**Rotary District 5910 Disaster Relief Foundation Fund**

The Rotary District 5910 Disaster Relief Foundation Fund was established to assist the individuals and communities impacted by Hurricane Harvey.

The 5910 DRFF is restricted to Rotary Clubs (with our without 501(c)3 status) and non-profit organizations that apply for funds through their local Rotary Club and show 501(c)3 status or other tax exempt purpose. The funds in this account can only be released by agreement of the 5910 DRFF Approval Committee, which includes Hugh Summers, District 5910 Disaster Chairman, Dana Timaeus, 5910 DRFF Co-Chairman, and Amy Killgore, 5910 DRFF Co-Chairman and projects are subject to final approval by the Rotary District 5910 Charitable  FoundationBoard of Directors. The funds will only be spent on projects that are aimed at providing relief to individuals and communities that were impacted by Hurricane Harvey during the months of August and September 2017. **The priorities for the funds will be children & families, senior citizens, economic development for small enterprises, schools, community centers or programs, and sustainable housing.**

**Criteria for the Rotary District 5910 Disaster Relief Foundation Fund**:

* All applications for grants must be submitted by a Rotary Club and that Rotary Club is treated as the Applicant.
* Projects may originate locally or outside of the impacted community.
* The Applicant Rotary Club must submit the application in Word format by email to Amy Killgore at amy.killgore@gmail.com on its own behalf or on behalf of the non-profit requesting the funds.
* Local clubs in Rotary International District 5910 must be involved wherever possible.
* The 5910 DRFF encourages applications that include matching funds and co-contributors wherever possible but these not required.
* The 5910 DRFF recommends that local Rotary Clubs and community organizations partner on the projects so grant funding becomes more than just a dollar donation and helps the development of relationships wherever possible.
* The 5910 DRFF recipient may start a project and may search for other partners during the project.
* The 5910 DRFF approval process requires that all of the approval committee agree that the project has merit. The amount of any award will be the average of the suggested amounts approved by individual committee members.
* Agreement will be reached via an online process.
* Any committee questions to applicants must be answered prior to approval but an approval in principle may be provided pending certain additional information.
* A signature of an authorized representative of the club is required on the application and may be typewritten.
* The 5910 DRFF will respond to applications within 10 days of receiving the online application. Projects with approval will have checks mailed to the Rotary Club making the application within 3 days of the application approval.
* The Applicant Rotary Club is responsible for receiving and disbursing the grant funds to the grant recipient and for assuring that the use of the funds is traced, documented and reported back to the Foundation.
* All grant recipients are required to report their use of the granted funds by submitting electronic photos and one or more descriptions of the progress of the project. These may include progress reports during the project. A summary vignette is required immediately following the completion of the project. These will be used to keep Rotary 5910, our donors and surrounding community aware of efforts put forth by Rotary District 5910.
* All grant recipients are required to stand accountable for their use of the granted funds by responding promptly and completely to inquiries from the 5910 DRFF Approval Committee, the District 5910 Charitable Foundation Board of Directors, and the District Governor**.**
* The 5910 DRFF will keep records on all submissions whether approved or not approved.

**The Rotary 5910 Disaster Relief Foundation Fund Committee:**

The Rotary 5910 Disaster Relief Foundation Fund consist of the following individuals:

Disaster Chairman: PDG Hugh Summers, Rotary Club of Palestine

Co-Chairman: Dana Timaeus, Rotary Club of Beaumont

Co-Chairman: Amy Killgore, Rotary Club of League City

Committee Member: Luis Briones, Rotary Club of Friendswood

Committee Member: Amy Hinchman, Rotary Club of the Woodlands

Committee Member: George Newsome, Rotary Club of Port Arthur

**Rotary District 5910 Charitable Foundation Board of Directors**

District Governor: Rhonda Herrington

District Governor Elect: John Hathaway

Past District Governor: Don Taylor

Past District Governor: Gig Langston

Past District Governor: Doris Lockey