



District Travel Grants

What Is the Purpose of Project Travel Grants?

The purpose of the District Travel Grant is to subsidize travel to develop a humanitarian project with a Host Rotary partner.

Eligible Activities

- Plan a new international humanitarian project within the Humanitarian Grants Program criteria and within the six RI *Areas of Focus*.
- Plan the next phase of an existing project.
- Complete a community needs assessment in the project country to design a specific project that addresses the needs of the community.

Ineligible Activities

- Search for a project to support without any advanced planning.
- Conduct sister-club fellowship visits.
- Conducting business with other organizations that have no connection with the host Rotary Club.
- Conduct fundraising activities with host clubs or cooperating organizations.
- Project implementation activities.

Eligibility

- Rotarians from District 5360 who are travelling to support project initiatives endorsed by their club.
- A letter of invitation must be provided by the host Rotary Club.
- The applicant must be on-site a minimum of 5 days and a maximum of 30 days.

What Is Funded?

The maximum award is \$2,500 (CDN) and can be used to reimburse costs of:

- *Return economy airfare*
- *Travel insurance*
- *Transport to and from airport and local travel related to grant planning*
- *Accommodation during the stay in the project region*
- *Basic airline luggage fees*
- *Immunization and visa fees*

FIRST STEP – Confirm with Travel Team Leader

Andrew Bronson that funds are available:

bronsondvm@gmail.com

Purchasing Airline Tickets and Insurance

- Major changes to the TRF rules last year:
 - Airline tickets no longer have to be purchased through the Rotary International Travel Service (RITS) and their designated travel agency
 - Travel insurance is no longer provided at no cost, the traveler must purchase this on their own

Reimbursement for Expenses

- Applicants pay for all of their own expenses.
- After completion of the trip a final report must be filled out and submitted to the District Grants Sub-Committee.
- Use the travel expense report found on D5360 website:
<http://rotary5360.org/dgc/documentation.php>
- The final report will be reviewed and when accepted the applicant will be reimbursed for all covered expenses.

Other Grant Conditions

- A Rotary Club may not receive more than two District Travel Grants per year.
- **NEW** Two or more Rotarians from same club assessing same project may travel on one grant to maximum of \$2,500
- Each project site may not benefit from more than two Travel Grants per Rotary Year.
- Travelers do not have to be from the same club.
- A final report must be submitted to the District within 60 days of return.

Changes to Travel Grants Starting September 2017

1. No resort or all-inclusive accommodations expenses will be covered.
2. No travel with side excursions, trip extensions for vacations permitted.
3. No non-Rotarian companions including spouses, partners, friends to accompany traveler.

New!

Travel Grants Team

District Travel Grants Team Leader

Andrew Bronson

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For Additional Information go to.....

www.rotary5360.org

Documentation

District Travel Grant Application