

DISTRICT GRANT MANAGEMENT SEMINAR

District 5320 March 2026

PURPOSE

- Manage a Rotary District 5320 District grant
- Stewardship expectations
- Implementing the MOU
- Qualify clubs to receive grant funds

2025-2026 PROJECTS

- 65 projects with 31 participating clubs
- Over \$100k in DDF; Over \$300k in total project funding
- Wide variety with thousands of beneficiaries
- Check them out at matchinggrants.org

2025-2026 SO MUCH SERVICE ABOVE SELF!

Backpacks,
books, bicycles,
shoes & more!

Senior Apt
refurbishment

Literature &
education

4 Way Test
Mural

Thanksgiving for
seniors & veterans

First aid clinics & kits

Equine &
surf therapy

Firefighter
support

Mental health
support

Food drives,
packaging,
pantries

RYLA

Toy drives
& Santas

Ocean
restoration,
wetlands cleanup

Teacher Grants

Baby shower &
baskets for Camp
Pendleton

Foster kid support

Boys and Girls Club
projects galore!

Park, nature center
& garden
revitalization, urban
forests

Children's
Outreach concert

First
responder
supplies

Community
center refurb

Homeless shelter
transition to apartments

Mutt run for Animal
Care Services

Dental & eye clinics
in Mexico

PROJECTS IN THE NEWS!



News Sports Arts Recommended Town Crier Opinion Join The Locals List Obituaries Our Publications

67°



SUPPORT LOCAL JOURNALISM

PREV

Rotary Club, Project Foster Give Essentials to Children in Foster Care

f X in

By LB Indy Staff Jan 23, 2026



Members of the Rotary Club of Laguna Beach filled 20 suitcases for children in foster care throughout Orange County.



(Courtesy of Rotary Club of Laguna Beach)

PROJECTS IN THE NEWS!



HELP BUILD A NEW WARRIOR WAREHOUSE

By Maria McGee
FV Rotary Chairperson

For nearly two decades, Rotary Camp Pendleton and the Pendleton Community Service Fund (PCSF) have stood beside active-duty military families during some of the most challenging moments of their lives.

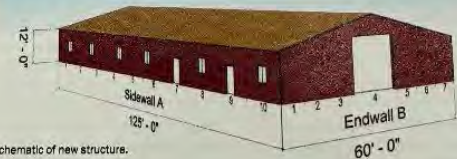
Chartered in 2005, Rotary Camp Pendleton was the first Rotary Club ever established on an active military base anywhere in the world. As our impact multiplied, the IRS later approved the Pendleton Community Service Fund as a 501(c)(3), allowing this vital work to grow even further.

Since that time, PCSF has quietly but powerfully served our military community—picking up donated furniture, housewares, children’s items, diapers, and essential household items fifty weeks a year across coastal areas in Southern California. Every Friday morning an average of 225 Marine and Navy families line up to receive what they need—at no cost—to serve the needs of 160 babies born monthly plus 10,000 children under 5. Doing this helps military families create safe, stable homes while their loved ones serve our country.

COMMUNITY

PCSF has helped more than 175,000 military families, so far. Due to our overwhelming success and the influx of families in need, PCSF must now relocate. The United States Marine Corps recognizes both the need and PCSF’s proven record of service. After careful evaluation, and compliance with all regulations, an efficient and mission-focused design has been identified that allows the structure to be built quickly. Once permitted, construction could be completed within months.

The total cost of this permanent 7500 sq. ft. warehouse is \$350,000. The found-



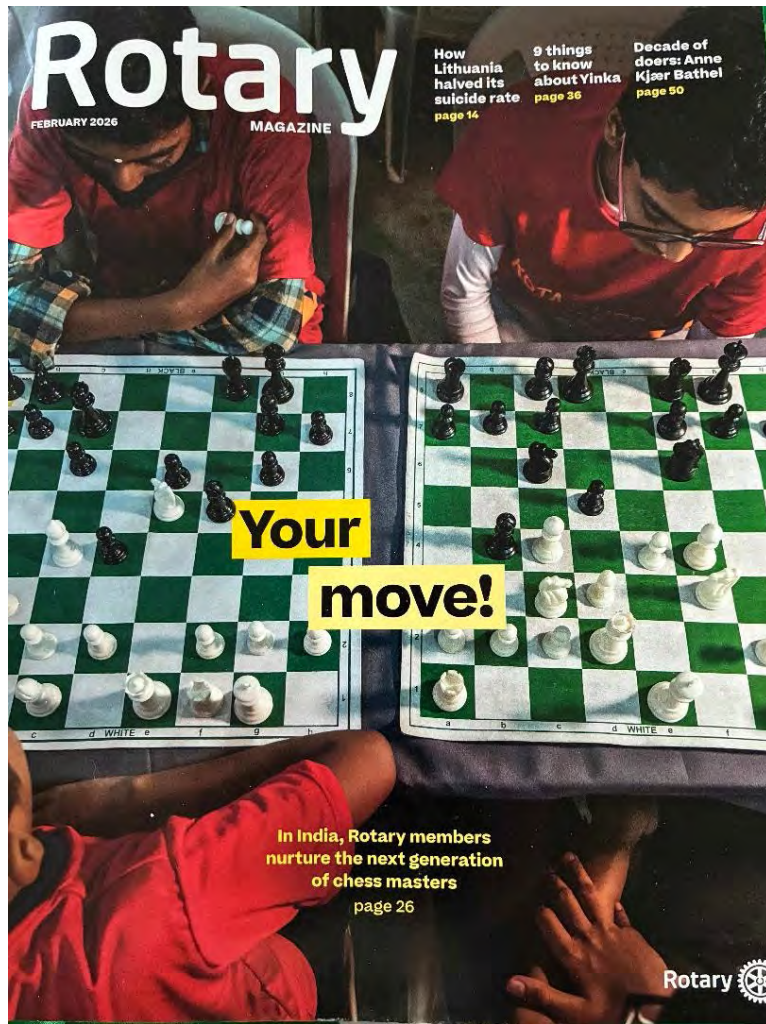
Schematic of new structure.

ers of PCSF have already committed up to \$200,000 of their own funds to this project. We are now seeking the remaining \$150,000 from community partners throughout California who believe, as we do, that military families should never have to struggle alone. Your support will help ensure

that this essential service not only continues—but does so safely, efficiently, and with dignity for generations of military families to come.

We invite you to stand with those who stand for us. All donations are fully tax deductible. To donate, visit our website at www.pcsf.org.

PROJECTS IN THE NEWS!



OVERVIEW OF ROTARY FOUNDATION GRANTS

- Two types:
 - Global Grants
 - District Grants
- Decision-making power at the club and district levels
- Simplified leadership structures



GRANTS ARE FUNDED WITH “DDF”

- District Designated Funds
- Contributed to The Rotary Foundation Annual Fund 3 years ago
 - Current year contributions benefit the clubs in 3 years
- Invested by The Rotary Foundation
- Returned to clubs in the form of grants

\$1,000
contribution

\$500

Up to \$250
For District Grants
(the other 50% is for
matching club donations
to Global Grants)

\$500
Earmarked

.8:1 match of World Fund to DDF
for Global Grants

DDF and World Fund can also
support PolioPlus, Rotary Peace
Centers, or disaster relief



APPLYING FOR A DISTRICT GRANT

FIVE STEPS TO RECEIVING A DISTRICT MATCHING GRANT

STEP 1

- Meet four club requirements

STEP 2

- Complete a district grant application

STEP 3

- Submit your application

STEP 4

- Obtain electronic signatures

STEP 5

- DG Committee reviews and approves your application and four requirements, submits to TRF for approval, then grant funds (DDF) are issued to your club!

Step One – Meet Club Requirements

FOUR CLUB REQUIREMENTS

These four requirements **MUST** be met for your club to be eligible for a District Grant

- Dues to Rotary International and District 5320 are current (July dues are paid)
- Prior year district grant final report is filed by June 15 (report with receipts have been posted to the matchinggrants.org website)
- Two club members have attended the most recent District Grants Management Seminar (for projects in Mexico, completion of Global Grants training is also required)
- Clubs must sign a Local/District Memorandum of Understanding (MOU) for local projects and a Global/International MOU for projects in (northern) Mexico

Step Two – Complete Your Grant Application

DISTRICT GRANT APPLICATION

Where can I find the form?

Go to: <https://resources.rotary5320.org/club/grants/>

The screenshot shows the website for Rotary District 5320. The header includes the Rotary logo, the text "District 5320 Club and District Resources", and a search bar. A navigation menu contains links for Home, Club, District, Youth, Rotary International, Media and Video, and Contact Us. The main content area is titled "District and Global Grants" and features a sub-section "District Designated Funds" with the heading "Your Generosity Doing Good in the World". The text explains that the District receives a block grant from The Rotary Foundation, which is used to fund District Grants and support international matching grants. A sidebar on the left lists various club pages, including "District and Global Grants".

admin@rotary5320.org (714) 921-1881

Rotary District 5320 Club and District Resources

Search here...

Home CLUB DISTRICT YOUTH ROTARY INTERNATIONAL MEDIA AND VIDEO CONTACT US

Club Pages

- Rotary District 5320 Foundation
- Club Administration
 - Raffles
 - Rotary Liability Insurance for Clubs and Districts
 - Running a Webinar or Online Rotary Meeting
 - Tax Information for Clubs
- Club Marketing
 - Event Marketing Strike Team and District Sponsored Events
 - Marketing Material Requests
- Club Meeting Speaker Request
- District and Global Grants
- Membership
 - DaCdb Manuals
 - MyRotary
 - Rotary Club Central

District and Global Grants

"District Designated Funds"

Your Generosity Doing Good in the World

Each year, our District receives a block grant from The Rotary Foundation. The block grant is funded by donations Rotarians, Rotary clubs and supporters of Rotary have made to the Annual Fund. The Rotary Foundation invests the contributions it receives for three years, using only the interest income to pay the administrative expenses of the Foundation. At the end of three years, every dollar donated is put into humanitarian service.

Our District receives fifty-percent (50%) of this amount as "District Designated Funds", or "DDF". Our District uses a portion of its "DDF" to make District Grants to Rotary clubs and to support international matching grants, now known as "Global Grants." District Designated Funds are also used to support the Global Grant scholar program and Vocational Training Teams.

The Rotary Foundation places the remaining 50% of contributions into the World Fund, which is used to provide funding for Global Grants and to support Foundation programs such as the World Peace Fellows scholarship.

Rotary District 5320 District Grants

District Grants are more flexible than ever before!

- District Grants can be used for local projects or projects in Mexico.
- District Grants can be used to support traditional hands-on service projects.
- Larger grants mean larger projects – **The minimum District Grant project size is \$1,000.** (\$500 from the club and \$500 from the District.) Clubs are encouraged to work together on a joint project, with a lead club submitting the grant application and final report.

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DISTRICT GRANT APPLICATION

Where can I find the form?

- Scroll down to District Grants Downloads and select “District Grant Application – Fillable”

District Grants Downloads

-  [2025-2026 DDF Allocation revised_071625](#) (326 KB)
-  [2026-27 Memorandum of Understanding MOU for Local District Grants](#) (53 KB)
-  [2026-27 Memorandum of Understanding MOU for International District and Global Grants](#) (91 KB)
-  [2025-2026 District Grants training presentation from DTA March 2025](#) (1.6 MB)
-  [2022-23 Step By Step MatchingGrants.org instructions](#) (319 KB)
-  [District Grant Application – Fillable](#) (80 KB)
-  [District Grant Final Report](#) (55 KB)
-  [District Grants – Partners Understanding](#) (42 KB)
-  [TRF Conflict of Interest Policy](#) (106 KB)



- Save the file to your computer. Open the file to fill out the application!

DISTRICT GRANT APPLICATION – Page 1



District Grant Application

Rotary Club of:

Date:

Project Name/Title:

Project Leader Name:

Phone #:

Project Leader Email:

1. Please provide a brief description of the project, and indicate the project beneficiaries (who is being served?):

For example: "The project will provide backpacks filled with school supplies for 200 students in need, and our club will host an ice-cream social for the students and the teachers."

***Correct
contact
information is
critical!***

***Be as specific
as is necessary
for the reviewer
to understand
the scope of
the project***

DISTRICT GRANT APPLICATION – Page 1 (continued)

Project must have a start and end date (Aug 1 – May 31)

2. **Indicate the project start and end dates:** *(The project may not begin prior to the district receiving approval from TRF. Reimbursements for earlier expenses are not eligible. Projects must have an end date no later than the end of the Rotary year.)*

Project start date:	
Project end date:	

3. **Project location (select one):** ___ Community ___ Mexico
(If the project is in Mexico, will there be a Rotary club from Mexico involved in the project? If so, indicate the name of the Rotary club and explain the members' involvement.)

Don't forget to complete a "Partners Understanding" form if working with another club

4. **List the project funding amounts** *(Club contribution must be equal to or greater than the amount requested from the district):*

Club contribution:	\$	
District DDF (amount requested from district):	\$	
Other participating clubs - list club name(s) and contribution amount(s) below:		
	\$	
	\$	
Grant Project - Total	\$	

DISTRICT GRANT APPLICATION – Page 2

Type “n/a” if this section does not apply to your club’s project

5. **Indicate whether there is other involvement and financial support** (If non-Rotary organizations will be involved in your club project, please describe the involvement and any financial support you are receiving for the project – for example, in-kind contributions, discounts, cash donations):

For example: “Wells Fargo is donating \$1,000 towards the purchase of backpacks.”

6. **Describe the participation of club members** (Your club members must be actively involved in this project. Please indicate how many members of your club will participate in this project and describe their activities):

For example: “Approximately 20 club members will be involved in purchasing the backpacks and school supplies, filling the backpacks with the supplies, delivering/distributing the backpacks to local schools, and serving ice cream at the social.”

Detail the activities of the project

DISTRICT GRANT APPLICATION – Page 2 (continued)

Tip: Some clubs set up a separate account to manage district grant project funds

7. **Describe how funds will be safeguarded and tracked** (If funds are to be distributed to a partner in Mexico, who will be responsible for the funds? How will transfers of funds to Mexico be handled?):

For example: “The funds will be maintained in our club’s checking account, and they will be tracked and disbursed by our treasurer in accordance with our club’s disbursement policies.”

8. **Describe how your club will use the project funds** (list the types of expenses / items to be purchased):

For example: “All the project funds will be used to purchase backpacks, school supplies, and ice-cream for a social with the students and teachers.”

This replaces the previous requirement for a separate budget!

Step Three – Submit Your Application

STARTING THE APPLICATION PROCESS

Where do I enter my club's district grant application?

- Go to matchinggrants.org/district
- Go to "Rotary Year" and ensure you select the correct Rotary year (2026-2027) in the dropdown menu
- Click "Submit Project"

Developed by District 5340
for use by the entire Rotary world

My Account | Search | Contact Us



Main List | **Submit Project** | Pledge Support | Help | About This Site | Global Grants

Welcome to the Rotary District Grants Website

Look below for a list of project. Use the search feature to find a specific project.
Click on **My Account** to login and see your own projects.

P-

Rotary Year
2026-27 ▼

#	Title	Country	Location	District	Club	Amount	Status
P-5954	Grant Administration	USA	Boise	5400	Boise	\$300	Fully Pledged

1 project, \$300 total budget

SUBMITTING A NEW PROJECT

You will see a new screen - Click "Submit a New Project"



The screenshot shows the website's header with the Rotary International logo on the left. The navigation bar includes links for "My Account", "Search", and "Contact Us". Below the navigation bar is a banner with the text "Rotary District Grants" and several small images showing community projects. A secondary navigation bar contains links for "Main List", "Submit Project", "Pledge Support", "Help", "About This Site", and "Global Grants". The main content area is titled "Submit a Project" and contains the following text:

Please read carefully before submitting a project.

Projects on this website are usually submitted by a Rotarian from the project primary club.

You can submit a new project to be published on this website. You should do so if you want to go through your district approval process. Your project will be included in the **Main List** and anybody can review the project description. You will be notified by email when your project has moved to the next level in the approval process, or when you are requested to do something.

When submitting a new project, make sure you include a complete description. Only projects with a detailed description will be accepted on this site. Give us an email address that you check very often, as this is the only way you will be notified when changes are made to your project. You can submit pictures and other supporting documents to describe your project.

Before you begin, please be familiar with the **Terms and Conditions for Rotary Foundation District Grants and Global Grants**.

>> Submit a New Project <<



SUBMITTING A NEW PROJECT

You will see a new screen – Fill in each section requiring information

Developed by District 5340
for use by the entire Rotary world

My Account | Search | Contact Us

Rotary International

Rotary District Grants

Main List | Submit Project | Pledge Support | Help | About This Site | Global Grants

Cancel Reset Save

Your Information

This must be **YOUR name and YOUR email address** if you are not the primary contact for this project, otherwise you will not be granted access to the project administration

Your Name Your Email

Submit a New Project

Project Title Rotary Year

Country Location

Areas of Focus (Check all that apply, if any)

<input type="checkbox"/> Peacebuilding and conflict prevention	<input type="checkbox"/> Disease prevention and treatment
<input type="checkbox"/> Water, sanitation and hygiene	<input type="checkbox"/> Maternal and child health
<input checked="" type="checkbox"/> Basic education and literacy	<input type="checkbox"/> Community economic development
<input type="checkbox"/> The environment	

Activity Type

Project Summary: Short sentence to explain the project. This project description should provide information about what activity is being funded, who is benefitting from the activity, and the name of the location of the project or activity, including the city or country. For example, "Five computers provided to schools for children in Addis Ababa, Ethiopia."

Select
"2026-
2027"

SUBMITTING A NEW PROJECT

Continue filling in information on this screen and click "save" when done

Just type
"see
attached
application"

Project Description: You should include what needs have been identified, how the project will meet those needs, and the timeline for your project. Please specify what the project funds will be used for and how club members will be involved.

See attached application

Project Contact Person

District Number

Rotary Club of

Contact Name

Email

Project Budget

Total Budget

Club Contribution

District Contribution (DDF)

Payment Information

This is the information to provide to your District Leadership to send the check payment after the project is approved.

Contact Phone Number

Make checks payable to

Address

City

State

Zip

Check this box to certify that this project fits within the guidelines of the Rotary Foundation Mission Statement:
The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Cancel

Reset

Save

Club
contribution
must at least
match DDF



UPLOADING YOUR APPLICATION

This new screen will appear; click "administration" button

Main List | Submit Project | Pledge Support | Help | About This Site | Global Grants

P-2023 **Backpacks for Students** Administration

Description Financing Documents Photos History Logs

Project Description

Country: USA Location: Anaheim Hills Total Budget: \$3,000
Area of Focus: Basic education and literacy
Activity Type: Education: General
Summary: 100 backpacks provided to elementary students from low-income families in Rotaryville

See attached application

Project Contact Person

District: 5320 Rotary Club of: Anaheim Hills
Primary Contact: Rita Rotary Email: ritarotary@...com

Project Status

Awaiting Review
This project is "**Proposed**". This project needs to be reviewed by the website administrator to validate its content.
Need to raise: -
Project listed for the 2018-19 Rotary Year.

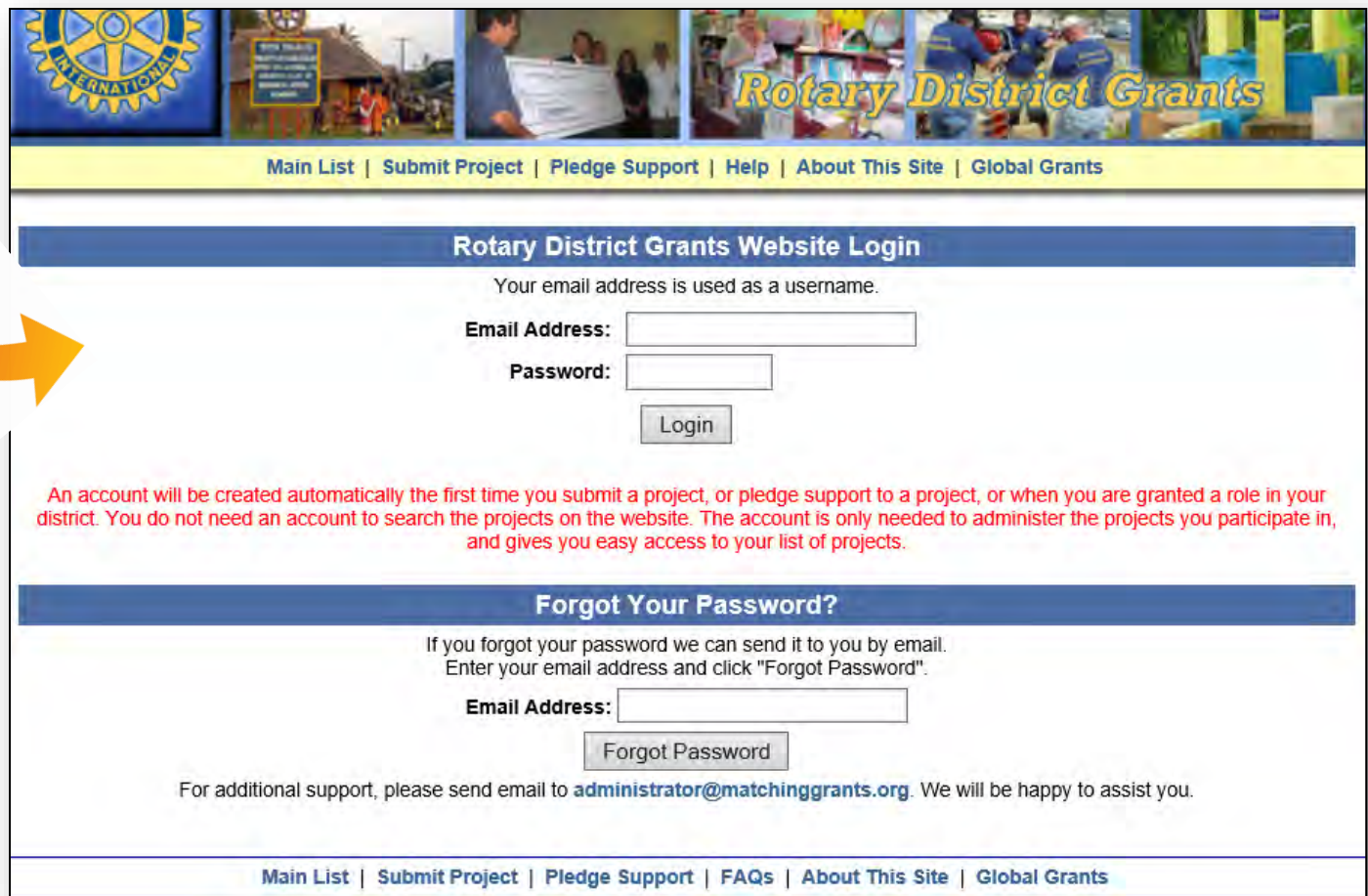
Main List | Submit Project | Pledge Support | FAQs | About This Site | Global Grants

Click
"Administration"
to
continue

UPLOADING YOUR APPLICATION

This new screen will appear

- Enter your email address and password; if you are a new user, your password will have been sent to you via email when you started the project



[Main List](#) | [Submit Project](#) | [Pledge Support](#) | [Help](#) | [About This Site](#) | [Global Grants](#)

Rotary District Grants Website Login

Your email address is used as a username.

Email Address:

Password:

An account will be created automatically the first time you submit a project, or pledge support to a project, or when you are granted a role in your district. You do not need an account to search the projects on the website. The account is only needed to administer the projects you participate in, and gives you easy access to your list of projects.

Forgot Your Password?

If you forgot your password we can send it to you by email.
Enter your email address and click "Forgot Password".

Email Address:

For additional support, please send email to administrator@matchinggrants.org. We will be happy to assist you.

[Main List](#) | [Submit Project](#) | [Pledge Support](#) | [FAQs](#) | [About This Site](#) | [Global Grants](#)

UPLOADING YOUR APPLICATION

On the page that opens, navigate to the “documents” tab to see this screen

- Type a name for your file (“Grant Application”) and upload the file from your computer

The screenshot shows the Rotary District Grants website interface. At the top, there is a navigation bar with links: Main List | Submit Project | Pledge Support | Help | About This Site | Global Grants. Below this, the project title "P-2023 Backpacks for Students" is displayed, along with a "Back to Project" button. A tabbed interface is visible with tabs for Description, Financing, Documents, Photos, and History Logs. The "Documents" tab is active, showing a section titled "Upload Project Documents".

Documents to upload on this site must be in PDF format. You can generate PDF documents using the paid version of Adobe Acrobat. [Click here](#) to find out more about PDF documents. If you do not have the paid version of Adobe Acrobat and do not want to purchase it, there are some free utilities to generate PDF documents. [Click here](#) to download one of these utilities.

Select the PDF File to upload by clicking the "Browse" button, enter a document name, and click "Upload". **This must be a PDF document.**

Name:

Restricted Access

Restricted documents can only be accessed by the project partners. **Make a document restricted if it contains sensitive information.**

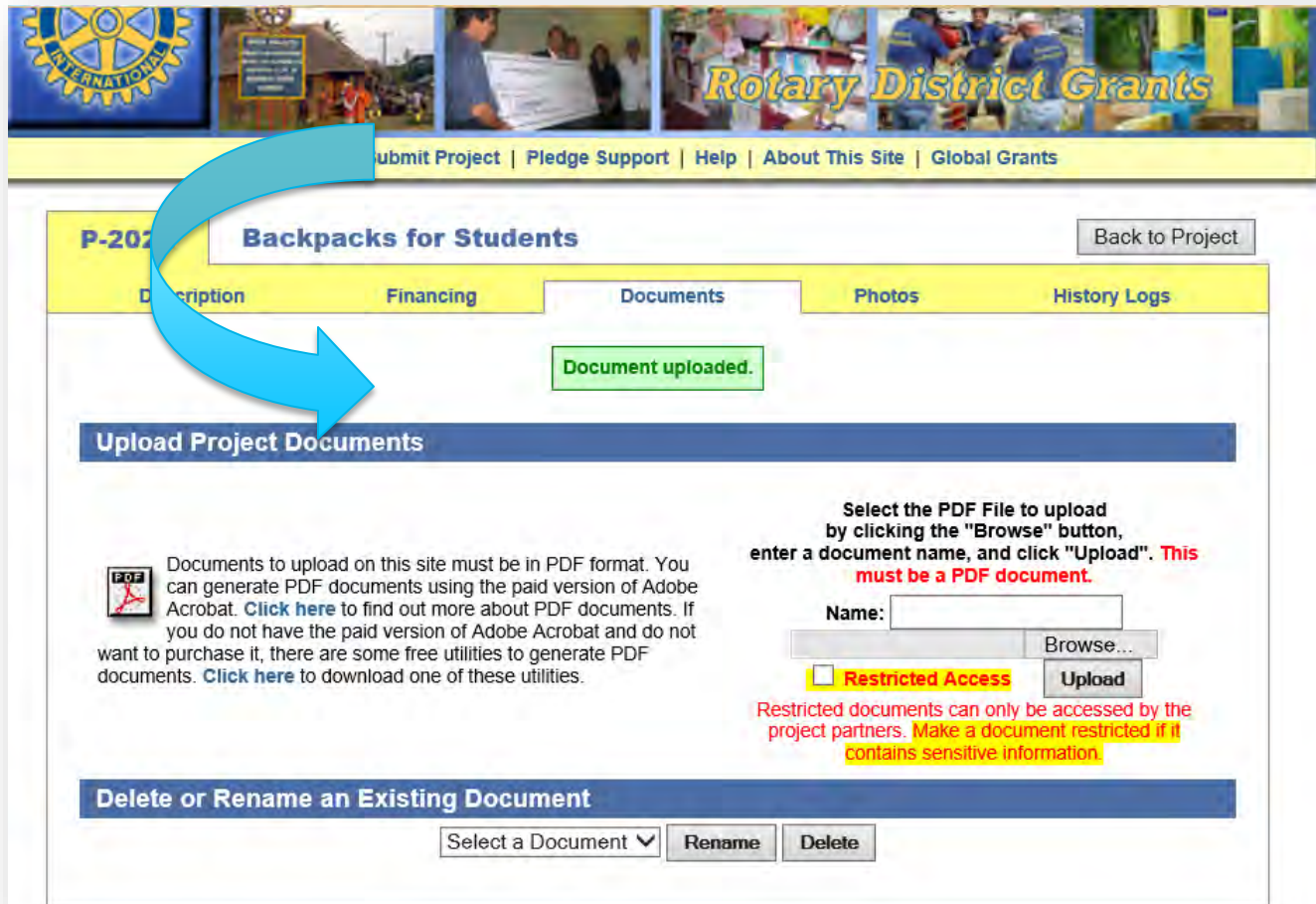
A large blue arrow points from the "Documents" tab to the "Upload Project Documents" section. A yellow arrow points from a yellow callout box on the right to the "Upload" button.

Remember!
Uploads
must be in
pdf format

UPLOADING YOUR APPLICATION

Look for the upload confirmation

- The “Document uploaded” message will appear



The screenshot displays the Rotary District Grants application interface. At the top, there is a navigation bar with links: "Submit Project", "Pledge Support", "Help", "About This Site", and "Global Grants". Below this, the project title "P-202 Backpacks for Students" is shown, along with a "Back to Project" button. A navigation menu includes "Description", "Financing", "Documents", "Photos", and "History Logs". A green box with the text "Document uploaded." is prominently displayed in the center. Below this, a section titled "Upload Project Documents" provides instructions: "Documents to upload on this site must be in PDF format. You can generate PDF documents using the paid version of Adobe Acrobat. Click here to find out more about PDF documents. If you do not have the paid version of Adobe Acrobat and do not want to purchase it, there are some free utilities to generate PDF documents. Click here to download one of these utilities." To the right, there is a form for uploading a PDF file, including a "Name:" field, a "Browse..." button, a "Restricted Access" checkbox, and an "Upload" button. A red warning message states: "Restricted documents can only be accessed by the project partners. Make a document restricted if it contains sensitive information." At the bottom, a section titled "Delete or Rename an Existing Document" includes a dropdown menu labeled "Select a Document" and "Rename" and "Delete" buttons. A large blue arrow points from the "Documents" tab to the "Document uploaded." message.

Step Four – Obtain Electronic Signatures

TWO ELECTRONIC SIGNATURES REPRESENTING YOUR CLUB ARE REQUIRED

Navigate to the "History Logs" page

- Add a name and email address (club president is a good idea) so that there are at least two individuals from your club

Here, you should see your name & email address, along with those of the district grants committee members

Description **Financing** **Documents** **Photos** **History Logs**

History Log / Email Communication

History log entries are added in the "History Logs" tab of the project page. They cannot be changed after submission. A notification email is sent to all parties to notify them of the new entry.

Date: 10 Mar 2018

Text of the history log entry to add on the web page:
Please, only submit history log entries for significant information about the project status, this is not a field for comments. (800 characters left)

To: There should be at least two names from your club here!

Text to add to the notification email (will not be added to the web page):

Save History Log/Send Email

Add People to the Distribution List / Give Administrative Access

All notification email for History Log entries and Email Communications are sent to the **distribution list in green above**. If you wish to add a new contact person for this project please enter the name and email address below and click on "Add". This new contact person will have full access to this project administration pages unless you uncheck the box below:

Name: RobbyRotary Email: (obbyrotary@...com) Add

Administrative Access Email Distribution List

Administrative Access allows the user to make changes to the project, upload documents and photos, and enter history log entries. Email Distribution List allows the user to view restricted documents, and to receive the notification emails for the project.

START THE ELECTRONIC SIGNATURE PROCESS

Click the “Administration” tab to return to this page

- Then click “Start Club Signature Process”



The screenshot displays the Rotary District Grants website interface. At the top, there is a banner with the text "Rotary District Grants" and a navigation menu with links: "Main List", "Submit Project", "Pledge Support", "Help", "About This Site", and "Global Grants". Below the banner, the page title is "P-2023 Backpacks for Students" with a "Back to Project" button. A navigation bar contains tabs for "Description", "Financing", "Documents", "Photos", and "History Logs". The "Description" tab is active. Under "Update Project Information", there is an "Edit Project Page" button. Under "Project Status Information", the text states: "Your project is **Fully Pledged**. This means the amount of the pledges is equal to the total budget of the project. Please review the project description, and the supporting documents to make sure your project is well defined. Then you can start the club signature process by clicking the button below. This will collect digital signatures from the club for submission to the district leadership. You will not be able to make changes to the project description and financing after starting this process." Below this text is a "Start Club Signature Process" button, which is highlighted with a large blue arrow pointing to it from the right side of the page.

START THE ELECTRONIC SIGNATURE PROCESS

A new screen will appear

- Click “Send Application for Signature”
- The individual(s) you designated will then receive an email with instructions for approving the project via electronic signature

Start the Club Signature Process - Project P-2023

After you start the club signature process you will no longer be able to change the project description and financing information. Please make sure this information is updated before you submit this form.

Supporting Documents

Please select the documents you would like to attach to the signed application. You will not be able to delete/update these documents after this form is submitted.

Document Name	Date	Restricted
<input type="checkbox"/> Grant Application	5-Mar-18	N

Club Signatories

Please select the people who need to electronically sign this application. These people will receive an email with a custom signature code to enter on this website to certify that they have reviewed and approved the application. Since the signature code is sent by email, please make sure the selected email addresses are current and valid.

Please check with your district leadership to find out who should sign this application at this stage of the process.

Name	Email	Role
<input checked="" type="checkbox"/>		Here, you should see the names and email addresses for you, your other club representative, and district grant committee members. There should be a check mark next to your and your other club representative's name. Do not place check marks next to the other names!
<input type="checkbox"/>		
<input type="checkbox"/>		

If somebody who needs to sign this application is not on this list, go to the History Logs tab of the administration page and add them to the distribution list (second section of the page). Then go back to this page to start the club signature process again.

Main List | Submit Project | Pledge Support | FAQs | About This Site | Global Grants

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Note: do not check District staff

Step Five – District Approval of Project

DISTRICT GRANTS COMMITTEE REVIEW PROCESS

When do we get our funds for the project?

- The District Grants Committee will review your application for completeness, accuracy, etc.
- They will ensure that your club has met the four requirements (payment of dues, completion of most recent district grant reporting, attendance at District Grants Management Seminar, and submission of signed MOU)
- The District Grants Chair will submit a summary of the project applications to TRF for approval
- Once your application has been approved, you will receive a message from the “Rotary District Grants Website” that your project is approved, and you can begin your project
- The grant check will be issued after the four requirements have been met, typically in August

IMPORTANT DATES

Mark your calendar for these important dates

- March 15: Progress reports due for 2025-26 projects (Final Report if completed)
- May 15: 2026-27 project applications due (dated between Aug 1 and May 31)
- June 15: Final date to submit remaining Final Reports for 2025-26 projects
- Late July: Anticipated TRF and District approval of applications
- Late August: Anticipated distribution of DDF checks





FINAL REPORTING

District 5320

DISTRICT GRANT FINAL REPORT

Where can I find the form?

- Go to: <https://resources.rotary5320.org/rotary-foundation>

The screenshot shows the website for Rotary District 5320. The header includes the Rotary logo, the text 'District 5320 Club and District Resources', and a search bar. A navigation menu contains links for Home, Club, District, Youth, Rotary International, Media and Video, and Contact Us. The main content area is titled 'District and Global Grants' and features a sub-section 'District Designated Funds' with the heading 'Your Generosity Doing Good in the World'. The text explains that the District receives a block grant from The Rotary Foundation, which is used for administrative expenses and humanitarian service. It also mentions that 50% of the grant is used for 'District Designated Funds' (DDF) to support District Grants and Global Grants. A sidebar on the left lists various club pages, including Club Administration, Club Marketing, and District and Global Grants. The bottom of the page features the Rotary logo and the text 'District Grants are more flexible than ever before!' followed by a list of bullet points.

admin@rotary5320.org (714) 921-1881

Rotary District 5320 Club and District Resources

Search here...

Home CLUB DISTRICT YOUTH ROTARY INTERNATIONAL MEDIA AND VIDEO CONTACT US

Club Pages

- Club Administration
 - Insurance
 - Raffles
 - Running a Webinar or Online Rotary Meeting
 - Tax Information for Clubs
- Club Marketing
 - Event Marketing Strike Team and District Sponsored Events
 - Marketing Material Requests
- Club Meeting Speaker Request
- District and Global Grants**
- Fundraising Ideas
 - 5K Run/Walk
 - Auctions
 - Bachelor or Bachelorette Auction
 - Battle of the Bands
 - BBQ Contest
 - Bingo

District and Global Grants

"District Designated Funds"

Your Generosity Doing Good in the World

Each year, our District receives a block grant from The Rotary Foundation. The block grant is funded by donations Rotarians, Rotary clubs and supporters of Rotary have made to the Annual Fund. The Rotary Foundation invests the contributions it receives for three years, using only the interest income to pay the administrative expenses of the Foundation. At the end of three years, every dollar donated is put into humanitarian service.

Our District receives fifty-percent (50%) of this amount as "District Designated Funds", or "DDF". Our District uses a portion of its "DDF" to make District Grants to Rotary clubs and to support international matching grants, now known as "Global Grants." District Designated Funds are also used to support the Global Grant scholar program and Vocational Training Teams.

The Rotary Foundation places the remaining 50% of contributions into the World Fund, which is used to provided funding for Global Grants and to support Foundation programs such as the World Peace Fellows scholarship.

Rotary District 5320

District Grants

District Grants are more flexible than ever before!










- District Grants can be used for local projects or projects in Mexico.
- District Grants can be used to support traditional hands-on service projects.
- Larger grants mean larger projects - **The minimum District Grant project size is \$1,000.** (\$500 from the club and \$500 from the District.) Clubs are encouraged to work together on a joint project, with a lead club submitting the grant application and final report.

DISTRICT GRANT FINAL REPORT

Where can I find the form?

- Scroll down to select “District Grant Final Report”
- Save the file to your computer. Open the file to fill out the final report!

District Grants Downloads


-  [2025-2026 DDF Allocation revised_071625](#) (326 KB)
-  [2026-27 Memorandum of Understanding MOU for Local District Grants](#) (53 KB)
-  [2026-27 Memorandum of Understanding MOU for International District and Global Grants](#) (91 KB)
-  [2025-2026 District Grants training presentation from DTA March 2025](#) (1.6 MB)
-  [2022-23 Step By Step MatchingGrants.org instructions](#) (319 KB)
-  [District Grant Application – Fillable](#) (80 KB)
-  [District Grant Final Report](#) (55 KB)
-  [District Grants – Partners Understanding](#) (42 KB)
-  [TRF Conflict of Interest Policy](#) (106 KB)



DISTRICT GRANT FINAL REPORT

**At least a
Progress
Report must
be filed by
March 15**

**Please
answer
questions in
detail!**

Rotary 
District 5320 District 5320 Rotary Foundation Committee

District Grant Report

Rotary Club: Anaheim Hills

Project Title: Backpacks Project

Progress Report Final Report

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?
Our club members distributed 100 backpacks filled with school supplies to elementary school students from low-income families in Rotaryville
2. How many Rotarians participated in the project?
Our entire club participated in the project
3. What did they do? Please give at least two examples.
Our club members purchased school supplies, filled the backpacks, and delivered the backpacks to the elementary schools.
4. How many non-Rotarians benefited from this project?
100 students benefited from the project
5. What are the expected long-term community impacts of the project?
Providing the students with necessary school supplies that they otherwise could not have purchased helps to encourage students to attend school, complete their studies, and develop a passion for education
6. If a cooperating organization was involved, what was its role? N/A

DISTRICT GRANT FINAL REPORT (continued)

Financial Report – Be sure that Income equals Expenditures!

7. Income	Amount
1. District Grant funds approved by the District	1,500
2. Club contribution	1,525
3. Other funding (specify)	
Total Project Income	3,025

8. Expenditures - please be specific and add lines as needed - receipts must be attached	
1. Target – Pencils, pens, binders, notebooks	1,425
2. Walmart - Backpacks	1,600
3.	
4.	
5.	
6.	
Total Project Expenditures	3,025

9. By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the district. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.



Certifying Signature

Rita Rotary

Date: 3/31/18

Print name, Rotary title, and club

Vocational Director, Anaheim Hills Rotary Club



Sign your report and don't forget to save a copy of your completed form in pdf. format

List each receipt on a separate line item. If you would like to group some expenses into a line item, prepare a sheet which shows how you added up the items!

ASSEMBLE YOUR RECEIPTS



Scan your receipts into one pdf. file

- Ensure that the receipt details are visible, and do not fold over portions of receipt
- Must show document of payment
- **NO PICTURES OF CHECKS!**
- **MUST BE RECEIPT NOT INVOICE!**
- For receipts reported in Mexican pesos, please prepare a separate sheet with explanations of the items and the currency conversion to USD
- If a check was written to an organization to purchase supplies, the list of supplies and costs must be provided with a receipt
- If there are a lot of receipts please provide a summary listing each one in order



SUBMITTING YOUR FINAL REPORT AND RECEIPTS

Final reports due 30 days after project completion. Progress reports due March 15. Last date for Final reports is June 15.

- Go to matchinggrants.org, find your project, and navigate to the “administration” tab
- Click the “documents” tab to see the screen below:

Main List | Submit Project | Pledge Support | Help | About This Site | Global Grants

P-1699 **STEP** Back to Project

Description Financing **Documents** Photos History Logs

Upload Project Documents

Documents can be uploaded in PDF format. You can generate PDF documents using Adobe Acrobat. [Click here](#) to find out more about PDF documents. If you do not have the paid version of Adobe Acrobat and do not want to purchase it, there are some free utilities to generate PDF documents. [Click here](#) to download one of these utilities.

Select the PDF File to upload by clicking the "Browse" button, enter a document name, and click "Upload". **This must be a PDF document.**

Name: Browse... Upload

Restricted Access

Restricted documents can only be accessed by the project partners. **Make a document restricted if it contains sensitive information.**

Delete or Rename an Existing Document

Select a Document

SUBMITTING YOUR FINAL REPORT AND RECEIPTS

NOTE FOR 2025-26 REPORTS:

- You will be reporting on the DDF that is in the **“Note to File”** on the project’s Documents tab, as the numbers were adjusted after they were entered into matchinggrants.org

Developed by District 5340
for use by the entire Rotary world

My Account | Search | Contact Us

Rotary
District Grants Website

Main List | Submit Project | Pledge Support | Help | About This Site | Global Grants

P-5714 Ryla Administration

Description Financing Documents Photos History Logs

Project Supporting Documents

Alphabetical with icons

[5-Sep-25]
Note to File DDF
adjustment

[10-Jun-25]
RYLA District 2025 2026

SUBMITTING YOUR FINAL REPORT AND RECEIPTS

NOTE FOR 2025-26 REPORTS:

- You will be reporting on the DDF that is in the “Note to File” on the project’s Documents tab, as the numbers were adjusted after they were entered into matchinggrants.org

NOTE TO FILE – DDF ADJUSTMENT FOR DISTRICT 5320 2025-26 DISTRICT GRANTS

Date: September 2, 2025

Club Name: Irvine

Project #: P-5714

Project Title: RYLA

On July 18, 2025, District Governor Craig Livingston and District Foundation Chair Cisca Stelhorn provided an updated DDF list based on the funding available from The Rotary Foundation, which differed from the District’s original estimate.

To manage this, rather than asking each club to resubmit their project, it was determined that the District Grants Chair (Gillian Bradshaw) (with input from each club) would upload a Note to File on the Documents tab for each project, providing the new DDF, club contribution, and total project cost.

For Irvine, the updated DDF (total for all projects) is \$7,000. The club adjusted their funding for this project as follows:

DDF: \$1,500

Club Contribution: \$1,500

Total Project Cost: \$3,000

The club funds can be higher but must at least match the DDF


SUBMITTING YOUR FINAL REPORT AND RECEIPTS

Upload each document (report, scanned receipts, any other supporting document)

- Documents need to be in pdf. format; the website will not accept Word, Excel, or any other document form

Description **Financing** **Documents** **Photos** **History Logs**

Upload Project Documents

 Documents to upload on this site must be in PDF format. You can generate PDF documents using the paid version of Adobe Acrobat. [Click here](#) to find out more about PDF documents. If you do not have the paid version of Adobe Acrobat and do not want to purchase it, there are some free utilities to generate PDF documents. [Click here](#) to download one of these utilities.

Select the PDF File to upload by clicking the "Browse" button, enter a document name, and click "Upload". **This must be a PDF document.**

Name:

Restricted Access

Restricted documents can only be accessed by the project partners. **Make a document restricted if it contains sensitive information.**

Delete or Rename an Existing Document

Select a Document

READY FOR REVIEW?

Once you are satisfied that you have uploaded all your final project documents, navigate to the “description” tab, and click “Reported”

- The District Grant Committee will then review your documents and advise if anything else is required



The screenshot shows a web interface with a yellow navigation bar at the top containing tabs for 'Description', 'Financing', 'Documents', 'Photos', and 'History Logs'. A blue arrow points to the 'Description' tab. Below the navigation bar is a blue header for 'Update Project Information' with a button 'Edit Project Page'. Underneath is a section titled 'Project Status Information' with a paragraph of text. Below that is a table with three columns: 'Signatory', 'Email', and 'Sign Date'. At the bottom, there is a 'Project Contact' section with a 'Reported' button. A blue arrow points to the 'Reported' button.

Signatory	Email	Sign Date
Darren Chu	dhotsmiles@aol.com	Signed on 5-Jun-17
Jonelle Strickland	jonellestrickland@hotmail.com	Signed on 6-Jun-17

Project Contact: Click the "Reported" button to change the status to "reported" *Please make sure you upload the report and all receipts on this website documents after you click the button provided.*

>>> [Click here to download a blank report form.](#)



QUALIFICATION AND STEWARDSHIP

QUALIFICATION REQUIREMENTS

- (Any) two club members have attended a District Grants Grant Management Seminar
 - For projects in Mexico, (any) two club members must also participate in Global Grant training:
 - Online: learn.rotary.org/members/learn/learning-plans/101/grant-management-seminar
 - Recertification online: [Grant Management Recertification 2025-26](#)
- Submit signed (Local/District) Memorandum of Understanding (MOU) (2026-27 President and Project Chair)
 - Email to gillian_bradshaw@yahoo.com
 - Projects in Mexico require a TRF (International District/Global) MOU (signed by 2026-27 and 2027-28 Presidents)

TERMS OF QUALIFICATION

- Valid for one year
- Club responsible for grant funds
- Disclose conflicts of interest
- Cooperate with all audits
- Use grant funds properly
- Implement the MOU(s)

MAINTAINING QUALIFICATION

- Follow terms of MOU(s)
- Appoint a club member or committee to manage club qualification
- Fully implement stewardship practices to prevent misuse of funds

CONTACTS 2024-2025

District Rotary Foundation Committee Chair

Cisca Stellhorn

ciscarotary@gmail.com

District Foundation Stewardship Chair

Stacey Giannoulis

rotarystacey@gmail.com

District Grants Chair

Gillian Bradshaw

gillian_bradshaw@yahoo.com

District International Service Chair

Harish Murthy

harish@irvinerotary.org

District Governor

Monica Peters

rotarymonicapeters@gmail.com



THANK YOU!