

Policies and Procedures for the District 6330 Rotary Foundation Committee

(final draft revision)

The purpose of these guidelines is to encourage Rotary, Satellite and Rotaract Clubs and their members in District 6330 to carry out humanitarian service projects and educational initiatives.

These guidelines are to ensure stewardship and accountability of Rotary Foundation funds entrusted to District 6330 Rotarians, to establish financial guidelines and for oversight of Rotary Foundation funds.

The Rotary Foundation helps Rotary members to advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment, and alleviating poverty.

1. The policies, bylaws, or rules of The Rotary Foundation (TRF) or of Rotary International (RI), shall supersede this document.
2. Each year, no later than May 31st in the year prior to the program year, the District Foundation Committee in consultation with the district governor-elect will determine the percentage, not to exceed 50%, of the District Designated Funds that the District will apply for as a District Grant from The Rotary Foundation
3. To be eligible to apply for Grant funds, District Rotary, Rotaract and Satellite clubs must be qualified under the terms and conditions established by The Rotary Foundation and/or by the District. Club Qualification Requirements include:
 - A signed memorandum of Understanding (MOU) in prescribed form signed on behalf of the club, and
 - Two or more club members complete the appropriate online qualification for the program year in which the grant application is made. In addition to the club member(s) that will be responsible for grant applications, it is recommended that the Club President and Club Foundation Chair (for the program year) also complete the appropriate online qualification.
 - The Club, other than newly chartered clubs, has demonstrated financial support for the Rotary Foundation by making contributions to the Annual Programs Fund of the Foundation in at least one of the preceding three years, and
 - The club is not delinquent in meeting the reporting requirements established by The Rotary Foundation and the District Foundation committee, and
 - The club is not delinquent in payment of dues or other debts for more than ninety (90) days to District 6330, Rotary International or The Rotary Foundation.
 - Clubs may qualify for Global Grant applications by completing all applicable modules in the Rotary International Learning Center course entitled "Grant Management Seminar".
 - Clubs wishing to participate in District Grants may qualify by completing the district 6330 online District Grant Management course.
 - Club qualification must be renewed annually.
4. Rotary, Rotaract and Satellite Clubs planning to apply for District Grant funds during the following program year will first submit a brief project proposal to the District Grants Committee in accordance with the District Grants spending plan, the proposal is to include:

- An overview of the project,
 - A Balanced Budget showing expected project costs and income including grant amount.
5. Subsequent to May 31st of the year prior to the program year and prior to the commencement of that program year the District Foundation Committee, in consultation with the District governor- Elect will prepare a Spending Plan for the use of the District Grants funds. The spending plan will be submitted to The Rotary Foundation in support of the district's application for a District Grant.
 6. In preparing the spending plan for the District Grant funds, the District Foundation Committee, in consultation with the district governor-elect, may:
 - Designate funds for projects that meet priorities established by the district governor-elect;
 - Designate funds for projects that meet the goals established by the President of Rotary International or the Trustees of The Rotary Foundation;
 - Establish as a contingency reserve, an amount, not to exceed twenty percent (20%) of total District Grant funds, to be applied during the program year to unplanned projects arising during the program year due to unforeseen circumstances;
 - Set aside up to three percent (3%) of total District Grant funds to meet administrative expenses incurred during the program year.
 7. Subsequent to May 31st of the year prior to the program year, the district may apply in the prescribed form to The Rotary Foundation for a District Grant, the application to include the Spending Plan.
 8. The district may only apply to The Rotary Foundation for one District Grant in any program year. The Rotary Foundation will not release new District Grant funds until it has received and approved the Final Report for the preceding years District Grant. D6330 clubs will receive District Grant funds upon receipt of a full and acceptable Final report for each approved project grant no later than May 31st of the program year.
 9. District Grant funds will be managed and disbursed under control and supervision of the District Grants Committee.

Specifically: District Grant disbursements must have prior written approval of the District Grants Committee.

- Cheques will be signed by any two of the Rotarians designated as signatories for the program year.
- The District Foundation Committee will establish and maintain a bank account exclusively for the receipt and disbursement of District Grant funds, such bank account to be managed by the district treasurer. Signatories to this account shall include members of a District 6330 Rotary Club in good standing.
- The district treasurer will maintain adequate and appropriate accounting records of all District Grant funds, including monthly bank reconciliation, and provide a monthly summary report to the district governor and to the District Foundation Chair.

10. The District or one or more Rotary, Rotaract and Satellite Clubs in District 6330 may, before May 31st of the year prior to the program year and during the program year as funds permit, submit a written application in the prescribed form, to the District Grants Committee for funding one or more of:

- International or local service projects that meet the goals of The Rotary Foundation and are approved by the District Grants Committee
- Volunteer service travel related to a grant project
- Disaster relief
- Scholarships
- Vocational training

Pending availability of funds, preference will be given to those projects which demonstrate the potential for sustainability. Other than that, preference will be given to approved applications that meet the district requirements in order of application submission date. Applications for District Grant funds should include a plan for public awareness and media relations regarding the project if appropriate. Applications for District Grant funds will be competitively reviewed for merit by the District Grants Committee.

If the club previously applied for a District Grant for the same project additional conditions apply:

- The limit to apply for a project for the same beneficiary, entity, or community is two consecutive years.
- A project that has been funded for two consecutive years, may not be funded again until there has been at least two years without funding.

11. Proposals, Applications, Budget, Finance, Final Report, and all supporting documents must be completed by qualified applicants on the Grants module of the District website, must be in English and revenue and expenses expressed in local currency and converted to US funds.

12. For Global Grants, District Designated Funds will not be awarded if either the host partner or the international partner are, at the time of the grant application, suspended by The Rotary Foundation.

13. Project sponsors are encouraged to partner with other clubs or districts where possible.

14. Sponsors of District Grant projects may partner with non-Rotarian organizations, either local or international, provided there is an active Rotarian involvement in the design, planning, or implementation of the project. Financial support for a project does not, of itself, constitute significant and active involvement in the project.

15. A club which files an application for District Grant funds must state in writing any real, potential, or perceived conflict of interest involved in the project. The conflict of interest as set out in TRF Code of Policy 30.040. "Conflict of Interest Policy for Program Participants" will apply in District 6330.

16. It is the responsibility of project sponsor clubs to establish that the intended project qualifies for funding under the eligibility requirements set forth in The Rotary Foundation Grant Terms and Conditions.
17. Subject to availability of funds, the district will match \$0.50 for every \$1 of club raised funds up to a maximum in any program year of USD \$2,000. The club may apply for more than one District Grant in any program year providing the total grant disbursement to the club does not exceed USD \$2,000.
18. The District or any club of District 6330 awarded a grant must establish a Grant Project Committee, consisting of no fewer than three Rotarians.
19. The terms of any grant award and the scope of any grant project may not be altered subsequent to approval of the grant application without the prior written approval of the District Grants Committee.
20. The project for which District Grant funds have been applied cannot incur any expenses until after the grant has been approved in writing by the District Grants Committee.
21. A club in District 6330 awarded District Grant funds must maintain appropriate cash management, documentation, and accounting procedures to ensure adequate stewardship of grant funds. Project funds should be held and disbursed from a single bank account to provide auditability. The financial transaction detail documentation must be retained in a readily accessible location for a period of 5 (five) years and include the approved grant application, quotations, invoices, bank statements, final reports and confirmation by the beneficiaries and project sponsor that the project has been completed.
22. The Club project committee or specifically the Grant Administrator will complete all aspects of the Individual Project Report or Final Report including all supporting documentation in the Grants Module on the website for review by the District Grants Committee.

District Grant funds will be paid to the club after a complete final report for each approved project is received, reviewed, and accepted by the District Grants Committee chair.
23. Any clubs in District 6330 which have received approval for their District Grant project or projects and subsequently fail to meet the project reporting requirements will lose their qualification for that Rotary year and their District grant funds. Any Clubs that have received funds for a Global Grant and subsequently failed to meet the project reporting requirements will lose their qualification and will be ineligible for further Global Grants funds, until:
 - All outstanding reports and supporting documentation have been filed satisfactorily, and
 - The District Foundation Committee has closed the grant, and
 - The club or clubs have been re-qualified.
 - If reporting requirements are not satisfied the Club may be required to repay funds received.
24. District Grant applications which are not funded in any one program year will not be carried forward from one program year to the next.

25. On or before July 31st of the following Rotary year, any District Grant funds remaining unspent at the conclusion of the program year will be returned to The Rotary Foundation, and will be credited back to the district's District Designated Global Fund balance for the following program year according to Rotary Foundation practices.

26. The District Foundation Committee will:

- Cause complete documentation relating to the receipt and disbursement of grant funds to be maintained in electronic or paper format in secure storage for five (5) years or such time as directed by the District and readily available for subsequent review. Documentation to be retained includes the original grant proposal and spending plan, original approved grant application, invoices, bank statements, project reports, and confirmation from the project sponsors that projects have been completed.
- Establish a protocol for purging and disposing of records.
- Inform District 6330 Rotarians concerning the use of District Grant funds and encourage publicity related to District Grant funded projects.
- Highlight District Grant funded projects on the district website, district newsletter, district seminars, and training events.
- Maintain a liaison with the district public relations committee to ensure District Grant funded projects are publicized in a variety of media.
- On or before August 1st each year post on the District Website details of all District Grant funded projects, including the club name, a brief description and the dollar amount of each project for the previous program year.
- Meet no less frequently than once every three (3) months for the purpose of reviewing open, in process and closed District Grant funded projects, project and financial reports. The committee may meet via conference call or other electronic means.
- Commission an independent financial review of District Grant financial records and grant documentation, such review to be concluded no later than September 30th of the Rotary year following the program year. The review will be undertaken by a professional accountant (CA or CPA), Rotarian or non-Rotarian, and who is not directly involved in a District Grant funded project during the review program year.