District 6900
DISTRICT GRANTS
2020-2021

District Governor – Kirk Driskell

Foundation Chair – PDG Cheryl Greenway

Grants Chair – Anne Glenn

District Grants Chair – Gillian Leggett

WHAT ARE DISTRICT GRANTS?

District grants fund small-scale, short-term projects that address immediate needs in your community.

DISTRICT GRANT BASICS...

- **Clubs will be eligible for up to $1500 in standard grant funds (may combine with other clubs for a single project)**

- **Additional $1000 for top 3 clubs with the highest per capita giving to The Rotary Foundation Annual Fund 2017-2018 (North Fulton, Alpharetta, and East Cobb)**

- **Two $10,000 and one $5,000 competitive grants available**

- **One project per grant (must keep grants separate if a club has both a standard and competitive grant)**

MORE DISTRICT GRANT BASICS...

Use District website:

Rotary6900.org

- **Request District Grants funds for project – Read ALL instructions before submitting proposal**
  - **Quotes/notes in spending plan indicate your preparation for project**
    - **Grant management requirements included in application submission**
      - **Resources – https://rotary6900.org/page/29**

IMPORTANT DATES...

➢ **March 31, 2020: 2019-2020 Grant Report submitted and accepted**

➢ **May 15, 2020: 2020-2021 Grant requests submitted and accepted**

➢ **May 31, 2020: Decision made on competitive grants**

➢ **Mid July, 2020: Anticipated date for spending on project***

➢ **March 31, 2021: All spending completed AND report submitted within 30 days of spending money but no later than March 31, 2021**

* Must wait for notification before spending on project

Four Grant Factors

- **The Problem** – Demonstrate the severity of the problem and the lack of other resources to address it. Use quantitative and qualitative data.

- **Impact** – Explain the project's impact on the beneficiaries...how many will be impacted, how significantly, and for how long?

- **Volunteer Involvement** – Explain how Rotary volunteers will be involved in the project. How many, number of hours, doing what.

- **Public Image Impact** – Explain how you will build community awareness of the problem and Rotary's role in address it.

Foundation funded district grant projects must...

- Have been reviewed and approved by TRF before project implementation/spending begins

- Not use funds to reimburse clubs for activities and expenses already completed or in progress before grant project approval by TRF

- Planning for grant project activities prior to approval is encouraged, but expenses may not be incurred

- **After grant project approval, any changes to the original project plan must be pre-approved by TRF**

- Comply with *Rotary Foundation Terms and Conditions*

- Comply with *Conflict of Interest Policy for Grant Participants*

- Comply with *Use of Rotary Marks*

- Include appropriate signage or recognition of funding through The Rotary Foundation and club

Tips to Avoid Common Mistakes

- Be sure project expenditures can be done in timeframe (August – February) regardless of items out of your control – weather, dependence on other organization, etc.

- Spend all the grant money in accordance with approved project. Unspent and unapproved expenses must be returned to the district.

- Parties, gifts are not allowed unless you can show humanitarian or educational purpose.

- Food and drinks used for event refreshments/hospitality should not exceed 10% of grant amount

- GED and College scholarships – paid directly to the school in name of the student. May not be paid to the school's foundation. Final report must include name of student(s) and receipt(s)

- No gift cards unless distribution log and receipts provided to show actual goods and services purchased

- Pay the vendor or supplier of goods and/or services directly from the club's bank account or with a club credit card is ideal. Reimbursement to individuals for project related expenses will be accepted with documentation of receipts and cancelled check as reimbursement

- If in doubt, check with District Grant Chair

- Use the Comments box in the grant request at Rotary6900.org for all communications on the grant

Requirements

- Relates to the mission of The Rotary Foundation and fits into one of the six areas of focus

- Includes the active participation of Rotarians

- Excludes any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant

- Adheres to the governing laws of the United States and the host area of the grant, and harms no individuals or entities

- Only funds activities that have been reviewed and approved before their implementation

Requirements

- Avoids any actual or perceived conflict of interest
- Excludes as beneficiaries any club employee, Rotarian, spouses, descendants, ancestors, or employees of partnering organizations
- Excludes as beneficiaries any former Rotarians, spouses, etc. who left Rotary less than 36 months ago
- Subjects any substantial purchases from a Rotary-connected vendor to an open bid process

Requirements

- Will not unfairly discriminate against any group
- Does not fund continuous support of any one beneficiary or entity
- Will not be used to establish a foundation or trust
- Will not be used to purchase land or buildings
- Will not be used for fundraising activities
- Will not be used to cover expenses for Rotary events such as district conferences, conventions, institute, anniversary celebrations or entertainment

Requirements

- Will not be used for public image initiatives unless essential to project implementation
- Will not be used to purchase signage in excess of 10% of grant amount
- Will not be used for operating or admin expenses for another organization
- Will not be used for unrestricted cash donations to any beneficiary or entity

APPLICATION INSTRUCTIONS SUMMARY – PART 1 OF 2

- **Hover over "Members" tab in blue bar at top of page**

- **Under "Resources & Training" click on "District Grants"**

- **Read ALL information and attachments under "Page Resources"**

- **Once complete, click on "Find/Request Grant" to begin application (see subsequent slide for instructions on a 2nd way to access the grant)**

Rotary

District 6900

Gillian Leggett | Rotary Club of Milton | Logout

search..

About Rotary   **Get Involved**   **Calendar**   **News & Media**   **Members**   **Clubs**

RESOURCES & TRAINING

Document Library
Learning Center
How To Use This Site
Membership
District Grants
Global Grants
District Global Grants
Public Image
Education
Humanitarian
Friendship Exchanges
Leadership Exchange
Leadership Development

DISTRICT 6900

Check Requests
PDF Directory
Rotary Councils
Qualified Clubs
AG Assignments
GRSP Trustee Assignments
Speakers

CLUB FINDER

List
Map

ROTARY INTERNATIONAL

Rotary.org
EndPolio.org
Foundation
Leadership

ROTARY
CONNECTS
THE WORLD

What's happening. See Full Calendar

- April 30th, 2020: 2020 District Conference | Jekyll Island
- May 2nd, 2020: District Committee Meetings

ROTARY

DISTRICT GRANTS

Search | Create | View | Update | Delete

District grants fund small-scale, short-term activities that address needs in our district's communities and communities abroad. Each district chooses which activities it will fund with these grants.

WHAT THEY SUPPORT

Districts can use district grants to fund a variety of district and club projects and activities, including:

- Humanitarian projects, including service travel and disaster recovery efforts
- Scholarships for any level, length of time, location, or area of study
- Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own

HOW TO USE THEM

Districts have a lot of freedom to customize service projects. There aren't many restrictions, as long as our district grant supports the mission of The Rotary Foundation. Districts must be qualified before they can administer district grants.

HOW THEY'RE FUNDED

Districts may use up to 50 percent of their District Designated Fund to receive one district grant annually. This percentage is calculated based on the amount of DDF generated from a district's Annual Fund giving three years prior, including Endowment Fund earnings.

Districts receive this funding as a lump sum and then distribute it to clubs within the district.

HOW CLUBS REQUEST FUNDS

15

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Districts may use up to 50 percent of their District Designated Fund to receive one district grant annually. This percentage is calculated based on the amount of DDF generated from a district's Annual Fund giving three years prior, including Endowment Fund earnings.

Districts receive this funding as a lump sum and then distribute it to clubs within the district.

HOW CLUBS REQUEST FUNDS

Clubs work directly with the district grants committee to get funding for projects. See resources listed below for details on requirements and the application process for our district.

Find/Request Grant

PAGE RESOURCES:

- District Grants 2020-2021 - Areas of Focus chart
- District Grants 2020-2021 - Conflict of Interest Policy
- District Grants 2020-2021 - District Grant Basics
- District Grants 2020-2021 - Grant Factors
- District Grants 2020-2021 - Grant Request Brief Instructions
- District Grants 2020-2021 - Grant Signage Editable Word Document
- District Grants 2020-2021 - PETS PowerPoint Presentation
- District Grants 2020-2021 - Project Checklist and Tips to Avoid Common Mistakes
- 2018-2019 Documenting District Grant Expenses

APPLICATION INSTRUCTIONS SUMMARY – PART 2 OF 2

- Hover over the Rotary Wheel in the blue bar at top of page
- Under "Grants" tab click on "Grants" wording
- Make sure the "Rotary Year" shows as "2021"
- Click "Create" in the upper right corner to begin grant request
- Next to "Create Grant Request" click on "MOU" box, read and click "Agree"
- Fill out the form and "SAVE"
- To add team members, type their last name in the "Team Members" box and click on the name when it appears in the popup list. Be sure to add your INCOMING club Foundation Chair and INCOMING President to your team so they can approve the grant request.

APPLICATION INSTRUCTIONS SUMMARY – PART 2 OF 2 CONTINUED

- Rather than sending emails about the grant back and forth, make all comments in the "Comment" box on the "Overview" Page. (All team members will be notified via email that a comment has been added.)
- Always use the "Comment" box for all correspondence with the District Grants Chair.
- Once the club's INCOMING Foundation Chair is satisfied, he/she can change the status to "Foundation Chair Approved". The system will log the approval and notify the team.
- Once the INCOMING Foundation Chair has approved, the INCOMING Club President can review the grant, change the status to "President Approved"
- Change status to "Grant Request Submitted"
- This will notify the District Grants Chair to review and send back for alterations or mark request as "District Accepted Request"

Application Instructions – Screen Prints

rotary6900.org/grant/create

CREATE GRANT REQUEST MOU

1. Save your work as you go and use the Update link or pencil icon to make changes.
2. Use the Add Comment box rather than emails to correspond with District Grant Chair and team members on questions or comments about the grant.
3. Once the INCOMING Foundation Chair is satisfied, he/she should change the status to Foundation Chair Approved. The system will log that approval.
4. Once the incoming Foundation Chair has approved, the INCOMING club President should login and change the status to Club President Approved. The system will log that approval.
5. Once both approvals are logged, change the status to Grant Request Submitted. The District Grants Chair will review and provide feedback in the comments box or accept it as complete to include in the district's block grant application to the Foundation. The team will be notified of all status changes.

Overview   **Details**   **Documentation**

PROJECT

Club *	Year *	Project	Focus	Co-Sponsoring Clubs	Team Members
Milton ▼	2020/202 ▼	select.. ▼	select.. ▼	Albany	

Type *
select.. ▼

Grant Manager
Leggett, Gillian ▼

Amount Requested *

Amount Approved

Co-Sponsoring Clubs list:
Albany
Alpharetta
Americus
Atlanta
Atlanta Airport
Atlanta Brasil
Atlanta Metro
Atlanta West End
Bainbridge
Barnesville
Blakely
Bremen
Brookhaven
Buckhead
Cairo

Add Team Member
Type a few characters of the lastname, then select from dropdown list.

Start Date * ?
Select date ...

End Date * ?
Select date ...

History ?
select.. ▼

Grant Title *

Fayetteville
Forsyth-Monroe County
Griffin
Griffin Daybreak
Harris County
Henry County
Jackson-Butts County
Johns Creek North Fulton

Select date ...

Select date ...

select..

Grant Title *

If your grant has co-sponsors, control/command click on the co-sponsoring clubs to include them.

Grant Summary * ?

Word Count (limit 65): 0

Mailing Address ?

Statistics

Measure	Projected	Actual
Beneficiaries ?		
Volunteer Hours ?		

Grant Status *

Draft

Amount Refunded

Save

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AMERICUS COMPUTERS FOR CARTER UNIT OF THE BOYS & GIRLS CLUB

PDF   **RELATED PROJECT**

Overview	Details	Budget Documentation	Spending Documentation	Change Log

ID	170
Grant Title	Computers for Carter Unit of the Boys & Girls Club
Grant Type	Standard
Area of Focus	Supporting education
Club	Americus
Related Project	Carter Unit of the Boys & Girls Club
Manager	Rene Smith
Team	Kenny Phillips, Reda Rowell, Angela Smith, Rene Smith
Rotary Year	2020
Status	District Grants 1 Accepted Report
Foundation Chair Approved	5/10/2019 Reda Rowell
President	5/10/2019 Rene Smith

STATISTICS

	Requested	Approved
Amount	$2,000	$0

	Start	End
Dates	Sep 1, 2019	Oct 31, 2019

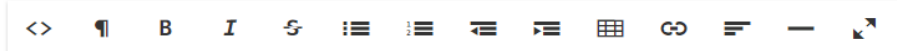|	Projected	Actual
Beneficiaries	30	37
Hours	20	30

COMMENTS

Comment *

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Grant Summary	Purchasing Chromebook computers for educational purposes for the Carter Unit of the Boys and Girls Club of Plains, GA.
History	New this year
Expenses	USD 2,303.64
Co-sponsors	
Mailing Address	
Created At	2019-05-09 10:15:15
Updated At	2019-11-21 17:03:09

STATUS DATES

Date	Status	By
2019-11-21 17:03:09	District Grants 1 Accepted Report	Mary Ligon
2019-11-21 08:49:27	Reviewing	Gillian Leggett
2019-11-21 06:30:19	Spending Documentation Complete; Report Submitted	Rene Smith
2019-07-26 10:33:12	Disbursed	Mary Ligon
2019-07-19 10:29:28	Foundation Approved	Mary Ligon

Date	By	Comment
2019-11-21 08:56:20	Gillian Leggett	Thank you for the excellent job of uploading all the necessary documentation. Love the photos (especially of Jimmy and Rosalynn Carter).
2019-07-19 16:00:?4	Gillian Leggett	The official project signage guidelines have been uploaded to the District website. They can be found under the District Grants resources and are to be used for club projects that utilize District Grant funds. Please refer to the one-page document when working on your project. Contact Mary Ligon (mary@maryligonetc.com) or Gillian Leggett (gkleggett@att.net) to request printer files.
2019-05-10 11:40:33	Mary Ligon	Please explored options for how you can fulfill the requirement to provide more continuous recognition of project funding from Rotary, the Foundation and your club beyond the traditional press and social media. We will add an editable template to the resources section of the district grants page in a few weeks that will have the image and approved wording acknowledging Rotary, the Foundation, and your club. Consider a label that could be added to the computers and/or a certificate that could be added in the room so that the users and others would be reminded of the source of project funds. It doesn't need to be expensive. If you would add your plans for that in this comment box or edit the public image section in details, that would be great. Or you can add a line item in the budget with explanation. When you have done that change the status to submit to notify us to officially review. Everything else looks good. Thanks!!
2019-05-10 10:21:54	Rene Smith	Mary, I apologize for the confusing entry in the comments section yesterday - that was a clerical error. Please review and let us know if the application is acceptable. Thank you!

rotary6900.org/grant/create

Overview **Details** **Documentation**

Details ?

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The Problem

[Demonstrate the severity of the problem and the lack of other resources to address it.]

Impact
[Explain the project's impact on the beneficiaries ... how many will be impacted, how significantly and for how long?]

Volunteer Involvement
[Explain how Rotary volunteers will be involved in the project.]

Public Image Impact
[Explain how you will build community awareness of the problem and Rotary's role in addressing it.]

Type here to search

12:13 PM
3/4/2020

25

rotary6900.org/grant/create

PROJECT REVENUES ?

Item	Amount	Notes
District Grant Funds		
TOTAL	$0.00	

PROJECT EXPENSES ?

Item	Amount	Explanation/Calculation ?
TOTAL	$0.00	

AMERICUS COMPUTERS FOR CARTER UNIT OF THE BOYS & GIRLS CLUB

PDF   RELATED PROJECT

Overview   **Details**   **Budget Documentation**   **Spending Documentation**   **Change Log**

DETAILS

The Problem

The Carter Unit of the Boys and Girls Club (located in Plains, Ga.) has recently been re-established to help young people reach their full potential. Plains is located in Sumter County, a county where 54% of all children are living in poverty, according to the Georgia Department of Public Health. More than one in five adults never graduated high school and 31% of adults have not achieved greater than a high school education. There is a lack of broadband access for many of the youth in Sumter County, and the Boys and Girls Club provides a safe place for youth to access useful technology to further their education.

Impact

The Carter Unit of the Boys and Girls Club has 37 registered members youth beneficiaries), and are anticipating more. More computers in the Club means that the members will:

- have increased access to technology and the internet.
- increase their digital literacy and help them compete as they enter the work force.
- have access to literacy and math programs they can use at school.
- be able to conduct research for projects and write papers while at the Club.
- take practice tests for the Georgia Milestones Assessment.
- engage in Boys and Girls Clubs of America online programming which includes writing computer code, learning online safety, creating computer presentations, and more.

PROJECT REVENUES

Item	Amount	Notes
District Grant Funds	$2,000	Funds will be used to purchase as many Chromebooks as possible - currently priced at approximately $400 each (total of 5), but 20 are needed so we will purchase as many as possible with available funds.
TOTAL	$2,000	

PROJECT EXPENSES

Item	Amount	Notes
Chromebook computers	$2,000	Funds will be used to purchase as many Chromebooks as possible - currently priced at approximately $400 each (total of 5), but 20 are needed so we will purchase as many as possible with available funds. Local club funds will be used to purchase labels for the computers and a wall certificate acknowledging

beneficiaries), and are anticipating more. More computers in the Club means that the members will:

- have increased access to technology and the internet.
- increase their digital literacy and help them compete as they enter the work force.
- have access to literacy and math programs they can use at school.
- be able to conduct research for projects and write papers while at the Club.
- take practice tests for the Georgia Milestones Assessment.
- engage in Boys and Girls Clubs of America online programming which includes writing computer code, learning online safety, creating computer presentations, and more.

The computer will have several years of useful life, and will provide educational benefits that will last a lifetime for the participants.

Volunteer Involvement

Rotarians will assist the Carter Unit with setup of the computer equipment and volunteer time with beneficiaries to provide encouragement and support in using the computers. Volunteers will also spend time helping with improvements in the facilities serving the Carter Unit such as painting and other improvement projects.

Public Image Impact

The Rotary Club of Americus will use social media, web, and printed media (the local newspaper) to announce its participation in the project and spread recognition of the need in our community for the Boys and Girls Clubs. Labels will be applied to the donated computers and a wall certificate will be added in the room acknowledging Rotary, the Foundation, and our club so that the users and others will be reminded of the source of project funds.The Rotary Club will also seek out regional printed publications to do a cover story on the Carter Unit and their expansion into Plains and Sumter County, as well as the fact that the Area Director over the Carter Unit is a recently inducted Rotarian, Ana Baggiano.

Item	Amount	Notes
Chromebook computers	$2,000	Funds will be used to purchase as many Chromebooks as possible - currently priced at approximately $400 each (total of 5), but 20 are needed so we will purchase as many as possible with available funds. Local club funds will be used to purchase labels for the computers and a wall certificate acknowledging Rotary, the Foundation, and our club so that the users and others will be reminded of the source of project funds.
TOTAL	$2,000	

rotary6900.org/grant/create

Overview   **Details**   **Documentation**

Spending Report Instructions

ID	File	Document Type	Document Date / Notes	Amount / Check #	
1		select.. ▼	Select date ...	Amount	Choose File No file chosen
		select..	Notes	Check Number	
		Project Document			
		Project Photo			
		Receipt			
		Check			
		Bank Statement			
2		select.. ▼	Select date ...	Amount	Choose File No file chosen
			Notes	Check Number	
3		select.. ▼	Select date ...	Amount	Choose File No file chosen
			Notes	Check Number	

Type here to search

12:15 PM
3/4/2020

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| 2 | select.. ▾ | Select date ... | Amount | Choose File No file chosen |
| | | Notes | Check Number | |

| 3 | select.. ▾ | Select date ... | Amount | Choose File No file chosen |
| | | Notes | Check Number | |

When attaching bank statements including check images, please note the check numbers in the notes. To attach more than three documents, attach the first three, save the grant and then update. You will be able to add three more each time you update.

When all spending documentation has been entered, you can easily review it under the Spending Documentation tab ... and be sure to change the status to Spending/Documentation Complete to submit your report and signal the district grant chair to review.

Save

Grant Title *

Griffin Daybreak
Harris County
Henry County
Jackson-Butts County
Johns Creek North Fulto

If your grant has co-sponsors, control/command click on the co-sponsoring clubs to include them.

Grant Summary * ?

Mailing Address ?

Word Count (limit 65): 0

Statistics

Measure	Projected	Actual
Beneficiaries ?		
Volunteer Hours ?		

Grant Status *

Amount Refunded

select.. ▾

Grant Status cannot be blank.

Save

Forsyth-Monroe County
Griffin
Griffin Daybreak
Harris County
Henry County
Jackson-Butts County
Johns Creek North Fulto

Grant Title *

Grant Summary * ⓘ

select..
Draft
Foundation Chair Approved
President Approved
Grant Request Submitted
District Accepted Request
Club Accepted
Foundation Approved
Disbursed
Spending Documentation Complete; Report Submitted
Reviewing
District Grants 1 Accepted Report
District Grants 2 Accepted Report
Audited
Declined

If your grant has co-sponsors, control/command click on the co-sponsoring clubs to include them.

Mailing Address ⓘ

Word Count (limit 65): 0

tual

nt Refunded

select.. ▾

Grant Status cannot be blank.

Save

MILTON RISE AGAINST HUNGER PDF

Search | Create | View | Update | Delete | Archive

| Overview | Details | Budget Documentation | Spending Documentation | Change Log |

ID	209
Grant Title	Rise Against Hunger
Grant Type	Standard
Area of Focus	Saving mothers and children
Club	Milton
Related Project	
Manager	Jacob Weaver
Team	
Rotary Year	2020
Status	Disbursed
Foundation Chair Approved	5/15/2019 Trey Tompkins, III

STATISTICS

	Requested	Approved
Amount	$2,000	$0
	Start	**End**
Dates	Mar 6, 2020	Mar 13, 2020
	Projected	**Actual**
Beneficiaries	0	0
Hours	0	0

COMMENTS

Comment *

Add

rotary6900.org/grant/209

Manager	Jacob Weaver
Team	
Rotary Year	2020
Status	Disbursed
Foundation Chair Approved	5/15/2019 Trey Tompkins, III
President Approved	5/15/2019 Jacob Weaver
Grant Summary	We will host a meal-packing event by partnering with Rise Against Hunger to pack 18,000 meals that will be sent to children in need in developing countries. This event will involve our club members, members of the Cambridge an Milton High School Interact Clubs, personnel from the City of Milton's Police and Fire Departments, Local Volunteers and Rotarians in the North Fulton Rotary Council.
History	More than three years
Expenses	
Co-sponsors	
Mailing Address	
Created At	2019-05-15 15:39:46

COMMENTS

Comment *

[   ]

Add

Date	By	Comment
2019-07-19 16:20:49	Gillian Leggett	The official project signage guidelines have been uploaded to the District website. They can be found under the District Grants resources and are to be used for club projects that utilize District Grant funds. Please refer to the one-page document when working on your project. Contact Mary Ligon (mary@maryligonetc.com) or Gillian Leggett (gkleggett@att.net) to request printer files.
2019-05-17 15:01:50	Gillian Leggett	Good Afternoon. Just a reminder to please see the comments below and update your grant request accordingly if anything is still needed. If you are still interested in applying for grant funding for your project please complete asap. Then change the status of the request to "Grant Request Submitted" to signal us to review. Any grant requests not accepted by the district by Sunday, 5/19/2019 at 5 p.m. will not be considered for funding. Thank you.
2019-05-15 23:54:48	Mary Ligon	District grant funds are not intended to be used over and over for the same project. Is there another project you could submit for district grant funding and use club funds for the meal packing

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FINAL REPORT

- Due 30 days after spending complete and no later than March 31, 2021

- Documentation for each expense:
  - Receipt or invoice
  - Copies of cancelled checks (copy of bank statement is acceptable)

- Separate account recommended for ease with bank statements

- Check to nonprofit okay as long as your club has receipts and payments from them for items purchased with grant funds (don't forget Rotarian involvement!)

COVID-19 RESPONSE

- **TRF has approved district grants funds to support activities pertaining to the Covid-19 pandemic**

- **We will keep you posted as we learn more about this change**

- **Unfortunately, we are currently unable to answer any questions as we do not have concrete answers**

QUESTIONS?

Coaching available upon request – gkleggett@att.net or 404.202.2409

THANK YOU!

Coaching available upon request – gkleggett@att.net or 404.202.2409