



Rotary District 5520 Rotary Foundation Simplified Grants Application Guidelines

The District 5520 Foundation Committee makes grants available each year to District 5520 Clubs to undertake projects in their own communities or in other countries. These Simplified Grants replace the former DDF-funded programs of Community Assistance grants, Transportation Grants, Discovery Grants, Helping Grants and New Opportunities Grants.

The new Simplified Grants provide funding for **one-time only** community service projects that involve active personal participation of Rotarians. The grant projects are intended to improve the community and/or lives of disadvantaged people. The grants process is managed by the District 5520 Grants Subcommittee.

Application Process

Applications will be accepted from July 1 to August 31 of each year. If funds remain available after the August 31st deadline, the District Grants Subcommittee will entertain additional applications until December 1st.

Completed applications should be forwarded to:

Robert L. Boverie
725-12 Tramway Vista Loop NE
Albuquerque, NM 87122

Mobile: 505-401-3881
Home: 505-823-9105
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Requirements for Awards

1. Projects must be Rotary-sponsored and identified as such.
2. Projects must clearly be directed at improving the community and/or lives of disadvantaged.
3. Projects must be of a short-term nature with the exception that they will be completed within one year of payment.
4. Projects must not directly benefit a Rotarian; an employee of a club, district, or other Rotary entity or Rotary International; or a spouse, lineal descendent, spouse of a lineal descendant, or ancestor of any living Rotarian or Rotary employee.
5. Projects must not fund existing projects or activities primarily sponsored by another organization nor fund operational expenses of another organization.
6. With the exception of "Discovery Grants", funds must not be used for travel, salaries, or other administrative costs.

7. Projects must not involve liability on the part of District 5520, Rotary International, or its Foundation—except to provide the amount of the grant funds.
8. Funds must not be used to reimburse applicants for projects already initiated or completed.
9. Funds must not be used to purchase land or buildings or to construct substantial building. Funds must be used in compliance with the Rotary Foundation's policies on construction and renovation.
10. Funds cannot be used to fund the ongoing projects of a Rotary club or district. This does not prevent the replication of successful project that will benefit additional communities.
11. Grant funds must be deposited in an account established specifically for the project within two weeks of the receipt of the payment.
12. Sponsoring clubs must provide an interim report after six months, and a final report within two months of the project completion. Receipts for all expenditures under the grant will be included in the final report.
13. Rotary sponsors will appoint two Rotarians who will provide oversight and management of the award funds, and who will serve as contacts for the Rotary Foundation.
14. Projects are subject to the Roary Foundation's Stewardship Guidelines and Financial Guidelines and Regulation for Humanitarian Grant Projects.

Grant Award Amounts

1. The sponsoring club must contribute at least 50 percent of the overall cost of the project.
2. The **maximum** grant amount available to a sponsoring Rotary Club is **\$2,000**.
3. The **minimum** grant amount is **\$250**.

Award Criteria

The District 5520 Grant Subcommittee will consider the following criteria in its funding recommendations:

1. The number of people in the community who will be affected by the project.
2. The documented need for the project.
3. The strength of the sponsoring club's participation, and it ongoing commitment to the project.
4. The reasonableness of the project budget.

The subcommittee may also take into consideration the sponsoring club's per capita or total giving to the Annual Fund of the Rotary Foundation the Rotary year 3 years prior to the application. (The District's Designated Funds [DDF] from the foundation are based on contributions to the annual fund three years prior).

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