**ISC Project Advocate Roles**

1. Be knowledgeable of the types of expenditures permitted under a Poulsbo Rotary grant and of typical

 funding levels. In the recent past, ISC grants have averaged $2500, with an occasional

 grant up to $5,000.

2. Request an early date to present the project outline at an ISC meeting

3 Work with the requesting organization in filling out the application.

4. Assist in establishing a relationship with a host Rotary Club in the country being served by the project.

5. Be generally aware of the potential for Rotary matching funds, and the advantages and disadvantages in applying for matching funds. Matching funds help in the ISC evaluation process but require considerably more preparation time and for R.I. final approvals.

6 District Grant and Global Grant proposals will be submitted from Poulsbo Rotary to the District Grant Coordinator through the “certified” members who are current with the district training.

7. Request authorization to disburse Poulsbo Rotary funds. This requires an Email to the chair stating that the funding and oversight for the project has been fully committed, giving the date for project initiation and the estimated completion date, and specifying the amount to be paid with the name and address of the organization or individual to whom the check is to be written.

8. Advocates must monitor the progress of the project and notify ISC committee of any pertinent change of info. A downsizing of the project may warrant an Interim Report Presentation to our committee.

9. If the Project start date and funding moves into the following fiscal year, this information must be communicated to Poulsbo Rotary via ISC chair before the end of the Rotary Year (June 30) to insure that the grant funds will be held over.

10. Take responsibility for the preparation of a Final Report Presentation to the Committee upon completion of the project. Videos, testimonials, and first person commentary of on-sight visits are encouraged. The Final Report should also be written and submitted to the Committee Chair. It should briefly describe the project's objectives and achievements, explaining any differences from the original application.