

Rotary District 6040

Global Grant Guidelines for the 2023-2024 Rotary Year

Global Grant Requirements are ALL defined in The Rotary Foundation Terms & Conditions <https://www.rotary.org/myrotary/en/document/terms-and-conditions-rotary-foundation-districtgrants-and-global-grants-grants-awarded>

Your Global Grant Project MUST:

- Both Clubs and Districts must be “**GRANT QUALIFIED**” through the entire length of the grant, even if the grant crosses multiple Rotary years. See Page 2 for more information on grants qualification.
- Grant total budget must be **\$30,000 USD** or greater
- The Grant must align with one **TRF Area of Focus**
- The project must address an **important need identified by the community itself**.
- The project must have a long-term **SUSTAINABLE** impact.
- The grant must **strengthen the community’s** capacity to meet its own needs.

You MUST:

- Apply through Rotary.org
- Actively involve the benefiting community in the project
- Partner with a club in another country
- Qualify your D6040 club for global grants each year by submitting a D6040 MOU (see below).
- Include a community needs assessment conducted by the host partner
- Develop a project plan that includes a budget and financial management plan
- Measure progress toward the outcome
- Stay up-to-date on required progress and final reports.

Information to help Clubs Navigate a Successful Global Grant *as an International Partner*

Definitions:

My Rotary – is your personal Rotary account at Rotary.org. Activating your **My Rotary** account is easy and is required to have access to grant tools and the application site. Through your **My Rotary** sign-on you can initiate a Global Grant application, check on the status, find great training documents and track the status of your application. Both Primary Contacts have full edit access to the grant through their respective **My Rotary** accounts. Activate your **My Rotary** account by selecting “Register for an Account” at Rotary.org.

DDF = District Designated Funds – These are the dollars our district has available to provide base funding for District and Global Grants. Funding varies by year based on the Annual Fund dollars contributed three years prior by our Rotarians and returned to our district to designate toward grants. The Global Grant Chair or D6040 DRFC can provide specifics on DDF availability. Currently, D6040 tries to provide \$5,000-16,700 of DDF for each Global Grant until DDF funds are exhausted each year. DDF funding levels will be determined by our DRFC and D6040 Executive Committee based on the number of global grants in development. DDFs are not guaranteed and must be formally requested using a Letter of Intent. A multi-club Global Grant can only receive one allocation of DDF for the grant. Specifically, multiple club’s support does NOT multiply the potential DDF allocation. In the event that Global Grant applications exceed available DDF, preference will be given to:

- Projects submitted earlier in the Rotary year
- Clubs that participate in giving to The Rotary Foundation through Annual Fund-Share
- Clubs with a history of on-time final reporting for all District and Global Grants

D6040 LOI - Letter of Intent – Required by D6040 to pursue a global grant.

Purpose – Notify D6040 leadership of your intent to pursue a grant and request D6040 approve and reserve **District Dedicated Funds (DDF)** for your grant project. Note – The World Fund will match DDF at 80%. So \$10,000 in DDF will become \$18,000 toward your project. A big boost in funding!

You can initially request up to \$16,700 in DDF for your proposed project. The district has historically awarded our clubs from \$5,000-\$16,700 based on availability.

See *Letter of Intent – FAQs on Page 4-5 for more details.*

D6040 MOU – Memorandum of Understanding – this is the form your club submits to D6040 to be grant eligible each year. If your global grant project spans multiple years you must submit a D6040 MOU each year.

The Rotary Foundation MOU – Memorandum of Understanding – yes, TRF also has a MOU form required but it is a different form and purpose than the D6040 MOU. The TRF MOU is a contract signed by both sponsor Rotary Clubs (Host & International) and a representative of any partner organization. The contract lists key commitments to assure clear understanding prior to the grant application.

The TRF MOU is typically developed and signed in the mid-point of writing the grant.

World Fund Matching Funds –

- TRF World Fund will only match DDF at 80%.
- There is no longer a match on cash donations.

Two announcements by The Rotary Foundation – In 2020 and 2021, TRF changed the World Fund matching amounts because of the significant reduction in the World Fund in recent years.

Please take note of these changes.

The World Fund stopped matching cash donations after June 30th, 2020. Cash donations include all club and individual donations. There is no longer matching dollars for any cash donations.

The World Fund match of DDF was reduced from 100% to 80% for all global grants not approved by June 30th, 2021. The DDF match is only available if funds remain in the World Fund. All grants should be prepared for the possibility of needing to resubmit with adjusted financing if the World Fund is depleted.

Important Note - TRF does charge a 5% fee on all cash contributions to endow the fixed costs of processing TRF Global Grants. Pat will help you calculate this cost in your funding plans.

Key Roles & Responsibilities -

TRF – The Rotary Foundation

RI – Rotary International

TRF RGO - Regional Grant Officer – A TRF employed professional grant officer dedicated to oversee all grant applications for a specific country or region. This individual will guide both primary contacts to develop a robust grant. You can always contact either your TRF RGO or our D6040 Global Grant Chair with questions. Your D6040 Global Grant Chair can introduce you to your RGO once you choose a partner country.

6040 DRFC – District Rotary Foundation Chair – Marc Horner. Specific to Global Grants, the D6040 DRFC brings your LOI (Letter of Intent) request for DDF (district designated funds) to our D6040 Executive Committee for review and consideration by the district executive council. If your grant is approved, the D6040 DRFC will authorize payment of DDF funds by TRF. Marc Horner mhorner@aol.com 816-985-8766

D6040 GG (Global Grant) Chair – Pat Knauss. Pat will introduce you to your RGO, help you identify a solid global grant project, meet our D6040 requirements, navigate the TRF grant application process and guide you to submit timely reports to close the project. Pat Knauss at plknauss@gmail.com 660-200-5106

Global Grant Sponsors:

- **International Partner Club** - the Rotary club not in the receiving country that is leading the financial support and is the lead international partner for planning the project.
- **Host Partner Club or District** - the club or district that is in the community receiving the grant benefits.

Grant Writers/Project Leaders:

- **International Primary Contact** - one designated Rotarian in the International Partner Club that will co-author the grant with the Host Primary Contact. The role includes working closely with the Host Primary Contact via email to develop solid grant project details by asking the right questions and seeking guidance from TRF Regional Grant Officer to assure the grant application is complete when submitted.
- **Host Primary Contact** - one designated and trusted Rotarian in the Host Partner Club or district that will co-author the grant on-line. The responsibilities they oversee are significant and typically include the following: performing a community needs assessment, getting all project budget quotes, develop a detailed budget, open a Grant Dedicated bank account, receive all funds from TRF, track and pay all grant invoices, coordinate with the community to communicate training/education/public awareness, coordinate measurements of success, provide final report of success measures and proof of all invoices, payments and bank statements. This individual can, of course, delegate tasks, but must be very detail oriented, a good communicator and willing to invest the needed time to make the grant a success.

Global Grant Process Steps:

1. **My Rotary Account.** Register your own My Rotary account at Rotary.org
2. **TRF Guide to Global Grants.** Review the TRF Guide to Global Grants. From [your My Rotary account go to Foundation / Grant Center to see this and other great downloadable reference documents.](#)
3. **TRF Terms and Conditions.** Review TRF Terms and Conditions to fully understand what is allowed as a grant project. See link on Page 1.
4. **Build the Global Grant Team:**
 - a. **Host Partner.** Contact our D6040 Global Grant Chair (Pat Knauss) to share your project idea and Host Partner. You may also contact Pat to help develop your project idea or find Rotary contacts in a Host country if needed.
 - b. **Primary Contact.** Ask Host Club or district to designate a Primary Contact. This will be an important, the *most* important, partner in a successful project
 - c. **Secondary Contacts.** Both Primary Contacts will need to have two back-ups (called Secondary Contacts). The secondary contacts need to stay informed in case the Primary Contact cannot fulfill their duties at some point in the process.
 - d. **Administrative Authorizations.** Ask Host Primary Contact to electronically introduce you, Marc and

Pat to the Host Sponsor Club or district President, Host District Governor and Host District DRFC. This is important to assure full support and no surprises to those that have responsibility to authorize DDF in both districts.

e. TRF Regional Grant Officer. Introduction to your TRF Regional Grant Officer – Pat can do this electronically at any time in the process. Your RGO can provide guidance to help you develop a solid grant project and application. This is a very important relationship and the RGO’s mission is to get grants approved, implemented, and closed. Your RGO will be available for questions through the process until the final report is complete and the grant is closed. You can engage them at any time, most times an early review of the draft application is helpful and will save you time.

5. Community Needs Assessment. Ask your Host Partner club or district to conduct a community needs assessment. This will be required prior to submitting a grant application. The Community Needs Assessment will identify several community needs and the International and Host Partners should identify the greatest need that meets TRF grant guidelines, is technically feasible, is not being addressed by another organization and has a scope and budget that the two partner clubs feel well equipped to address.

6. Area of Focus: Identify which Area of Focus your Grant aligns with. The Area of Focus Policy Statement is a useful reference.

<https://www.rotary.org/myrotary/en/document/areas-focus-policy-statements>

Note – it is better to only pick one Area of Focus to reduce complexity of the grant Final Report requirements. When you have identified your grant Area of Focus, Pat can provide you the current TRF guideline for Global Grant Funding based on that Area of Focus. This document is priceless in building a solid project.

- a. Promoting Peace
- b. Fighting disease
- c. Providing clean water, sanitation and hygiene
- d. Saving Mothers and children
- e. Supporting education
- f. Growing local economies
- g. Protecting the environment

7. D6040 Letter of Intent. Submit D6040 Letter of Intent – submit a signed LOI form to Pat to identify the project, your Host partners, demonstrate your club support, request D6040 DDF and notify your club president, district governor and district Rotary foundation chair of the global grant. Pat will share your signed LOI with our DRFC and the D6040 Executive Committee will review and provide feedback and/or approval.

<https://www.rotary6040.org> / Foundation / Grants for the LOI form.

8. Begin to Draft On-line Global Grant Application. Begin application – In your My Rotary account you or; preferably the host club can initiate a grant application at Foundation/Grant Center/Apply for a Grant. Once you begin the draft on-line application, both Primary Contacts, our D6040 DRFC, D6040 GG Chair and your RGO can all view the application details and provide edit suggestions.

9. TRF Memorandum of Understanding. Complete TRF Memorandum of Understanding (this is different than the D6040 MOU required for Grants Qualification Training) – attach the signed form to your TRF Global Grant application. Pat can help you identify partner organizations and list responsibilities for both sponsoring Rotary Clubs (Host and International) and for any Partner Organizations.

10. Complete the TRF On-Line Grant Application. Enter all the required Grant Application details on-line. Direct questions to Pat or your RGO. Note that your Budget total and Funding totals must be equal. Pat can help you calculate the matching funds to assure the budget and funding totals are the same.

11. Monitor Outcomes.

12. Prepare Progress and Final Reports. Information on report formats and deadlines is on the TRF On-Line Grant Application.

Global Grant FAQs:

When should I apply for a Global Grant? You can apply for a Global Grant at any time in the Rotary year.

How do we calculate Global Grant funds?

When you are ready to begin to develop a grant project please work with Pat Knauss, D6040 Global Grant Chair to help you work through the grant funding calculations.

How long does it take to develop a Global Grant? The Global Grant process has several steps - project definition, application/approval, implementation, success measures and final report. Your club or district should be prepared to be involved with the Global Grant for multiple years.

How long does it take for TRF to approve a Global Grant? 4-6 weeks for the first review. It is typical to need to provide more information so you should allow 8-10 weeks for final approvals. This timing depends on the quality of the application and how thoroughly the applicants answer questions on the application. The TRF Regional Grants Officers do an excellent job of communicating with primary contacts to address questions and are timely in their review and approval.

How is a Global Grant completed? TRF approval of the Final Report, including all Success Measures, is the step that completes and closes the Grant successfully. Failure to complete this final step would mean both sponsoring clubs would no longer be grant eligible for the foreseeable future and could require all funds to be returned to TRF.

Letter of Intent FAQs

How much can we initially request in D6040 DDF for our grant? **\$5,000-\$16,700 is an acceptable range of DDF to request in Rotary Year 2021-2022.**

Is our request guaranteed? No. Approvals will be based on fund availability. Zero funds or less than requested is possible some years. Again, we have a history of funding \$5,000-\$16,700 per grant as funds are available.

Where is the Lol form? **Rotary6040.org** under **Foundation** and **Grants**

Who signs the form? This form must be signed by both the D6040 Partner Club President and President-elect to assure club support of the project. No signatures are required on this form by the partner club in the other country.

Who do I send it to? Email a photo of the signed form to Pat Knauss. plknauss@gmail.com

When can I submit a Lol to D6040? Any time during any Rotary year.

What are the reasons we may not be able to get DDF? If the Grant application does not meet the criteria. Also, if D6040 does not have enough funds or if your club has any delinquent reports on district or global grants.

When will the Lol be reviewed for approval? At the next planned (generally monthly) Executive Committee meeting.

How long will approved DDF dollars be reserved? 1 year to allow both clubs time for the project development and on-line grant application submission.

Can we get an extension on approved DDF if we need more than 1 year? Yes. Extensions can be requested through our D6040 Pat Knauss and the DRFC. The intention of the 1 year limit is to make sure that our DDF commitments don't stay reserved if a grant is not going to proceed. We want to get this money into the world to do good!!

Can we get more than \$16,700 in DDF? Not typically in your initial Letter of Intent request. However, some years we have more funds than we do global grant projects so some additional funds may be possible. In those years, for major projects, our district will attempt to offer some additional DDF. Please consider the more effort your club makes to raise, provide or solicit additional funding will positively influence the decision to provide additional DDF, if available. We are choosing not to define this further as we would like to have flexibility. Bottom line, if your club needs help meeting the project goals beyond the club contribution and the first DDF request this could be possible. Please discuss these needs with Pat Knauss.

What is the limit? Please understand – DDF are based on availability and our district will attempt to manage funds to enable the greatest number of grants within our 53 clubs. Additional funds may not be available or approved. No guarantees.

When can I request additional matching DDF? Anytime however you should attempt to maximize other contributions (your club, other clubs, fundraising,...) first.

Submit an additional Letter of Intent form to Pat Knauss. plknauss@gmail.com