



Rotary International District 6780
THE ROTARY FOUNDATION
DISTRICT SIMPLIFIED GRANT PROGRAM
Information and Instructions for Rotary Year 2012-13



WHAT IS THE DSG PROGRAM? The District Simplified Grants Program is a **Rotary Foundation** program that provides money for the Clubs in our District to implement humanitarian projects locally or abroad. **Grants are awarded to encourage clubs to plan and implement new or improved humanitarian service projects.** In this way, your Rotary Foundation contributions return to our communities and clubs for service projects.

HOW MUCH IS AVAILABLE?

- For Rotary year 2012/13, there is \$43,435 available, enough for about 30 clubs.
- The maximum DSG award is \$2,500 and the minimum DSG award is \$500. Since all grants must be matched by club funds, the minimum total project amount is \$1,000. There is no maximum project size since a club and other organizations may contribute as much as needed to complete a project.
- DSG grants are normally limited to one per club per year. In the rare event that DSG funds are still available at the end of the Rotary year, we will consider a club's second project if it can be completed quickly. Check with the grants committee in September if your club has a second project.
- A DSG is awarded for humanitarian projects only, not for fund raising or administrative projects.
- Funds will be awarded on a first-come, first-served basis providing all grant requirements are met. If several projects are being considered as we approach the end of the funds available, we will give priority to clubs which did not receive a grant the previous year and to projects which address literacy, clean water and child mortality.
- Because the DSG program is designed to encourage new service projects,
 - A DSG will not be awarded for a project that the club conducted the previous year with its own funds or DSG funds unless it represents an expansion or substantial revision of the project.
 - In the case where a project cannot be completed without a second year of DSG funds, the project will be considered. The two year time frame is to be certain the new project funded is fully completed.

MATCHING REQUIREMENT: In order to share our DSG funds with as many clubs as possible, matching funds from the club are required. For each DSG dollar requested, the club(s) must provide at least one matching dollar from Club funds.

SINGLE CLUB GRANTS & MULTIPLE CLUB GRANTS: A club may apply for a DSG alone or as a member of a group of clubs, but may not apply for both. If a group of clubs conducts a joint project, each club in the group may request up to \$2500. All other requirements are the same. **If a group of clubs applies for a multiple-club project, the Assistant Governor for those clubs must be involved in the planning and sign off on the application.**

DISPERSAL OF FUNDS: Funds are normally dispersed once the project is completed. In order to request a dispersal of funds, the club will need to send a closing report and receipts to the Grant Subcommittee Chair, Jim Roxlo. Grant funds can be dispersed quickly once receipts are received. Other arrangements may be considered

in special cases. Under no circumstances will funds be dispersed until the project is active and receipts have been submitted.

ROTARIAN INVOLVEMENT: A basic requirement for a DSG is substantial involvement in project implementation by the Rotarians in the club applying for a grant. This must be clearly outlined in the grant application. Grant funds may not be used to make a donation of money, supplies, equipment, etc. to another organization.

HOW CAN MY CLUB GET INVOLVED? DSG projects require the direct involvement of Rotarians by:

- A. Assessment of community needs and development of a project plan.
- B. Creation of a committee of Club members to oversee expenditure of funds.
- C. Promotion of the project in local media.
- D. Involvement of Club members in the implementation of the project.
- E. Provision of evidence of community involvement and support.
- G. Strict compliance with the need for interim and final reports.

GRANT FUNDS CANNOT BE USED FOR THE FOLLOWING:

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/individual funds or funded by a cooperating organization. The Grants Subcommittee 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. 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;
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;
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.

DISTRICT INVOLVEMENT: To celebrate completion of project, the District Grant Chair must be informed about and a representative invited to attend project work sessions and/or completion/dedication ceremony. In this way the project and the club can be recognized and the project serve as a model for others.

APPLICATION PROCESS: The DSG application form can be downloaded from the District website at www.rotarydistrict6780.com. It may also be obtained by contacting Grant Subcommittee Chair Jim Roxlo at 400 South Crest Road, Chattanooga, TN 37404. Email him at Jim@Roxlo.com or call at (423) 875-7031 (W). It is advisable to contact the Subcommittee Chair to discuss the project prior to submitting the grant application.

Note that the Grant Application, Closing report and Receipts will be reviewed and approved by The Rotary Foundation as well as the District Humanitarian Grants Committee. So write it with this audience in mind.

Please submit your application well in advance of the anticipated project start. The approval process generally takes about two weeks. As a reminder, all projects are asked to be finished before the end of the Rotary year, March 2013.

DSG applications will be accepted by the Grants Subcommittee from February 11, 2012 to March 31, 2013 and should be sent to Rotarian Jim Roxlo at 400 South Crest Road, Chattanooga, TN 37404; fax (423) 875-7308.

QUESTIONS: Contact Grant Subcommittee Chair Jim Roxlo, Jim@Roxlo.com or call at (423) 875-7031 (W).

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