Global Grant Project Planning Tool

1. Preliminary Project Identification & Planning	Timing
• District 5370 Certification Training for Clubs (annually in March-April) • TRF GG Management Certification – on-line for Project Committee members (Rotary Learning Centre) • Info and Guide to Global Grants at Global Grants Overview & Resources, • Identify project: problem, need, location. • Find/confirm project partners (Rotary & non-Rotary) • Complete a Community Needs Assessment – see template • Confirm project components / elements. • Develop preliminary project budget (see Global Grant Calculator) • MOU with all partners (roles & responsibilities) • Project planning committee (Rotary Host & International Partners) • Confirm Club support and financial contributions • Notify District and request of DDF to support Global Grant Project • Register / Start GG Project with TRF Global Grant Centre	6 – 12 months (+ / -) ↓

2. Project Promotions, Fundraising, and GG Application	Timing
• Project promotions with other clubs in District, Zone, and Internationally (e.g., Rotary Showcase, Rotary Foundation Canada - Stories, Club presentations, media, etc.) • Applications for any non-Rotary grants / funding sources (as required/available). • Confirm project funding partners and amounts. Complete GG application (on-line), with all support info & documents.	6 – 12 months (+ / -) ↓

3. GG Application Submission & Approval	Timing
• Submit proposal, with authorizations from Clubs & Districts • Establish Project bank account (host partner). • Respond to any TRF questions/requirements for change. • TRF approval notification. • Funds transfer from all funding partners to TRF or direct to project bank account.	Up to 6 months (+ / -) ↓

4. Project Implementation	Timing
- Implement project with partners. - Interim GG Reports to TRF, as required (annually). - Financial tracking & record keeping (quotes, receipts). - Lots of photos and video. - Regular communications of Global Grant Project Committee. - Regular updates to District and Rotary Clubs who have provided funds.	2 years average (no limit) ↓
5. Project Completion: Final Reporting & Sharing Success	Timing
- Complete and submit Final GG Report to TRF (on-line), with support documents & photos. - Celebration Project Completion (as appropriate) with Community Beneficiaries, Rotary Clubs. - Sharing successes at home & around the World (e.g., Rotary Showcase, Rotary Foundation Canada - Stories, Club presentations, media, reports, etc.).	2-6 months (+ / -) ↓
6. Post-Project Monitoring, Evaluation & Reporting	Timing 6-12 months
- Complete post-project monitoring & evaluation using measures outlined in grant application. - Reporting to Rotary International (as required). - Make adjustments to program implementation (if required).	↓

Grant Resources: Certification, Training, Support, Ideas & Advice	Timing
- Resource People in District 5370: Clubs & District Foundation - Global Grants Overview & Resources - A Guide to Global Grants - Rotary Showcase - Rotary Learning Centre – Grant Management Seminar - Rotary Global Grants Centre - Rotary Action Groups - Rotary Cadre of Technical Advisors - Global Grants terms and conditions - Areas of Focus Resources & Guidelines	*Throughout Global Grant Process* ↕

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