

Checklist for Grant Request Preparer & Advocate

1. *Does the application meet ALL of the following fundamental requirements?*

- Has a Seattle #4 member as its "Primary Contact."
- Is submitted by the application deadline.
- Is presented in the required application format and does not exceed 8 pages in total length (excluding attached letters) in a print size not smaller than 10 point font.
- Addresses one of the six (6) R.I. focus areas for humanitarian grants:
 - Peace & conflict resolution
 - Disease prevention & treatment
 - Water & sanitation
 - Maternal & child health
 - Basic education & literacy
 - Economic & community development.
- Specifies number of project beneficiaries (minimum of 6 required).
- Includes cover letter from applicant organization signed by authorized official (chief executive and/or board chair).
- Includes commitment letters/MOU's from principal cooperating partner organizations.
- Includes a copy of the applicant organization's 501C(3) determination letter or other proof of NGO status, if not US-based.

2. *Is the budget presented in adequate detail?*

- Indicates specific amount requested from international clubs.
- Provides adequate detail to determine how the funds will be expended under the budget.
- If the grant requested is one component of a larger project, the total project budget is presented.
- Lists other contributions (cash and/or in-kind) requested or received from other donors or partner organizations related to this project.

3. Special requirements for Matching grant projects

- **Projects seeking matching funds from the Rotary District and/or Rotary International require that a TRF Global Grant application will be submitted to the District or, in the case of a District Grant, that a District Grant Proposal Form is attached to this project proposal.**
- Submitted projects must have all fundamental requirements included prior to the grant submission deadline. Early submissions are recommended

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 multiple (or more than one) Seattle 4 members.
- 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
- Seattle 4 Rotarian travel to coordinate and/or develop project proposals may be funded as part of a District Grant proposal

Fundamental Grant Request Requirements:

- Addresses one or more of the six R.I. focus areas (see "Checklist" above)
- Provides information requested (see "Checklist" above)
- 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.
- No more than 8 pages in 10 point font (see page 2 of the ISC Grant Application Form for required forms that may be added).
- Presentation by Advocate about the Project at an ISC meeting before the ISC Grant Application

Deadline.

- Formal grant proposal in ISC format must be received by Feb. 28, 2015,
- Partnership with a Rotary club in the host country (see "Checklist" above)
- Advocate meet with ISC Grant Subcommittee to discuss any questions about the Project.

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) meet 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/activity over the long run; (e) often replicate projects and methods that have proven successful elsewhere.
- The level of effort by beneficiaries in support of the project will be considered as part of the impact and sustainability evaluation.

2. Project impact is maximized for cost.

Consideration will be given to the cost per direct beneficiary.

3 Project impact is maximized for value.

The value of the outcome on the beneficiaries. (saving lives, significantly improving health, providing income, etc.).

4. Project participation, oversight and accountability

- Active involvement of a host Partner Rotary Club in project initiation is a general requirement including, 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.

5. Funding the project plays a catalytic role its implementation

- A catalytic role of club funds in launching the proposed project scores higher than a supporting role in a larger effort that does not depend on them. Basically, where a club'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.

6. Funding leverage and project impact through partnerships

- Funding that leverages funds through contributions from other District clubs, local Rotary Clubs and other partners and from matching District and RI grants will receive higher scores.
- Funding leverage outside Rotary that adds scale, sustainability, expertise, and community trust, to the proposed project are encouraged. Partners may include universities, foundations, NGOs, government agencies and private companies. Project proposers are encouraged to obtain outside sources of funding to increase leverage.

7. 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 5 points will be awarded.
- Traveling to the project site is desirable but not a requirement.

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 international clubs and 3) general information/education presentations on international needs, issues, or projects for which there is no specific request for funding or support at the time. It is important for you in advance as to which type of presentation you are making. If funding is sought, its specific amount, purpose and sustainability should be included in the presentation.

Key questions partner clubs hope that the lead club 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:

ISC meets at the offices of Davis Wright Tremaine at 1201 3rd Avenue on the 22nd floor in Conference rooms A or 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.