

DISTRICT GRANTS 2019-20 TIMELINES

DATE	EVENT/ACTIVITY	NOTES
November 2018 and March 2019	PETS 1 and South Pacific PETS	Presidents Elect (PEs) will be advised of the process, dates, criteria etc. PEs can begin to work with their current President, their current and incoming Foundation Chair and their current and incoming Service Projects Chair to identify possible projects.
4 th May 2019	Grants Management Seminars (GMS) at District Assembly	GMS held at District Assembly with Part A in the morning breakout and Part B in the afternoon breakout. Clubs wanting to qualify to apply for a district grant must have at least one member attend both parts. That person will not be able to attend any other breakout sessions during those two breakout slots. Alternatively, a Club member must complete and pass the on-line Grant Management Seminar see http://www.classmarker.com/online-test/start/?quiz=hmh5962c72486a05
18 th April 2019	Grant applications open	Grant application forms and criteria will be sent to PEs and be available on D9930 website. Qualified clubs (GMS and submitted MOU) can submit project proposals from now.
To 31 st August 2019	Develop grant project	PEs to work with their new board and/or grants team to finalise grant project as part of their planning for their year.
July/August 2019	First or second Club Board meeting for 2019-20	Grant project proposal signed off by 2019-20 Club Board.
By 31 st August 2019	Criteria met by this date	Criteria to be met to be eligible for a grant include: <ul style="list-style-type: none"> • Clubs with previous grants are up to date with reporting • Club TRF goals 2019-20 entered in Rotary Club Central • Complete or attended 2019-20 grants management seminar • Grants Management MOU completed and submitted • Other criteria met (see <i>District Grants Criteria & Guidelines</i>).
31 st August 2019	Grant applications close	District Grant Sub-committee reviews proposals as they are submitted so that they can get extra information from clubs if required.
By 25 th September 2019*	Grant recommendations to DG and TRF Committee	District Grants Sub-committee meets to complete its processes and makes recommendations to DG and TRF Committee by this date.
26 th September 2019*	TRF Committee and DG approve grants	Grants approved taking into account any feedback from TRF Committee. Clubs advised of grants decisions (although still subject to TRF approval).
1 st October 2019*	District submits application to TRF	TRF Chair submits D9930 spending proposal to TRF based on grants approved at district level.
31 st October 2019*	Grant approved by TRF and funds received	All going well approval should be received from TRF within 1 – 2 weeks. Clubs will then be advised of final grants decisions. Funds should be received from TRF within 7 -10 days of approval.
Early November 2019*	50% of Grants disbursed to clubs by District Treasurer	50% of Funds disbursed to clubs. The remaining 50% is disbursed upon the completion of the project with all reports filed.
Late February/ early March 2020*	First report by club due on progress of grant	Clubs required to submit first report three months after receiving the grant funds with six-monthly reports thereafter,

* indicative dates only