**Global Grants/Packaged Grants Sub-Committee Chair Job Description**

The Global Grants Chair works with the District Foundation Chair and the Global Grants sub-committee to:

ensure that at least one member of each D-5470 club applying for DDF funds is grants-certified

ensure that grants certification training is offered at least once every Rotary year

encourage clubs to apply for global grants

help clubs find global grants projects

review grant applications and allocate DDF (based on availability of funds and district-designated parameters)

help clubs with the online TRF application process

ensure that clubs complete annual and final global grant project reports

ensure that global grants project-documents are maintained at the club level and at the district level

assist the Vocational Training chair to identify possible VTT-projects

assist interested clubs in identifying possible packaged grant opportunities

inform the District Foundation Chair and District Governor when online TRF applications have been completed and are ready for sign-off by them

maintain the global grants webpages on the district website or provide the needed information to the district webmaster

keep Foundation Chair and District Governor informed of district grants activities