Project Champion Responsibilities

Each project being considered by the International Service Committee must have an Evergreen Rotarian assigned as the “Project Champion” of the project. A Project Champion is responsible for:

* Conducting an investigation and the necessary due diligence pertaining to the specific project
* Determine that the project qualifies under the ISC’s adopted “Project Funding Guidelines”
* If applicable, soliciting other Rotary Clubs as partners in the project
* Soliciting and collecting other *third-party* donations towards the project
* Preparing the “ISC Funding Request” form for submission to the ISC for consideration and approval. The ISC Funding Request form shall be limited to one page and should contain enough information for the members of the ISC the Evergreen Rotary Foundation to make an informed decision. Additional documents (pictures, budgets, maps, etc.) may also be submitted to supplement the ISC Funding Request form.
* Submit the ISC Funding Request form to the Chair of the ISC via e-mail
* Present the ISC Funding Request form to the ISC for approval and be prepared to answer any questions of the members of the ISC
* Provide specific disbursement instructions and timing to the ERF Treasurer to easily disburse the funds
* Ongoing supervision of the funding of the project
* Act as the point of contact with partner Rotary Clubs and/or the beneficiary organization receiving the grant
* Provide periodic reports to the ISC regarding the status of the project
* Prepare and make a final report to the ISC when the project is complete and the ISC’s involvement is completed.