5610/CAP (Community Assistance Program) Grant Checklist
Rotary Year 2021-22

Initial each item and return with your application.

☒ The First Contact on this grant is the grant writer, who attended the Club Grant Training.

☒ The Club has submitted a signed Club Memorandum of Understanding (MOU) for the current year.

☒ The Club is in good standing with the IRS and has submitted a current IRS Form 990 receipt to prove their non-profit service club status.

☒ This project is a new effort for our club—it is not a project that we have done previously, either with CAP Grant or 5610 Grant funding or as an ongoing club-sponsored project.

☐ CAP Grants only: The club is matching (50%) the entire amount being requested, up to $1000. The project may be larger than $2000 (the grant plus the club's funding), but the maximum grant award is $1000.

☒ This project is totally or at least primarily sponsored by the Rotary Club—we are not simply funding the project of another organization. No funds will be paid directly to another charitable organization.

☒ No funds will be utilized to support travel expenses, salaries, administrative or other overhead costs, or the operational costs of another organization.

☒ Work on the project will not begin until the grant is approved by the District and the Club has received the grant award (check is in the bank).

☒ The project will be completed in its entirety within 24 months of grant award. Reports will be provided to the District when required. (see the Grant Report for details).

☒ The lead/sponsor club agrees to adhere to all stewardship requirements set forth in the Club Memorandum of Understanding.

☒ The lead/sponsor club will publicly identify the project as Rotary sponsored.

☒ No funds from this grant will be used to directly benefit a Rotarian or any Rotary employee, including those employed by a club, district, Rotary International, or any other Rotary entity.

☒ No funds from this grant will be used to directly benefit a relative, including spouses and in-laws, of any Rotarian or Rotary employee as defined above.

Questions? Contact:

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