

## **DISTRICT GRANTS ADMINISTRATOR**

**ROLE:** To facilitate, inform and manage the process for District Grants within the district. Involvement as liaison between the Clubs in the District, the Stewardship Committee, TRF, as well as the other members on the grants team.

### **RESPONSIBILITIES:**

- Attend and be involved in District Foundation training sessions
- Routinely communicate with necessary club members, as well as, Club Presidents and Club President-Elects to ensure their involvement
- Notify necessary club members in advance of various deadlines to improve compliance
  - Checks have been mailed
  - Final Report deadline
  - Application deadline
  - Application approvals or denials
- Collect District Grant applications
- Scan to PDF and mail completed applications to Stewardship committee after grants approved
- Open District Grant application on RI website and lead the process through approval
- Collect District Grant final reports
- Scan to PDF and mail completed final reports to Stewardship committee according to deadline
- Close District Grant application on RI website and lead the process through closure
- Maintain spreadsheet of applications with pertinent information needed for a myriad of parties
- Communicate, communicate, communicate! Since the deadlines do not follow the 'normal' Rotary year, many at the club level can be confused by the process.
- Work on other District activities as requested by the District Governor.

### **QUALIFICATIONS:**

Must be an active member in good standing with your Rotary Club for at least 3 years. Required usage of email, scanning to PDF and Excel. Inventive at email generation is a plus.

**TERM OF OFFICE:** 3 years- at the discretion of the standing District Governor