

AGREEMENT TO ADMINISTER A DISTRICT TRAVEL GRANT PROGRAM

PARTIES TO THE AGREEMENT

The agreement is between Rotary District 5240 (**The District**) and the Rotary District 5240 Charitable Foundation, a 501(c)3 (**The Foundation**) The approved agreement will be posted at the District 5240 Web Site for public review and supersedes all previous agreements.

PURPOSE OF AGREEMENT

The District created this program to assist constituent clubs who engage in international projects with travel related expenses.

The purpose of this agreement is to maintain a fund within The Foundation to pay, on a matching basis, the travel costs of Rotarians from clubs in District 5240 traveling on humanitarian projects. This program shall be known as the DISTRICT TRAVEL GRANT (**DTG**) program.

FUNDING AND MAINTENANCE

The District shall, from time to time and at the discretion of the District Governor, contribute funds to The Foundation. These funds are then managed by The Foundation whose board will determine the size of the yearly pool for each district grant's program.

The Foundation is responsible for management of the DTG funds year to year, to communicate to the District Grants Committee the amount available for Travel Grants, and to comply with this agreement in the disbursement of DTG Grant funds.

The Foundation will determine the amount available for use and communicate it to the incoming District Governor, District Governor Elect and District Grants Committee Chair and District Grants Committee Chair Elect by no later than 60 days before the start of the new Rotary Year. The Foundation is also responsible for:

- Assure all 501(c)3 requirements are in compliance
- Maintain and assure compliance (as defined herein) of this agreement
- Tracking all committed funds and setting aside such funds assuring all approved grants are funded year to year
- Time is of the essence and The Foundation will maintain process assuring timely payment once requested
- Maintaining the District Web presence for information related to working with The Foundation.
- Work with the District Grants Committee to assure the program is promoted to The District Rotaract and Rotary Clubs

The District Grants Committee Chair shall, at their option, create a sub-committee to communicate and manage application criteria to District 5240 Rotary Clubs. This committee, referred herein as District Travel Grants Sub-Committee (**DTGSC**) will approve DTG funds based on criteria complying with this agreement and agree to monitor and assure the budgeted amount of funds is not exceeded. The DTGSC shall approve on an individual basis and within the terms of this document:

- The maximum amount of DTG funds available to each grant on a matching basis



- The maximum amount allowable to any one person
- Such other terms and conditions as the DTGSC shall deem appropriate for the orderly and equitable utilization for DTG funds
- The DTGSC shall circulate, in writing, to all clubs and to The Foundation Secretary such matching requirements and other terms and conditions. This document shall be styled the TRAVEL GRANTS GUIDELINES. Such circulation shall occur no later than the August 31 following the beginning of the Rotary Year (July 1).
- Maintain for each Rotary year a tracking spreadsheet of working and approved DTG applications

USE OF FUNDS

The travel grant funds shall be utilized to pay for travel costs (as defined herein) incurred by Rotarians or Rotaractors (in conjunction with a District 5240 Rotary Club) within District 5240 that are incurred in traveling to and from international humanitarian projects as approved by the DGS of The District. These projects must forward the Objects of Rotary and shall conform to the requirements of this agreement.

ALLOWABLE COSTS

The only costs eligible for payment from the District Travel Grant program shall be reasonable transportation costs, lodging, meals while in the project country or in transit, and other reasonable costs relating to foreign travel (e.g. interpreters).

LIMITATIONS TO THE USE OF FUNDS

The following limitations shall apply:

1. In no event, shall such matching from The Foundation exceed \$1,500 per grant request nor shall any one person receive a grant that is more than \$750
2. There is a limit of one DISTRICT TRAVEL GRANT per year per club
3. There is a limit of one DISTRICT TRAVEL GRANT every three years per person
4. All Travel Grant requests must have the support of a District 5240 Rotary Club and the DTG application signed by the President of the sponsoring club
5. The travel costs eligible for payment under this program are restricted to costs of travel to and from International projects that are endorsed by a Rotary Club in the international project country
6. Travel Grants shall not be available for projects in non-Rotary countries

REPORTING REQUIREMENTS

The DTGSC shall manage the application approval of DTG funds. The Foundation will manage the final approval of funds. No DTG is approved until both the DTGSC and The Foundation approve it. The Clubs shall complete the DTG application and submit them to the DTGSC. The DTGSC shall submit approved DTG application to The Foundation who will review in a timely manner and approve allocation of funds and return the approval to the District Grants Committee Chair and The Foundation. The DTGSC will communicate approval to the requesting Rotary Club and to The Foundation. The Foundation will restrict Rotaract Matching grant funds based on receipt of the approved DTG documentation. A log will be maintained by The Foundation of all DTG in progress for a Rotary year that will include when the grant was successfully completed. The requesting CLUB will complete the final report with the DTGSC. Once the final report is accepted, the DTGSC will submit a DTG Check Request to The Foundation approved by the District Grants Committee chair. The Foundation will pair this original RMG application with the RMG Check Request and pass the paperwork to The Foundation Treasurer to fund the RMG.



The Foundation Treasurer shall notify The Foundation President and 5240 District Governor of any violations of this requirement.

APPLICATION AND APPROVAL

The Foundation shall disburse funds as DISTRICT TRAVEL FUNDS if the following has occurred and is certified as such, in writing, by the DTGSC to the Foundation:

1. Application is made by a Rotary Club which is a part of District 5240 to the DTGSC, using the DTG application form approved by the DTGSC, at least 60 days prior to the travel occurring. Such application shall include the names of all individuals traveling of the project for which will be utilized.
2. The DTGSC reviews and approves the DTG application as meeting the requirements of this agreement.
3. The club or member funds the travel. Reimbursement is dependent on the club submitting the DTG Final Report to the DTGSC within 90 days of completing the travel. No reimbursements are made without a DTGSC approved Final Report.
4. If travel is 12 months beyond the original application date, a progress report is required.
5. The District Grants Chair and District Rotary Foundation Chair sign off on the final Check Request Form officially agreeing that all required documentation is complete.
6. The Final Check Request Form is provided to The Foundation Treasurer for reimbursement.
7. Should the DTGSC approve a grant that does not meet the condition of this agreement and/or of the TRAVEL GRANT GUIDELINES in force for that year, then the DTGSC Chair shall, as part of the certification to The Foundation, advise The Foundation treasurer that the grant is a non-conforming grant and that the DTGSC has specifically approved the grant as non-conforming. The District Governor shall also receive a copy of these non-conforming grant certifications.
8. Approved DTG applications must be completed within 24 months of approval and if not, the application will be forfeited.

COMPENSATION

The Foundation shall be reimbursed for its costs of administration for the DISTRICT TRAVEL GRANTS funds on deposit with The Foundation at a rate not to exceed 3% of the average DISTRICT TRAVEL GRANT balance for the year.

FUNDS ON HAND AT TERMINATION

Should this agreement terminate as provided herein, then all funds on deposit with The Foundation shall remain the property of The Foundation and The Foundation may, as its discretion, utilize the funds for whatever charitable purpose it deems appropriate.


Agreed to:

For The District:


Loretta Butts, District 5240 Governor 2014-15

8-13-2014
Date

For The Foundation:


Edwin Velarde, President
District 5240 Charitable Foundation

08/01/2014
Date

