



ROTARY DISTRICT 5710  
**DISTRICT GRANTS POLICY**  
**2024-25**  
**District Governor**  
Tamara Sevcik  
rev. Feb 2024

Herein are guidelines for managing the District Grants structure of The Rotary Foundation (TRF) in D5710. District Grants fund smaller, short-term activities that address needs in both our local community and communities worldwide and are funded by The Rotary Foundation from a portion of the funds our District's clubs donated to the Annual Program Fund (APF) three years prior.

**Key Contact for questions and information on District Grants:**

- Greg Shondell - District Grants Subcommittee Chair 2023-26; greg@HeathwoodOil.com
- PDG Faron Barr - District Rotary Foundation Chair 2022-25; fbarr@t-mfinancial.com

**2024-25 District Grants Subcommittee Members:**

- Greg Shondell, District Grants Subcommittee Chair
- PDG Faron Barr, District Rotary Foundation Chair
- Tamara Sevcik, 2024-25 District Governor
- Gerry Coffman, Member-at-large 2024-27
- Jamie Stafford, Member-at-large 2022-25

**District Grant Highlights:**

- Application Deadline: **August 31, 2024**
- Approval Notification: No later than September 30
- Projects cannot be started prior to receiving approval of grant application
- Funds Available: By mid-October (subject to receipt of funding from The Rotary Foundation)
- Provide a brief description of the project
- Explanation of which of the Seven Areas of Focus (or scholarship) the project will address
- Clubs may elect to earmark some or all of their District Grant Allocated Funds to a Global Grant project (click [here](#) for more info on Rotary Grants). The advantage to a club that chooses this is that their funds in a Global Grant structure can be matched 80% by The Rotary Foundation thereby significantly increasing their money in that Rotary project. Specifics to consider:
  - To elect this option, check "Earmark to a Global Grant" on the grant application and state, if known, the Global Grant number or where the grant is planned to take place.
  - The Global Grant may be for any Global Grant either led by your club or any other (even outside the District).
  - The club may assign these funds anytime within 2 years of the election date, i.e. your club would have until approx. Sept 1, 2026 to allocate the funds to a specific Global Grant. **There are no extensions.**
  - The risk: Once this election is made, the funds will never again be available for a District Grant and if the Global Grant the club is supporting is not approved by The Rotary Foundation or for whatever reason is not successfully initiated, the allocated funds will resort to generally available funds of D5710's District Designated Funds (DDF) managed solely by District leadership.

**Available Funds:** In 2024, the District will receive 25% of our District's total giving to the Annual Programs Fund-SHARE of The Rotary Foundation from 3 years prior (2021-22 giving of \$300,747), less a 5.0% expense charge, to fund District Grants. The total of \$71,427 shall be allocated for club District Grants and broken into two major areas: **Allocated Funds** and **Discretionary Funds**. These funds will only be distributed to clubs after approval of grant applications by the District Grants Sub-Committee subject to the terms and conditions as stated in this policy statement, the grant application form and related documents.

**Allocated Funds:** Every club will receive an allocation based on two qualifying criteria (**see allocation sheet attached**). Clubs may submit as many grant applications as necessary to apply for their maximum Allocated Funds.

- First, each club is allocated their pro-rata portion of 75% of the amount available for District Grants (\$53,571 total), based on their 2021-22 giving to the Annual Programs Fund.
- Second, every club qualified as a "Star Club" in the prior Rotary year (clubs that gave at least \$100 per capita to the Annual Programs Fund of The Rotary Foundation during the Rotary **year ended June 30, 2024; final designation and amount not known until July 2024**) will receive a pro-rata portion of 25% (\$17,856 total) of the amount available for District Grants, estimated to be approximately \$700 per eligible club. The exact amount shall be the \$17,856 allocation divided equally among 2024-25 qualified Star Clubs.
- Matching Funds Requirement: Both above funding pools must be matched 50¢ to \$1.00 (1:2) by the receiving club (i.e. \$1,000 received from District must be matched by \$500 from the Club).

**Discretionary Fund:** That portion of the District Grant allocation received from The Rotary Foundation that remains after the approval of Allocated Funds. These remaining Discretionary Funds are the result of some clubs not applying for grants or for not submitting an approved grant application.

The District Grants Subcommittee may distribute from Discretionary Funds monies for a project led by the District Governor of that grant year. A project application received from the District Governor will be considered alongside club Discretionary grant requests.

Discretionary Funds will be made available to all clubs that have fully utilized their Allocated Funds. Clubs without a pro-rata portion of Allocated Funds (i.e. that did not give to TRF in the 2021-22 year) are not eligible for Discretionary Funds unless they are a "Star Club" in the prior Rotary year (2023-2024).

Only one Discretionary Fund application may be submitted per club for a project performed by the club's members. Discretionary Fund applications may be for

the same project for which a club receives Allocated Funds. These applications will be reviewed and awarded solely based on the merit of the project.

Any club that sponsors an active Rotaract, Interact or Satellite club sanctioned under Rotary International, may submit **one** Discretionary Fund application for a project that entity is leading. This may be in addition to the sponsoring club's own Discretionary Grant request. Discretionary Fund applications for a sponsored entity are the responsibility of the sponsoring Rotary Club. The sponsoring Club will receive, disburse and account for all funds of these projects, and abide by all requirements of district grants. These applications will be reviewed and awarded solely based on the merit of the project.

**NOTE:** Discretionary Fund requests will be reviewed by the committee using more stringent criteria than requests for Allocated Funds. All Discretionary Funds requests will compete with other requests. The committee will evaluate projects based on scope and are looking for significant impact. Partnering with other clubs is encouraged.

Matching Funds Requirement: Discretionary Fund allocations require a minimum club funds match of 50¢ to \$1.00 (1:2) by the receiving club (i.e. \$1,000 received from District must be matched by \$500 from the Club). Higher than minimum club matches will receive special consideration in the selection process.

**Project budget:** List all expenses of the project and all sources of funding. Separate bank account required.

**Responsible parties:** List the name and contact information for the primary and alternate club members who will be responsible for project and grant management and reporting.

**Conflict of Interest:** The Rotary Foundation Code of Policies (Section 10.030) addresses business transactions where conflicts of interest may arise with TRF funds being paid in a way that may or may appear to benefit a Rotarian. Funds expended for the proposed project that would in any way, directly or indirectly, benefit a Rotarian must be clearly identified and explained.

**Grant reporting and general requirements:**

- After grants are approved, any changes to the project that would affect the expenditure of District Grant dollars must be submitted in writing for approval by the District Grants Subcommittee.
- Clubs will have 12 months from the date they receive District Grant funds to complete the project and submit a final report and produce an accounting of all project expenditures.
- Any club that has not reported and properly expended their District Grant funds within 12 months will be ineligible for further grants of any kind until a proper accounting is made.
- Prior to the June 30 end of the Rotary year in which a grant was received, a satisfactory District Grant Club Progress Report must be submitted to the Stewardship Chair (Timothy Moran, [GStew5710@gmail.com](mailto:GStew5710@gmail.com)), unless a final report has already been submitted.
- Clubs must be current in dues payments to Rotary International and District 5710
- Clubs must be current in all reporting for any Global grant for which it is a sponsor or co-sponsor.

- Clubs must provide a copy of its IRS 990 for the most recent tax year for which filing is due.
- Clubs must provide a signed Club Qualification Memorandum of Understanding.
- Clubs must have sent as least one active club member to a District Grants certification seminar within the last three years of the application deadline date.

Resources:

- **Rotary5710.org**; click on “Grants” in the left column  
<https://www.rotary.org/myrotary/en/take-action/apply-grants/district-grants>



# 2024 - Preliminary 03.01.24

## Rotary District 5710

### Rotary Foundation Annual Programs (SHARE) Fund Giving History:

Total District Giving 2021-22	\$300,747
5.0% TRF expense reduction	\$15,037
	\$285,710
50% of 2021-22 giving for Global and District Grants ("DDF")	\$142,855
50% of DDF - Available Funds for club District Grants	<b>\$71,427</b>

Number of Clubs in the District		40	Star Club Allocated Funds		<b>**Estimated**</b>		<b>700</b>
Club	Star Club 2024-25	* Grant Certified Rotarians	2021-22 SHARE Giving	Allocated Funds Pro Rata	Allocated Funds Star Club	Total Allocated Funds	Total + Discretionary Funds**
Ambassadors	1	Y	5,680	1,012	700	1,712	
Atchison		Y	-	-	-	-	
Baldwin City		Y	-	-	-	-	
Bonner Springs		Y	1,000	178	-	178	
Burlington		Y	100	18	-	18	
CAAHT		Y	4,065	724	-	724	
Council Grove			-	-	-	-	
DeSoto			2,515	448	-	448	
Emporia		Y	10,575	1,884	-	1,884	
Gardner	1	Y	14,342	2,555	700	3,255	
Garnett			-	-	-	-	
Junction City		Y	2,805	500	-	500	
Kansas City	1	Y	4,375	779	700	1,479	
Lawrence		Y	26,256	4,677	-	4,677	
Lawrence Central		Y	200	36	-	36	
Lawrence Jayhawk		Y	18,646	3,321	-	3,321	
Leavenworth		Y	14,468	2,577	-	2,577	
Leawood	1	Y	34,238	6,099	700	6,799	
Lenexa	1	Y	9,400	1,674	700	2,374	
Louisburg			1,000	178	-	178	
Manhattan		Y	19,060	3,395	-	3,395	
Manhattan Konza		Y	12,935	2,304	-	2,304	
Marysville			1,545	275	-	275	
Olathe		Y	5,425	966	-	966	
Olathe Santa Fe Trail		Y	3,475	619	-	619	
Osawatomie			-	-	-	-	
Ottawa		Y	3,992	711	-	711	
Overbrook		Y	1,651	294	-	294	
Overland Park		Y	10,030	1,787	-	1,787	
Overland Park South	1	Y	10,057	1,791	700	2,491	
Paola		Y	3,100	552	-	552	
Shawnee	1	Y	12,022	2,141	700	2,841	
Shawnee Mission	1	Y	6,848	1,220	700	1,920	
Spring Hill			120	21	-	21	
Topeka	1	Y	29,555	5,264	700	5,964	
Topeka North		Y	150	27	-	27	
Topeka South		Y	15,264	2,719	-	2,719	
Valley Falls			25	4	-	4	
Valley Heights/Blue Rapids		Y	1,600	285	-	285	
Western Johnson County		Y	4,033	718	-	718	
Endowment Fund Interest Eligible for District Grants				-			XX,XXX
District 5710 (includes Johnson County Sunset, Topeka West, Emporia Sunrise, Holtton, Oskaloosa, Johnson County, Village West)			10,195	1,816		1,816	
			9	300,747	53,571	6,300	59,871

\*\* Discretionary funds total dependent on the number clubs not using their allocated funds

\* Clubs without Grant Certified Members can not apply for funds

revised: 5-Feb-24



## Rotary District 5710 - District Grant Application 2024

### Instructions:

Complete all sections of this form. Incomplete applications will be returned and cannot be considered for approval. **The submission deadline is August 31, 2024.** Funding decisions will be made in September and funds made available as soon as possible thereafter.

### Eligibility & Approval Process:

- Projects dependent on these funds cannot be started before this application has been approved and you have been notified of approval by the Grants Subcommittee.
- All grants must include active participation of Rotarians.
- Clubs must be current in their Rotary International and District 5710 dues payments.
- Clubs must be current in all reporting for any open grant for which they are a sponsor or co-sponsor.
- Clubs must have been represented, by at least one club member, at a District Grants Certification Seminar within the last three years prior to the application deadline date.
- Clubs must provide a copy of IRS 990 for the most recent tax year for which filing is due with this application.
- Clubs must provide a signed Club Qualification Memorandum of Understanding (MOU) with this application.
- The Primary Contact of the club's Project Committee will receive all correspondence from the District Grants Subcommittee, and approved funds will be mailed to the Primary Contact's address provided.

### Grant Applications:

- ALLOCATED: Each eligible club may submit as many grant applications as necessary to receive their maximum Club Allocated Funds.
  - If partnering with another club(s) on the same project, each club involved must submit their **own separate** signed application if they want to use their Club Allocated Funds.
- DISCRETIONARY: Each eligible club may submit only **one** grant application for District Discretionary Funds. The same project may request both allocated and discretionary funds, but it requires two applications, one in each category.
  - Any club that sponsors an active Rotaract, Interact, or Satellite club sanctioned under Rotary International, may submit **one** Discretionary Fund application for a project that entity is leading. This may be in addition to the sponsoring club's own discretionary grant request.

**Grant Applicant Rotary Club Name:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Grant Category Applying for:** (**Only check ONE**; each grant request type must be made by a separate application)

☐ Club Allocated Funds

☐ Check here if funds are earmarked for a Global Grant

Global Grant Number, if known: \_\_\_\_\_

Location of Global Grant: \_\_\_\_\_

**-OR-**

☐ District Discretionary Funds

☐ Check here if funds are going to a sponsored Rotaract, Interact, or Satellite Club

Name of Sponsored Club: \_\_\_\_\_

**Project Description:**

1. Briefly describe the project and how it will meet the needs of the target community.

2. All grants must include active participation of Rotarians. How will the sponsoring club or clubs work to implement the project?

3. Which one or more of the Rotary Foundation seven areas of focus will this project address?

- ☐ Peace and conflict prevention/resolution
- ☐ Disease prevention and treatment
- ☐ Water and sanitation
- ☐ Maternal and child health
- ☐ Basic education and literacy
- ☐ Economic and community development
- ☐ Environment
- ☐ or Scholarship

Briefly explain how:

**Conflicts of Interest Statement:**

Are there any conflicts of interest with Rotarians? ☐ Yes ☐ No (Must check one)

If YES, please describe how they are being mitigated:

**Training Requirement Statement:**

The Rotary club applying for funds has been represented by at least one current club member, in the last 3 years, at a District Grants Seminar held prior to the application date. This member will be included in the oversight of this grant.

☐ Yes ☐ No (Must be checked 'Yes', or application will not be considered.)

Trained Rotarian: \_\_\_\_\_

Trained Rotarian's Signature: \_\_\_\_\_

**Grant Project Bank Account Required:**

The Rotary club applying for funds has established a separate 'Grant' bank account used exclusively to receive and disburse all funds related to this project. ☐ Yes ☐ No (Must check one)

If NO, please explain corrective action to be taken:



**Project Budget & Financing:**

Include a complete itemized budget for the entire project equal to the total financing below.

Project Budget Item	Amount \$
<b>Total Project Budget \$</b> (Budget total and Financing total must equal)	

Project Financing Source	Amount \$
Sponsoring Rotary Club:	
Partnering Rotary Club:	
Partnering Rotary Club:	
Additional Funding Sources (list):	
Amount Requested from District:	
<b>Total Project Financing \$</b> (Financing total and Budget total must equal)	

**Project Committee:** A committee of at least two Rotarians must be established in the sponsoring club. It is the committee's responsibility to coordinate the project locally, monitor funds, and provide financial accounting to the District Stewardship Chair in accordance with the Terms and Conditions of this agreement for the duration of the project. The Primary Contact of the club's Project Committee will receive all correspondence from the District Grants Subcommittee, and approved funds will be mailed to the Primary Contact's address provided.

**Primary Contact** and Rotary Member ID Number:

Rotary Position/Title:

Email address:

Phone number:

Mailing address:

**Alternate Contact** and Rotary Member ID Number:

Rotary Position/Title:

Email address:

Phone number:

Mailing address:

**Coordinating with Other Clubs:** If multiple clubs are participating in the same project, and those clubs are requesting Club Allocated Funds, they will need to also submit a separate grant application. Name the club that assumes primary responsibility for the project (the Project Sponsor), and list each participating club:

Project Sponsor - Club Name:

Project Sponsor - Club Number:

Project Sponsor - Club President:

Participating Clubs:

**Grant Reporting with Participating Clubs:** Although all co-sponsors are also ultimately responsible for completing grant reports, the Grants Subcommittee requires that one club must take primary responsibility for submitting the detailed required reports to the District Stewardship Chair.

The Sponsoring club accepts the primary responsibility of submitting the detail grant reports (including invoices, receipts, etc.). Participating clubs, that are using District Allocated Funds, must submit grant reports documenting their specific project financing sources and their transfers to the Sponsoring club.

**Cooperating Organization:** Is another organization directly involved in the implementation of the project?

☐ Yes    ☐ No    (Must check one)

If YES, please provide a letter from the organization indicating how they will work with Rotarians in the implementation of the project and agreement to cooperate in any reporting and financial review of activities associated with the project.

***NOTE: The expectation is that joint projects with cooperating organizations will be new projects or that are geared towards expanding existing capacity. Grants cannot fund operating, administrative, or indirect program expenses of another organization. All funding provided to cooperating organizations must be used solely for specific Rotary project expenses.***

***Clubs should pay directly for all items related to projects; however, when club checks are written directly to a cooperating organization, the club must provide a letter from the club to the organization restricting funds to the purchase of project supplies and must obtain from the organization a copy of invoice(s) from the organization's vendor for at least the amount submitted. A copy of the letter and invoice(s) are required in the grant reporting.***

**Terms and Conditions:** The Rotary Foundation **Terms and Conditions for Rotary Foundation District Grants** prohibits the use of funds for specific activities, including, but not limited to:

- Continuous or excessive support of any one person, entity, or community
  - Rotary should not be the majority of support received by an entity
- Fundraising activities
  - Includes ALL fundraising activities of any type by a club or another entity
- Public relations initiatives, unless they are essential to completing the project
- The operating, administrative, or indirect program expenses of another organization
  - Example: Rotary cannot pay for a teacher's salary at a school
- Unrestricted cash donations to a person, entity, or cooperating organization
  - Rotary cannot give money to a charity to add to their revenues and/or pay their expenses.  
Example: Rotary cannot give money to Water.org as they go about their plans to drill wells; however, it is acceptable for a club to hire a vendor such as Water.org to drill a well for Rotary.
- Activities for which the expense has already been incurred
  - Example: Rotary cannot reimburse a municipality for having already fixed up a park shelter.

**Agreement:** This Application and Agreement are entered into between the project sponsor, on behalf of itself and any partnering Rotary clubs, identified herein, and the District 5710 Grants Subcommittee. In applying for and accepting Project Funding, the project sponsor agrees:

- To utilize the Project Funds to support a humanitarian and/or educational project as outlined in the application, within one of seven areas of focus identified by The Rotary Foundation. Funds provided by the District will not be used for any purpose other than those considered eligible and not restricted in the [Terms and Conditions for Rotary Foundation District Grants](#) (linked and enclosed).
- To defend, indemnify, and hold harmless Rotary International (RI) and the Foundation of Rotary International (TRF) from any and all damages, losses, judgments, costs, fines, awards, liabilities, and or, expenses, including without limitation reasonable attorney fees and costs of litigation, asserted or recovered from RI/TRF, that result or arise directly or indirectly, from the implementation of this project.
- That this agreement may be cancelled by District 5710 for any reason without notice upon the failure of the sponsors to abide by the terms set forth herein.
- The sponsors agree to return any grant funds, in their entirety, including any interest earned, should funds be misused or used for ineligible purposes.
- This agreement is governed by all applicable laws of the State of Illinois, U.S.A.

I have read and understand the "2024 District Grants Policy" and will abide by all stipulations set forth therein \_\_\_\_\_. (initials required)

I have read and understand the "Terms & Conditions for Rotary Foundation District Grants" and will abide by all stipulations set forth therein \_\_\_\_\_. (initials required)

**Acknowledgement:** By signing below, I certify that the sponsors acknowledge and accept the terms of this agreement and agree to abide by the stipulations set forth herein, including the grant reporting requirements.

Rotary Club Name: \_\_\_\_\_

Rotary Club President: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Club President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Actual written signature required)

#### **Submitting Completed Application:**

Emailed applications are preferred to the address below. You must include:

1. This completed and signed application
2. A signed copy of the Club Qualification Memorandum of Understanding (MOU); and,
3. The club's most recently filed IRS Form 990

#### **District Grants Subcommittee Chair**

Greg Shondell

3905 Delmar Dr.

Shawnee Mission, KS 66208

(c) 913-956-1764

[greg@HeathwoodOil.com](mailto:greg@HeathwoodOil.com)

## Rotary District 5710 District Grant - Club Project Report

Please return this completed form and any supporting documentation for 2024-2025 to District Rotary Foundation Stewardship Chair Timothy Moran, [GStew5710@gmail.com](mailto:GStew5710@gmail.com), 103 Willow Point, Lansing, KS 66043.

Rotary Club: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Grant Number::: \_\_\_\_\_  
Progress report ☐ Final report ☐

### Project Description

1. Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done, and how much of the project financing remains to be spent?

2. How many people benefited from this project? \_\_\_\_\_

3. Explain how this project addressed the one or more Rotary Foundation areas of focus set forth in the project application. Who were the beneficiaries and how did this project benefit them?

4. How many Rotarians participated in the project? \_\_\_\_\_

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

### Financial Report

Currency Used: \_\_\_\_\_ Exchange Rate: \_\_\_\_\_ = 1 USD

#### 7. Income

Project Financing Source	Currency	Amount
1. District Grant funds received from the District:		
2. Sponsoring Rotary Club:		
3. Partnering Rotary Club, Name _____:		
4. Partnering Rotary Club, Name _____:		
5. Partnering Rotary Club, Name _____:		
6. Other funding (specify) _____		
<b>Total Project Financing:</b>		

8. Expenditures: Please be specific and add lines as needed. **Copies of all receipts must be submitted with this report.** Receipts must be retained by the club for a minimum of five years, or longer if required by local law.

Project Budget Item	Name of Supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
<b>Total Project Expenditures</b> (For a final report, total financing and total expenditures must be equal.)			

### Certifying Signature

By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, that all of the information contained herein is true and accurate, and that my club is in compliance with its Club Qualification Memorandum of Understanding. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

Certifying Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Print name, Rotary title, and club \_\_\_\_\_

To be completed by the District Rotary Foundation Stewardship Subcommittee Chair:

District Simplified Grant # \_\_\_\_\_ Individual Project Report # \_\_\_\_\_



# TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT GRANTS

District grants fund small-scale, short-term activities that address needs in your community and communities around the world. These activities align with The Rotary Foundation's mission to help Rotary members advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment, and alleviating poverty. Districts decide which activities they want to support with district grants.

The Rotary Foundation may modify these terms and conditions at any time to clarify them or to reflect policy changes. Changes made as of March 2023 include:

- Clarifying that grant funds cannot be used to refund expenses related to in-person events or meetings that were canceled or that participants were unable to attend, or for expenses related to mandatory quarantines (see section 5, Travel Policies)
- Adding that grant-funded travelers should review information from the IATA Travel Centre to confirm that they obtain the necessary travel documentation and comply with all COVID-19 requirements and other regulations for inbound travel (see section 5, Travel Policies)
- Clarifying that copies of all receipts and bank statements related to how grant funds were spent should be kept for at least five years (see section 8, Reporting Requirements)
- Adding that all unused grant funds in India need to be returned to the Foundation (see both section 8, Reporting Requirements, and section 11, Special Considerations for India)
- Adding that accountants who certify the utilization certificate for grant funds used in India must also provide their unique document identification number (see section 11, Special Considerations for India)

You can find additional updates and resources, including the [Terms and Conditions for Rotary Foundation Global Grants](#), at [rotary.org/grants](https://rotary.org/grants) or ask for them from [Rotary grants staff](#).

## 1. ELIGIBLE ACTIVITIES

Activities that are eligible for district grant funding:

- A. Align with The Rotary Foundation's mission
- B. Can include:
  1. Local or international service projects and related travel
  2. Scholarships for any educational level
  3. Vocational training teams (groups of professionals who teach others about a particular field or learn

more about their own) and related travel

4. Scholar and vocational training team orientation
  5. Grant management seminars
  6. Rotary members' participation in, and travel to and from, Rotary project fairs, to help clubs and districts find project partners
  7. Projects and activities in countries where Rotary has clubs as well as in areas where we do not, and in geographic areas where permitted by law and in accordance with Foundation policies
  8. [Rotary Youth Exchange](#), [RYLA](#), [Rotary Friendship Exchange](#), [Rotaract](#), [Interact](#), and [New Generations Service Exchange](#) programs
  9. Community assessments
  10. Construction and renovation
  11. Microcredit activities when working with a registered microfinance institution that has operated for at least three years to administer loan programs
  12. Campaigns to build awareness of and signs alerting people to the presence of land mines
- C. Involve active participation by Rotary members
- D. Cause no harm and comply with the laws of both the United States and the country where the grant will be carried out. (If you plan to sponsor projects in or travel to countries sanctioned by the [U.S. Treasury Department's Office of Foreign Assets Control](#), you will be asked to supply more information.)
- E. Protect the safety and well-being of all minors who participate, and comply with Rotary International's [youth protection policies](#)
- F. Are reviewed and approved by the Foundation before they are implemented. If changes to the spending plan are necessary after a grant has been approved, you need to submit a request through the district grant report section in the Grant Center.
- G. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out
- H. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of [The Rotary Foundation Code of Policies](#) and summarized in section 10, Conflict of Interest Policy for Grants
- I. Adhere to Rotary's policies for the use of the name "Rotary" and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the [Rotary Code of Policies](#)
- J. Include [signage](#) on or near project sites that identify the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of [The Rotary Foundation Code of Policies](#) and in accordance with Rotary's brand guidelines, which can be found in the [Brand Center](#)
- K. Adhere to Rotary's Privacy Statement for Personal Data, outlined in section 26.080. of the [Rotary Code of Policies](#)

## 2. INELIGIBLE ACTIVITIES AND SPENDING

District grant-funded activities may not:

- A. Discriminate against any group

- B. Promote a particular political or religious viewpoint
- C. Perform purely religious functions
- D. Provide continuous or excessive support to any one person, entity, or community
- E. Establish a foundation, permanent trust, or long-term interest-bearing account
- F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding
- G. Include fundraising activities
- H. Transport vaccines over national borders without prior approval of government and regulatory authorities in the originating and receiving countries
- I. Require anyone to work without pay. (Projects should strive to uphold labor rights and fair wage practices; if the people who will benefit are required to volunteer on the project, their explicit consent is required.)
- J. Require work by anyone below the country's legal working age or, if the law doesn't specify, anyone under age 16

District grant funds also may not be used to pay for:

- K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved
- L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant
- M. Purchases of land or buildings
- N. Weapons or ammunition
- O. Military assistance
- P. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies
- Q. Public relations initiatives, unless they are essential to completing the project
- R. Project signage that costs more than US\$1,000
- S. The operating, administrative, or indirect program expenses of another organization
- T. Unrestricted cash donations to a person or cooperating organization
- U. COVID-19 vaccines
- V. Immunizations that administer only the polio vaccine
- W. Travel to National Immunization Days
- X. Abortions or procedures that are undertaken solely for sex determination
- Y. Study at a university that hosts a Rotary Peace Center in the same or a similar academic program as Rotary Peace Fellows
- Z. International travel for anyone under age 18, unless they are accompanied by a parent or guardian or are participating in the Rotary Youth Exchange program
- AA. Loan guarantee systems

- BB. Items that would then be owned by a Rotary district, Rotary club, Rotaract club, or member
- CC. The detection and removal of land mines or the purchase of equipment to remove land mines

### 3. APPLICATION REQUIREMENTS

- A. Apply online in the [Grant Center](#) by 15 May of the Rotary year for which the funds are requested.
- B. Submit only one application per district per Rotary year.
- C. Include a detailed spending plan in your application. Each line item should specify what is being done, what will be paid for using grant funds, and who is benefitting.
- D. Establish a grant committee that includes the district governor of the implementation year, the district Rotary Foundation chair, and the district grants subcommittee chair. These three committee members are responsible for authorizing and submitting the district grant application.
- E. [Qualify](#) the district applying for the grant.
- F. All parties involved in the grant need to be in good standing with Rotary International and The Rotary Foundation.
- G. Limit each district to 10 open grants at a time (including global grants for which the district is the primary sponsor).
- H. Ensure that all project names comply with Rotary's policies for the use of its logos, emblems, and graphics (see section 1, Eligible Activities).
- I. Request any needed increases in the grant amount before the Foundation has paid any portion of the grant. The grant award cannot be changed after the grant is paid.
- J. Plan for contingencies. Your district may allocate up to 20% of its district grant funds for contingencies that may arise during the year, but all activities you add to the grant after it has been approved need to be approved by the Foundation before you can spend the money. Include the contingency fund in your spending plan and itemize contingency expenses in your final report.
- K. Include administrative costs. Districts may allocate up to 3% of the grant amount for grant-related administrative expenses, such as bank fees, postage, software, and an independent financial assessment.

### 4. COOPERATING ORGANIZATIONS

- A. Cooperating organizations are reputable, non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the project. Universities that host scholars are not considered cooperating organizations.
- B. Cooperating organizations need to comply with all of the Foundation's reporting and auditing requirements and provide receipts and required proof of purchases.
- C. Any Foundation funds provided to cooperating organizations need to be used for specific project expenses, and the district needs to keep an itemized record of these expenses.



## 5. TRAVEL POLICIES

- A. Anyone whose travel is paid for by grant funds should make their own travel arrangements. [Rotary International Travel Service \(RITS®\)](#) can help.
- B. District grants can pay for the following budgeted expenses related to international travel:
  - 1. Economy-class airplane tickets
  - 2. Transportation to and from airports and local travel related to implementing the grant
  - 3. The cost of inoculations or immunizations, visas, and entry and exit taxes
  - 4. Normal and reasonable luggage charges
  - 5. Travel insurance
- C. District grants do not pay for:
  - 1. Expenses associated with optional stopovers before or after travel that has been approved
  - 2. Penalties that result from changes in personal travel arrangements, including optional stopovers
  - 3. Charges for excess baggage or shipping travelers' baggage or other personal belongings
  - 4. Refunds for expenses related to in-person events or meetings that were canceled or that participants were unable to attend
  - 5. Expenses related to mandatory quarantines
- D. The club or district that sponsors the grant should keep up-to-date emergency contact information and travel itineraries for anyone who travels using grant funds. Be ready to share this information with the Foundation when asked to do so.
- E. Travelers are responsible for:
  - 1. Making travel arrangements promptly to avoid increasing the costs of travel
  - 2. Any expenses that exceed the approved travel budget
  - 3. Meeting medical requirements for international travel
  - 4. Abiding by Rotary International travel restrictions for particular countries (see item G below)
  - 5. Obtaining travel insurance
  - 6. Arranging and paying for any personal travel
  - 7. Reviewing information from the [IATA Travel Centre](#) to confirm that they obtain the necessary travel documentation and comply with all COVID-19 requirements and other regulations for inbound travel
- F. Each health care professional who provides services as part of the grant-funded activities is expected to have at least US\$500,000 in professional liability insurance coverage, known as errors and omissions liability. The participant obtains and pays for this coverage.
- G. Rotary International works with a global security advisory firm to maintain a [travel ban list](#). Because of safety concerns, the Foundation does not fund travel to these countries. If a country is added to the list while grant-funded travelers are in it, arrangements will be made for their immediate evacuation. Refusal to comply with these travel restrictions or evacuation orders will result in the Foundation canceling the grant and requiring the return of any funds that have already been disbursed. The Foundation cannot fund any grant project that involves international travel to a country on the list, even if the cost of travel is not part of

the project budget.

## **6. HOW GRANTS ARE FUNDED**

- A. The Rotary Foundation funds district grants solely from District Designated Fund (DDF) allocations.
- B. A district may use up to 50% of its SHARE allocation to fund one grant per Rotary year.

## **7. PAYMENTS**

- A. Grant funds will be paid only to the district or district foundation bank account that is listed in the grant application.
- B. District grant funds can't be released until the district grant from the previous Rotary year is closed.
- C. District grants are paid at the Rotary International exchange rate at the time of payment.
- D. Funds are not available after the implementation year closes, meaning that if sponsors don't meet all payment requirements by 31 May of the implementation year, the grant will be canceled.

## **8. REPORTING REQUIREMENTS**

- A. Grant recipients report to the Foundation on how grant funds are used.
- B. Reports are submitted through the [Grant Center](#). Only complete forms will be accepted.
- C. The Foundation won't approve new grant applications from any grant sponsor that has an overdue report for any Foundation grant.
- D. The Foundation may, at any time, review grants, conduct audits, send monitors, require additional documentation, or suspend any or all payments.
- E. Districts are required to report the use of grant funds to their member clubs according to the terms of their qualification.
- F. Grant sponsors are required to keep copies of all receipts and bank statements related to how grant funds were spent for at least five years, according to the terms of their qualification and applicable laws.
- G. Grant sponsors that don't adhere to Foundation policies and guidelines in implementing and financing grant projects will be required to return all grant funds and may be barred from receiving other grants for up to five years.
- H. Final reports that document the disbursement of funds need to be submitted to the Foundation within 12 months after sponsors receive the payment, or within two months of the last grant money being disbursed. For grants paid to Argentina and Brazil, receipts for all expenses must be submitted with reports.
- I. All activities funded by district grants need to be completed within 24 months after the district transfers funds to the club or direct beneficiary.
- J. If more than US\$1,000 of grant funds remain after all grant activities are completed, the Foundation needs to approve their use for additional eligible activities. If you cannot spend these funds as approved, you need to return them to The Rotary Foundation, and they will be credited to the district's DDF.
- K. If US\$1,000 or less of grant funds remain after all grant activities are completed, they may be used for

activities that meet the district grant eligibility requirements without preapproval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the district grant.

L. Grant funds of US\$1,000 or less that are returned to the Foundation will be credited to the World Fund.

M. The following countries have their own requirements for returning funds:

1. Argentina: Any unused grant funds of more than 10 Argentine pesos need to be returned.
2. Brazil: Any unused grant funds of more than 100 Brazilian reais need to be returned.
3. India: All unused grant funds need to be returned.

## **9. CANCELED GRANTS**

- A. If a grant has been approved but not paid, all funds will be returned to the district's DDF balance.
- B. If a grant has been approved and paid, all grant funds need to be returned to the Foundation and will be returned to the district's DDF balance.
- C. Any interest earned on grant funds need to be sent to the Foundation.

## **10. CONFLICT OF INTEREST POLICY FOR GRANTS**

- A. Ensuring integrity in Rotary Foundation grants requires that everyone involved avoid actual and perceived conflicts of interest.
- B. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, their family, their business, or an entity in which they serve in a paid or voluntary leadership or advisory position.
- C. All actual or perceived conflicts of interest need to be disclosed to Rotary grants staff during the application process. If you're not sure whether a situation presents a conflict of interest, you should disclose it.
- D. The Rotary grants staff or the Trustees will determine whether a conflict of interest exists in a particular case. If they conclude that there is or has been a conflict of interest in a grant, the grants staff will recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. Remedies may include removing a member from a grant committee, declining a grant application, canceling an approved grant, or suspending a particular member, club, district, or cooperating organization from participating in Rotary grants.
- E. Some people are not eligible for grants or to benefit from any Foundation grants. They include:
  1. Current Rotarians
  2. Employees of clubs, districts, other Rotary entities (as defined in section 1.040. of the [Rotary Code of Policies](#)), or Rotary International
  3. The spouses; children or grandchildren by blood, legal adoption, or marriage without adoption; the spouses of those children or grandchildren, or parents or grandparents by blood of people listed above; and employees of agencies, organizations, or institutions that partner with Rotary International or the Foundation
  4. Former Rotarians and people with the familial relationships to former Rotarians described above, for

three years after their or their relative's membership ends

- F. Rotary members who serve on a club or district selection committee that is responsible for a grant-funded activity need to be completely transparent about their personal, family, or business relationships with any person or organization that would be affected by a potential Rotary grant. This includes, but is not limited to, any relationship with scholarship candidates, cooperating organizations, vendors, or other people or organizations that would benefit from the grant. Committee members need to notify the committee chair of any actual or perceived conflict of interest before the selection process begins, and the actual or potential conflict also needs to be disclosed in the grant application.
- G. Before a Rotary district, club, or member conducts business related to a grant-funded activity that involves a vendor being paid by a Rotary entity, a fair, transparent, and thorough request for proposals or a bidding process needs to be conducted to ensure that the best services are secured at a reasonable cost. Possible conflicts of interest may arise when a Rotary entity is considering business in which funds will be paid to a member, a provider of goods or services that is owned or managed by a member, an honorary member, or the people listed above who are ineligible for Foundation grants.
- H. All grant transactions need to be reviewed to confirm that there is no conflict of interest with vendors or payment recipients, including, among others, partner nongovernmental organizations, providers of goods or services, insurance companies, shipping companies, and educational institutions. Vendors with conflicts of interest may be used if the vendor provides the best product or service at fair market cost, as evidenced by a sales quote or an offer obtained through a fair, transparent, and thorough bidding process.
- I. For more information on Rotary's Conflict of Interest Policy, please see section 30.040. of [The Rotary Foundation Code of Policies](#).

## 11. SPECIAL CONSIDERATIONS FOR INDIA

- A. In addition to the other terms and conditions, grants that are paid in full or in part to a club or district in India need to follow the payment and reporting procedures below to comply with Indian law and the Foreign Contribution Regulation Act (FCRA).
- B. For general information about FCRA, go to [fcraonline.nic.in](http://fcraonline.nic.in). An FCRA-registered club or district is responsible for furnishing an FC-4 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.
- C. All grant payments will be sent to bank accounts opened specifically to receive funds in Indian rupees or to a club-controlled FCRA account. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the staff need to determine that enough funds are available from contributions made within India or the sponsors need to provide documentation showing that the bank account is registered under the FCRA. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when more contributions (from within India) are made and enough funds are available. Grant sponsors need to ensure that funds received in a FCRA-registered bank account are not commingled with local funds. Funds won't be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.
- D. Progress reports on grant funds paid from Rotary Foundation (India) or the Rotary International South Asia office through 31 March are due by 31 May of the same year. Final reports are due two months after the project is completed. All progress reports need to meet all general reporting requirements as listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:

1. Submit a progress report electronically in the [Grant Center](#)
  2. Inform the South Asia office that the progress report has been filed
  3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number and unique document identification number); the utilization certificate must say whether it was Rotary Foundation (India) or the South Asia office that paid the grant funds
  4. Upload the bank statement or passbook (or a photocopy certified by the bank manager or a chartered accountant)
  5. Upload all bills, invoices, and receipts in the [Grant Center](#)
- E. If for any reason the grant funds were not used, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if it was received before March.
- F. Final reports need to meet all general reporting requirements listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
1. Submit a final report electronically in the [Grant Center](#)
  2. Inform the South Asia office that the final report has been submitted
  3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number and unique document identification number); the utilization certificate must say whether it was Rotary Foundation (India) or the South Asia office that paid the grant funds
  4. Upload the bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant)
  5. Submit a bank reconciliation statement, if multiple grants were paid to a single Indian rupee or FCRA account
  6. Upload all bills, invoices, and receipts in the [Grant Center](#)
  7. Upload the undertaking that "all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India) or the South Asia office" in the [Grant Center](#)
  8. Return all unused grant funds to the entity that paid the funds (Rotary Foundation (India) or the Rotary International South Asia office)
  9. Retain information about the people who benefited from the project, including photographs, newspaper clippings, and letters of appreciation, because it may be requested by Rotary Foundation (India) or the South Asia office

## 12. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES

- A. In addition to the other terms and conditions, grants paid to a Rotary district or club in the Philippines require more documentation to comply with Philippine law.
- B. The Securities and Exchange Commission of the Philippines requires foundations to include supporting documents for all the projects that they have provided funding to when they file financial statements. You

can find more information in Securities Regulation Code 68, as amended. To comply, grant sponsors need to get certification from any of these people or organizations in the area where they have jurisdiction:

1. Office of the Mayor, stamped with an office seal
  2. Head of the Department of Social Welfare and Development, stamped with an office seal
  3. Head of the Department of Health, stamped with an office seal
  4. Office of the Barangay Chairman, stamped with an office seal
  5. Head or an officer of a private institution or actual beneficiaries, notarized
- C. Send five original certificates on each project to: Phil. Consulting Center Inc., c/o Erika Mae Bautista, 2D Penthouse, Salamin Building, 197 Salcedo Street, Legaspi Village, Makati City 1229, Philippines.
- D. You can get sample templates of the certification from the [South Pacific and Philippines office](#).
- E. Certifications for grants that were distributed from July to May should be received by 30 June of the same fiscal year, and those paid in June should be received by 31 July.