

Rotary District 5580 Grants Subcommittee

Steps for Initiating and Completing New Humanitarian Projects

The following suggestions come from Rotarians with vast experience in World Community Service. As a service to District 5580 Clubs we will provide a Committee member to guide your club through the process of initiating a project and applying for funding. Please contact the Grants Subcommittee Chair to identify someone as close as possible to your location.

1. Maintain frequent communication.
2. Seek advice from clubs with knowledge and experience.
3. Listen carefully to the recipient (host) club's requests.
4. Make personal contact whenever possible.
5. Gather as much information as possible on available project resources.
6. Involve as many members as possible from all clubs involved.
7. Keep District Chairpersons and District Governors aware of project status.
8. Promptly respond to offers and report regularly on project progress.
9. Start small.
10. Be patient.
11. The Projects Exchange is not an assured means of support. Keep other options open.
12. Persevere . . . be disciplined and consistent in your efforts.
13. Ensure all clubs involved are current with reporting requirements. Past due, Progress and/or Final Project Reports can delay or deny funding.
14. Secure a ***Letter of Invitation*** as required by District General Guidelines.

15. Secure complete and accurate estimates of project costs (the *Budget*).
16. Prepare a banking strategy as required to collect and dispense funds, applicable to project accountability and as required by the Rotary Foundation and District 5580 Policy.