



# CLUB QUALIFICATION FOR ROTARY GRANTS

## Frequently Asked Questions

Every year, Rotary and Rotaract clubs serve communities around the world through thoughtfully planned, sustainable projects. The Rotary Foundation grant funds that help pay for many of these projects are regulated through club qualification. Get answers to the most common questions about club qualification here.

### **Why must our club be qualified to apply for Rotary Foundation grants?**

The qualification process ensures that your club has the financial and stewardship controls it needs to manage grant funds properly. Strong stewardship is crucial because it protects The Rotary Foundation's integrity and gives our donors confidence that their contributions are used for its intended purpose. Any club that wishes to be the primary sponsor of a global grant must be qualified. Districts may also choose to require that their clubs be qualified in order to receive district grant funds.

### **How can our club become qualified?**

To become qualified, a club must have its leaders review and authorize the club memorandum of understanding (MOU), and at least one of its members has to participate in a grant management seminar organized by the district. Each district may add other requirements for qualification. Clubs must complete these steps each year to maintain their qualified status.

Download the club memorandum of understanding, and related documents on the [Qualification page](#).

### **Who signs the club MOU?**

The club MOU for each Rotary year is signed by your club's president and president-elect for that Rotary year. For example, the club MOU for 2022-23 is signed by the president for 2022-23 and the president for 2023-24.

### **When should the grant management seminar take place?**

The district may choose another time and location, but the Foundation recommends holding the training in conjunction with the presidents-elect training seminar (PETS), the district assembly, or the district conference, and districts need to be qualified before they hold the seminar for clubs. We also recommend that districts offer several seminars — for example, one at PETS and another at the district assembly — with makeup training sessions offered throughout the year. Alternatively, the [Grant Management Seminar](#) course is offered online through the Learning Center. It can be taken at any time and the course consists of nine learning modules.

### **Can the grant management seminar be conducted by webinar or in another virtual form?**

Yes, trainers may now hold this seminar as a series of webinars. The [Grant Management Seminar Leader's Guide](#) includes webinar instructions, and the Learning Center offers more information on how to organize and conduct a

webinar. Districts may also allow club leaders to take some or all of the courses in the Learning Center's Grant Management Seminar learning plan to learn most of what they need to know, and then hold a meeting online or in person to cover any additional district requirements or other information.

**If a district doesn't hold a grant management seminar in time, can that affect clubs' qualification status?**

Yes, because a club can be qualified only after at least one of its members participates in the grant management seminar. Remember that clubs can also participate in the [Grant Management Seminar course](#) at any time in order to be qualified.

**Can a club member attend training in another district?**

Yes, with district permission, clubs may be trained by another district or at a multidistrict event. Districts that allow their clubs to participate in another district's seminar or a multidistrict seminar need to inform those clubs about any qualification requirements that are specific to the district. And they are ultimately responsible for ensuring that the clubs receive appropriate training, regardless of who leads it.

**Who attends the grant management seminar?**

At least one member from each club that seeks qualification must participate in the seminar, and we recommend that it be the president-elect, another officer, or a member who is involved in managing the club's grants. The district decides how many other members to invite. It should encourage all club members who are interested in Rotary Foundation grants to be trained, if possible.

**Can my district add its own requirements for club qualification?**

Yes, districts may add their own requirements for club qualification to the Foundation's requirements. Any district requirements should be detailed in an addendum to the [club MOU](#).

**What additional requirements can a district have?**

Each district should take local laws (for example, those that are related to stewardship standards) and district-specific circumstances into consideration when it develops its qualification requirements. Here are some other things to remember:

- Club qualification should be attainable for all clubs that want to participate in global grants, so districts should be careful not to overregulate clubs.
- The requirements should be the same for all clubs in the district.
- Qualification requirements should not be designed to exclude any clubs. Your district's qualified status could be jeopardized if it adds requirements that are intended to prevent any clubs from becoming qualified.

**How should my district handle requests for district grant funds from clubs that have not been qualified?**

Your district can decide whether to give district grant funds to unqualified clubs. The district is responsible for the use of any grant funds it distributes to unqualified clubs. Unqualified clubs that fail to abide by all applicable Foundation policies, including the terms and conditions for district grants, may jeopardize the district's qualification status.

**Who is responsible for qualifying clubs?**

A district's governor, governor-elect, Rotary Foundation chair, and stewardship subcommittee oversee the qualification of clubs. Your district Rotary Foundation chair confirms clubs' qualified status and responds to related inquiries from the Foundation.

Your district must keep signed club MOUs and the list of training attendees in its archives. These items need not be submitted to the Foundation.

**My club is qualified for this Rotary year, and we got a global grant approved this year! We'll receive only some of the grant funding this year, and more will be paid next year. Is the club required to get qualified again for next year?**

Yes, your club needs to be qualified for each year it receives grant funding.