GLOBAL GRANTS
FROM THE BEGINNING
(PART ONE)

Preamble: This is a follow-up to requests for a step-by-step outline for the implementation of an international service project with a Rotary Global Grant. At points in this paper 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.

Definitions: The HOST CLUB is the lead Rotary club located in the country where the project takes place. The INTERNATIONAL CLUB is the lead Rotary club located in District 5060 and is usually the club providing financing and support for the project. Global Grants are funded through The Rotary Foundation which will be referred to here as TRF.

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

THE BEGINNING
- Confirm the priorities of your club's membership. 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 **partner** to a project that is led by another club?
  - IF A FINANCIAL PARTNER ONLY – 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 contacts email reidbfamily@gmail.com).
  - IF OWNER
    - The roles identified in the RI Guide to Global Grants are:
      - International club
        - Provide financial assistance technical support, and other guidance.
        - Perform project tasks that can be done remotely.
      - Host club
        - Initiates the project.
        - Conducts a community assessment.
        - Manages project implementation and budget, includes keeping all project records.
        - Receives project funds.
      - Both clubs
        - Must be qualified.
        - Develop a project plan.
        - Have project committees that collaborate with each other.
        - Partner with a cooperating organizations, if needed.
        - Submit project reports in the Grant Center.

- As the International Club you are required to:
  - Qualify your Club and District.
  - Partner with a club in another country.
  - Make sure a good cross-section of the benefiting community is involved in the planning and needs identification, including all genders.
  - Apply through the online Grant Center.
  - Communicate regularly with partner(s) and the community.
  - Authorize all required reports (annual progress and final reports).
  - Make sure progress is measured.
- Three steps must be accomplished and they can be done in any order. The steps include: find a Host Club, identify a project, and conduct a needs assessment. These are detailed under the next headings.
  - Note: While reading further details, keep the following in mind: The Host Club and Host District must be qualified for Global Grants, as does your club and district as the international sponsors. District Foundation Chairs can confirm the qualification status of clubs and districts.

FINDING A HOST CLUB
- If you start by finding a host club, then you can work with them to find a project. Alternatively, if you have a project in mind, you will need to find a host club that is interested in your project.
- Ideas for finding a host club include:
  - 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 look for international partners to help with a project and a possible Global Grant. The link is https://my.rotary.org/en/exchange-ideas/groups/rotary-clubs-sponsor-global-grants. This could lead to both finding a host club and your project.
- The host club must be located in the same country and close to 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. For this approval contact Rene Reiling, the TRF Regional Grants Officer assigned to District 5060. Her email address is rene.reiling@rotary.org. She may also suggest a club to work with.

FINDING A PROJECT
- If you start by finding a host club, let them research communities and projects in their country and recommend the best option(s) to your club.
  - Note: The selected project must meet the following RI requirements for grants.
    - Have a long term, sustainable impact.
    - Aligns with one of Rotary's areas of focus.
    - Minimum $30,000 budget.
    - Responds to important needs identified by the community.
    - Actively involves Rotarians and community members.
    - Strengthens community capacity to address its own needs.
  - The accepted project will require a needs assessment.

- If you have no host club – Some International Clubs find a project before having a Host Club to partner with. 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 priority needs identified by the community".
  - Search for a Rotary Club to host the project.
    - Review the previously listed ideas under the heading "Finding a Host Club".
    - Contact the TRF Regional Officer for the project's host country and ask her/him for suggestions of a Host Club or contact the Regional Grants Officer assigned to District 5060, Rene Reiling at rene.reiling@rotary.org.
- Confirm that both of the lead Clubs and Districts are qualified to apply for a Global Grant. The District Foundation Chairs can verify qualification status.
  - Note: To be qualified the clubs must annually:
    - Have two members complete the online Grant Management Seminar or the Recertification Seminar.
    - Submit a signed Memorandum of Understanding (MOU).
    - Submit a signed Club Financial Management Plan (FMP).
  - Clubs with open Global Grants must remain in good standing which requires submitting annual MOU and FMP forms with updated signatures. As well, two club members must complete 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 their memorandum of understanding.

NEEDS ASSESSMENT
- A Community Needs Assessment must be completed prior to the grant application. The needs assessment should identify priorities and make specific recommendations to be addressed through the Global Grant.
- Use the GLOBAL GRANTS COMMUNITY ASSESSMENT RESULTS FORM to report community assessment findings when you apply for a Global Grant. You can download the form off the Rotary.org website. Go to http://my.rotary.org/en and sign in. Then hover over Take Action>Apply for Grants> and click on Grant Center. On the page that opens, look along the upper menu for the word "Resources" and scroll down to "Community Assessment Results".
- Consider the following:
  - If you are starting the process with an identified project, the needs assessment may already have been completed by someone aligned with the project.
  - If there is no needs assessment, and if time allows, you can apply for and use a District Grant to help fund the cost of a needs assessment.
  - As mentioned earlier, the RI Guide to Global Grants states that the Host Club is responsible for conducting the community needs assessment. They should hire local consultants in the host country to complete the needs assessment steps and report.
  - The needs assessment must fall within the 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.
  - Confirm 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 Host Club and the needs assessment consultants should be able to prioritize the components identified by the needs assessment, estimate a budget for each component, and project total project cost. This will help if you need to eliminate components in order to reach a realistic total cost and before putting components out for competitive bids.
- Suggestion: It is not asked for on the Assessment Results Form, yet the grant application will ask for confirmation of a competitive bid process for supplying the components of the project. Competitive bidding is usually initiated after completing the needs assessment and selecting the final project components.
- Suggestion: The local consultant could be of value to the Host Club with the coordination of the competitive bidding and eventual contract awarding process.
- Suggestion: If your project is confined to smaller communities, consider having the Host Club create a Project Advisory Committee consisting of a cross-section of the community. The committee members can help with the logistics of coordinating the interviews of local residents for the needs assessment process and provide local advice ranging from project planning through to completion. They can also be very important to the sustainability of the program after the grant is completed. Budget enough funds for volunteer training and office supplies.

FUNDING
- The needs assessment and priorities will give you an idea of what the project scope might be.
- If you have a needs assessment but not cost estimates or bids, you need to obtain these next.
- 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.
- TRF encourages the use of contractors/workers from the host country and supplies/equipment that can be maintained locally.
- Look at the terms used in the Global Grant budget line items. The grant application only allows for specific categories, such as maintenance, training, and operations. Your bidders may use different terms or categories. You will have to transfer items from your bid documents to those categories on the grant application. Think ahead about how you will track this going forward.
- Note: If the total cost and/or project scope is prohibitive, clubs have been known to split the goals and costs over two Global Grant applications, likely completing the first project before moving onto the second. If the second grant has a different area of focus, it should not be a problem for TRF.
- Note: The Global Grant website states that "applications are accepted throughout the year and are reviewed as they're received". This applies to humanitarian projects only and it is different for Vocational Training Teams and Scholarship Global Grant applications which are tied to school calendars..
- 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 contribution 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 if they are able to contribute and have them approach their own District about DDF funding.
    - TRF will match DDF funding from the Host District by 80%.

APPLICATION TEMPLATE
- To confirm where you are headed, take the time now to download a copy of the Global Grant Application Template. This allows you to see the information you will need for the actual application. Log into http://my.rotary.org/en. Hover over Take Action>Apply for Grants> and click on Grant Center. Then look along the upper menu for the word "Resources" and scroll down to "Global Grant Application Template". Note that the template differs from the actual application, in that some parts will only permit you to select from a drop-down menu. Therefore, use this as a general guide but do not expect to fill this out and copy/paste into the online grant application.

DRAFTING THE GRANT APPLICATION
- With the support of your club, 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. You may work on this form over periods of time as your input will be saved.
- Find the online application by going to http://my.rotary.org/en and log in>My Rotary>Sign in>Take Action>Apply for Grants>Grant Center>Apply for Grants>Global Grant
  - 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". Select only 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. See www.rotary.org >our causes.
  - 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 months to get grant approval and to 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 include paying the travel expenses for up to two people who are qualified to provide training or to help

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 from 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 everyone is happy, the Primary Contacts can lock the document. Note: Make sure all the main people have reviewed the draft and have provided input. There is a link to download a PDF of your application draft from the grant writing/editing page.
    - Once reviewed by all necessary participants and locked by a Primary Contact, the document will 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. Try to avoid this! Wait until you are sure the document is good before locking the grant.
  - 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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