



# ROTARY INTERNATIONAL THE ROTARY FOUNDATION DISTRICT 5000, HAWAII

*Leading the USA in Annual Fund Per Capita contributions ... year after year!*

## **TERMS & CONDITIONS FOR DISTRICT SIMPLIFIED GRANTS**

As a condition of my submitting a DSG Application, I also agree to the following Terms and Conditions as set forth by the Trustees of TRF. District Simplified Grants support the service activities or humanitarian endeavors of District 5000. Each project the grant supports must:

Respect the wishes of the receiving community; Comply with all standard Humanitarian Grant Policies and Guidelines.

Rotarians from the district must be actively involved in each District Simplified Grant project and will conduct the following:

Assessment of community needs and development of a project plan; Establish a committee of at least three Rotarians to oversee the expenditure of funds; involvement in the implementation of project; and will help promote the project in the local media. Reporting requirements on all previous DSG projects undertaken by the club have been completed.

Treat The Rotary Foundation grant funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion; Assure competent and thorough oversight of the project with clear delineation of responsibility; Use TRF grant funds only for eligible purposes as outlined herein, and will be strictly interpreted.

Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practices and always in consonance with the "Declaration of Rotarians in Business and Professions" and in the full spirit of "The Four Way Test." This requires:

Maintaining regular accounts of all transactions, retaining original receipts and invoices for a minimum of three years and establishing an inventory system for the control of equipment purchased with grant funds.

Exercise the highest attention to the prevention of even the appearance that The Rotary Foundation grant funds are being used in an improper manner. Report immediately any irregularity in grant related activity to the District Rotary Foundation Committee.

Return any unused funds and/or interest earned at the completion of the project to The Rotary Foundation.

## DSG Terms and Conditions (Cont'd)

### Appropriate Grant Implementation:

The use of funds from The Rotary Foundation must:

Promote active and personal participation of all Rotarians involved in the implementation of the project; assist in the development of stronger Rotary networks as clubs from different communities and/or nations work together to implement projects that have been initiated by a Rotary Club in a project location. Projects which receive TRF support should satisfy the real humanitarian needs of the receiving community; not involve the establishment of a permanent foundation, trust, or permanent interest-bearing account. Not 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. Not duplicate any existing TRF or other Rotary-sponsored program. Exclude any liability to The Rotary Foundation or to Rotary International except for the amount of the grant. Not be used to reimburse clubs/districts for projects already undertaken and in progress, an existing project, activities primarily sponsored by a non-Rotary organization, or for projects that are already completed. The District 5000 Grants Subcommittee will only fund projects that have been reviewed and approved by the DRFC prior to their initiation.

Grant funds cannot be used:

For the purchase of land or buildings. For 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.

For salaries, stipends or honorariums for an individual or individuals working for a cooperating organization or beneficiary; To support the operating or administrative expenses of any organization; For post-secondary education activities, research, or personal or professional development; For excessive support of any one beneficiary, cooperating organization, or project.

If you have questions about District Simplified Grants, please feel free to contact the District Simplified Grant staff at:

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