

## **Rotary District 5450**

### **Best Practices Guide For a Sustainable Project:**

This Document provides guidance for clubs entering into a new service project. It is focused on international service but many of the suggestions also apply to local grants. This is not an exhaustive list.

Global Grants are more complex under Rotary's New Grants Model. They will seek holistic proposals that address multiple needs in a community at one time, fostering collaboration between multiple clubs and districts, as well as implementing partners. Outside funding is also encouraged.

**The most important ingredients of a good sustainable project are the Project Champion who is a member of the Host Rotary Club, the International Champion and active participation of the benefiting community.**

- 1) Key essential partners developed either before or during the initial development of the project
  - a) The local community, actively interested and involved in identifying their needs and solutions and the planning to address those needs.
  - b) Local Rotary Club (host club) engaged in the project and involved in the planning and project development, including the needs assessment
  - c) International lead Rotary Club that has a good working relationship with the Host Club.
  
- 2) Project feasibility:
  - a) Is there a Rotary Club in country willing to actively work with the community to oversee the project and act as the Host Club? This can be the greatest hurdle, but it is essential for a successful Rotary project.
  - b) A Needs Assessment is done on the ground prior to developing a work plan; either initiated by or actively involving the local community and local Rotarians; international Rotarians can also participate.
  - c) An outline of the project plan is developed, considering the needs identified, resources available and commitment of the community and Host Rotarians.
  - d) A lead Host Rotarian volunteers to be the project manager who oversees the project on the ground and coordinates the participating organizations, if any.
  - e) An international club Rotarian volunteers to be a partner and spend money and time on the project both at home and the project location for multiple years.
  - f) The project will have an exit plan for the community to take over and maintain the project when the funding is gone? Will fees be assessed and how will they be managed? How will repairs be paid for?
  - g) More complex projects often involve multiple clubs and districts. This results in considerable investment of time and resources. Consider multiple international clubs that share the responsibility. Other necessary components:
    - i) Can an in-country NGO (non governmental organization) or CBO (community based organization) be directly involved in the delivery of the project? This can generally be helpful but not always necessary. Grant money cannot be a pass-through to an organization.

- ii) Is it appropriate to have the local government involved in the project? This is especially important when the project is supporting long-term infrastructure (wells, schools, clinics.) How will the government be involved? Will the government help sustain the project after Rotary has left?
- 3) Design and delivery
- a) The community members and the Host Club plan the project goals and scope. Ideally they involve the champion of the international club at this stage.
  - b) Host and international Rotarians (and local NGO if involved) identify shared and separate responsibilities.
  - c) Identify on the ground community resources and responsibilities.
  - d) Interact with local or national governmental agencies to establish relationships both as potential partners and also to address long term sustainability.
  - e) Design the project.
  - f) Plan for project costs and funding.
  - g) Plan exit strategy.
  - h) Plan for sustainability. Note, this is not a separate element but integral to all parts of the project design.
- 4) Monitoring results for sustainability
- a) Include project monitoring at all stages including follow-up assessment 3 and 5 years after completion of the project.
- 5) Applying for a TRF (The Rotary Foundation) grant.
- a) When a club is ready to submit a grant they should contact the 5450 District Grants Chair and submit a pre-application; the sponsor will be assigned a District Grant Advisor who will review the pre-application and recommend changes. The District Grant Advisor can help throughout the grant application process.
  - b) Once the application has gone through the District review, the sponsor should start the on-line application. The sponsoring Club must be qualified to do this. The sponsor can also contact the assigned TRF Reviewer, who can be an invaluable resource.
  - c) Soliciting funds from other clubs is a slow process. It should start as soon as the framework of the grant has been developed.
  - d) Deciding which club will hold and disperse grant funds is critical and should consider ease of payment, bank fees, and access to the funds.
  - e) It may take several weeks to get the money into a bank account. It is unwise to plan to spend the grant money until it is actually in the bank.

District 5450 also has considerable information on their website about both District and Global Grants.