



# A Step-by Step Guide for Participating In an International Grant



**Step One: Work with local Rotarians to assess the “real needs” in the community.**

Their real need may not be what your club had in mind. Are you willing to adapt to their needs.

**Step Two: Develop a partnership and build needed networks.**

The most important challenge to a successful grant is finding Rotarians in the selected district to work on the ground to see the project through.

You must establish a good working relationship with the host club before you commit to the project. It is imperative that you check with RI to ensure that the club you are working with is eligible to complete a grant.

**Step Three: Create a project plan.**

What is the purpose of the project –**who, what, where, when and how.**

Work with the international club to assist in developing a viable plan

Identify which Rotarians in both clubs will actively participate in the project?

**Step Four: Create a Budget.**

A good budget contains:

- Items to be purchased
- A description of the purpose, if unclear
- Price of the items
- Corresponding supporting documentation (price quote)
- Exchange rate used to determine US\$ value

**Step Five: Obtain funding.**

With Revenue Sharing you may or may not have enough DDF to fulfill your funding obligation, this gives you the opportunity to approach other clubs in the district, explain your project and ask them to transfer their DDF to the project and partner with your club.

With a minimum donation of **\$100.00** plus their DDF their clubs name can be listed on the grant application as a sponsor.

**Step Six: Start the Grant Application Process.**

**Who** will be responsible for completing the application and the required reports, their club or yours? In many cases the other club may be more qualified to complete the paperwork.

Grants can be submitted until **March 31** but it is highly recommend that you have your grant submitted to our Grant Chair by the **end of December**. This gives you reaction time.

If you have any questions regarding getting started with your grant, please contact the District Grant Committee for guidance and assistance.

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