



ROTARY INTERNATIONAL DISTRICT 9790

The Rotary Foundation District Simplified Grants (DSG)

Terms and Conditions

District Simplified Grants will provide funding for one-time – only Community Service Projects that involve the active, personal participation of Rotarians. The project(s) should serve as a means of enhancing the Community and/or improving the lives of the less fortunate where Rotary Clubs and Districts are present.

The maximum amount made available by District 9790 will be at the discretion of the District 9790 Foundation Executive and the District Governor. It will be based on the submission made for the grant and the amount available to District as provided by The Rotary Foundation (International)

Application Process

The application should be made to District 9790 Foundation Committee (PP Alf Armstrong, 685 Stedman Crescent, Albury, NSW. 2640 Phone: 02 6021 7884 AH), together with any supporting information the Club may wish to make in support of its application.

IN ACCEPTING A DISTRICT SIMPLIFIED GRANTS (DSG) YOU AGREE TO FOLLOW DISTRICT 9790 REQUIREMENTS REGARDING THE IMPLEMENTATION OF YOUR DSG:

District Simplified Grant: Rotarian Involvement:

Rotarians from the District must be actively involved in each District Simplified Grant project. 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 of the District Simplified Grant, even if it extends into future Rotary years. District Simplified Grants 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.

District Simplified Grant Funding and Payment:

District Simplified Grant funds will not be released until all of the following conditions are met:

The District 9790 Rotary Foundation Committee must receive a completed, signed District Simplified Grant Application Form.

District Simplified Grants will only be paid to a Rotary controlled project account with at least two signatories, District Simplified Grants will not be paid to an individual, cooperating organization or beneficiary.

Reporting requirements on all previous DSGs undertaken by the Club have been met.

Stewardship of The Rotary Foundation Funds:

District Simplified Grant awardees agree to:

Treat The Rotary Foundation grant funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion;

Assure competent and thorough oversight of the project with clear delineation of responsibility;

Use DSG 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 District 9790.

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, retaining original receipts and invoices for a minimum of five years; and

Establishing an inventory system for the control of equipment purchased with grant funds.

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;

Report immediately any irregularity in grant related activity to D9790 The Rotary Foundation Committee;

Return any unused funds and/or interest earned at the completion of the grant to District 9790.

Obtain approval from District 9790 prior to transferring DSG funds to (directly or indirectly), or using DSG funds to purchase goods or services for use in any country, entity, or person that is subject to economic or trade sanctions under U.S. law (these currently include, but are not limited to, Cuba, Iran, Iraq, Sudan, Libya, North Korea, and Myanmar). This is necessary so that TRF can obtain necessary regulatory approvals to allow such use of the funds.

Appropriate Grant Implementation:

A. The use of funds from The Rotary Foundation via District 9790 must:

Promote active and personal participation of all Rotarians involved in the implementation of the grant.

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;

Not duplicate any existing TRF or other Rotary-sponsored program;

Exclude any liability to District 9790, The Rotary Foundation or to Rotary International except for the amount of the grant;

Be consistent with the criteria, procedures, and policies of the Polio Plus program and the World Health Organization for projects involving vaccines and immunizations;

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:

For the purchase of land and buildings. If the grant depends upon the construction of a building, the construction must be funded by club funds or funded by a cooperating organization. District 9790 will not release grant funds until such construction is completed;

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. The only exception to the above guidelines is the funding of low cost shelters for extremely underprivileged families. Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, and water supplies and other similar structures is acceptable;

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;

For salaries, stipends or honorariums for an individual or individuals working for a cooperating organization or beneficiary;

To support the operating or administrative expenses of any organization;

For post-secondary education activities, research, or personal or professional development;

For excessive support of any one beneficiary, cooperating organization, or project;

For international travel expenses of any kind.

Time Limits:

Failure to provide acceptable reports on this grant in a timely manner will result in the Club not being able to initiate a new DSG;

The Club must demonstrate significant progress within 3 months of the release of payment or the grant will be terminated. If a paid District Simplified Grant is not implemented within six months, the grant will be cancelled and the Club will be required to return the funds.

A District Simplified Grant must be expended in the Rotary Year of Application. If expenditure is required over two Rotary years, the reasons why must be detailed, with the completion date of the project clearly identified in the application for the grant submitted to District.

Reporting Requirements and Independent Financial Reviews:

District 9790 Rotary Foundation Committee require District Simplified Grant awardees to:

A. Submit Progress and Final Reports:

1. Submit Progress Reports at least every two months during the implementation of the grant detailing the projects' progress, financial activities, and the estimated completion date;
2. Submit Final Reports within two months of the full expenditure of grant funds. Failure to adhere to District 9790 and TRF policies and guidelines in the implementation of projects and expenditures of funds will result in the Club returning misused grant funds in their entirety and being barred from receipt of future grants for a period up to five years. The final report shall include the following:
 - a. A highly detailed and clearly organized report of all expenses;
 - b. Detailed information regarding all beneficiaries of grant funds;
 - c. A detailed account of Rotarian participation in the implementation of the projects, and
 - d. A detailed narrative describing the implementation of the projects.

B. The Club will retain receipts for a period of five years for all purchases to be made available upon request.

The Rotary Foundation's Guidelines for the Construction of Low Cost Shelters:

Any Club undertaking a Low Cost Shelter project with District Simplified Grant funds should contact District 9790 Committee prior to implementation to ensure all grant conditions and eligibility requirements can be met.

Guidelines for the Use of the Rotary Name and Emblem:

Guidelines on the use of the "Rotary" name and emblem are RI policy. When naming your DSG funded project and in any literature developed they must be compliant as follows:

A. ROTARY NAME:

The RI Board has determined that any use of the "Rotary" name without a further qualifier, such as the name of a Rotary club or a Rotary district, refers to the international association, RI.

New project names or programs not under the exclusive control of RI, when using the name, "Rotary," must include the name of the participating Rotary club(s) and should not use the name, "International."

If using the words, "Rotary," and "Foundation," these words must not appear together, but must be separated by additional identifying information, such as the name of the participating Rotary club(s) or district(s).

The naming of any project that does not conform to the guidelines must receive specific RI Board approval.

B. THE ROTARY EMBLEM:

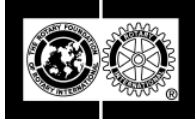
The Rotary Emblem, like the Rotary Name, represents the international association, RI.

Whenever the Rotary Emblem is used for a project, program or activity not under the exclusive control of RI, the name of the participating club(s) or district(s) should also be used in addition to the emblem; should appear directly adjacent to the emblem; and be of a size of equal prominence to the emblem.

Any reproduction of the Rotary Emblem must meet RI's proper emblem specification.

No alterations, modifications or obstructions of the Rotary Emblem are permitted. The emblem must be faithfully reproduced and always appear in its entirety.

The RI Bylaws discourage any joint use of the RI Emblem with the emblem or logo of another organization. The use of such name, emblem, badge or other insignia in combination with any other name or emblem is not recognized by RI.



**ROTARY INTERNATIONAL
DISTRICT 9790**

**The Rotary Foundation
District Simplified Grant Application**

Club Name:

Address.....
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Describe Project, its Location and its objectives

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Start Date..... Estimated Completion Date

Describe how the project will benefit the Community and/or improve the lives of the less fortunate

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Describe non-financial participation by Rotarians in the project

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Project Contacts – Two Rotarians must be listed who will provide management of the projects and the its funds

Primary Rotarian Contact Name.....
Rotary Position /Title.....

Address.....

Phone No.....

E-Mail Address.....

Second Rotarian Contact Name

Rotary Position /Title.....

Address.....

Phone No.....

E-Mail Address.....

How will the general public know this is a Rotary sponsored project? Provide details, eg publicity in a newspaper or display of the Rotary wheel.

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Cooperating Organisations – If the project involves a cooperating organization, please provide the name of the organization, together with an attached letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project.

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Budget – Please include a complete, detailed and itemised budget for the entire project.

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Total \$.....

Authorisation – The Rotary Club(s) involved in this project is Responsible to The District Rotary Foundation Committee for the conduct of the project and for reporting on it. The signature on the application form confirms that the Rotary Club(s) understands and accepts responsibility of this Grant.

Club President – I, President of the Rotary Club of do hereby affirm that the Club has voted to undertake this project as an activity of the Club and will provide a detailed report within 2 months of completion of the project

Name (please print)

Signature _____ Date _____