

Process for the identification and approval for international project contributions and donations by the Yellowknife Rotary Club

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Feb.25. 2021

The following describes the process for administering international project contributions and donations. The process also identifies the current year process recognizing the compressed timelines.

Categories for Contributions

Two categories of contribution under the International Projects budget may be considered:

1. Direct contributions to support one or more of the ten Rotary International initiatives. These initiatives are coordinated by others, such as Rotary International, that can collect large amounts of funds and distribute them effectively worldwide.

Rotary International Causes

- Polio Plus
- Peace
- Fighting Disease
- Providing Clean Water, Sanitation & Hygiene
- Saving Mothers & Children
- Supporting Education
- Growing Local Economies
- Supporting the Environment
- Disaster Response

2. Contribution to projects proposed by a Rotary Club, District, RI or active member(s) of the Yellowknife Rotary Club that support one or more of the ten Rotary International causes.

Schedule/Process

1. For Budget year 2021-2022 and ongoing:
 1. The Executive identifies the International Projects budget prior to July 31st.
 2. The IPC invites proposals by July 31st.
 3. Proposals must be submitted by September 1st.
 - The deadline for 2020-2021 proposals has passed and three projects have been presented and evaluated.
2. The proposal must come from a Rotary Club/District/ RI or YK Rotary Club member(s).
3. The proponent must submit in writing a proposal that describes the project in detail and explains how the project meets the requirements of each of the stated criteria.
4. Projects will be screened by the IPC.
5. The IPC will recommend the selected project(s)/initiatives to the Executive Committee by October 31st.
6. The Executive will approve or reject the recommendation. For a contribution or donation exceeding \$5000 the Executive will seek approval from the Active Club Membership in accordance with the Bylaws.

Administration

A project lead who is a Yellowknife Rotary Member must be appointed and is responsible for:

- Administering the contribution to the designated organization
- Applying for matching funding from the District/ RI if applicable
- Coordinating with the Local Rotary Club at the activity site, if it exists
- Report regularly to the Executive Committee and Club membership
- Upon completion, submit a report within six months describing the project, its outcomes and impacts. A presentation to the Club may be requested.

Selection criteria of potential International Projects;

The IPC shall apply the following criteria to evaluate and rank proposals. No other criteria may be applied in the absence of Executive approval.

Minimum requirements for consideration prior to ranking proposals:

- The project must have a least one Yellowknife Rotarian as the proponent, coordinator, advocate, cttee lead.
- The proposal cost must fall within the identified international project budget.
- The written proposal must describe how it meets each of the identified criteria.
- The proponent, if requested, must provide a presentation/briefing to the IPC.

Points available from 0 to 10 for each of the three selection criteria below:

1. How the project meets RI principles, values and current causes previously described,
2. The scale of the impact of the contribution to the project, for example: how many persons would benefit from the contribution.
3. How the project/initiative provides accountability, transparency and reporting in the use of the funds for example, the credibility and reputation of the receiving organization.

Points available from 0 to 6 for each of the three selection criteria below:

1. Project has direct participation by the Yellowknife Club...not just a donation,
2. Project has multiple Rotary Clubs participation,

Points available from 0 to 3 for each of the three selection criteria below:

1. The project is connected with an international-local Rotary Club,
2. The project helps to create Yellowknife community Rotary recognition,
3. The project stimulates interest from new and prospective members,

The project/initiative with the highest ranking will be recommended to the Yellowknife Rotary Club Executive for approval.

