

District Grant (DG) checklist for Application (2019-20)

- This list is self-assessment tool for the clubs using DG to check the contents and items of projects
- Please recognize District Grants is the fund for all Rotarians, You should be responsible. for preparing the application and have to plan the project properly.
- Please submit this checklist with DG application form under Club President responsibility.

N/A	Yes	
<input type="checkbox"/>	<input type="checkbox"/>	Submitted MOU
<input type="checkbox"/>	<input type="checkbox"/>	Took a Grant Management Seminar
<input type="checkbox"/>	<input type="checkbox"/>	Contribution for Annual Fund of 3 years ago (2016 -17) was not zero "0" (see page 38).
*** Your club Must clear all 3 conditions above to apply DG. ***		
<input type="checkbox"/>	<input type="checkbox"/>	DG Application will be sent by postal mail or letter pack
<input type="checkbox"/>	<input type="checkbox"/>	DG application will be sent within the due date (postmarked from April 1 to June 15)
<input type="checkbox"/>	<input type="checkbox"/>	If your club applied DG in previous Rotary year, the final report already submitted
<input type="checkbox"/>	<input type="checkbox"/>	Attached eestimates, a price lists and a catalogs for all items of expenses
<input type="checkbox"/>	<input type="checkbox"/>	Customer's name on estimates is your club name.
<input type="checkbox"/>	<input type="checkbox"/>	The estimate includes consumption tax
<input type="checkbox"/>	<input type="checkbox"/>	You calculate the budget using Rotary exchange rate on April 2019
<input type="checkbox"/>	<input type="checkbox"/>	The period for this project should be July 1 2019 to April 30 2020
<input type="checkbox"/>	<input type="checkbox"/>	Representative host club apply for DG in the case of a joint project
<input type="checkbox"/>	<input type="checkbox"/>	This DG application must be only DG project during 2019-20 if your club is representativehost club
<input type="checkbox"/>	<input type="checkbox"/>	If the beneficiary is any organizations, you attached materials show their overviews
<input type="checkbox"/>	<input type="checkbox"/>	If DG project will be cooperated with any organizations, the role was described (Form 1 - 1 Project Outline 7).
<input type="checkbox"/>	<input type="checkbox"/>	Confirmed the total income and expenditure on budget statement are the same.
<input type="checkbox"/>	<input type="checkbox"/>	DG amount is within your Club's upper limit (see page 38).
<input type="checkbox"/>	<input type="checkbox"/>	Bank account should be designated account only for DG (Preferred non-interest type / You may use the same account as the previous Rotary years)
<input type="checkbox"/>	<input type="checkbox"/>	The balance of the DG designated account should be zero "0".
<input type="checkbox"/>	<input type="checkbox"/>	The President and the chair of Rotary Foundation committee in your club signed this application
<input type="checkbox"/>	<input type="checkbox"/>	Completely different DG project from previous years (excluding schools or the place beneficiaries will be changed).
<input type="checkbox"/>	<input type="checkbox"/>	Beneficiaries are not Rotarians, their relatives or person concerned with Rotary
<input type="checkbox"/>	<input type="checkbox"/>	DG project is charity activities (including fund-raising activities)
<input type="checkbox"/>	<input type="checkbox"/>	Expenses for Rotarians (including transportation, entrance fee or food.) do not exist (Expertise such as doctor, interpreter, lawyer could be eligible)
<input type="checkbox"/>	<input type="checkbox"/>	Expenses for public relations should not be included
<input type="checkbox"/>	<input type="checkbox"/>	Submit bidding documents or documents proved legitimacy involving them in the case of Rotarian's own company or the companay a Rotarian is hired will be involved
<input type="checkbox"/>	<input type="checkbox"/>	Attached District grant (DG) checklist For application (2019-20)
<input type="checkbox"/>	<input type="checkbox"/>	Attached a copy of bank account the balanace is 0 or minimum

To RID2750 Rotary Foundation Committee

Chair of Grant Subcommittee Mr. Keisuke Shimatani

hereby certify all contents on District Grant (DG) checklist for Application (2019-20) are true.

Month/Date/Year

Print name of President 2019-20

Signature of President 2019-20