Step by step:

1. Review your District Grant Application with your mentor at least 10 days before the GT meeting at which you wish to present your Grant Application to the full Grants Team.
2. In addition to the Grant Application document you should include:
   a) Copies of estimates/price quotes from all vendors to support your budget
   b) Signed letters of commitment or participation from presidents or authorized members of all partnering Rotary clubs or copies of checks from partners
   c) Signed letters of participation from all other non-Rotary partners
3. When your mentor is satisfied that your Grant Application is complete, your mentor will distribute it electronically to the full GT. This must be done no less than 5 days before the meeting at which you wish to present your grant Application.
4. At the GT meeting you and/or your mentor will present the Application to the GT during the open session. You may also present your Application remotely. You must make arrangements with the District office and your Mentor prior to the GT meeting. You may be asked questions and may be offered suggestions regarding implementation of the project. If satisfied with the application, the GT will move the project to the “closed session” (Grants Team members only) for review.
5. During the closed session the GT will review the Application. It will either be approved, approved with contingencies, or declined.
6. After the GT has taken action, your mentor or the GT Leader will contact you to discuss the outcome.
7. The final report for your project must be submitted to your mentor and the GT Leader within 60 days of project completion. If the project takes a substantial period of time, progress reports must be submitted every 6 months commencing on the date approved by GT until the project is completed and the final report is received and accepted by your mentor and the GT Leader.

D-5960 DG Funding Guidelines

Cash contributions from Rotary clubs in D-5960 and other Districts will be matched dollar for dollar up to the maximum award specified in the current spending plan by D-5960 with District Designated Funds (DDF). D-5960 has set limits of $500 as the minimum D-5960 match, and $3,000 as the maximum D-5960 match for a single club on a single project. By including additional D-5960 clubs and other District clubs as project partners, the maximum D-5960 project match of $12,000 could be awarded, still with the limit of $3,000 maximum match per club.

Project Locale

D-5960 District Grants can be implemented within or outside the boundaries of D-5960... anywhere in the world. While a Host Partner is not explicitly required by TRF for out-of-district projects, the D-5960 GT reserves the right to request a Host Partner for any given project. Not the least of the considerations for this decision will be demonstrable Rotarian participation in the project.

Relevant Information

D-5960 District Grant Proposal/Application and Report Forms are on the D-5960 web site www.rotary5960.org. Select Foundation from the top bar then select District Grants from the drop down menu. Documents and information are located on the left side of the page.

Note: Projects should respect the needs and wishes of the receiving community. Projects require direct involvement of Rotarians through their assessment of community needs, establishment of a committee of at least 3 Rotarians from the primary sponsoring club, at least one of whom has attended a current Grants Management Seminar (GMS), to oversee expenditures and oversight of funds, implementation of the project activities, provision of evidence of community involvement and ownership, coordination of all participant activities, promotion of the project and reporting.

Grants Team Meetings are the 3rd Friday of each month unless published otherwise on the D-5960 web site.

Proposal Deadline: June 1, 2020
Application Deadline: June 13, 2021

GT Leader: Margie Horning
Contact: Margie.horning@comcast.net  651.428.1740 (c)

District Governor: Ed Marek
Contact: ed.marek.5960@gmail.com  612.210.4342 (c)

DRF Team Leader: Kyle Haugen
Contact: jkylehaugen@gmail.com  612.382.3168 (c)
Qualification & Prerequisites

1. To qualify for Global Grant (GG) approval your club must meet the same Qualifications & Prerequisites as 1-5 in District Grants on the flip side of this guide*.
   
   In addition:
2. A member of your club must attend the Global Grants specific workshop
3. You must have a Host Partner in the Rotary District that the project will be implemented.
4. Your Host Partner club and Rotary District must also be qualified to participate.
5. Project site must be outside of the United States

*Note: Qualification is not required if your club is requesting matching D5960 funds (DDF) of less than $2,500 to support a GG or the club is contributing to a D5960 sponsored GG.

D-5960 Global Grant Application Process

1. **See separate Global Grants Approval/Progress Guidelines document**
2. If the GT approves funding for your grant, you can then begin the online application. Log into www.Rotary.org/ My Rotary. Sign in using your email address and password. Register if you don’t have an account. Your name will appear in the upper left corner when you are signed in.
3. Click The Rotary Foundation item on the horizontal scroll bar.
4. Choose grant center on the left side of the screen.
5. Select *Apply for a grant (shown on the horizontal scroll bar)*
6. Review information on this screen.
7. Scroll down to Tools and select grant application tool
8. Follow directions on screen to Grant Application.
9. A Global Grant ID number will be provided.

COMMENT: Use the list of resource links on the screen to answer many of your questions for and during the process. Also, talk with your mentor.

D-5960 GG Funding Guidelines

1. **See new funding procedure in the Global Grants Approval/Progress Guidelines document.**
2. The minimum TRF match is $15,000 U.S. The maximum TRF match is currently $200,000.
3. TRF awards of $50,000 or more require additional levels of competition & approval.