

# GLOBAL GRANTS FROM THE BEGINNING

Preamble: This is a follow-up to requests for a step-by-step outline on the planning and implementation of an international service project with a Rotary Foundation Global Grant. At points in the outline there will be questions asked, the answers to which will determine the path you take.

Note: Eligible activities for Global Grants include Humanitarian Projects, Vocational Training Teams, and Scholarships. This paper addresses Humanitarian Projects.

Note: Entries highlighted in **BLUE** are items of importance to the review committee or suggestions from the writer.

Definitions: The **HOST CLUB** is located in the country where the project takes place. The **INTERNATIONAL CLUB** is not located in the country where the project takes place and is usually the lead club to provide financing and support. Global Grants are funded through The Rotary Foundation which will be referred to here as TRF.

## BEGINNING

- Confirm your club's membership priorities. Is an international project high on the priority list?
  - YES – Continue to the next step.
  - NO – Shelve the idea of an international project (for now).
- Do your members want to be the owner (lead) of an international project or a financial sponsor to a project that is led by another club?
  - IF OWNER – Continue to the next step. As the International Club you must:
    - **Qualify the Club and District.**
    - **Partner with a club in another country.**
    - **Involve the benefiting community.**
    - **Conduct a community needs assessment.**
    - **Apply through the online Grant Center.**
    - **Communicate regularly with partner(s) and community.**
    - **Complete all required reports (annual progress and final reports).**
    - **Measure progress.**
  - IF SPONSOR – Start looking for international service projects being planned and led by other clubs, and where financial support is needed.
    - You may find leads from your own members, clubs in your area, your Assistant Governor, District International Service Chair, and/or the D5060 International Service Cluster Groups (for Cluster Group contact email [reidbfamily@gmail.com](mailto:reidbfamily@gmail.com)).
- Find a Rotary Club to host the project. The “Host Club” will be located in the country where the international project will take place.
  - Ask your club members if anyone has family, business, or Rotary contacts in countries that might provide international project possibilities.
  - Ask for assistance from Rotary Action Groups, online Rotary Showcases, Rotary Project Fairs, District International Service Cluster Groups, and the District International Service Chair.
  - There are online Rotary Discussion Groups where potential host clubs are looking for international partners to help with a project and possible Global Grant. The link is

<https://my.rotary.org/en/exchange-ideas/groups/rotary-clubs-sponsor-global-grants>. This could lead to completing your next step which is...

- Find an international service project.
  - YOU NOW HAVE A HOST CLUB – Let them research communities and projects in their country and recommend the best option(s) to your club. This research may include a needs assessment.
    - Note: The selected project must meet the following RI requirements for grants.
      - Long term sustainability.
      - Aligns with one of the Rotary Areas of Focus.
      - Minimum \$30,000 budget for a Global Grant.
      - Responds to real community needs.
      - Actively involves Rotarians and community members.
      - Strengthens community capacity.
    - NO HOST CLUB – Some International Clubs find a project before having a Host Club to initiate it. The project may come through a club member, an international not-for-profit agency, a disaster, etc.
      - Confirm that the project can meet the TRF requirements listed above. This includes “addressing real community needs”.
      - Search for a Rotary Club to host the project.
        - Review the previously listed ideas for finding a Host Club.
        - Contact the TRF Regional Officer for the project’s host country and ask her/him for suggestions on a Host Club. The TRF Regional Officer is a staff member and is probably located in the Evanston, Illinois area.
      - Note: The Host Club must be located in the country where the project is to take place. If there is no Rotary Club in that country, a club from an adjacent country can be selected with TRF approval.
  - Confirm that both of the lead Clubs and Districts are qualified to apply for a Global Grant. The District Foundation Chairs can advise you on qualification status.
    - CLUBS – Annually the clubs must have two members complete the online Grant Management Seminar or the Recertification Seminar, a signed Club Memorandum of Understanding (MOU), and a signed Club Financial Management Plan (FMP). Clubs with open Global Grants must keep all the open grants in good standing which requires submitting annual MOU and FMP form with updated signatures and two club members completing the RI Grant Management course or Recertification course.
    - DISTRICTS – Must be in good standing with TRF and must agree to the stewardship requirements listed in the memorandum of understanding.

## NEEDS ASSESSMENT

- Note: A Community Needs Assessment must be completed prior to drafting a grant application. The needs assessment will identify specific priorities to address through the Global Grant.
- Suggestion: Consider creating a Project Advisory Committee consisting of a cross-section of the community where the project is being hosted. They can help with the logistics of putting together the interviews of locals for the needs assessment and provide local advice from project planning through to completion. Budget enough funds for volunteer/staff training and office supplies.
- Consider the following:
  - If time allows, apply for and use a District Grant to fund the needs assessment.
  - Hire a local consultant in the host country to complete the needs assessment steps and report.

- The needs assessment must fall within Global Grant Guidelines.
- The goals identified must be technically feasible.
- The clubs and all program implementation partners must be qualified to address the needs assessment results.
- Confirmation that the identified goals are not already being addressed in the community and cannot be addressed by other existing community groups.
- **Note:** Residents of the host community **MUST** be consulted, have input to the needs assessment, and support the results.
- **Note:** The Needs Assessment Report should include a budget for each goal, prioritization of components, and a total project cost.
- Download and complete the Global Grant COMMUNITY NEEDS RESULTS FORM. The form can be found on the Rotary.org website.
- **Note:** The application will ask for confirmation of a competitive bid process for supplying the components of the project. The host club and the need assessment consultant should organize the bidding process. An inflation contingency should be included in the budget (note % amounts below).
- **Note:** The budget can include up to 10% for contingencies due to inflation and another 10% to cover project management costs.

## FUNDING

- Having an estimate of your total cost, you must now agree on what is viable from a funding and technical perspective. A project budget for a Global Grant application can then be confirmed.
- **Suggestion:** Reduce or phase the project goals over two Global Grant applications, if necessary.
- **Note:** Global Grant applications are accepted throughout the year and are reviewed as they're received.
- Fund sharing for Global Grant is as follows:
  - Funds from the D5060 International Club and D5060 Partner Rotary Clubs are matched 100% by the District Designated Funds (DDF).
  - The District 5060 DDF is 80% matched by TRF.
  - Rotary Clubs must also contribute a 5% fee to be used by TRF to cover administration costs. This 5% is not matched by the DDF.
  - Non-D5060 Rotary Club contributions are not matched by D5060, but might be matched by their own District.
  - **Suggestion:** Ask the host club to contribute if they are able to and have them approach their own District about DDF funding.
  - TRF will match DDF funding from the Host District by 80%.

## DRAFTING

- With your club's support, a Host Club, completed needs assessment, a selected project, and a budget in place; you can now start to build your grant application. Use the online application in the Grants Center.
- Find the online application by going to:
  - rotary.org
  - my rotary
  - sign-in or register
  - take action
  - global grants
  - start my grant application

- The Grants Center home page will appear. At the bottom of that page hit “Apply for a Grant”.
  - In the blue box on the next page, choose “Global Grant” and “Lets Begin”.
- Note: TRF staff will expect you to use the results of the needs assessment as justification for the goals you include in the grant application. While writing the application refer back to the needs assessment report wherever appropriate.
- Start building the application.
  - Step 1 is “Basic Information” including the project’s name, the project type - “A humanitarian project”, and the names of the primary contacts. The primary contacts will be a Rotarian from each of the host and international clubs. They are the project leaders and (usually) the grant writers.
  - Step 2 is “Committee Members”. List three additional members from each of the host and international clubs.
  - Step 3 is “Project Overview”. TRF wants a general idea of the project. Be as concise as possible here. They’ll ask you for details later in the application.
  - Step 4 is “Areas of Focus”. Only select one of the seven Areas of Focus, probably the area of focus with the largest impact on the project’s budget. The application will ask for goals and objectives for each of the areas you select, so selecting more than one will multiply the work for you. You can still address items in the other areas of focus, but they will be secondary goals.
  - Step 5 is “Measuring Success”. Here you will be given a list of possible goals. Select all that apply. The application will then ask questions related to the goals you’ve selected. At the end of the project, you’ll be expected to report on results for each goal. Be prepared to identify who will be monitoring and evaluating the project results, and why that person/group is qualified for the task. This will probably be the host club committee, a local advisory committee, or partner non-profit agency in the host country.
  - Step 6 is “Location and Dates”. Be realistic on the project start and end dates. It can take weeks or months to get grant approval and pull the funds together before even starting the project. Delays can occur during the project due to weather or deliver issues. Give yourself an adequate timeline. If you run into trouble during the project implementation, you can ask TRF for an extension.
  - Step 7 is “Participants” where you’ll identify any cooperating agencies, partners, and volunteer travellers. Note: A Global Grant for a humanitarian project can pay the travel expenses for up to two people who will provide training or help implement the project if the necessary skills are not available locally. You will also describe the roles of the host and international clubs.
  - Step 8 is “Budget”. Although grants are in USD, the budget here will be in USD and the local currency where the project is taking place. There will be a drop down list available to select the local currency and the system will provide the current exchange rate.
- Note: A competitive bid process is required for the supply of services and materials, as mentioned earlier in the needs assessment section. A summary of the accepted bids should be uploaded in the “Supporting Documents” section of this step.
  - Step 9 is “Funding”. You will list sources and amounts including “cash from Rotary Clubs”, “District Designated Funds”, and “Non-Rotarian contributions”. The system will calculate the maximum funds you can request from TRF. Enter the amount of your TRF request. A funding summary will appear. Make sure the Total Budget and Total Funding are the same.
  - Step 10 is “Sustainability”. The application states that “sustainable projects provide long-term solutions to community problems — solutions that community members

themselves can support after the grant funding ends. Your answers to the questions here will help TRF understand the components of your project that will make it sustainable”. Basically, you must explain how your project will include each of the following sustainability practices:

- Starts with the community
  - Local ownership
  - Provides training
  - Buys local
  - Find local funding
  - measure success
- When asked “How did your project team identify these needs”, refer to the completed needs assessment and emphasize the input from the local community. This local input must be emphasized in the follow-up questions “How were members of the community involved in finding solutions?” and “How were community members involved in planning the project?”.
  - You will be asked for a project implementation timeline. This should synchronize with your project start and end dates identified in Step 6. Go back to Step 6 if you need to adjust the dates.
  - Be prepared to provide the following:
    - An operations and maintenance plan for equipment and materials supplied by the grant. Training on the operation and maintenance of equipment should be included in the project’s budget and implementation.
      - Suggestion: Often the supplier of equipment can be used to train locals in it’s operation and maintenance. Those trained can then train others in a ‘train the trainer’ program.
    - How community members will maintain the equipment after grant-funded activities have concluded and confirmation that replacement parts are available.
      - Note: Any cost to train individuals should be included in the budget. This can be considered a vocational training activity within the grant. During the bidding procedure you should confirm that replacement parts will be available long term.
    - Confirm that the equipment and facilities will be culturally appropriate and conform to the community’s technology standards. An example is latrine facilities in rural Bangladesh are built and used differently than those in North America. The project should build to specifications that will address the community’s needs and values.
    - Confirm who will own the equipment and materials purchased. This should be the individuals or organization who will maintain and replace the items.
  - Supporting documents should be uploaded here. Make sure a copy of the completed needs assessment is uploaded.
  - Step 11 is a review of the application. If the two Primary Contacts are happy with their reviews, they can lock the document. The document can now be circulated for authorizations. It will be in a read-only setting, so changes can’t be made without the document being unlocked by the Primary Contacts.
    - Once locked, an email is sent by the system to each of the district leaders who are required to read and authorize the application.
    - If unlocked to make changes, the edited document will have to be locked again and authorizations started over.
  - Step 12 is “Authorizations” by:
    - Primary Contacts from the host and international clubs.
    - District Rotary Foundation chairs from the host and international districts.

- DDF authorizations from the host and international districts.
- Legal agreement accepted by the current Presidents of the host and international clubs.
- Once the authorizations are completed the document is automatically forwarded to TRF.



*Photo above: Global Grant funded construction of a deep well for the Village of Bariasoni in Bangladesh.*

*Photo below: A women's focus group meetings during a needs assessment process.*



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