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## 2017-2018 District Grant DDF Awards

1 message

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**Steve Polcyn** <steve\_polcyn@earthlink.net>

Fri, Jul 28, 2017 at 9:42 AM

To: Gary Wegener <gwegener4098@gmail.com>

Cc: Peter Holmes <pmhco@msn.com>, Mike Chandler <fyrchf26@sbcglobal.net>, Karl Diekman <kddiekman@aol.com>, Gary Vilhauer <vilhauer@pacbell.net>, Jon Dwyer <jon\_dwyer@yahoo.com>, Amelia Delatorre Ward <amelialatina@yahoo.com>, John Martin <jmartin@lbnj.com>, Lynn Jepsen <lynnwally@sbcglobal.net>, Steve Polcyn <steve\_polcyn@earthlink.net>, Walt5160@yahoo.com

Hi Gary

For the 2017-2018 District Grant DDF program our DDF budget allocation was \$162,377 less the 3% administrative fee of \$4,871 gave us net DDF of \$157,506. We received 18 Final District Grant applications totaling \$198,754, which left us with a budget deficit of \$41,248. In an effort to fund as many grants as possible, the Grants Review Panel spent considerable time discussing each grant. Ultimately, two grants were not recommended for funding by the Grants Review Panel.

**Congratulations! On behalf of the District Foundation Team, I am very pleased to inform you the The Rotary Foundation has approved the District 5160 Block Grant application and that the Rotary Club of Woodland has been awarded 2017-2018 District Designated Funds in the amount of \$14,705 for the the site preparation and purchase of playground equipment at the Health and Human Services Agency in Woodland.** You can begin to spend your funds as as soon as you receive the District DDF check.. It is our plan to distribute checks to Clubs within the next few weeks.

**You must reply by return e-mail that you have received this e-mail, read it and fully understand how your Club is to manage the use of funds along with the reporting requirements.**

The funds you receive are only to be used to fund activities that have been reviewed and approved by District 5160 and The Rotary Foundation before their implementation. Grants funds may not be used to reimburse clubs for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred. After grant approval, any changes to the original project plan including the use of excess funds must be pre-approved by the District Foundation Committee. Excess funds cannot be used for another project and must be returned to the District.

Grants must be completed no later than July 15, 2019.

### **Financial Management Plan**

Clubs should have a financial management plan in place before receiving grant funds to ensure proper oversight and consistent administration of the funds, promote transparency, and reduce unintentional errors and the opportunity for misuse of funds.

The financial management plan should include measures to:

- Disburse grant funds properly during project implementation
- Maintain complete and thorough financial records
- Manage a separate club-controlled bank account

Remember, if funds are misused, the club is responsible for rectifying the situation.

### **Bank Account**

Your club should maintain a club-controlled bank account that is used solely for receiving and disbursing these District Grant funds. Each open grant should have its own account that is used solely for receiving and disbursing grant funds. Grants are not intended to produce interest income for clubs, so keep grant funds in a

low-interest or noninterest-bearing account. The name on the account should identify the club and the grant name. Two Rotarian signatories should be required for all transactions.

Have a succession plan for transferring custody of the club's grant bank account in case a signatory is no longer able to perform his or her duties. If account signatories change during the life of the project, be sure to notify the District. A checking account allows for flexibility in making multiple disbursements needed for grant transactions and ensures the availability of bank statements.

### **Establish Document Retention**

Maintaining detailed records ensures that the club complies with the club MOU, local laws, and standard business practices. Make copies of all documents to ensure that the club's activities can continue uninterrupted in case of fire or other catastrophe.

Retain all documents required by the club MOU in a location that is known and accessible to more than one person. All original documents related to grant-funded expenditures, including receipts and bank statements, must be retained for a minimum of five years after the grant is closed.

Following are examples of documents to retain: All grant correspondence including e-mail, community assessments, agreements, vendor documentation including quotes for materials, receipts and invoices, grant-related documentation, financial documentation, bank statements, quotes from vendors, inventory list, and photos. Information collected from other clubs, community groups and others who donate money to the grant project including fund requests or applications, reports

### **District Grant Reports**

A progress report is due within 12 months of receiving funds, final reports are due within 2 months of completion (project must be completed no later than July 15, 2019). E-mail a PDF report to both the District 5160 Stewardship Chair at [stewardship@rotary5160.org](mailto:stewardship@rotary5160.org) and to Lynn Jepsen at [lynnwally@sbcglobal.net](mailto:lynnwally@sbcglobal.net).

Reports should include the following information:

- Purpose of the grant
- Project/activity goals and evaluation of how they were accomplished
- Description of how partners were involved in the grant
- Number of project/activity beneficiaries and how they benefited
- Amount of club and outside funds raised versus projected amount in application
- Role of cooperating organizations
- How was project/activity promoted
- Itemization (spreadsheet) of funds raised, how the funds were spent, including identity of vendors
- All bank statements for project-specific account where District Grant funds were deposited.
- Additional requirements are posted on the district website

If you have any questions or need assistance, please contact me or John Martin, District 5160 Stewardship Chair, at [stewardship@rotary5160.org](mailto:stewardship@rotary5160.org).

Again, congratulations on receiving DDF for your District Grant. Good luck as you implement your project.

Regards,

**STEVE**

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