

RY 2016-17 Timeline for Districts Grants (DGs) and Global Grants (GGs)

District Grants (DGs)

- March 1, 2016: Clubs receive requests for DG Applications
- May 1, 2016: Clubs submit their completed DG Applications (with signatures) to the District Grants Committee
- June 1, 2016: D7710 prepares and files online the DG Spending Plan for RY 2016-17
- June 15, 2016: Clubs are notified that their DG projects have been included in D7710's Spending Plan
- July 1, 2016: TRF requirements met for D7710 to receive DDF
- August 15, 2016: D7710 DDF checks issued to clubs with approved DG projects
- May 15, 2017: DG projects completed
- May 31, 2017: Clubs submit their completed DG Final Reports (with signatures and copies of all expense receipts and/or cancelled checks) to the District Grants Committee, or within 2 months of project completion if earlier.
- June 30, 2017: D7710 prepares and files online the DG Spending Plan Final Report for RY 2016-17

Global Grants (GGs)

- April 1, 2016: Clubs receive GG Application Worksheet
- July 1 – December 31, 2016: Completed GG Application Worksheet
- July 15, 2016 – January 15, 2017: District Grants Committee notifies clubs they are eligible to submit a GG Application online at TRF; until the GG DDF is exhausted, whichever comes first.
- GG applications are completed online at TRF and can be submitted throughout the Rotary year, July 1, 2016 through March 15, 2017, or until D7710's DDF has been exhausted, whichever comes first.
- District Grants Committee will review the completed online GG Applications on an ongoing basis and notifies clubs, which GGs the committee has approved, and asks the DRFC and DG to authorize the GG and be submitted to TRF for their review and approval or denial.

Procedural Notes:

- The District Grants Committee must be notified of any changes made to the original application for DGs and/or GGs, before proceeding with the project.
- Specific information must be provided in the Expenditures/Budget section in the application and the final report concerning the project expenses.
- In the DGs Final Report copies should be provided of cancelled checks and/or receipts for all project expenditures. An invoice will not suffice unless it is accompanied by a cancelled check.
- Any additional information to an application or final report should be provided as an addendum, rather than inserting it into the report and altering the numbering system of the application and final report.

Acronyms:

DGs: District Grants

GGs: Global Grants

RY: Rotary Year

DRFC: District Rotary Foundation Chair

DG: District Governor

TRF: The Rotary Foundation