



# District 5580

## District Simplified Grant (DSG)

### Criteria and Guidelines

A District Simplified Grant (DSG) is a tool to enable the district and/or its clubs to support short-term humanitarian projects that benefit the community either locally or internationally.

### Criteria/Requirements

- ❑ DSGs must comply with the Terms and Conditions of District Simplified Grant Award and Acceptance, which are similar for all grant programs. The Terms and Conditions are available for download from [www.rotary.org](http://www.rotary.org) or by contacting The Rotary Foundation (TRF).
- ❑ DSGs must respect the wishes of the receiving community, and if international, must strive to understand, appreciate, and respect its country's tradition and culture.
- ❑ DSGs require the direct involvement of Rotarians by:
  - Assessment of community needs and development of a project plan.
  - Establishment of a committee of at least two Rotarians to oversee the expenditure of funds.
  - Oversight of grant funds
  - Involvement in the implementation of projects
  - Provision of evidence of community Involvement and ownership
  - Organization of meetings with local service providers, local officials, and/or recipients.
  - Promotion of projects in the local media

### Policies and Guidelines

- ❑ A Rotary club or district must initiate projects.
- ❑ Grant funds cannot be used for:
  - Reimbursement of existing projects or projects already completed.
  - Purchase of land.
  - Construction or renovation of buildings (except low cost housing for extremely underprivileged families).
  - Salaries, stipends or honorariums
  - Operating expenses of another organization.
  - Personal or professional development.
  - Excessive support of any one beneficiary, cooperating organization or project.
  - International travel expenses.

### Time and Amount Limits

- ❑ Application must be received by the 30<sup>th</sup> of the month prior to the bimonthly grants subcommittee meeting (meeting dates are posted on [www.clubrunner.ca/5580](http://www.clubrunner.ca/5580) then click on WCS under District Grants Subcommittee).
- ❑ Grant applications for DSG funds will be considered on a rolling basis (as long as funds are available) when the Grants Subcommittee meets bimonthly. New funds become available each year as long as the Rotary Clubs and District reports are timely and meet

- all Rotary International criteria. If your club is thinking of applying for a DSG, please consult with a District Grants Subcommittee member to ascertain the amount remaining in DSG funds for the current year.
- ❑ A final report is due no later than two months after completion of a project. Should the project extend beyond six months, interim reports are due every six months. (Report forms can be obtained from the District Simplified Grants committee chair).
  - ❑ DSG projects must be completed within two (2) years of grant approval (not payment of funds) and reports must be submitted timely or District 5580 will demand repayment of the original grant funds to the District 5580 treasurer.
  - ❑ District 5580 must submit a final report to the Rotary Foundation Trustees before the end of the Rotary year in which the grant was awarded. Any club not completing and submitting its report on time will risk the district being refused an award for the following year.

***Failure to adhere to The Rotary Foundation policies and guidelines will result in the district returning misused grant funds in their entirety and being barred from receipt of future grants for a period of up to five years.***