



# DISTRICT 5320

ORANGE AND SOUTHERN LOS ANGELES COUNTY

## District Simplified Grant

A District Simplified Grant will provide funding for one-time-only community service projects that involve the active, personal participation of Rotarians. The projects should serve as a means of enhancing the community and/or improving the lives of the less fortunate where Rotary clubs and districts are present.

District 5320 has designated part of its Humanitarian *SHARE* allocation to fund District Simplified Grant projects. The maximum amount available for each club per year will be \$1,500. The Grant requested cannot be larger than the club's contribution. If multiple District 5320 clubs participate in a project, each club must submit separate District Simplified Grant applications.

### Application Process

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Applications will be accepted from July 1 to March 31 each Rotary year, and will be considered on a rolling basis during that time.

**If you have any questions, contact District 5320 Grant Subcommittee Chairs by email or phone.**

Completed applications should be forwarded to District 5320 Grants Subcommittee Chair:

Pete and Helen Maxwell, 1305 Bounty Way, Laguna Beach, CA 92651

Email - 2maxwells@cox.net – Phone - 949 376-0706 Fax - 949 376-0708

### Program Criteria

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Requests for District Simplified Grant awards from District 5320 must meet the following criteria:

- a) Not directly benefit a Rotarian; an employee of a club, district, or other Rotary entity or of Rotary International; or a spouse, lineal descendent, spouse of a lineal descendant, or an ancestor of any living Rotarian or Rotary employer.
- b) Not fund existing projects or activities primarily sponsored by another organization or fund operation expenses of another organization.
- c) Not be used for travel, salaries, or other administrative overhead costs.
- d) Projects must be Rotary-sponsored and publicly identified as such.
- e) Not involve liability on the part of Rotary International or District 5320 except to provide the amount of the grant.
- f) Not be used for excessive support of any one beneficiary, cooperating organization, or project.
- g) Not be used for entertainment activities that do not include a humanitarian aspect.

- h) Not be used for donations to cooperating or benefiting organizations.
- i) Not be used to reimburse applicants for projects already initiated or completed.
- j) Not be used to purchase land or buildings or to construct substantial buildings. Funds must be used in compliance with the Foundation's policies on construction and renovation.
- k) Not be used to fund the ongoing projects of a Rotary club or district. This does not prevent the replication of successful projects that will benefit additional communities.
- l) Projects that receive District Simplified Grant funds must be of a short-term nature with the expectation that they will be completed within 6 months.
- m) Project sponsors must agree to work within the Trustee-established Stewardship Guidelines and utilize the Financial Guidelines and Regulations for Humanitarian Grant Projects. The grant funds must be treated as a sacred trust to be constantly safeguarded from loss, misuse or diversion. All financial transactions and project activity relating to the grant must be conducted at least at the level of standard business practices and in the full spirit of "The Four Way Test."
- n) Promote active and personal participation of all Rotarians involved in the implementation of the grant.
- o) Assist in the development of stronger Rotary networks as Rotarians implement projects that have been initiated by a Rotary Club in a project location.
- p) Project must have at least 2 Rotarian contacts and the Club President that are responsible for the project.

## Reminders

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- Please be specific when describing Rotarian activities. Include details such as the number of Rotarians involved and how often the activities will take place.
- Be sure to itemize the budget and provide a clear explanation of each item. The budget should match the grant request; however, if there is difference, please explain how the sponsor will provide for the balance.
- Applications will not be considered if not completely and correctly filled out and signed.

## Final Report

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The one page Final Report form with invoice copies, photos of presentation, letters of appreciation and newspaper articles must be completed within 2 months of the project's completion and forwarded to:

Pete and Helen Maxwell  
1305 Bounty Way  
Laguna Beach, CA 92651

**Upon acceptance of the completed Final Report,  
the District will fund the Grant amount requested.**