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**DISTRICT 6600 ADDENDUM**

**TO ROTARY INTERNATIONAL**

**MEMORANDUM OF UNDERSTANDING**

**2016-17 Rotary Year**

**The idea behind Rotary projects is to “Do Good in The World”**

**Global Grants Requests May be Submitted Any Time**

1. **Guidelines for Clubs**
	1. Clubs that want to apply for a District and/or Global Grants must become qualified. The Club must file the RI MOU and the District 6600 Addendum to the RI MOU with the district. These should be submitted to the email address d6600grants@gmail.com.
	2. All grants must fall within the Areas of Focus as designated by RI.
	3. Criteria to be considered in the grant evaluation process:
		1. Hands on activity of members will be a specific item considered during approval of all projects in District 6600.
		2. International projects will receive priority for approval over local projects.
		3. Club contributions to the Annual Fund
2. **Club Leadership Responsibilities for Qualification**
	1. The Club President for 2016- 2017 or a designate and either the Club Foundation Administrative Coordinator and /or the Club’s Grant Chair or designate must attend a grants management workshop. (i.e. minimum 2 club members must attend)
	2. The Club Qualification RI Memorandum of Understanding (RI MOU) and the District 6600 Addendum to the MOU must be signed by the current Club president and the Club president-elect.
3. **Terms Conditions, Qualifications, and Reporting on the Use of Funds**
	1. Clubs must have a separate bank account to use for and to receive money for Global Grants, and International projects funded with district money above $15,000.
	2. Clubs must submit reports on the use of District Grant monies every 3 months on previously approved local projects and a final report within 30 days of completion, including all receipts of expenditures. Clubs will be required to supply a start and finish date which is planned. Local grants should not exceed 120 days.
	3. Clubs will be required to submit photographs of the project’s progress and upon completion as a part of the final report.
	4. The use of grant money to reimburse Club projects before approval is not permitted.
	5. The District Foundation as well as all Clubs who use the grants process are subject to a random audit from either RI and/or district foundation committee personnel. The audit is for compliance with the MOU as specified in the Grants manual. Audit results can affect both the Club and the District’s qualification.
	6. When a 3rd party is involved with contributions and/or implementation of a project an MOU must be prepared. The MOU will specify that the grant is initiated, controlled and managed by the Rotary Club(s) and/or the district’s involved with the project. Other notations may be required per project. Club partnerships will require an MOU.
4. **Funding, Submission and Grant Payments to Clubs for local District Grants**
	1. Local grants will be matched .50 to the dollar and International grants dollar for dollar by District 6600. In the event that grant requests exceed the dollar amount available, the District can limit the amount of a local grant to a maximum of $3,000 and an international grant to a maximum of $5,000 at the discretion of the Grants Subcommittee. Clubs may also be limited to two district grants per Rotary year if district requests exceed monetary amounts available.
	2. District funds for local grants will be available on approval for 70% of the funding requested, the remainder coming with the approval of the final report, including all receipts and proof of payments, by the District Rotary Foundation Chair. A project application’s consideration is contingent on the proper close out of the previous year’s grants by the Club.
	3. Club Grant requests for international projects will be handled on an individual basis for funding release. All other guidelines apply.
	4. Grant requests for the Rotary year of 2016-17 will be accepted starting March 1, 2016.
	5. During the Rotary year of 2016-2017 grant requests will be due no later than August 1, 2016 on a first come first consideration basis to be considered in the first round of funding. All grants requests will be considered by the Grant Subcommittee. Should funding requests exceed the DDF available grants will be prioritized by the Grant Subcommittee according to the information submitted on the grant request.
	6. If grant monies are available after the first round of funding, additional grant requests will be considered by the Grant Subcommittee as grant applications are submitted.
5. **Unqualified Clubs**
	1. Clubs which are not qualified may participate in the grants process by forming a partnership with another club and or district who is qualified. In this instance a Club must sign an MOU with that Club or District. Clubs will be able to participate financially but will not receive credit i.e. Paul Harris Points for their contributions to the project.
6. **District Grant Application Form**
	1. All applications for both local and international projects not falling under the realm of global grants must be submitted via email to d6600grants@gmail.com.
	2. Applications are available on the district website [www.rotary6600.org](http://www.rotary6600.org).

Other issues and or items may develop over the course of the Rotary Year and cause changes to this and or other documents. The changes will be sent to the FAC and posted in the Secure Files on the District 6600 Web.

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| Club President |  | Club President-Elect |
| Term |   |   | Term |   |
| Name |   |   | Name |   |
| Signature |   |   | Signature |   |
| Date |   |   | Date |   |

Submit both the RI MOU and the District 6600 Addendum to the RI MOU via email to d6600grants@gmail.com.