



GRANTS RESPONSIBILITIES - GOVERNOR

Qualification

- Work with the district Rotary Foundation committee chair to [qualify](#) the district and its clubs to use Rotary Foundation grants
- Complete online qualification process in the [grant application tool](#). (This should be completed at the end of the DGN year or start of the DGE year.)

Global grants

- Decide, in consultation with the district Rotary Foundation committee chair and governor-elect, how to distribute the District Designated Fund (DDF) and authorize the use of funds.
- Log in to the [grant application tool](#) to review applications and authorize use of DDF. When DDF authorization is required, the system will send an automated email to the District Governor indicating the grant number that requires DDF authorization.
- Note: in the online grant application tool, governors can view all global grants being sponsored by their district and its clubs.

District grants

- In consultation with the district Rotary Foundation committee chair and the district grants subcommittee chair, solicit proposals from clubs for district grants.
- Complete, authorize and submit online district grant application, which includes district grant spending plan.
- Distribute district grant funds to clubs and collect reports from clubs
- Complete online district grant report

Resources

- [Lead Your District: Governor](#)
- [Guide to Global Grants](#)



GRANTS RESPONSIBILITIES – DISTRICT ROTARY FOUNDATION COMMITTEE (DRFC) CHAIR

Qualification

- Work with the district governor to [qualify](#) the district and its clubs to use Rotary Foundation grants, including implementing the [District Memorandum of Understanding](#) (MOU) and organizing the annual grant management seminar. This should be completed as soon as DRFC term starts.
- Complete online qualification process in the [grant application tool](#).

Global grants

- Decide, in consultation with the governor and governor-elect, how to distribute the District Designated Fund (DDF) and authorize the use of funds.
- Log in to the [grant application tool](#) to review applications and confirm that the clubs applying for global grants are qualified and that their project is eligible for funding.
- When DRFC authorization is required, the system will send an automated email indicating the grant number that requires their review and authorization.
- Authorize the legal agreement for district-sponsored grants
- Authorize reports for district-sponsored grants.

District grants

- In consultation with the district governor and the district grants subcommittee chair, solicit proposals from clubs for district grants.
- Complete, authorize and submit online district grant application, which includes district grant spending plan.
- Distribute district grant funds to clubs and collect reports from clubs
- Complete online district grant report
- Ensure that grant activities are reported at a district meeting to which all club members are invited.

Resources

- [Lead Your District: Rotary Foundation Committee manual](#)
- [Guide to Global Grants](#)



GRANTS RESPONSIBILITIES – DISTRICT STEWARDSHIP SUBCOMMITTEE CHAIR

Qualification

- Help qualify clubs and assist with grant management seminars.
- Assist with implementation of the [District Memorandum of Understanding](#), including development of the financial management plan.

Global grants

- Monitor club and district sponsored grants to ensure proper stewardship, strong financial management, and timely reporting to The Rotary Foundation.
- Note: in the online grant application tool, district stewardship subcommittee chairs can view all global grants being sponsored by their district and its clubs.

District grants

- Monitor grants to ensure proper stewardship, strong financial management, and timely reporting to The Rotary Foundation.

Resources

- [Lead Your District: Rotary Foundation Committee manual](#)
- [Guide to Global Grants](#)



GRANTS RESPONSIBILITIES – DISTRICT GRANTS SUBCOMMITTEE CHAIR

Qualification

- Help qualify clubs and assist with grant management seminars.
- Assist with implementation of the [District Memorandum of Understanding](#).

Global grants

- Note: in the online grant application tool, district grants subcommittee chairs can view all global grants being sponsored by their district and its clubs.

District grants

- In consultation with the district governor and the district Rotary Foundation committee chair, solicit proposals from clubs for district grants.
- Complete, authorize and submit online district grant application, which includes district grant spending plan.
- Distribute district grant funds to clubs and collect reports from clubs
- Complete online district grant report

Resources

- [Lead Your District: Rotary Foundation Committee manual](#)
- [Guide to Global Grants](#)



GRANTS RESPONSIBILITIES – CLUB PRESIDENT

Qualification

- Attend grant management seminar or send a designated representative
- Read and agree to the [Club Qualification Memorandum of Understanding](#)

Global grants

- Authorize legal agreement for approved club-sponsored grants
- Authorize reports for club-sponsored grants
- Note: in the online grant application tool, club presidents can view all global grants being sponsored by their club.

Resources

- [Lead Your Club: President](#)
- [Guide to Global Grants](#)