

Rotary International District 5040 Inc.

The Rotary Foundation

March, 2010

Global Grants Guidelines

The purpose of these guidelines is to encourage Rotary clubs and Rotarians in District 5040 to carry out international humanitarian service projects and educational initiatives.

These guidelines are to ensure stewardship and accountability of Rotary Foundation funds entrusted to District 5040 Rotarians, to establish financial guidelines and for oversight of Rotary Foundation funds.

The Mission of The Rotary Foundation of Rotary International is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

The Mission of Rotary International District 5040 Inc. is:

- . To support the clubs in District 5040 in fulfilling the object of Rotary;*
- . To promote the concept of service as a worthy endeavour;*
- . To advocate support for the Rotary Foundation;*
- . To strengthen and expand Rotary to communities in District 5040;*
- . To facilitate joint club and district projects.*

1. Where there is a conflict between District 5040 Inc. guidelines and the policies, bylaws or rules of The Rotary Foundation (TRF) or of Rotary International (RI) the RI or TRF policy will apply.
2. The amount of **District Designated Funds** available for **Global Grants** in any one program year will be an amount equal to the total District Designated Funds for the program year, less the amount allocated to **District Grants**, the latter amount not to exceed 50% of District Designated Funds for that program year.

3. Global Grant funds will be managed and disbursed under the control and supervision of The Rotary Foundation in consultation with the District Governor and the District Foundation Committee for the program year.
4. The District Foundation Committee, in consultation with the District Governor for the program year, may establish priorities for Global Grants that meet the goals of the President of Rotary International or the Trustees of The Rotary Foundation.
5. The Rotary Foundation encourages districts and clubs to consider larger, more sustainable projects, including multi-club and multi-year projects. Clubs that have experience in managing grant funded projects are encouraged to partner with smaller clubs and with clubs that have no experience in managing grant funded projects.
6. To be eligible to apply for a Global Grant, clubs must be qualified under the terms and conditions established by The Rotary Foundation and/or by the District from time to time. **Club Qualification Requirements** include:
 - A **Memorandum of Understanding** in prescribed form signed on behalf of the club,
 - Prior to the start of each program year, two club members attending for a full day a Rotary Foundation Future Vision seminar sponsored by the District,
 - The club, other than newly chartered clubs, having demonstrated financial support for The Rotary Foundation by making contributions to the Annual Programs Fund of the Foundation in at least one of the preceding three years.
 - The club is not delinquent in meeting the reporting requirements established from time to time by The Rotary Foundation and the District Foundation committee.
 - The club is not delinquent in payment of dues or other debts for more than 90 days to District 5040 Inc., Rotary International or The Rotary FoundationClub qualification is renewed annually.

7. Global Grants must address one or more of the following **Areas of Focus**:
 - Peace and Conflict Prevention/resolution
 - Disease Prevention and Treatment
 - Water and Sanitation
 - Maternal and Child Health
 - Basic education and Literacy
 - Economic and Community Development
8. Both the international sponsor and the host sponsor of a Global Grant project must be from a Future Vision Pilot district.
9. Global Grants will not be awarded if either the host partner and/or the international partner are, at the time of the grant application, suspended by The Rotary Foundation.
10. The District or any club in District 5040 wishing to apply for a Global Grant must first submit a written **Grant Proposal** to The Rotary Foundation. The proposal is to be submitted electronically online via **Member Access** on the Rotary International website, and is to include:
 - Host and International Sponsor Information
 - Community Needs
 - Brief Description of Activity or Project
 - Area of Focus
 - Sustainability and Measurability
 - Approximate Budget
 - General FinancingA copy of the proposal should be sent to the District Global Grants chair to ensure appropriate grant management and allocation of funds.
11. It is the responsibility of sponsor clubs to establish that the intended project qualifies for funding under the eligibility requirements set forth in **The Rotary Foundation Grant Terms and Conditions**, before submitting a Global Grant

project proposal. Clubs are encouraged to contact the Global Grants Chair for advice before submitting a proposal.

12. Upon acceptance of the Global Grant proposal by The Rotary Foundation, the District or any club in District 5040 may submit a **Global Grant Application** in the manner prescribed by The Rotary Foundation. The grant application is to be filed electronically online via **Member Access** on the Rotary International website, and is to include:

- Host and International Sponsor Information
- Detailed Description of Activity or Project
- Areas of Focus
- Sustainability and Measurability
- Detailed Budget
- Total Financing
- Global Grant Scholar Application (if applicable)
- Global Grants Vocational Training Team Participant Application (if applicable)
- A plan for public awareness and media relations regarding the project.

13. The Global Grant application is to be copied to the district Global Grants chair, and is to be reviewed by the Grants Review Committee before it will be endorsed by the district.

14. Global Grant applications may be submitted to The Rotary Foundation in April for the following program year, and at any time during the program year.

15. A club which files an application for a Global Grant must state in writing any real, potential or perceived conflict of interest involved in the project.

The conflict of interest policy as set out in **TRF Code of Policy 7.030. “Conflict of Interest Policy for Program Participants”** will apply in District 5040 Inc.

16. The minimum Global Grant award from **The Rotary Foundation World Fund** is USD 15,000, for a minimum project budget of USD 30,000.
17. Subject to the availability of funds, the District will match \$1 of District Designated Funds to each \$1 of cash contributions, to a maximum District Designated Fund contribution of USD 20,000 for any single grant project
18. Subject to availability of funds, The Rotary Foundation World Fund will match \$ 0.50 for each \$1 of cash contribution and/or \$1 for each \$1 of District Designated Fund allocation.
19. The minimum cash contribution from project sponsors is the amount in USD equivalent which, when taken together with the matching funds from District Designated Funds, is eligible for a minimum Rotary Foundation World Fund award of USD 15,000. The cash contribution is to include a minimum contribution of USD 100 from the host sponsor.
20. The District or any club in District 5040 awarded a grant must establish a **Grant Project Committee**, consisting of no fewer than three Rotarians from the host sponsor and three Rotarians from the international sponsor. It is a condition of Global Grants that the proposed project is partly or fully sustainable, and there is significant and active involvement by Rotarians from both the host sponsor (e.g. project implementation) and the international sponsor (e.g. project design and planning). Financial support for a project does not, of itself, constitute significant and active involvement in the project.
21. The terms of any grant award and the scope of any grant project may not be altered subsequent to approval of the grant application without the prior written approval of The Rotary Foundation.
22. The project for which a Global Grant has been applied must not commence until after the grant has been approved in writing by The Rotary Foundation.

23. A club in District 5040 receiving a Global Grant must establish a **Separate Bank Account** maintained exclusively for the receipt and disbursement of Global Grant funds, in accordance with applicable laws.

- The bank account will be maintained in the currency of the grant award, generally in Canadian dollars, and disbursements will have the prior approval of the grant project committee.
- Cheques will be authorised by two signatories designated by the grant project sponsors.
- All disbursements will be supported by appropriate documentation.

24. The Grant Project Committee will cause adequate and appropriate **Accounting Records** of all grant funds to be maintained in accordance with generally accepted accounting practice, and in accordance with policies established from time to time by The Rotary Foundation or the District.

25. The Grant Project Committee will provide copies of all Global Grant proposals and applications, grant approval letters, and copies of all supporting documentation to the District Foundation Committee.

26. The Grant Project Committee will file a **Project Status Report** with The Rotary Foundation, with a copy to the District Foundation Committee, within 12 months of the grant award. Interim project status reports will be submitted each 12 months thereafter for the life of the project, and a **Final Report** will be filed within two months of completion of the project.

27. One or more clubs in District 5040 which have received Global Grant funds and subsequently fail to meet the project reporting requirements will lose their qualification, and will be ineligible for further grant funds, either District Grants or Global Grants, until:

- All outstanding reports and supporting documentation have been filed satisfactorily, and

- The Rotary Foundation has closed the grant, and
- The club or clubs have been re-qualified.

28. Grant applications which are not funded due to a lack of available funds in any one program year will not be carried forward from one program year to the next. A new grant application must be filed for the following program year.

29. The **District Foundation Committee** will:

- Cause complete documentation relating to the receipt and disbursement of grant funds to be maintained in electronic or paper format in secure storage for five years or such time as directed by The Rotary Foundation, and readily available for subsequent review. Documentation to be retained includes the original grant proposal, original approved grant application, invoices, bank statements, interim and final project status reports, and confirmation from The Rotary Foundation that the grant has been closed.
- Establish a protocol for purging and disposing of records
- Inform District 5040 Rotarians concerning the use of Global Grant funds and encourage publicity related to Global Grants.
- Highlight Global Grant projects on the District website, District newsletter, District seminars and training events.
- Maintain a liaison with the District Public Relations Committee to ensure Global Grant projects are publicized in a variety of media.
- On or before August 1 each year post on the district website a list of all Global Grants, including club name, a brief description and the dollar amount of each project for the previous program year.
- In consultation with the Grant Project Committee for each grant award, monitor required project reporting to ensure 100% compliance with reporting directives from The Rotary Foundation.
- Meet no less frequently than once every three months for the purpose of reviewing open, in process and closed Global Grants, project interim and final reports, and interim financial reports. The committee may meet via conference call or other electronic means.