



## FALL 2019 CLUB MEMBERSHIP MINI-GRANT OVERVIEW

The purpose of this mini-grant is to encourage the Rotary clubs of District 7930 to develop their orientation process, work on club development, host a "Friendraiser" event to attract new members or to provide support for new members to pursue their Rotary passions.

## GUIDELINES

- The grant is a reimbursement matching grant – 50% of expenses  
Individual clubs may apply for up to \$200 match maximum. One or more clubs partnering may apply for a combined \$300 match maximum.
- All promotions, materials, and messaging used should meet the Rotary International Branding Standards. A member of the Public Image Committee will assist you if needed.
- Alcohol is disqualified from district matching fund reimbursement eligibility.
- All receipts and invoices must show evidence of payment by the December 30, 2019 deadline.
- When required, the district will send a wrap-up report to be completed by the December 30, 2019 deadline. All documents, receipts and invoices should be submitted together. Electronic submission to [rotary7930membership@yahoo.com](mailto:rotary7930membership@yahoo.com) is preferred.

## TIMELINE

October 15, 2019 - grants submission deadline

October 20, 2019 - notice of acceptance or denial

December 30, 2019 – all projects and/or events must be completed. Receipts and a photo are submitted to the Membership Committee for reimbursement

\*Because Clubs expected this Mini-Grant to be available earlier, we will consider grants that Clubs worked on from September 1 forward.

## INSTRUCTIONS FOR APPLICANTS

Please complete the following application. Submit the application to the Membership Committee along with a sample of your proposed materials (if required) to:

**Rotary District 7930 Membership \* c/o Terry Curran, 30 Hayes Road, Roslindale, MA 02131.**

Electronic applications are preferred. Please email PDF to [rotary7930membership@yahoo.com](mailto:rotary7930membership@yahoo.com).

## CHECKLIST (FOR CLUB USE ONLY)

\_\_\_ The primary and my partnering (if applicable) club's Board of Directors know we are applying for this mini-grant and that the club(s) must match each dollar requested.

\_\_\_ The primary club's Treasurer understands this is a reimbursement matching grant and must submit a copy of the project's receipt(s) no later than December 30, 2019. \_\_\_ We have read the requirements and understand the timeline.

\_\_\_ I have submitted the application to the Membership Committee.

\_\_\_ I have submitted the required documents for reimbursement by December 30, 2019.

**QUESTIONS?** Contact Terry Curran, Membership Co-Chair at 617-501-3521 or Peter Majane, Membership Co-Chair at 781-443-5148 or email to rotary7930membership@yahoo.com



## Rotary District 7930 Membership Mini-Grant Fall 2019 Application

Please type or print clearly.

<b>REQUIRED FOR ALL APPLICATIONS</b>		
Primary Rotary Club Name	Partnering Rotary Club Name (if applicable)	
Primary Contact	Primary Phone	Primary Email
<p>Application Category (selecting more than one category does not increase the potential award reimbursement). Complete the appropriate section below.</p> <p style="text-align: center;"> <input type="checkbox"/> Orientation Development    <input type="checkbox"/> Club Development  <input type="checkbox"/> Friendraiser                      <input type="checkbox"/> New Member Engagement Project         </p>		
Total Project Cost  \$ _____	Match Amount Requested (limit \$200 per club or \$300 for clubs that partner)  \$ _____	

<b>FOR ORIENTATION DEVELOPMENT APPLICATIONS ONLY</b>
<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>* Your orientation program must be held annually at a minimum based on the Rotary fiscal year.</li> <li>* There can be no additional cost to the new member to attend a club orientation event.</li> <li>* All printed and digital materials must meet Rotary Master Branding standards. A design sample must be submitted with this application for all printed or digital materials and requires prior approval. * If hosting a new member orientation event, on a separate sheet of paper, briefly describe your plan for your new member orientation. If you are hosting an event, include the date of your event, time, venue, and approximately how many new members and veteran members will be invited. Detail how funds will be spent (on food, invitations, etc.).</li> <li>* A wrap-up report provided by the district is required for all training and event grants.</li> </ul>

We are applying for funds to:

- Host a new member orientation
- Print new member orientation materials
- Other: \_\_\_\_\_

## FOR CLUB DEVELOPMENT APPLICATIONS ONLY

### Requirements

- \* All printed and digital materials should meet Rotary Master Branding standards. A design sample must be submitted with this application for all printed or digital materials and requires prior approval. \* If applying for training to improve mentoring capabilities, please detail the plan on a separate sheet. \* If hiring any consultant, the consultant's resume and qualifications must be documented on a separate sheet of paper.
- \* If hosting a District Club Visioning, clubs must ensure a minimum of 50% attendance at the visioning to qualify for reimbursement.
- \* A wrap-up report provided by the district is required for all training and event grants.

We are applying for funds to:

- Provide training to existing club members to improve our mentoring capabilities
- Hire a consultant to provide a mentor development plan
- Fund a District-hosted Club Visioning
- Fund a Diversity and Inclusion development consultant
- Other: \_\_\_\_\_

## FOR NEW MEMBER ENGAGEMENT PROJECTS ONLY

### Requirements/Guidelines

- \* At least 1 new member must be the Project Chair and at least 1 other member must participate.
- \* New members are considered anyone that has joined your club since July 1, 2018.
- \* Funds may not be donated to another organization or charity.
- \* All printed and digital materials should meet Rotary Master Branding standards. A design sample must be submitted with this application for all printed or digital materials and requires prior approval.
- \* Projects that can be completed during a meeting are encouraged, but it is not required.
- \* Submit a photo of the project in action to the Membership Committee with the wrap-up report.
- \* A wrap-up report provided by the district is required for all training and event grants.

Briefly describe what the mini-grant will be used for. Include information such as your reach, quantity and target. What is the goal of the project? Is it measurable (if applicable)?

Who or what organization is the beneficiary of your project?

How will you announce your project publically?

Which new members will be participating in your project?

**FOR FRIENDRAISER EVENT APPLICATIONS ONLY**

**Requirements**  
 \* A Friendraiser event should include an explicit invitation to join Rotary.  
 \* A minimum of 5 prospective members should attend the event to qualify for reimbursement. \*  
 The host club(s) agrees to refer prospective members to another club via the District Membership Committee if the prospective member is not a good match for the host club(s).  
 \* Submit a photo of the project in action to the Membership Committee with the wrap-up report.  
 \* A wrap-up report provided by the district is required for all training and event grants.

Event Date/Time	Back Up Event Date/Time	Event Venue
Approximate Number of Members Attending	Approximate Number of Non-Members Attending	How are you inviting attendees (e-mail, mail, etc.)?

On separate sheet, briefly describe the plan for the event (speakers, food, beverages, displays, how you will engage the non-Rotarians in attendance, how will you introduce membership options, etc.). Please keep your proposal to one page. You may include any promotional materials if they are ready.

Select one or more categories your grant will be used for:

food/refreshments at the event       advertising of the event       venue costs  
 event speaker       other (specify) \_\_\_\_\_

How will you identify non-Rotarians to invite?(select all that apply) <input type="checkbox"/> alumni list <input type="checkbox"/> networking /professional group <input type="checkbox"/> past event participants <input type="checkbox"/> Rotarians' personal contacts <input type="checkbox"/> purchased contact list <input type="checkbox"/> other (specify) _____	How will you follow up with prospective members (required)? (select all that apply) <input type="checkbox"/> invite to club meeting <input type="checkbox"/> invite to secondary event <input type="checkbox"/> adding to e-bulletin list <input type="checkbox"/> personal phone call <input type="checkbox"/> thank you note <input type="checkbox"/> other (specify) _____ _____ _____
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Will you be offering an alternative form of membership? (if yes, specify)  
 Service Member     Corporate Member     Non-Profit Member     Satellite Club Member

By signing below, I acknowledge that my Rotary Club, if awarded, will receive the mini-grant as a reimbursement after I submit the project's required financial documents and report (if required) to the Membership Committee by **December 30, 2019**.

\_\_\_\_\_  
Primary Club President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Partnering Club President's Signature  
(if applicable)

\_\_\_\_\_  
Date