



## **Grant Application Process Procedures**

- Availability of funds for granting depends on club's previous contributions to the Rotary International Annual Fund.
- Please submit grants by the **Early Bird Date of May 31<sup>st</sup>, 2025** for the Rotary 2025-2026 year. These will be scored as higher priority when making funding decisions at the end of the **First Round Funding Deadline of July 31<sup>st</sup>**. Subsequent funding round deadlines will be published if any funds remain after the first round. Grant funding decisions are made by the full District Foundation Committee, chaired and convened by DRFC Mark DiBiase shortly after each funding deadline.
- Applications must include a budget and final reports must include details and invoices for each expense.
- Final reports are due within 30 days of the completion of the project. A final report template is attached.
- Publicity is required with each project. Include any press or copy of social media post and pictures with your final report. This publicity will be used by the District.
  - If you would like assistance with the publicity of the project, please contact the District PR Chair Greg Campbell at [gregcampbell2@comcast.net](mailto:gregcampbell2@comcast.net) or 601-940-0080.
- Completed grant applications must be emailed to the Rotary Foundation District Grants Subcommittee Chair, Ryder Taff at [rotary6820grants@newper.com](mailto:rotary6820grants@newper.com)
- Grants must be submitted at least one month **PRIOR TO** the beginning date of the project. Grants submitted after the project has begun will not be considered per RI grant rules.
- If you do not spend all that you budgeted, and the district grant was larger than 50% of the total spent, you must refund the district the difference between the requested and actual 50% match. Refunds are due within 30 days of the completion of the project. Mail refund checks to: District 6820 Treasurer David Clarke, 1604 South Main Street, Greenville, MS 38701.
- The Club must have a Foundation Committee, had a member attend the Grants Management training and be certified each year to be eligible to receive a District Grant.
- The club must agree to implement the financial and stewardship requirements in the memorandum of understanding (MOU) which is attached. Please attach necessary documentation of training and copy of signed MOU.
- Questions regarding the desire to apply for a global grant (grants over \$30,000) shall be directed to the District Rotary Foundation Chair, Mark DiBiase, [markdibiase@gmail.com](mailto:markdibiase@gmail.com)





## Rotary District 6820 2025-26 DDF Grant Application

Authorization: All Rotary clubs/districts involved in this project are responsible to The Rotary Foundation for the conduct of the project and for reporting of it. The signatures on the application confirm that the sponsors understand and accept the responsibility. The signature of the sponsors also affirm that all information in this application is true and accurate, to the best of their knowledge. The Club must have a foundation committee, had a member attend the Grants Management training and be certified each year to be eligible to receive a District Grant. Additionally, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation.

**2025-26 CLUB PRESIDENT:** As President of the Rotary Club of \_\_\_\_\_  
I hereby affirm that the Club has voted to undertake this project as an activity of the club.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

**PROJECT CONTACT:** As the primary contact for this project, I hereby affirm that I will assist the club President, board and membership in carrying out this project. I also affirm that I will keep track of expenses and all requested reporting throughout this project (i.e. publicity and final reporting).

Printed Name \_\_\_\_\_ Rotary position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Rotary District 6820 Treasurer Please Mail Check To:**

Printed Name \_\_\_\_\_ Rotary position \_\_\_\_\_

Address \_\_\_\_\_



## Rotary District 6820 2025-26 DDF Grant Application

GRANT APPLICATION RECEIVED BY THE DISTRICT FOUNDATION GRANT SUB-COMMITTEE CHAIR:

Name \_\_\_\_\_, District 6820 Grants Sub-Committee Chair

Signature \_\_\_\_\_ Date \_\_\_\_\_

THE DISTRICT 6820 ROTARY FOUNDATION COMMITTEE RESULTS:

GRANT APPROVED \_\_\_\_\_

GRANT DENIED \_\_\_\_\_

Name \_\_\_\_\_, District 6820 Rotary Foundation Chair

Signature \_\_\_\_\_ Date \_\_\_\_\_

DISTRICT GOVERNOR: As Governor of District 6820, I hereby affirm the use of US\$ \_\_\_\_\_ from my District's Grant Funds for this project.

Name \_\_\_\_\_, District 6820 Governor

Signature \_\_\_\_\_ Date \_\_\_\_\_

Individual Project Summary. District Grant # \_\_\_\_\_

If you have questions about District Grants, please feel free to contact the District Rotary Foundation Chair or District Grants Sub-Committee Chair at:

The Rotary Foundation District Committee Chair Mark DiBiase  
662-347-0765  
[markdibiase@gmail.com](mailto:markdibiase@gmail.com)  
Club: Greenville

The Rotary Foundation District Grants Sub-Committee Chair Ryder Taff  
601-991-3158  
[rotary6820grants@newper.com](mailto:rotary6820grants@newper.com)  
Club: Madison-Ridgeland

Completed applications must be **e-mailed** to: Ryder Taff, The Rotary Foundation District Grants Sub-Committee Chair



# Rotary District 6820 2025-26 DDF Grant Application

## GRANT FINAL REPORT - **Due within 30 days of completion of project**

Club Name \_\_\_\_\_

Project Name \_\_\_\_\_

**1. Financial Report. Please attach a detailed list all expenses and provide copies of any invoices or receipts. (Original invoices must be saved by club for 3 years)**

Total actual project cost: \_\_\_\_\_

Club funds: \_\_\_\_\_

District Grant funds: \_\_\_\_\_

Other source of funds (itemize): \_\_\_\_\_

**Unused Funds:** \_\_\_\_\_

**Return unused funds to District 6820 Grant Fund Account within 30 days to:  
Regina Todd, District 6820 Executive Secretary, 101 Service Drive, Brandon, MS 39042**

2. Submit a public image piece to the grant committee with this report. Please contact the District Public Image team for assistance: District PR Chair Greg Campbell at [gregcampbell2@comcast.net](mailto:gregcampbell2@comcast.net) or 601-940-0080.

3. By signing this report, I confirm that these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the district. I also understand that all photographs submitted in connection with this report will be the property of RI and TRF's royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary at RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI or TRF.

Printed Name \_\_\_\_\_ Rotary position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_



**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING**

**1. Club Qualification**

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district’s grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

**2. Club Officer Responsibilities**

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification.
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices.
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

**3. Financial Management Plan**

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to:

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds.
- B. Disburse grant funds, as appropriate.
- C. Maintain segregation of duties for handling funds.
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.

E. Ensure that all grant activities, including the conversion of funds, comply with local law.

**4. Bank Account Requirements**

A. The club bank account must:

- 1. Have a minimum of two Rotarian signatories from the club for disbursements.
- 2. Be a low- or noninterest-bearing account.
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- D. Bank statements must be available to support receipt and use of TRF grant funds.
- E. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

**5. Report on Use of Grant Funds**

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant’s progress and how funds are spent.

**6. Document Retention**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
  - 1. Bank information, including copies of past statements.
  - 2. Club qualification documents including a copy of the signed club MOU.
  - 3. Documented plans and procedures, including:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation.
  - 4. Information related to grants, including receipts and invoices for all purchases.
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

**7. Reporting Misuse of Grant Funds**

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

**Authorization and Agreement**

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of \_\_\_\_\_, the undersigned agree to comply with all the conditions and requirements of the MOU for Rotary year 2025-2026 and will notify Rotary International District 6820 of any changes or revisions to club policies and procedures related to these requirements.*

Club President name \_\_\_\_\_ Club President-elect name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_