

## DISTRICT SIMPLIFIED GRANT PROJECT TERMS AND CONDITIONS

### Project Requirements

- Projects must comply with all standard Humanitarian Grant Policies and Guidelines. The terms are available by contacting [The Rotary Foundation](#), [www.rotary.org](http://www.rotary.org), or any [International Office](#).
- Projects must respect the wishes of the receiving community, and strive to understand and appreciate its country's traditions and culture.
- Projects require the direct involvement of Rotarians to:
  - Assess community needs and develop a project plan;
  - Establish a committee of at least three Rotarians to oversee the expenditure of funds;
  - Oversee grant funds;
  - Implement projects;
  - Provide evidence of community involvement and ownership;
  - Organize meetings with local service providers, local officials, and/or recipients; and
  - Promote projects in the local media.

### Policies and Guidelines

- Projects must be initiated by a Rotary club in the project location.
- Grant funds cannot be used for:
  - Reimbursement of existing projects;
  - Construction or renovation;
  - Salaries, stipends, or honorariums;
  - Operating expenses of another organization; and
  - Personal or professional development.

### Reporting Requirements

Interim reports are required every six months for the duration of the project. A final report is required within two months of the full expenditure of grant funds. The final report must include:

- A detailed and clearly organized report of all expenses;
- Copies of receipts for items purchased with a cumulative value of US\$1,000 or more;
- An Independent Financial Review, if amount received is more than US\$25,000;
- A detailed account of Rotarian participation in the implementation of the grant, which reflects the required Rotarian activities; and
- A narrative that includes information on the implementation of the project(s) and how experience gained from it will inform/guide the district for the next Rotary year.

### District 6980 Deadlines and Criteria

Project applications must be submitted to the District Grants Subcommittee Chairman.

Applicant clubs must be in good standing with Rotary International and District 6980, with no outstanding bills or dues.

*Applicant clubs' support of the Annual Fund of the Rotary Foundation will be considered in awarding grant funding for projects.*



**APPLICATION FOR PROJECT FUNDING  
FLORIDA DISTRICT 6980's TRF District Simplified Grants (DSG) Committee**

**5. COORDINATING THE PROJECT**

Name the club which assumes total responsibility for the project (the Project Sponsor.) If additional clubs are participating, please refer to the ADDENDUM page and complete the information for each co-sponsoring club.

Club \_\_\_\_\_ Club Rotary ID Number \_\_\_\_\_

President \_\_\_\_\_

**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 DSG Select Committee in accordance with the Terms and Conditions of this agreement for the duration of the project.

**Primary Contact**

Name \_\_\_\_\_

Member ID Number \_\_\_\_\_

Rotary Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone

    Preferred number \_\_\_\_\_

    Secondary number \_\_\_\_\_

Fax

    Preferred number \_\_\_\_\_

    Secondary number \_\_\_\_\_

**Additional Contact**

Name \_\_\_\_\_

Member ID Number \_\_\_\_\_

Rotary Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone

    Preferred number \_\_\_\_\_

    Secondary number \_\_\_\_\_

Fax

    Preferred number \_\_\_\_\_

    Secondary number \_\_\_\_\_

**APPLICATION FOR PROJECT FUNDING  
FLORIDA DISTRICT 6980's TRF District Simplified Grants (DSG) Committee**

**6. AGREEMENT FORM**

This Application and Agreement are entered into between the identified project sponsor below and District 6980's TRF DSG Committee. In applying for, and accepting, Project Funding, the project sponsor agrees:

1. To utilize the Project Funds to support a short-term humanitarian and/or educational project as outlined in this application, which benefits a community in need. Funds provided by the District will not be used for any purposes other than those considered eligible by the District as described in the Terms and Conditions.
2. That it has received and read the District 6980 District Simplified Grant Policies and Guidelines and will abide by all stipulations set forth therein.
3. To defend, indemnify, and hold harmless Rotary International (RI), TRF, District 6980, their respective Directors, Trustees, Officers, employees, and committee members (Collectively RI/TRF/District) from any and all damages, losses, judgments, costs, fines, awards, liabilities, and or expenses, including without limitation reasonable attorney's fees and costs of litigation, asserted or recovered from RI/TRF/District, that result or arise directly or indirectly, from the implementation of this project.
4. That this agreement may be canceled for any reason without notice upon the failure of the sponsors to abide by the terms set forth herein. The sponsors agree to return any grant funds, in their entirety including any interest earned, should funds be misused or used for ineligible purposes.

This Agreement is governed by all applicable laws of the States of Illinois, USA.

By signing below, I certify that the sponsors acknowledge and accept the terms of this Agreement and agree to abide by the stipulations set forth therein.

Primary Sponsoring Club

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**7. REPORT**

Although all cosponsors are also ultimately responsible for completing progress and final reports, the District 6980 DSG Committee requires that one club take primary responsibility for submitting the required reports to the District 6980 DSG Committee. The president of the club accepting the responsibility of submitting the interim and final reports must sign this application.

\_\_\_\_\_  
Primary Sponsoring Club

\_\_\_\_\_  
Club President's Signature

\_\_\_\_\_  
Club President's Name (Please print or type)

\_\_\_\_\_  
Date

**NOTE:**

Please retain a copy of this application for your files, and send a copy to the District 6980 DSG Grants Committee Chairman unless the application is submitted electronically.

(-----**DO NOT WRITE BELOW THIS LINE**-----)

District 6980 TRF DSG Committee accepts the request. Project Number \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Check Number \_\_\_\_\_ for \$ \_\_\_\_\_ issued Date: \_\_\_\_\_

**APPLICATION FOR PROJECT FUNDING  
FLORIDA DISTRICT 6980's TRF District Simplified Grants (DSG) Committee**

**ADDENDUM: ADDITIONAL SPONSORS**

Name the club(s) which are co-sponsoring (partnering) the project. If more than one club is co-sponsoring, please complete the information for each cosponsor.

Club \_\_\_\_\_ Club Rotary ID Number \_\_\_\_\_

Club President's Signature

\_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name \_\_\_\_\_

Member ID Number \_\_\_\_\_

Rotary Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone

    Preferred number \_\_\_\_\_

    Secondary number \_\_\_\_\_

Fax

    Preferred number \_\_\_\_\_

    Secondary number \_\_\_\_\_

**Additional Contact**

Name \_\_\_\_\_

Member ID Number \_\_\_\_\_

Rotary Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone

    Preferred number \_\_\_\_\_

    Secondary number \_\_\_\_\_

Fax

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    Secondary number \_\_\_\_\_