

2020-21 Global Grant (GG) Terminology and Forms

- **Project Value:** Global Grant Project value is expressed in US dollar amounts, however may be ‘funded’ in a variety of manners. To avoid ambiguity, GG proposals should always be expressed in “project value” amounts. The WCS Steering Committee (SC) decides how WCS will fund its approved GGs.

a) CASH – may be applied to GGs (\$1000 = \$1000 project value)

b) DDF - when applied to GGs, TRF matches 1:2 (1000 DDF = \$2000 project value)

c) MtM - when applied to GGs, CR WCS purchases 1 Global DDF at a cost of \$1.25 (1000 DDF costs \$1250 and = \$2000 project value)

- **DDF:** District Designated Funds. Cupertino Rotary receives their pool of DDF to use on Global Grants (or District Grants) based on the previous few years of contributions to TRF. Cupertino Rotary prefers to use its DDF for Global Grants because TRF will match it 1:2 for Global Grant project value funding. WCS allocates the Cupertino Rotary DDF using a **DDF Transfer or Use form for Global Grants** form. Allocated DDF must be used each Rotary year, although exceptions may be granted. Starting in 2019-20, DDF may be carried over into the future with the permission of the Grants Chair or District Foundation Chair. While not advisable for WCS, this change in policy allows a Rotary Club to ‘save up’ DDF to fund a large project.

- **TRF:** The Rotary Foundation (a charitable fund). We prefer donations be made to CREF to take advantage of Max the Match, however "Cash" donations may be made to a Global Grant by submitting a check to TRF, noting the Global Grant number.

Tax id= 36-3245072. 501(c)(3) Checks mailed to: 14280 Collections Center Drive, Chicago, IL 60693

Donors who make their donation directly to TRF receive “donor points”, dollar for dollar. These donor points may be used toward a Paul Harris Fellow Award for the individual or to honor others. Typically, donations made at Global Elegance and other cash donations, are instead made to CREF. When a donation is made to CREF for a GG, the “donor points” are awarded to the club. A **Form 3: Check Request** requests that a check be written to TRF to forward a donation (and earn associated matching funds) to finance a GG.

- **District 5170 (D7150) Max the Match (MtM) program:**

Tax id = 94-2616299. Non-501(c)(3) Checks mailed to: District 5170 2570 N. First Street, Suite 200, San Jose, CA 95131.

District 5170 administers a pool of Global DDF available for purchase through a program called Max the Match (MtM). It allows purchase of Global DDF at a rate of \$1.25: 1 DDF. Those Global DDF are in turn matched 2:1 when applied to a Global Grant. In effect, WCS is able to achieve \$2 of project value each \$1.25 spent to purchase Global DDF.

The **Max the Match Global DDF Purchase** form also serves as a DDF transfer form for the Global DDF purchased through the MtM program (There is no need to also submit a DDF transfer form.)

The **MtM Global DDF Purchase** form may be sent to the district as soon as the decision is made to purchase Global DDF to fund a GG, thus securing the Global DDF. A **Form 3: Check Request** is prepared for MtM payment along with a copy of the associated **MtM Global DDF Purchase** form and the approved GG proposal. CREF does not send the payment MtM check until the GG is approved.

- **CREF:** The Cupertino Rotary Endowment Foundation (CREF)

Tax id = 94-2840108 Checks mailed to: PO Box 1101, Cupertino, CA 95015 (annotate with GG #)

Donors may make tax-deductible cash donations to Global Grants by writing checks to CREF. They can either designate their donation for a specific GG, or designate the donation as “unrestricted” for use as WCS sees fit. Cash donations can be directly applied to Global Grants (with CREF essentially writing a check to forward the funds to TRF upon grant approval), however, there is an opportunity to use the donation for a Max the Match

Global DDF purchase, thereby increasing the total project value of the donation (This program is unique to D5170). The purchased DDF will show up in the GG as coming from District 5170. The donor's name nor the club name will show up in the funding ledger in the GG, but the donors can be recognized in the narrative of the Global Grant. CREF funds Global Grants upon grant approval by TRF.

- **District 5170 Foundation:** Tax-deductible donations can be made to the district foundation and designated to specific Global Grants within D5170.

Tax id = 94-3016176 501 (c)(3) HOWEVER, because Cupertino Rotary has its own Foundation, we do not use the District Foundation account (and to use the D5170 Foundation for its GGs, Cupertino Rotary would have to open up an account.) This foundation exists in part for the benefit of other D5170 Rotary Clubs who do not have their own foundation, allowing donors to make tax-deductible donations.

- **DropBox/Archive:** Champions should retain a copy of all paper/forms associated with their GG. The WCS Chair maintains an archive of completed signed forms, either filed hardcopies or in an electronic archive, such as Cupertino Rotary's DropBox. CREF maintains their own record of GG-associated paperwork.

FORMS

Preliminary Proposal for WCS project sponsorship form: Filled out by GG Champion to allow initial assessment of a GG idea by GG mentor/WCS SC members.

Global Grant: The WCS Champion or Host Club Champion fills out this form online at the *TRF Global Grant Application Portal*, first draft with 1) a description, 2) initial Monitoring and Evaluation plan, and 3) Financing plans, at a sufficient level of detail to allow the WCS committee members to evaluate the project in preparation for the WCS project review meeting.

Form 1: Request for Grant of Funds (Goes to CREF as a grant request for funding): Filled out by WCS-CREF POC. Signed by the Champion and the WCS Chair. Date of the WCS vote, GG#, and anticipated grant request expressed as an NTE dollar amount are required. For maximum flexibility, use as the wording for the payee: "TRF, or D5170 for purchase of DDF for GG#". The WCS Chair provides this form to CREF. (Note: It is not mandatory to fill out Form 1 if it is known that a GG will be fully funded via the club's DDF allocation or through other donations outside of a CREF grant.)

Form 3: Check Request Filled out by WCS-CREF POC. Signed by Champion and WCS Chair. Check will be payable to: a) TRF for CASH or b) D5170 for MtM DDF purchases. Note GG# on form. The resulting project value is noted to inform CREF of the total charitable contribution being made toward the GG. Along with Form 3, the WCS Chair provides CREF with a copy of the final approved grant, and the corresponding MtM form if the check is for purchase of DDF.

Max the Match (MtM) Global DDF Purchase form (used to purchase Global DDF from D5170): Filled out by the WCS Chair. Signed by Club President. WCS Chair sends the MtM form to the District when agreement to fund with MtM is made by the WCS SC. WCS Chair provides a copy to the WCS-CREF POC for later attachment to the corresponding Form 3 when the MtM payment becomes due (upon GG approval).

DDF Transfer or Use Form for Global Grants (Document to request a portion of Cupertino Rotary's DDF allocation to a GG): Filled out by WCS Chair. Signed by Club President. WCS Chair sends this form to D5170 with WCS CFO/SC agreement to allocate DDF. Do not use this form for Global DDF being purchased via the MtM program.

GG News Form: Filled out by WCS PR person and Champion to describe project for status/publicizing.