

Steps in Processing Matching Grants

Before you start writing your grant proposal, discuss the project with your District Grants Subcommittee Area Representative. See the list posted on the D5450 Website under Foundation/Grants Subcommittee for your Area Representative.

1. Your Area Representative is knowledgeable about grants and can make your experience with the process much easier.
2. The various grants forms are linked to Grants Subcommittee Web page. This is also on the District 5450 website (www.rotary5450.org) under Foundation/District Grants Documents. It has a Word version for the grant application that can be downloaded and filled out on your computer.
3. Note that a committee of 3 people is required for both the Host and International clubs, and for a Matching Grant a minimum \$100 contribution is required from the Host club.
4. If other clubs are contributing cash and District Designated Funds to the project, include a copy of their email that confirms the commitment of cash and DDF.
5. When you have completed the grant proposal, have it checked by your Area Representative.
6. Make sure you have all required signatures. Overseas signatures may be obtained via fax or by email if the signature is scanned.
7. All grant applications must be submitted electronically (by email.)
- 8. Your Area Representative must certify that your grant proposal is complete and that it qualifies for funding according to The Rotary Foundation rules before it is submitted to the District.**

The grant application process is not difficult but it does require you to follow the procedures set out by The Rotary Foundation. Be patient and follow the rules and the application process will go smoothly.

District 5450 Procedures:

When you have a completed grant application, including all signatures, email application and attachments to:

Carolyn Schrader
303-329-3257

E-mail: schrader407@gmail.com

After review, the application will be signed by the District Grants Subcommittee Chair and forwarded to the District Foundation Chair and the District Governor for authorization of the allocation of District Designated Funds. Upon obtaining all authorizing signatures, the application will be emailed to The Rotary Foundation with a copy to the primary contact for the International Club. You should maintain copies for your club files and any partnering club(s) files. Please plan your submission date to allow a few days for the review and signature process to take place.

The Rotary Foundation (TRF) Procedures:

1. Shortly after TRF receives your application, you will receive a conformation email with an assigned Matching Grant number. Be sure to keep this number, as it will be used for all correspondence with TRF about the project.
2. Be patient. It will take some time for your grant application to be processed. After a couple weeks it may be helpful to check on the status of your application with the staff person that sent you the confirmation email.
3. If TRF asks for changes or additional information, they should be made by e-mail if possible. Please copy the District Grants Subcommittee Chair, Carolyn Schrader, with any additional information you send to support the grant application.
4. When the grant proposal is approved, you will receive an email notification with information from TRF. This information will tell you what steps to take to actually get your grant funded. Now is the time to collect the club money and send it to TRF. You will also be asked to supply information on the bank account where the money will be sent at this time. The District Designated Funds portion of the grant funding is automatic. **The Grant must be fully funded within 6 months of the approval date or it will be cancelled.**
5. While the project is on going, an interim report must be filed with TRF *every 12 months*. When the project is complete, a final report must be submitted to TRF within 2 months. **Overdue final reports will prevent your club and all partnering clubs from receiving TRF funding for future projects.**