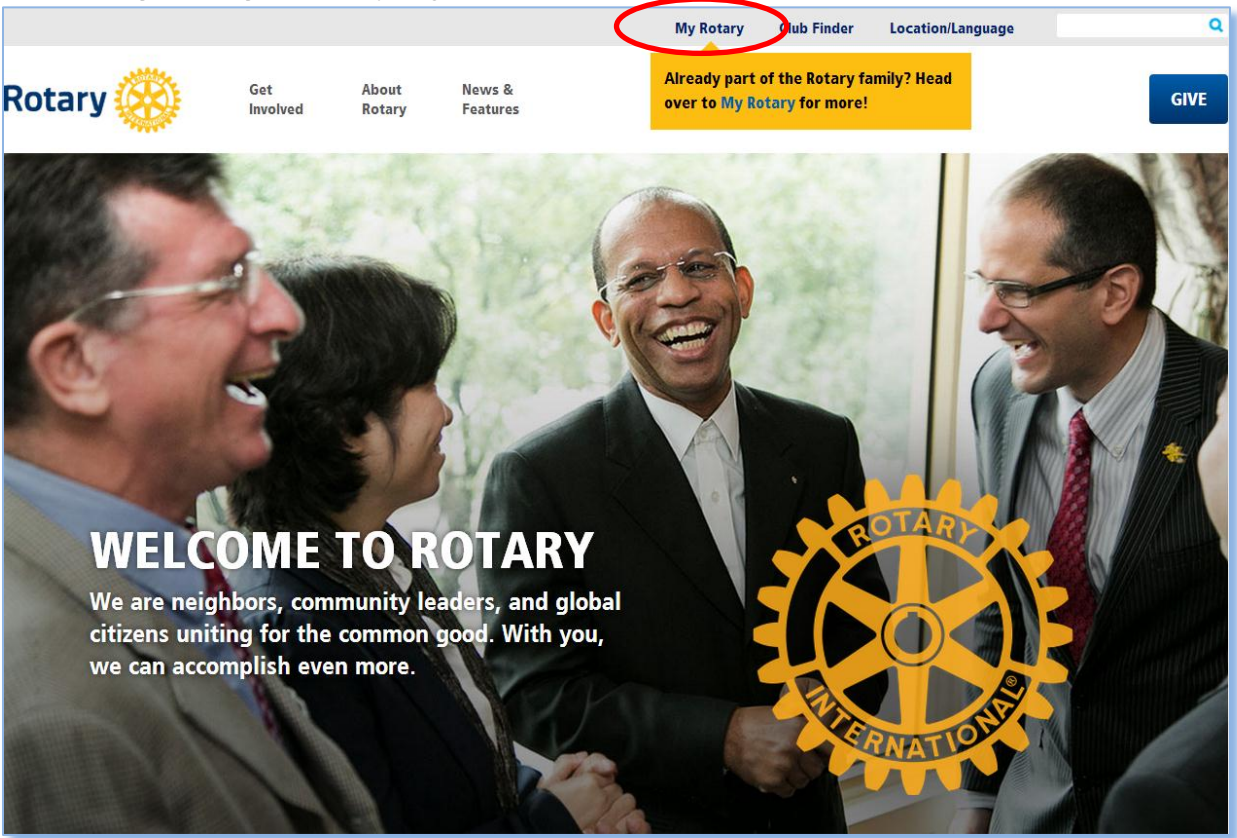# GLOBAL GRANT ONLINE APPLICATION PROCESS

The following screen shots will help you navigate the global grant online application process. For more information about global grants, visit www.rotary.org/grants.

Click on **My Rotary** on rotary.org

Click **Sign In / Register**. The first time you use the website you will be prompted to 'Register', regardless of whether you are a Rotarian or not. Use your primary email address as your ID. You will be sent an email with further information to complete the registration process. Be sure to check your email for this message! Sometimes it goes to your spam folder the first time.
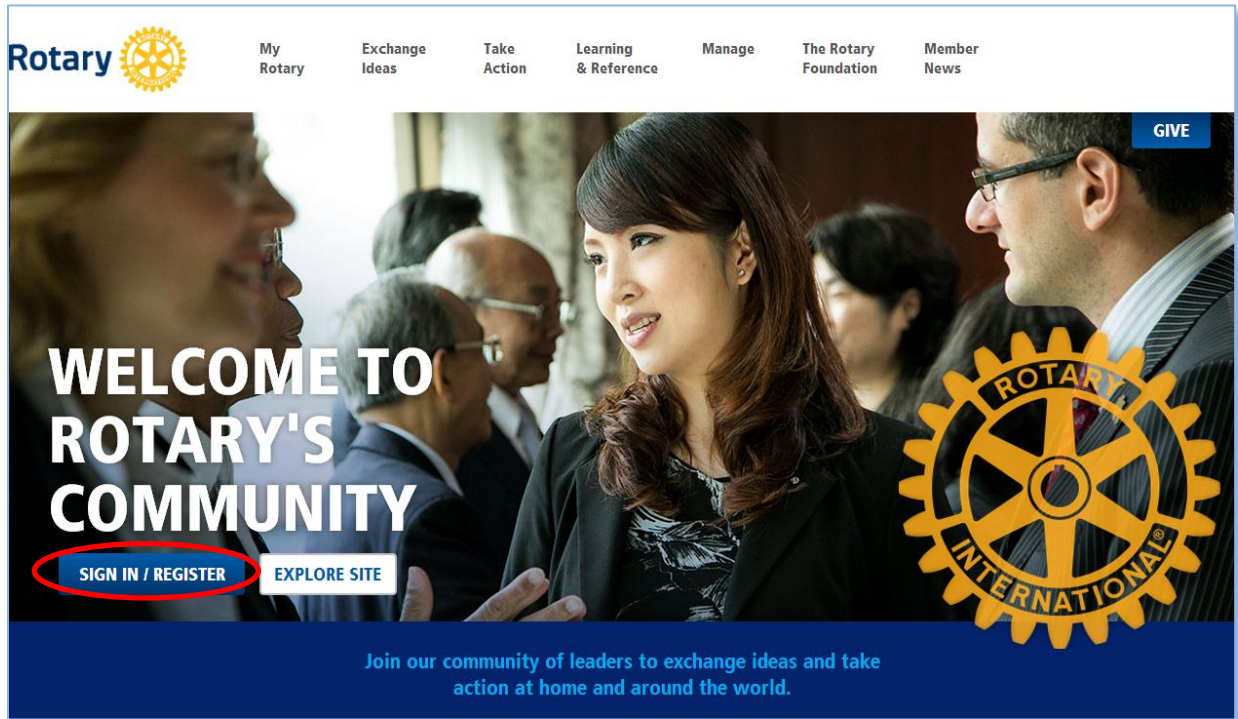
Hover over **Take Action** and under **Apply for Grants** click on **Grant Application Tool**
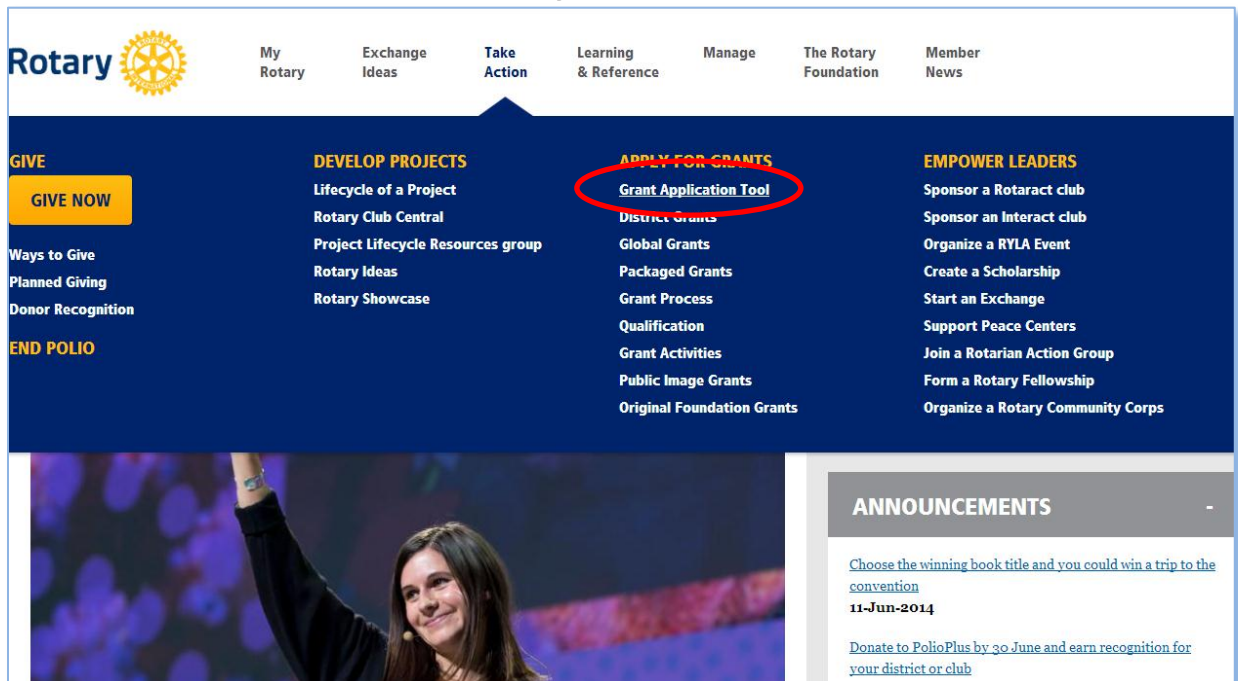
If you have more than one role within Rotary, you might need to confirm your role for this application.

If you have not previously started a grant, the website may direct you to the page below first. Click on **Grant application tool** and you will be taken to the Rotary Grants page.

This is the main Rotary Grants application page. To begin a global grant, click on **Global Grants**. For optimal functionality, log in to the application using a personal computer, rather than a mobile device.

Click **Start** to begin **First Steps**

First Steps will give you an overview of the information that the application requires. Click through each page. Some sections have additional material that can be seen by clicking the **Read more** link.

Welcome	Overview	Activity Types	Areas of Focus	Sustainability	Review	Begin Application

Welcome

Global grants fund large-scale projects and activities that:

- Align with one or more areas of focus
- Respond to a need the benefiting community has identified
- Include the active participation of the benefiting community
- Strengthen local knowledge, skills, and resources
- Provide long-term benefit to the community after the Rotary club or district has concluded its work
- Have measurable results
- Involve active Rotarian participation

Activities funded by global grants include:

- Humanitarian projects
- Vocational training teams
- Scholarships

Global grant applica
however, application

These pages outline
information that is re

If you have question
Rotary Foundation o

Welcome	Overview	Activity Types	Areas of Focus	Sustainability	Review	Begin Application

Areas of Focus

Global grant sponsors are required to demonstrate in the application how their planned activities support the goals of one or more of the areas of focus. In addition, grant sponsors of humanitarian projects and vocational training teams must describe how they will measure impact in the area(s) of focus.

Peace and conflict prevention/resolution
Rotary supports the training, education, and practice of peace and conflict prevention and resolution.

Read more

Disease prevention and treatment
Rotary supports activities and training that reduce the cause and effect of disease.

Read more

Water and sanitation
Rotary supports activities and training to provide access to safe drinking water and basic sanitation.

Read more

Maternal and child health
Rotary supports activities and training to improve maternal health and reduce child mortality for children under five.

Read more

Basic education and literacy
Rotary supports activities and training to improve education for all children and literacy for children and adults.

Read more

Economic and community development
Rotary supports investments in people to create measurable and enduring economic improvement in their lives and communities.

At the end of **First Steps**, you will enter basic information about your grant. As the person logged in to the system, you will be identified as a primary contact. To begin the application, indicate whether you are the host or international sponsor and whether the project is being sponsored by your club or district. Then click **Add Primary Contact** and you will be directed to search for your Rotarian partner, as shown in the pop-up box below. The easiest way to search for a Rotarian is to look up his/her club or district then search among the members of that club or district.

Once the names have been selected, you will be taken to the full application.

Answer the questions on each tab of the **Application**, starting with the **Objectives**. Select the activity type. The application will expand to show the questions required for your grant activity.

Select the **Area of Focus** for your grant. For each area selected, identify which area of focus goals and measures your activity will support.

Objectives	Areas of Focus	Participants	Budget	Financing	DRFC Authorizations	Authorizations

(?) Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

AREAS OF FOCUS

Resources

- Areas of Focus Policy Statements
- Monitoring and Evaluation Supplement
- Microcredit Application Supplement

Global grants must support the goals of at least one of Rotary's areas of focus. Select the applicable area(s) of focus and goal(s) that your activity will support:

Area(s) of focus (select all that apply)

- ☐ Peace and conflict prevention/resolution
- ☐ Disease prevention and treatment
- ☐ Water and sanitation
- ☐ Mate...
- ☐ Basic
- ☐ Econ...

- ☐ Maternal and child health
- ☐ Basic education and literacy
- ☑ Economic and community development

Economic and community development   ▬

Which goals will your activity support?

☑ Building the capacity of entrepreneurs, community leaders, local organizations, and community networks to support economic development in impoverished communities
☐ Developing opportunities for productive work
☐ Reducing poverty in underserved communities
☐ Supporting studies for career-minded professionals related to economic and community development

How will you meet these goals?

[text box]

How will you measure your impact?

Note that global grant sponsors of approved applications will be expected to account for the total number of direct beneficiaries in the final report.

No.	Measure	Measurement Method	Measurement Schedule	Target

Add Measure

Who will be responsible for collecting information for monitoring and evaluation?

[text box]

On the **Participants** page, enter information about everyone who participates in the grant. Each grant must have a host committee and an international committee of three Rotarians each. Enter information about other individuals or organizations including Rotarians, cooperating organizations, and community members.

If you selected Scholarship or Vocational training team (VTT) as an activity, you will enter those participants name(s) here. The system will email the participants instructions for registering online and completing their portions of the grant application. Please remind scholars and VTT members they must log in using the same email address used in the application

| Objectives | Areas of Focus | Participants | Budget | Financing | DRFC Authorizations | Authorizations |

(?) Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

GLOBAL GRANT COMMITTEE

The global grant committee should consist of six Rotarians:

- A **host committee** of three Rotarians from the country where the project will take place and
- An **international committee** of three Rotarians from a different country

Resources

- Grant Terms and Conditions
- Grant Management Manual
- Cooperating Organization MOU
- Itinerary

Add the members of the global grant committee so that they all can view this application. These individuals will receive an email notification that they have been added as committee members for this grant. Rotarians who do not have a valid email address listed in Rotary's membership records will not appear in search results. You can search for Rotarian committee members by name, Rotary Member ID, or club.

PRIMARY CONTACTS

Name	Club	Role	Sponsored by	Serving as	
		(Primary Contact)	Club	International	Remove
		(Primary Contact)	District	Host	Remove

COMMITTEE MEMBERS

Name	Club	Role

Add Host Committee Member

Name	Club	Role

Add International Committee Member

Start the **Budget** by entering the local currency and the rate of exchange between that currency and the U.S. dollar. Then begin entering the line items for your budget in local currency. The amounts will automatically be converted to U.S. dollars.

Objectives	Areas of Focus	Participants	**Budget**	Financing	DRFC Authorizations	Authorizations

(?) Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

BUDGET

Select the local currency for your budget and enter the current rate of exchange to 1 U.S. dollar. Obtain the current RI exchange rate from Rotary's website. If your country is not on the official RI exchange rates list, visit the Oanda or Bloomberg website to obtain the current rate.

Detail your proposed expenses by adding items to the budget. Note that the total budget must be equal to the total financing of your activity.

Resources

- Grant Terms and Conditions
- Grant Management Manual
- RI Exchange Rates
- Oanda Currency Converter
- Bloomberg Currency Conversion

Local currency: **USD** Exchange rate to 1 USD: **1** [Change]

No.	Description	Supplier	Category	Local cost (USD)	Cost in USD
[Add Budget Item]			**Total budget:**	0	0

[Export to Excel]

SUPPORTING BUDGET DOCUMENTS

Upload any documents, such as price bids or pro forma invoices, to support the expenses listed.

After selecting the document you wish to upload, click "Save" to view the uploaded file on this page.

Enter the contributions for your grant on the **Financing** page. Once you have entered your financing information, the maximum possible World Fund request will automatically be displayed. You will then enter the amount you are requesting. The budget and financing totals must match in order for the application to be submitted. Note: Project sponsors will now have to contribute an additional 5 percent for cash contributions made to The Rotary Foundation for global grant applications submitted on or after 1 July, to offset processing and administrative costs. The additional 5 percent is not required for contributions sent directly to a project's bank account.

Objectives	Areas of Focus	Participants	Budget	Financing	DRFC Authorizations	Authorizations

(?) Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

FINANCING

Resources

The Rotary Foundation funds global grants from the World Fund, and awards range from US$15,000 to US$200,000. The Foundation matches cash contributions at 50 percent and District Designated Fund (DDF) contributions at 100 percent. The Foundation will also match non-Rotarian contributions toward a grant, provided they do not come from a cooperating organization or a beneficiary.

- Grant Terms and Conditions
- Grant Management Manual
- Donor Advised Fund FAQ

To determine the World Fund match for your global grant, list all sources of funding, specifying contributions from cash, DDF, and other sources. Non Rotarian contributions with no match from TRF can be included in the grant financing if they are being used to purchase grant budget items. These contributions should not be sent to TRF. Note that the total financing must be equal to the total budget of your activity.

"NOTE: Any grant cash contributions sent to TRF must include an additional 5% to support processing expenses.

After you have added all funding sources and the requested World Fund match, click "Save" to save your grant financing.

Funding Method	Organization	Amount (USD)	Extra support*	Contribution + Extra support*
Add Funding Source				

Funding Summary

World Fund match maximum: $0.00 [   ]   Edit

Financing subtotal (matched contributions + World Fund): $0.00

On the **DRFC Authorizations** page, the district Rotary Foundation committee chairs will authorize the application. If District Designated Funds are being used, the district Rotary Foundation committee chair and district governor will authorize their use.

On the **Authorizations** page an error message will appear in red if any information is missing or incorrect.

The last step is to review the grant application before saving. Once you agree to the terms and conditions and authorize the application, an email notification will be sent to all other Rotarians whose authorizations are required.

| Objectives | Areas of Focus | Participants | Budget | Financing | DRFC Authorizations | **Authorizations** |

(?) Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Review your objectives, participants, budget, and financing to confirm this information is complete before authorizing. Each individual listed below must authorize this global grant application before it can be submitted to The Rotary Foundation.

After the first authorization, the application will be locked for editing. Any subsequent changes can be made by unlocking the application, but this will cancel existing primary contact and DRFC authorizations.

Application Authorization

By submitting this global grant application, we agree to the following:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities as presented in this application.

2. The club/district agrees to undertake these activities as a club/district.

3. We will ensure all cash contributions (as detailed in the grant financing) will be forwarded to The Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

4. Rotary International (RI) and TRF may use information contained in this application to promote the activities by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, etc.

The following issues must be resolved before this grant can be authorized and submitted:
You must select at least one area of focus.
Your budget has not met the minimum requirement of $30,000.
The total budget is not equal to the total financing.
The requested World Fund match amount should be at least $15,000 and no more than $200,000.
You must identify two secondary host committee members.
You must identify two secondary international committee members.

Primary Contact Authorizations

Primary contact authorizations are still pending.

If you have a question at any time during the application process, click **Message** to communicate with a Rotary staff member. You will be notified when staff has replied in the application, and a log of the communication between Rotarians and staff is recorded and can be viewed.