

District Grant Checklist

2026-27

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Step 1 The **2026-27** Club President and a Primary Contact in the Club must read and understand the District Grant Overview document found on District website or linked here. (This is an annual requirement to get your Club qualified.)

Step 2: The President and Primary Contact both pass the District Certification Quiz and sign the Memorandum of Understanding (MOU) found on District website or linked here. Both of these documents will submit online automatically.

***DEADLINE: June 30, 2026**

Step 3: You are now ready to submit your District Grant Application. [CLICK HERE](#) for that online application. Both the Club President and Primary Grant Contact will need to electronically sign and date the form prior to submission. Please read the instructions on the application for how to do that carefully. Note -all applications must be submitted online. No paper applications accepted.

DEADLINE: July 30, 2026

Step 4 Do NOT begin implementation of project until you are notified that your grant project is approved by the District which will be **on or near September 1, 2026**

Step 5 Implement project and keep detailed receipts, invoices, copies of checks, etc. and take photos (subject to Rotary's Confidentiality Policy for Media and Photo Releases).

Step 6: Prepare the Final Project Report **REMEMBER - YOU MUST SUBMIT WITH ALL RECEIPTS & INVOICES IN ADDITION TO COPIES OF THE CHECKS WRITTEN BY YOUR ROTARY CLUB. DEADLINE: Within 60 days of project completion by no later than May 31, 2027.**

__ Step _ Once final reports are approved by District, you will be sent your reimbursement check. Congratulations!

Questions? Contact Bonny Landers, District Grant Committee Chair at rotary5130grants@gmail.com or 707.909.1325.

* indicates required fields

_____ (Indicate amount of grant requested. If you are requesting a grant for a specific project, please include a brief description of the project and the amount requested. If you are requesting a grant for a general purpose, please include a brief description of the purpose and the amount requested.)

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