, with the exception of an adjusted completion date.

- B. The club must maintain copies of all receipts related to grant-funded expenditures in accordance with local laws and for a period of at least five years following closure of the grant. The District Treasurer and/or the Rotary Foundation reserves the right to request copies of receipts for any grant-funded expenditure.**

V. Reporting Requirements:

If you have questions about projects funded by the District 6510 Simplified Grant, please feel free to contact the Chair of the District Simplified Grant Committee or the District Rotary Foundation Chair listed in the District Directory or within the District Database (DaCdb).