

Manual of Policies and Procedures for Individual Rotary Clubs (rev'd 210309)

TRF Mission Statement

The mission statement of The Rotary Foundation (“TRF”) is “to enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education and the alleviation of poverty”.

Rotary’s Areas of Focus:

1. Peace and conflict resolution/prevention
2. Disease prevention/treatment
3. Water and sanitation
4. Maternal and child health
5. Education and basic literacy
6. Economic and community development
7. Environment

Grants generally offer opportunities...

for Clubs or Districts to form partnerships to provide maximum humanitarian impact, to increase the involvement of Rotarians in grant projects, and to observe first hand the many reasons to support The Rotary Foundation.

Rotary Foundation District Grants...

offer Clubs the flexibility to respond to defined needs, to plan locally or in other countries that fit within the TRF mission. These grants are used for a wide variety of activities, including, but not limited to, funding scholarships, supporting vocational teams, sponsoring volunteer service, providing disaster relief, and carrying out community and international service projects. Clubs submit online applications which are reviewed by the Grants subcommittee team and the Grants subcommittee chair.

Rotary Foundation Global Grants...

support larger, international projects with sustainable, high-impact outcomes in one of the areas of focus that correspond to the Foundation’s mission. Clubs and the District can create their own Global Grant projects. Global Grants that are developed by Clubs and the District will receive a match from the Foundation’s World Fund. These grants can be used to sponsor scholars or vocational training teams or to develop large-scale humanitarian projects with clubs and Districts in other countries.

Procedures

- **District Grants.**

No later than April 20 Clubs submit an application for a District Grant, which are partially funded by District Designated Funds (aka DDF), and by at least as much club contribution. Grant proposals must show Rotarian involvement. A publicity plan is required. After approval of the grant applications, the Grants subcommittee submits a request for a block grant from TRF for the sum of all the DDF. Once the block grant is approved by TRF, Clubs will be notified and funds may be spent.

DDF will be distributed shortly after July 1.

Unused DDF previously allotted to a Club will revert to the District if the Club has not qualified by October 31. To qualify Clubs must have viewed a Grant Management Seminar and reviewed and signed Memorandum of Understanding (aka MOU).

District Grants must be applied for online at the D5010 website, <https://www.matchinggrants.org/district> . A Club may submit up to three District Grants per Rotary year. DDF must be matched 1:1 (or more) with club cash contribution. The project must be completed and a final report submitted, together with bank cancelled checks and/or invoices marked paid proving the grant funds are spent, within two months of completion if the project, or by May 31 at the latest. District Grants can not be extended into the next Rotary Year.

In the event more DDF is requested than available, the following criteria may be used by the Grants subcommittee to determine how to modify club allocations:

1. Is the Club fully qualified?
2. How many people will be impacted by the proposed District Grant?
3. What is the impact of the proposed District Grant measured against Rotary's seven areas of focus (even though a District Grant only needs to meet TRF mission statement)?
4. What is the Club's track record for implementing and managing District Grants?
5. How much will the District Grant involve Rotarian participation?
6. What is the Club's contribution history to TRF?

• **Global Grants**

Global Grants are handled on a first come, first serve basis until our DDF (the portion available for Global Grants which is a different pot from District Grants)are committed. There are no maximum amounts. Each District Grant application must fit within the TRF's seven areas of focus. Prior to starting a Global Grant, a short synopsis with budget should be submitted to the Grants subcommittee and the Global Grants chair.

For Club- and District- developed Global Grants, once a formal application is submitted, TRF may require additional levels of assessment, depending on the award amount of complexity of the project. Only club- and district- developed Global Grants of \$100,000 or more will require approval by TRF Trustees.

Host clubs must set up a separate bank account for processing of Global Grant funds.

There are two types of Global Grants:

1. Club- and District- developed Global Grants, which are partially funded by the sponsors and receive a match from TRF's World Fund, Based on a 100% match of DDF allocations.
2. Have a minimum World Fund (Rotary match) award of \$15,000 and maximum of \$200,000, support larger humanitarian projects with sustainable, high-impact outcomes; scholars; and vocational training teams in one of the areas of focus.

Qualification for TRF Program

A Club must submit both the Memorandum of Understanding, plus be current on District and RI dues, and all Grant reports. It may then participate in grants activity and use DDF.

The District must provide grant management and qualification to the clubs annually. Each club must designate a representative and an alternative for each year of qualification. At least one of these official club representatives must attend or view a Grants Management Seminar. Other Club members are encouraged to attend or view, in order to broaden the knowledge base of the club.

Document Retention

Original documents must be maintained for a period of five years. Documents are retained in the www.matchinggrants.org website.

Clubs must agree to periodic, random audits of their documents. Failure to provide reasonable access to documents by District Rotary Foundation personnel or the Audit Committee, or to maintain the required documentation may result in immediate disqualification for the use of TRF grant funds.

Rotary District 5010 Conflict of Interest Policy For Grant Participants

All individuals involved in a TRF program shall conduct their activities in a way that avoids any actual or perceived conflict of interest. A conflict of interest is a relationship among individuals through which an individual involved in a TRF program causes benefit, or could be perceived to cause benefit, for such individual or such individual's family, personal acquaintances, business colleagues, business interests, or an organization in which such individual is a trustee, director or officer.

Principles of Sustainability for Global Grants

TRF strongly encourages Rotarians to apply the following principles of sustainability to Global Grants:

1. That they incorporate activities and safeguards that ensure the continuity of project impact at TRF funding is fully expended;
2. They work toward multiple levels of sustainability: economic, cultural, social and resource;
3. They make optimal use of local resources, regional input and indigenous knowledge as much as possible;
4. They respect the natural resource base and avoid deterioration or destruction of the local government;
5. They attempt to reach the greatest number of beneficiaries as appropriate;
6. They prepare scholars and individuals to contribute to new and innovative methods in professional fields reflected with a Foundation area of focus;
7. They prepare participants to increase impact and improve effectiveness in the communities and vocations in which they work.
8. They utilize the input and skills of grassroots individuals and groups, such as Rotary Community Corps to ensure continuation of projects and activities.