



District 6360 District Simplified Grant (DSG) Terms and Conditions 2012-2013

• DSGs must comply with the Terms and Conditions of District Simplified Grant Award and Acceptance, which are similar for all grant programs. The full terms and conditions are available for download from www.rotary.org or by contacting the District's Grants Co-Chair (Cheryl Vander Veen). Summary of these terms are as follows:

I. Priority

- DSG requests will be given a higher priority for requests that pertain to:
 - PolioPlus
 - Clean Water and Sanitation
 - Health and Hunger
 - Literacy
 - Number of Rotarians Involved

II. Time Line

- Applications will be received between 1st January and 31st March in any one Rotary year.
- Applications will be considered by the District Grants Committee at the meeting to be held at a time acceptable to the Committee, following the March 31st deadline but not later than June 30.
- A final report is due no later than two months following completion of a project. Should the project extend beyond six months, interim reports are due within **every six months**. (Report Forms can be obtained from the District Simplified Grants committee chair or from District Website.)
- Funds must be spent as soon as possible after the release of payment; and a final report submitted to the District Grants Subcommittee Chair, Cheryl Vander Veen (cmvanderveen@comerica.com), by no later than the **1st June** of the Rotary year that the grant was awarded.

- The district must submit a final report to the 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.

III. Terms and Conditions

I. District Simplified Grant Criteria

District Simplified Grants support the service activities or humanitarian endeavors of districts. Each project the grant supports must:

- A. Respect the wishes of the receiving community
- B. Understand and appreciate another country's tradition and culture if grant activities will take place outside of the recipient district's country
- C. Comply with all standard Humanitarian Grant Policies and Guidelines. Guidelines on eligibility and Trustee Standards can be found on the Rotary website ([www. rotary.org](http://www.rotary.org))

IV. Rotarian Involvement

District Simplified Grants require the direct involvement of Rotarians. The required Rotarian activities are as follows:

- A. Assess the community needs and develop a project plan
- B. Establish a committee of at least three Rotarians from the district to oversee the expenditure of funds
- C. Provide oversight of grant funds
- D. Be involved in the implementation of projects
- E. Ensure there is community involvement and ownership
- F. Organize meetings with local service providers, local officials, and/or recipients
- G. Promote projects in the local media
- H. Complete progress and final reports outlining all non-financial participation
- I. Visit project sites on an as-needed basis

V. Appropriate Grant Implementation

A. The use of grant funds from TRF must:

1. Benefit a community in need
2. Have significant Rotarian involvement and visible Rotary identification
3. Demonstrably benefit a community as a whole and not an individual person
4. Exclude any liability to The Rotary Foundation or to Rotary International except for the amount of the grant
5. Be consistent with the criteria, procedures, and policies of the Polio Plus program and the World Health Organization for projects involving vaccines and immunizations

B. Grant funds cannot be used:

1. For the purchase of land and buildings. If the grant depends upon the construction of a building, the construction must be funded by club/district funds or funded by a cooperating

organization. The Rotary Foundation will not release grant funds until such construction is completed.

2. For activities involving the construction of any structure in which individuals live, work, or engage in any gainful activity such as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance and/or storage. Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, and water supplies and other similar structures is acceptable.

3. For activities involving the renovation of structures, including the provision of new services or upgrade of utilities (i.e. electrical & plumbing), in which individuals live, work, or engage in any gainful activity such as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance, and/or storage. Ineligible expenditures include, but are not limited to: provision of plumbing or electrification inside buildings, walls, roofs, repairs of utilities, demolition.

4. For salaries, stipends or honorariums for an individual or individuals working for a cooperating organization or beneficiary.

5. To support the operating or administrative expenses of any organization.

6. For excessive support of any one beneficiary, cooperating organization, Rotarian cooperating organization or project. In the case of a Rotarian cooperating organization, excessive support shall mean grant awards in excess of US\$1 million within the preceding five years.

7. For international travel expenses of any kind.

8. To support fundraisers of any kind.

9. For unspecified or cash donations to beneficiaries, except through revolving loan projects. This includes cash prizes, gift cards, gift certificates, and material goods that do not serve a humanitarian, educational, or medical need given as prizes. Grant funds should be used to purchase budgeted and itemized humanitarian goods.

10. For expenses related to Rotary events such as district conferences or anniversary celebrations.

11. For entertainment activities that do not include a humanitarian aspect.

12. As donations to cooperating or benefiting organizations.

13. To support purely religious functions at churches and other places of worship.

14. For the provision of Rotary signage of any kind unless the sign informs the community of an available service, such as posters for a project that will provide immunizations to the community. Grant funds may not be used for Rotary plaques at a project site, Rotary logos, Rotary stickers, Rotary signage on a vehicle, or any type of sign/plaque that publicizes Rotary.

15. As funding for the following programs: EarlyAct, Interact, Rotaract, Rotary Friendship exchange, RYLA, and Rotary Youth Exchange. Grant funds may not be used to fund projects initiated and executed by these entities.

16. To reimburse expenses incurred prior to approval of the grant, to help fund already existing projects, or to pay for activities primarily sponsored by a non-Rotary organization.

17. For the establishment of a permanent foundation, trust, or permanent interest-bearing account, nor may grant funds be invested in fixed-term deposits, as this would entail moving the funds out of the designated project account for purposes other than payment of project expenditure. Grant projects can involve the establishment of a revolving loan fund, with the approval of TRF, but must include training and detailed information regarding recipient payback schedules.

18. To directly benefit a Rotarian; an employee of a club, district or other Rotary entity, or of Rotary International; or a spouse, lineal descendant (child or grandchild by blood or legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any living Rotarian or Rotary employee.

19. To duplicate any existing Foundation or other Rotary-sponsored program.

20. For post-secondary education activities, research, or personal or professional development or advancement; or for any individual(s) to attend a seminar, conference or international exchange. Projects can involve educational training, but the training must be short-term in nature and provide for basic educational/professional needs only.

21. As a contribution to The Rotary Foundation or as a contribution for any Humanitarian Grant program including Matching Grants and Global Grants.

22. For any purposes other than those approved by TRF.

VI. The Rotary Foundation's Policies on Population Growth and Development

TRF supports the programs of Rotary International, including their aims and objectives with respect to RI's statement on Population Growth and Development. District Simplified Grant funds may be used to support the following types of population growth projects:

- A. Prenatal medications/vitamins
- B. Birthing medications
- C. Newborn baby screenings
- D. Surgical instruments to help with births
- E. Prenatal screening
- F. Ultrasound equipment (as long as it is used for diagnosing and treating patients)
- G. Education and training
- H. Public health education
- I. Family planning training
- J. Information on sexually transmitted diseases
- K. Community health training
- L. Balanced diet and nutrition awareness

VII. Rotary Name and Emblem Use Guidelines:

Guidelines on the use of the "Rotary" name and emblem are RI policy. When naming your DSG funded project and in any literature developed they must be compliant as follows:

A. Rotary Name:

1. The RI Board has determined that any use of the "Rotary" name without a further qualifier, such as the name of a Rotary club or a Rotary district, refers to the international association, RI.
2. New project names or programs not under the exclusive control of RI, when using the

name, "Rotary," must include the name of the participating Rotary club(s) or district(s) and should not use the name, "International."

3. If using the words, "Rotary," and "Foundation," these words must not appear together, but must be separated by additional identifying information, such as the name of the participating Rotary club(s) or district(s).

4. Ongoing programs not under the exclusive control of RI and not conforming to these guidelines should be renamed to provide this additional identifying information (i.e. the name of the participating Rotary club(s) or district(s) must be included when using the name "Rotary").

5. The naming of any project that does not conform to the guidelines must receive specific RI Board approval.

B. The Rotary Emblem:

1. The Rotary Emblem, like the Rotary Name, represents the international association, RI.

2. Whenever the Rotary Emblem is used for a project, program or activity not under the exclusive control of RI, the name of the participating club(s) or district(s) should also be used in addition to the emblem; should appear directly adjacent to the emblem; and be of a size of equal prominence to the emblem.

3. Any reproduction of the Rotary Emblem must meet RI's proper emblem specifications (see the *2010 Manual of Procedure*, chapter 5). No alterations, modifications, or obstructions of the Rotary Emblem are permitted. The emblem must be faithfully reproduced and always appear in its entirety.

4. The Rotary Emblem may be reproduced in a single color or in two colors. When it is reproduced in two colors, it must be reproduced in its official colors of royal blue (PANTONE® 286 Blue] and gold (PANTONE® 123C [for coated paper]) or PANTONE®115U [for uncoated paper]). The Rotary Emblem should never be printed in more than two colors.

5. Where providing recognition for sponsors or cooperative relationships refer to *Rotary Code of Policies* Section 11.040.6 Guidelines for Rotary clubs, Rotary Districts and other Rotary Entities for Sponsorship and Cooperative Relationship Purposes. This policy section governs the use of the Rotary Marks, including the Rotary emblem by any Rotary club(s) or Rotary district(s) when used in combination with the emblem of another organization for sponsorship or cooperative relationship purposes.