

Seattle Rotary

INTERNATIONAL SERVICE COMMITTEE ADVOCATES HANDBOOK 2010 - 2011

ISC has two primary functions. One is to provide its members with a flow of information about problems and concerns in underdeveloped nations with focus on Rotary International programs to make this a better world for all people. The second is to serve as means enabling Seattle 4 members to participate in this endeavor through grants from the Seattle Rotary Service Foundation (SRSF) to fund local projects in impoverished areas of Central and South America, Africa and Asia. Secondary activities of the ISC include organizing Rotarian fellowships featuring informal presentations by individuals active in international development and hosting international visitors at lunch or through Rotary's Group Study Exchange.

Grant requests come to ISC through involved Seattle 4 members, local organizations and other Rotary clubs, world-wide, who are aware of our interest and ability to be of help and request the opportunity to present to us their activities, in project proposal form, for our consideration.

Each grant request must have an ISC or Seattle 4 member who volunteers to be its Advocate and sponsor. The Advocate becomes ISC's in-house manager of the project. While many projects are quite simple, matching grants from Rotary Districts and R.I. can advantageously leverage our contributions several fold and require considerably more effort and time to complete. This Advocates Handbook details the steps in the process to take an idea through the system to its completion. ISC now has over 60 members and this handbook is presented as a guideline to make the process more transparent and give each member the rules and terminology so that she/he may fully participate.

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SRSF Funding Policies and Guidelines

(Excerpts for ISC Advocates information)

PURPOSE / MISSION:

The mission of the Seattle Rotary Service Foundation (SRSF) is to accomplish the greatest good possible in the lives of those we help with funds provided by members of the Rotary Club of Seattle (Seattle #4.)

SRSF POLICIES AND GUIDELINES Q & A

How does SRSF fund projects and programs?

There are four primary ways SRSF funds worthwhile activities:

- A. **Multi-year Major Project grants** benefiting our local community.
- B. **Committee Grants** to fund projects determined by our seven service committees
- C. **Grants to District 5030 projects** such as Rotary First Harvest & the District Simplified Matching Grants Program. Funding for District projects is determined on an annual basis.
- D. **Emergency & Special Needs grants** to organizations in support of disaster relief efforts, special needs or major cause campaigns

The SRSF Board evaluates each project for merit by considering such factors as the ones listed below, in no particular order:

- committee's priority rating of the project.
- whether or not the project has a committee member acting as "advocate".
- number of people directly benefiting from the project, cost per person, and value derived.
- number of people working on the project and impact the project has on others.
- whether or not a non-local project has a Rotary club partner(s) to oversee it.

Who can request funds for a project?

Each project must have an advocate who is willing to invest the time and effort needed to guide the project to successful completion. It is preferred that the advocate be actively participating in the project, although this is not always possible, particularly with international projects. In such cases a Rotarian/Rotary club in another area can serve the role of advocate by being the contact point and coordinating with the Seattle #4 Rotarian advocate. Regardless of the source, a Project Budget Request Form must accompany all requests (see Attachment B).

Does SRSF fund ongoing programs/operations as well as projects?

SRSF provides funding for ongoing programs but is less inclined to fund ongoing operations. For many years SRSF has supported ongoing Seattle #4 programs such as Winners for Life and Service above Self luncheons, and has regularly funded ongoing operations of District 5030 projects such as Rotary First Harvest. Annual funding is not automatically granted, and committee chairs/project advocates for these programs must submit a SRSF Project Budget Request Form at the beginning of each year as they would for any other project.

Will you fund multi-year projects as well as single-year projects?

SRSF provides multi-year funding for major projects in the \$100,000+ per year range. SRSF is currently allocating \$100,000 per year for eight years (2003-2011) to Seattle #4's Centennial project with Family Services – Rotary Support Center for Families.

Committee project budgets are approved on a single-year basis since SRSF budgets are based on projected revenues for that year. Although it is hoped that projects will be completed and funded during the year they are budgeted, SRSF realizes that some projects may take more than a year to complete and generally fall into one of two categories:

Single-Year Projects that are delayed:

Projects can be delayed for various reasons and in some cases may not even get started during the year funds are budgeted. In such cases committee chairs/project advocates must notify SRSF of the delay, the reasons for it, and if applicable arrange to have funds carried forward as "obligated funds" into the next Rotary year.

Multi-Year Projects by design:

Some committee projects, particularly those receiving matching grants from District 5030 and Rotary International, can be classified as "multi-year" projects from the onset because they span more than a year, by design. Committee chairs/project advocates must note this on the SRSF Project Budget Request Form when requesting funds for such projects. Funding for these projects may be sporadic and, until funding is complete, it is the responsibility of the committee chair/project advocate to annually submit to SRSF a Project Budget Request Form along with a summary report that provides the anticipated timeline and amount for future expenditures (to the best of their knowledge). By following these guidelines the advocate/committee chair will gain assurance from SRSF that funds not yet disbursed will be placed in reserve as "obligated funds" until the project is determined complete. The SRSF Board reserves the right to discontinue funding, specifically if forms and reports are not submitted, or if the project is no longer active.

How do you handle unspent grant dollars?

Committees are encouraged to spend funds allocated for a single-year project by June 30th of the fiscal year they are allocated. Unless one of the following arrangements is made, money allocated to a committee project that is not spent by June 30th will automatically return to SRSF's master account.

- A. **Projects completed but not ready for payment** – If notified by June 30th, SRSF will grant committees a one-month grace period (until July 31) to complete a project and submit the necessary paperwork for funding. Beyond this timeframe the project will be treated as "not completed" under section B below.
- B. **Projects not completed** - When project completion is delayed and more than a one-month grace period is needed, committee chairs/project advocates must notify SRSF by July 31 explaining the reasons the project has not been completed and either cancel the funding request or provide justification for having unspent funds held in reserve. Committee chairs/advocates should never assume that funds not yet paid out would automatically be held from one year to the next.

How and when is committee funding requested?

For every project requesting funding, the Advocate for the project must submit the Project Budget Request Form (Attachment B) by March 18th of each year. Advocates will be offered the opportunity to meet with the Subcommittee in early April to answer questions and clarify their project's strengths. The ISC Evaluation Subcommittee recommendations will be presented at the ISC meeting on April 20 for review and approval by ISC members. The ISC Co-Chairs will then forward the approved ISC Project recommendations (Attachment A) to the Seattle 4 Rotary Board for approval and submission to SRSF Board for their review and grant-making decisions. Approved project grants become available July 1.

How are funds paid out for a project?

The project advocate must submit a request for funds in writing to the committee co-chairs, who in turn with their approval send it to the Rotary office (address below). **(Required information from ISC Advocates for activating funding is detailed on Page 15, Item 5.)**

If a project is being completed in phases, it is possible to request partial payment (e.g. materials needed by X date for project to be completed by Y date) provided a satisfactory explanation is provided. Send a memo to the Committee co-chairs with this information who will in turn send it to the Rotary office (address below). A copy of the original SRSF Project Budget Request Form should be attached to this memo.

Seattle Rotary Service Foundation
Attn: Valerie Elliott
1215 4th Ave. #1118
Seattle, WA 98161

May a committee shift funds between projects at their own discretion?

A committee may shift dollars from one SRSF approved project to another approved project but they may not shift dollars from an approved project to a new or unapproved project without SRSF Board permission.

Are SRSF funding guidelines consistent with Rotary (International) Foundation guidelines?

There is a great deal of consistency between the two. For example, neither foundation will fund a program that promotes religion of any faith but SRSF will work with a faith-based organization for secular purposes (e.g. they are the only organization on the ground able to provide relief in an emergency situation.) However, the two sets of guidelines are not identical. For example, SRSF will support capital building projects but the Rotary International Foundation will not.

ROTARY MATCHING GRANTS

Rotary club investments in international projects can be matched by both district and Rotary International (R.I.) foundation dollars. Subject to grant size minimums (\$5,000), district "DDF" fund availabilities and R.I. Humanitarian Grant maximums (see below), a \$1.00 of club project contribution can be matched by \$1.00 of district grant funds. Those two contributions can be matched by R.I. at \$0.50 and \$1.00, respectively. Thus, \$1.00 of club contribution can be matched by \$2.50 of district and R.I. match. See pp. 30-30 for a diagram of funds flow. Please note the discussion below of Rotary International's "New Vision Plan" that has created 100 "Pilot Districts" which, for the next 30 months, will impose constraints on project relationships between Rotary clubs in Pilot Districts and those in districts that were not so designated.

District Grants are applied for through the District 5030 Grants Coordinator: Susan Sola or Lael Ross matchinggrants@rotary5030.org. In District 5030, the district may match club contributions \$1 for \$1 up to about \$10,000, depending on competing demands and DDF availability. Note that Districts may support building construction projects while RI will not.

District Grants

R.I. Humanitarian Matching Grants.

Rotary International Humanitarian Matching Grant Form: can be downloaded at <http://www.rotary.org/en/ServiceAndFellowship/FundAProject/HumanitarianGrants/Pages/MatchingGrants.aspx>. The Guide to Matching Grants may be downloaded at http://www.rotary.org/RIdocuments/en_pdf/144en.pdf.

Minimum R.I. Grant Amount: \$5,000 (this implies a minimum project size of about \$11,667 -- \$3,333 in club funds, matched by \$3,333 in district funds). A second example: \$5,000 club contribution, matched 50% by the district and \$5,000 by R.I. would be a \$12,500 project.

Maximum R.I. Grant Amount (non-competitive): \$25,000, implying a minimum project size of about \$58,335. Grants over \$25,000 are awarded on a competitive basis.

Several requirements must be met to qualify for matching grants. The most important of these are listed below. First among the matching grant requirements is that there be a partner "Host" Rotary club in good standing with R.I. and an "International Sponsor" in good standing as well. *The R.I. grant process can be lengthy, often adding a year or more to project funding timelines.* It should be noted that our Rotary District 5030 has not been designated a *Pilot District* under R.I.'s *New Vision Plan*. This means that Seattle 4 cannot apply for project matching grants with Rotary clubs in Pilot Districts. We can only do so with clubs that are not in Pilot Districts. There are some cumbersome work-arounds possible. However, they involve getting an international club in a pilot district to sponsor the project on our behalf. R.I.'s vision program and pilot districts will continue until 2013, at which time that structure will, in some amended form, be extended to all districts.

R.I. matches Rotary club project contributions at a rate of \$0.50 per \$1.00 and District Designated Funds ("DDF") dollar for dollar.

Grant Application Submission Deadline: For grant applications of \$25,000 or less--from July 1 to March 31 in any Rotary year. Grants are approved during the period August 1 to 15 May. Competitive grant applications (>\$25,000) must be submitted by August 1 and will be awarded by The Rotary Foundation Trustees at their October meeting.

NOTE: Please refer to the visual ISC Charts on Pages 30 and 31 to view the considerable complexities of this Matching Grant Process

ATTACHMENT A



COVER FORM for 2010-11 Committee Budget Request

Priority will be given to those projects that include Rotarians and Those that leverage SRSF Funds to maximize their impact.

(This form is to be completed by the "committee chair." Budget Request Forms should be attached for EACH project)

Date: _____ **Committee Name:** _____

Chair: _____

Total funding committee received last Rotary year:

Total amount of new requests listed below:

*Total carry-forward funds listed below:

NEW Projects (in priority order)

Please list NEW projects in order of priority and indicate the amount requested for each. Please use the same project name throughout additional forms as needed.

| | <u>Project Name</u> | <u>Amount Requested</u> |
|-----|---------------------|-------------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |

CARRY-OVER Projects

| | <u>Project Name</u> | <u>Amount of Carry-over</u> |
|----|---------------------|-----------------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

COMMITTEE CHAIRS: Please submit this cover form and ALL attachments by (date to be set by SRSF):

**SEATTLE ROTARY SERVICE FOUNDATION
Attn: Valerie Elliott
1215 4th Ave. #1215, Seattle, WA 98161**

ATTACHMENT B



2010 - 11 PROJECT GRANT PROPOSAL FORM

(This form is to be completed by the "project advocate". Summarize the ISC Grant request on this page.

Detailed explanation begins on page 2 (Include attachments as needed.)

Deadline: March 18, 2010

Date: _____ Committee Name: _____

NAME OF PROJECT: _____

Advocate(s): _____ Phone: (____) _____ Email: _____

This project is a: single-year project multi-year project carry-forward project

Total amount requested for this project (or amount of carry-over requested) \$ _____

Project Description:

Expected Results: (include the number of people directly/indirectly affected by this project)

Name of partnering Rotary club (if applicable): _____

We are seeking matching funds for this project from District 5030 (amount \$ _____)

Rotary International (amount \$ _____) Rotary Club of _____ (amount \$ _____)

| | |
|---|--|
| <p>Budget Breakdown:</p> <p>(Please show how funds will be spent and include a timeline if possible.)</p> <p>*Carry-forward requests must include a detailed report of funds expended to date, and if known, a timeline for future expenditures.)</p> | <p>(start budget data here. 'Enter" pushes this line up. 6 lines are available.)</p> |
|---|--|

Please Email Grant Requests to ISC Co-chairs Steve Crane (crane@aol.com) and Maureen Brotherton maureen@teensinpublicservice.org with copy to Evaluation Subcommittee Co-Chair Jim Moore (jmoore@avogadro.us).

Project Details (expand as needed to include all appropriate information)

Project Description (need, participants, oversight, and plan):

Goal of Project (number of beneficiaries, benefits, & follow-up):

Budget (detailed costs, sponsors, Seattle 4 contribution & ownership):

Rotary / NGO Partner Details (name and address and involvement of contacts):

Matching Grant Details (lead club contact, District R/I match details, three team member names and contact for lead club and Seattle 4)

ISC Grant Request Criteria & Evaluation Process

Mission Statement

- I. To participate in international projects that positively impact the health, education and welfare of less advantaged people, with emphasis on youth.
- II. To cooperate to the maximum possible extent with other Rotary Clubs in achieving #1 and with clubs in the beneficiary country to assure accountability.
- III. Enable the personal participation in the projects we undertake by the largest possible number of Seattle 4 Rotarians.

ISC Preferences:

- Projects are preferred that involve more than one Seattle 4 member.
- All projects must have sufficient scale to provide worth and sustainability.
- Projects should be nondenominational and must not involve the promotion or teaching of religion. To assure this, faith-based organizations should clearly identify the use of the grant funds for the project in a manner that is distinctly separate from any activities promoting religion.
- Projects are preferred that do not commit us to more than one year of investment
- Expatriate travel and local staff salaries are not supported because they risk not being funded if we do not participate every year.
- The ISC Evaluation Subcommittee will ideally consist of at least 6 ISC members

Fundamental Grant Request Requirements:

- Improves health, education and/or economic well-being of beneficiaries.
- Provides information requested in the Handbook's "Checklist for Grant Request"
- Has a Seattle #4 member as its "Advocate"
- Specifies number of project beneficiaries (minimum of 6 beneficiaries required)
- Includes commitment letters from principal cooperating & implementing partners.
- Formal grant proposal in ISC format must be received by April 1, 2010.
- Any Evaluation Subcommittee member who is an Advocate will reclude himself/herself from the evaluation of his/her own project

Evaluation Subcommittee Procedures:

- During the month of April, each Advocate will be invited by the Evaluation Committee to meet with them to discuss their project's tentative evaluation score and provide additional information to the Subcommittee for their consideration.
- Any Evaluation Subcommittee member who is an Advocate will reclude himself/herself from the evaluation of his/her own project.
- The ISC Evaluation Subcommittee will ideally consist of at least 6 ISC members.

Criteria Importance (Value)

Each of these 6 criteria will be evaluated on a 5 point scale. They vary in importance. To reflect these differences, the 1-5 point scores a proposal receives for each will be multiplied as follows:

- | | |
|--|---------|
| 1. Project has a long-lasting impact and is sustainable by the beneficiaries . | (x 3.0) |
| 2. Project impact is maximized for cost and value. | (x 2.5) |
| 3. Project participation, oversight and accountability. | (x 2.0) |
| 4. Funding has a catalytic role in its implementation | (X 2.0) |
| 5. Funding leverage through matching Rotary grants and other partnerships | (X 1.5) |
| 6. Seattle 4 members are involved in the project. | (X 1.5) |

Evaluation Criteria

1. The project has a long-lasting impact and is sustainable by the beneficiaries

- Sustainable projects (a) have a lasting impact on the beneficiary communities and individuals; (b) are a priority need of the beneficiaries; (c) involve beneficiaries in project planning and **implementation, including monetary and/or in-kind contributions as well as operating** management/oversight by local community institutions; (d) have a plan to provide the resources necessary to operate the project over the long run; (e) often, replicate projects and methods that have proven successful elsewhere.
- The level of effort of beneficiaries in support of the project will be considered as part of the impact and sustainability evaluation.

2. Project impact is maximized for cost and value

- Consideration will be given to (a) the cost per beneficiary, and (b) the value of the outcome on the beneficiaries (e.g., saving lives, significantly improving health, providing income, etc.).

3. Project participation, oversight and accountability

- Active involvement of host country rotary club in project initiation, financial support and oversight, with commitment letter specifying their role(s) should result in higher evaluation score.
- For projects that are too far from the closest Rotary club for effective oversight, an acceptable substitute is an NGO that (1) is operating in the project area; (2) has made an advance commitment to the project, and (3) has a documented track record of support and oversight for similar projects. Recent Rotary experience with the implementing NGO's local leadership, while not required, would be a plus.

4. Funding the project plays a catalytic role its implementation

- A catalytic role of SRSF funds in launching the proposed project scores higher than a supporting role in a larger effort that does not depend on them. Basically, where Seattle 4's contribution represents a relatively small portion of a much larger budget in a project led by another club, the score for this category will be lower. For example, last year, Seattle 4 was the lead club in the Zambia Malaria project—without our participation, the project would not have gone ahead. Therefore, a full 5 points were awarded in evaluating this criterion.

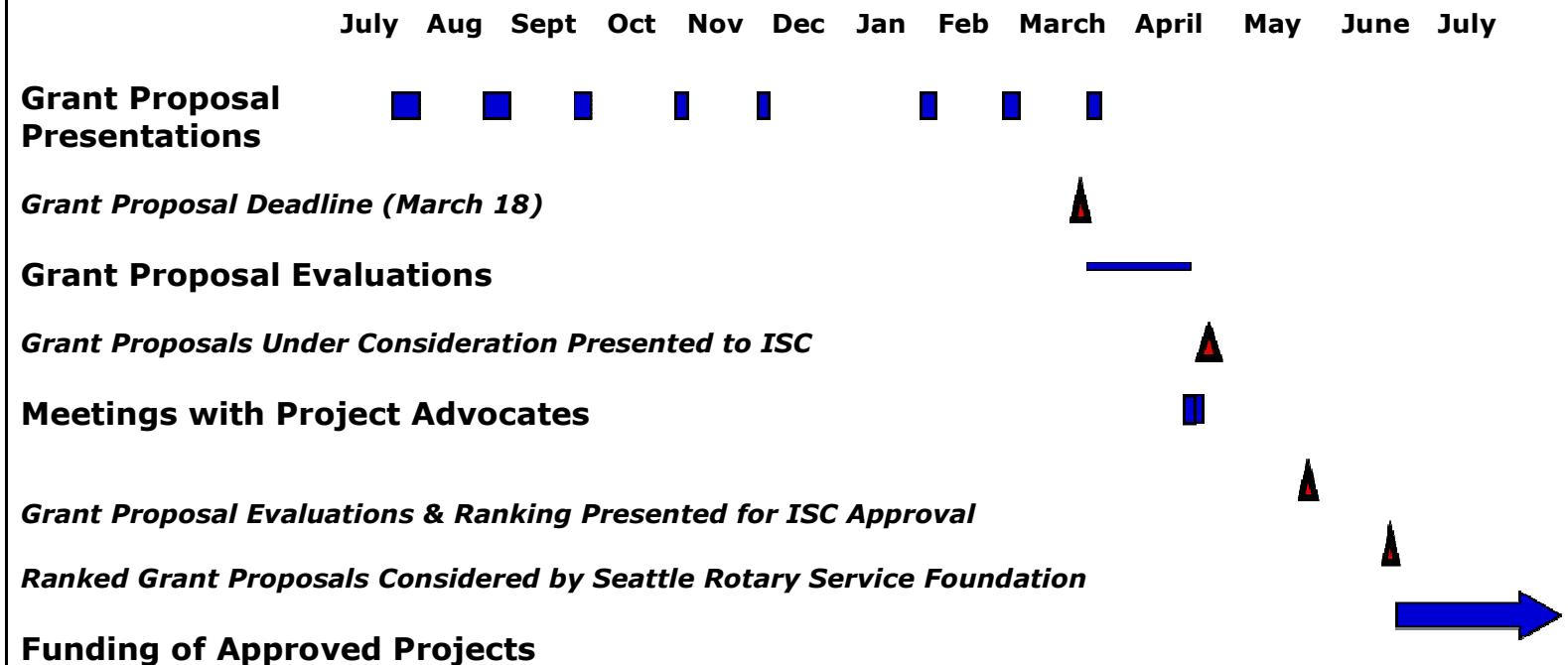
5. Funding leverage and project impact through partnerships

- Funding partnerships that leverage Seattle 4 funds through contributions from other District 5030 clubs and from matching District and RI grants will receive higher scores.
- Partnerships outside Rotary that add scale, sustainability, expertise, community trust, and funding leverage to the proposed project are encouraged. Partners may include universities, foundations, NGOs, government agencies and private companies. Proposals that include a description of each partner, partnership agreements and plans, and leverage/impact assessments will receive additional evaluation points. A previously funded sponsor organization may return to the ISC with a proposal for a new project. Project proposers are encouraged to obtain outside sources of funding to increase leverage

6. Members of Seattle 4 are involved in the implementation of the project

- This is a measure of the intensity and degree of Advocate's and Seattle #4's project involvement. Where the Seattle 4 advocate is actively participating in the project, writing the grant request, and helping organize the work, a full 10 points will be awarded.
- Traveling to the project site is desirable but not a requirement for full points.

**INTERNATIONAL SERVICE COMMITTEE
Project Grant Proposal Calendar**



*Note: calendar does not include mid-year funding of projects by SRSF

International Service Committee Goals and Project Selection Criteria

- To participate in international projects that positively impact the health, education and welfare of less advantaged people, with a particular emphasis on youth. ¹
- To cooperate to the maximum possible extent with other Rotary clubs in achieving #1 and with clubs in the beneficiary country to assure accountability.
- To enable the personal participation in the projects that we undertake by the largest possible number of Seattle 4 Rotarians.

| PROJECT NAME | Rank location | 1 Watershed Mgt. India Note 1 | 2 Malaria Zambia Note 2 | 3 Village Health Lao | 4 GTLI SWIMS Ethiopia | 5 Seedbank India Note 3 | 6 Hydrotherapy Ethiopia | 7 Water 1st India | 7 Demining Cambodia Note 4 | 9 Ethiopia Reads Ethiopia Note 5 | 10 Classrooms Uganda Note 6 | 11 Mobility Builders Peru | Totals of all Projects |
|--|------------------------|--|----------------------------------|----------------------------|-----------------------------|----------------------------------|-------------------------------|-------------------------|-------------------------------------|---|--------------------------------------|---------------------------------|---------------------------|
| Advocate | | Steve Crane | Nancy Slater | Cam McIntyre | Lori Sweningston | Carl Donovan | Maureen | Danner Graves | Sally Mackle | Robin Pasquarella | Barb Snyder | Peter Parsons | |
| | | Steve Crane | | | | Steven Boyd | Brotherton | | | Ralph Davis | | | |
| Total Project \$ | | 80,391 | 15,000 | 31,500 | 54,975 | 11,802 | 60,000 | 7,100 | 38,571 | 15,000 | 3,942 | 3,600 | \$ 321,881 |
| Seattle 4 Grant Request \$ | | 5,000 | 5,000 | 4,500 | 5,000 | 2,750 | 3,500 | 5,000 | 3,000 | 5,000 | 3,942 | 3,600 | 42,692 |
| Project Grant Leverage (%) | | 16.08 | 3.00 | 7.00 | 11.00 | 4.29 | 17.14 | 1.42 | 12.86 | 3.00 | 1.00 | 1.00 | 7.54 |
| # of Beneficiaries | | 1900 | 4800 | 12500 | 1000 | 600 | 250 | 400 | | 4500 | 90 | | 24158 |
| Criteria | Criteria Weight | | | | | | | | | | | | |
| 1) The project has a long-lasting impact and is sustainable by the beneficiaries | 3.0 | | | | | | | | | | | | |
| Value (1 to 5) | | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | |
| Evaluation points | | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 |
| 2) Project impact is maximized for cost and value | 2.5 | | | | | | | | | | | | |
| Value (1 to 5) | | 5 | 5 | 5 | 4 | 4.5 | 3.5 | 4.5 | 5 | 4 | 3 | 2.5 | |
| Evaluation points | | 12.5 | 12.5 | 12.5 | 10.0 | 11.3 | 8.8 | 11.3 | 12.5 | 10.0 | 7.5 | 6.3 | |
| 3) Project participation, oversight and accountability | 2.0 | | | | | | | | | | | | |
| Value (1 to 5) | | 5 | 5 | 4 | 5 | 5 | 5 | 5 | 4 | 5 | 4 | 5 | |
| Evaluation points | | 10.0 | 10.0 | 8.0 | 10.0 | 10.0 | 10.0 | 10.0 | 8.0 | 10.0 | 8.0 | 10.0 | |
| 4) Funding the project plays a catalytic role in its implementation | 2.0 | | | | | | | | | | | | |
| Value (1 to 5) | | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 4 | 4 | 4 | |
| Evaluation points | | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 | 6.0 | 8.0 | 8.0 | 8.0 | |
| 5) Funding leverage through matching Rotary grants and other partnerships. | 1.5 | | | | | | | | | | | | |
| Value (1 to 5) | | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 4 | 3 | |
| Evaluation points | | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | 4.5 | 7.5 | 7.5 | 6.0 | 4.5 | |
| 6) Members of Seattle 4 are involved in the implementation of the project | 1.5 | | | | | | | | | | | | |
| Value (1 to 5) | | 5 | 5 | 5 | 5 | 4 | 5 | 5 | 5 | 4 | 5 | 4 | |
| Evaluation points | | 7.5 | 7.5 | 7.5 | 7.5 | 6.0 | 7.5 | 7.5 | 7.5 | 6.0 | 7.5 | 6.0 | |
| ISC Project Evaluation Score | | 62.5 | 62.5 | 60.5 | 60.0 | 59.8 | 58.8 | 58.3 | 56.5 | 56.5 | 52.0 | 49.8 | |

Valuation range: 1 = strongly disagree or weak, 2 = disagree or not very positive, 3 = neutral opinion, 4 = agree or positive opinion, 5 = strongly agree, very positive support.

Notes:
¹Seattle 4 commitment of \$5,000 in each of two years will be basis for \$130,000 proposal to Coca Cola Corporation
²The ISC recommends that funding of this admirable project be contingent on receipt of commitments from two or more other U.S. Rotary clubs and the designation of a strong Seattle 4 member to lead this project
This is an innovative project with the Environment Committee. Both the ISC and the EC share the \$5,150 cost of the seedbank
³Note on India Seedbank where budget request is split between environment & ISC

Notes:
⁴The total ISC project grant request is \$7,000. Of this amount, \$4,000 is a carryover from a similar 2008-09 unfunded project.
⁵The Seattle 4 component funds books for one library and is designed to be a seed grant attracting Rotary Club funds for at least 2 additional libraries.
⁶Funds should be released for this project only when the participation commitment of a local Rotary club in Uganda is obtained.
⁷The adjusted rank seeks to reduce the imprecision of the scoring system by grouping closely scored projects into the same rank

ISC Checklist for Grant Request Preparer & Advocate

PROJECT DESCRIPTION

- ___ Does the project meet ISC grant policies and guidelines?
- ___ Does the project description clearly state how the project will assist those in need?
- ___ Does the project provide Seattle 4 a discrete piece of ownership that can be seen and reported upon?
- ___ Are the activities of the host and international partners clearly explained?
- ___ Will local Rotarians be actively involved in the project? If not, is the oversight responsibility clearly defined?
- ___ If matching grants are involved, have both the host and international partners created three person committees to oversee the project?
- ___ Are these individuals correctly listed on the application with their complete contact information?

PROJECT BUDGET

- ___ Is a detailed, itemized budget included in the application?
- ___ Are all partner contributions listed in the application, noting which contributions will be cash, which will be in kind, and the amounts of District DDF and R.I. matching grant funds?
- ___ Has the District Matching Grants Chair authorized the use of District Matching Funds?

NGO OR COOPERATING ORGANIZATION INFORMATION

If a cooperating organization is involved, are the following letters included on the Grant Request Form:

- ___ Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project?
- ___ Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country?

ISC Project Advocate Roles

1. Be knowledgeable of the types of expenditures permitted under an SRSF grant and of typical funding levels.
2. Provide assistance to the requesting organization in filling out the application.
3. Assist in establishing a relationship with a host Rotary Club in the country being served by the project.
4. Be generally aware of the potential for Rotary matching funds, and the advantages and disadvantages in applying for matching funds.
5. Request authorization to disburse SRSF funds. This requires an Email to the co-chairs 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.
6. Advocates must monitor the progress of the project and notify ISC Co-chairs of ***any pertinent change of info on the Attachment B summary page of the Project Grant Request Form.***
Downside changes may warrant an Interim Report Presentation to our membership.
7. If the Project start date and funding moves into the following fiscal year, this information must be communicated immediately (as in 6. above) to insure the grant funds will be held over.
8. Coordinate and assist in 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 Co-Chairs. It should briefly describe the project's objectives and achievements, explaining any differences from the original application.

Resource individuals available to advocates:

Jim Moore, jmoore@avogadro.us

Bill Robinson wtr@wtrobinson.com

ISC Presenter Guidelines

Background:

There are three types of presentations to the ISC: 1) project proposals for funding; 2) project status or final reports for projects funded by the ISC and 3) general information/education presentations on international needs, issues, or projects for which there is no specific request for funding or support from Seattle Rotary at the time. It is important for you and the ISC to be clear in advance as to which type of presentation you are making.

Key questions ISC members hope you will address:

- ***What is the need?* (Population served, environment, economics, unique issues of the area.)**
- ***How might it be alleviated?* (What has been or will be done to meet the need.)**
- ***Who are the partners?* (Who is involved – Rotary Clubs, other NGOs, individuals, and their roles and resources applied to effect change.)**
- ***Impact and sustainability of results?* (Number and types of people benefiting, nature and duration of the benefits, jobs created, education, health improvements, etc.)**
- ***Opportunities for Rotarians to engage?* (How can interested individual Rotarians learn more or get involved – through travel, charitable giving, lending, expertise or other means.**

Timing

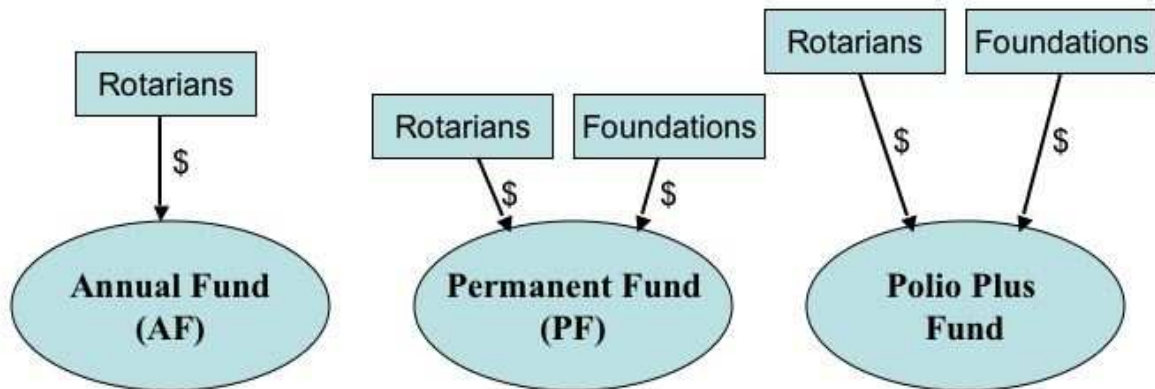
Typically formal presentation time should be limited to 10 minutes, after which 5 or 10 minutes will be allowed for questions. Please plan accordingly as a courtesy to other speakers, as there are usually at least three presenters at each meeting, and the committee has other business at each meeting. Guests are always welcome to attend the full meeting which runs from 10:30 am to 11:45 am, but there is no obligation to stay. Your introducer will let you know which time slot you have been assigned.

Location & AV arrangements:

We meet at the offices of Davis Wright Tremaine at 1201 3rd Avenue on the 22nd floor in Conference rooms A & B.

There is a built in projector and screen in the room for PowerPoint presentations driven by your laptop. If you plan to use this, please arrive by 10:10 am to test it to make sure it will work with your laptop. There are typically 25-40 people at each meeting. Handouts are welcome, but certainly not required. It is often helpful to bring business cards as individual Rotarians may wish to follow up with you.

The Rotary Foundation

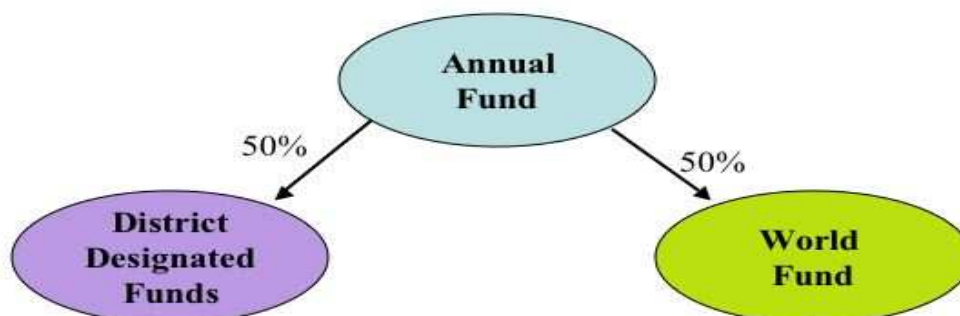


- Gifts invested for 3 years
- Interest / earnings pay for the admin of TRF
- After 3 years, 100% of the gifts are used for Humanitarian / Educational programs

- Large gifts / Bequests
- Principal remains intact
- Interest / earnings support Humanitarian / educational programs

- Polio eradication

.....After 3 Years



- Ambassadorial scholars
- District simplified grants
- **Matching grants**

- GSE
- 3H Grants
- **Matching grants**
- Rotary Peace Program

Seattle 4 Service Project Funding

