



*District Simplified Grants (DSG)
Rotary Year 2009 ~ 2010
Application Checklist*

BEFORE SUBMITTING YOUR DISTRICT SIMPLIFIED GRANT APPLICATION, CHECK THE FOLLOWING REQUIREMENTS:

Grant Application:

- It completely describes the project, its location and objectives
- It explains the community need for the project, how it will improve the lives of the less fortunate
- It estimates of the number of people who will benefit
- It explains how our club members will be involved, beyond distributing or spending funds
- (For international projects) Communication and work responsibilities are described
- It explains how the project will proceed if only partial funding is available
- It lists at least two club contacts
- Letter(s) of support from project partner(s) are attached and their role is thoroughly explained
- A complete and itemized budget for the project is included or attached
- The project's timetable is included, we understand the deadlines and will timely submit reports
- The club president has signed the application

The Rotary Foundation Terms and Conditions:

- The project supports service activities and humanitarian endeavors
- We will be responsible for overseeing funding and implementation of the project
- We will promote our club's involvement with appropriate signage, labels, PR, etc.
- We will not establish a permanent foundation, trust or interest-bearing account
- The project does not directly benefit a Rotarian, spouse, lineal descendant or ancestor
- The project does not duplicate an existing Rotary program
- This is not reimbursement for a project that is already in progress or already completed
- We are the primary sponsor of this project, not some other, non-Rotary organization
- We are not asking for funding to buy land or a building
- Our project involves a structure where individuals live, work or engage in some gainful activity
 - Funds are for low-cost shelter for underprivileged families
 - Funds will not be used to construct the structure
 - Funds will not be used to renovate the structure
 - Funds will not be used to provide new services to the structure
 - Funds will not be used to upgrade the electrical or plumbing of the structure
- None of the funds will be used for salaries, stipends or honorariums for project beneficiaries or individuals working for our project partners
- None of the funds will be used for international travel
- None of the funds will be used for post-secondary education activities
- Any uses of the name "Rotary" or Rotary's symbols will comply with R.I. policies

Reporting:

- We will submit progress reports to the District Committee every three months
- We will submit a final report within 30 days of the project's completion
- We will keep receipts for all expenditures
- We will submit independent financial audit results as requested by the District Committee