

Annex A to Appendix B - Checklist for Global Grants
(approved by District 7390 Grants Committee on November 7, 2016)

Acknowledging that every grant is unique and no checklist could be totally complete, the below checklist serves as an aid to clubs to facilitate preparation of Global Grant Applications in accordance with policies of TRF.

Clubs are asked to check each line as item is completed:

- Submit completed, signed **Memorandum of Understanding (MOU)** (copy to District office, copy to Global Grants Chair).
- Complete **Global Grant Intention Form**, submit to Global Grants Chairs.
- Indicate on Global Grant Intention Form who from the Club attended **Grants Training** in the past two years and when.
- Indicate on Global Grant Intention Form the amount given to TRF **Annual Fund** by the Club in the past two years.
- Work closely with Global Grants Committee member assigned to this project.
- Go on-line to enter information on **application**. Answer all questions.
- Complete **Community Assessment** and upload on to the application, including the method used to determine need and the name and position of person(s) providing this information.
- Explain **Sustainability** plan (does project include---local materials, local funding, training, education, ownership, oversight, evaluation, measurement.?)
- Explain any **Conflict of Interest**.
- Select an **Area of Focus**. (Only one Area of Focus is appropriate.)
- Complete **budget** page listing all items to be paid by grant, including contingencies and signage.
- Upload three **pro forma invoices** for each item in budget.
- If major **equipment** is being purchased, upload verification of who will own equipment and the assurance that equipment will be maintained/secured.
- If travel is involved in VTT, upload **letter from local authorities** inviting VTT to the host community.
- Complete **Finance** page ensuring that budget and finance totals are equal. Explain funding method requested. Include 5% service charge for cash (club/individual) contributions.
- Secure and upload **Memorandum of Understanding** from Host Rotary Club and any cooperating organizations.
- Create a Bank Account specifically for project and upload bank information on application.
- Notify Global Grants Chair that the application is ready for official review. (If application is in complete order, the Committee will make every effort to review in two weeks.)
- Primary contacts in host and international clubs should not authorize until approved by District Grants Committee.

Good luck! You have worked hard preparing this application!