



ROTARY DISTRICT 7010  
DISTRICT FOUNDATION GRANTS POLICY

**PROPOSALS AND APPLICATIONS REQUIREMENTS AND EVALUATION CRITERIA**

**Philosophy:** Clubs should be able to access district grant funds for all manner of projects both locally and internationally. Through accessing grant funds, it is hoped that this will further encourage clubs to contribute to The Rotary Foundation.

The following are the guidelines for selection of District Grant proposals and applications:

**A. Area of Focus**

Projects must fall under at least one of the 6 areas of focus of the Rotary Foundation:

- i. Peace and conflict prevention/resolution
- ii. Disease prevention and treatment
- iii. Water and sanitation
- iv. Maternal and child health
- v. Basic education and literacy
- vi. Community economic development

The District Governor may prefer projects in one area of focus or select a few of the areas of focus during his/her tenure.

**B. Club Financial Contribution**

The Club must have a significant financial contribution to project. This is a matching grant and the club must include 50% of the grant request.

**C. District Grant Funding and Limits**

Each year the amount of funding for grants varies as well as the types of projects submitted.

- Selection will be made looking at all aspects of requirements and criteria. The maximum grant limit is \$3000. Cdn. Once approved sponsoring clubs will complete the project and then apply for reimbursement to receive grant funds.
- Smaller clubs with limited funding can apply for a district grant and receive funding for the project from another club however the applying club must contribute 10% to the project. The source of the money must be reflected in their budget.
- All projects must be completed and final report submitted 30 days before the end of the Rotary year (May 30<sup>th</sup>).
- District grants are expected to be small projects that are generally focused on local community needs. Smaller international projects will also qualify providing that all projects have a term less than 12 months which includes the submission of the required Final Report as indicated above.

**D. Payment Guidelines**

Payment will only occur when the project is complete, and all documentation is filed and accepted. Documentation includes all expenses, receipts, and photos in addition to the final report.

- Payment cannot occur until the district receives the District Grant funds from Rotary International. This means that the district report must be fully completed, approved and filed

with The Rotary Foundation. However, the district report cannot be completed until the final reporting documents are received from every club. Therefore, it is imperative that all documentation be completed as soon as the project is finished.

- Once the club receives the district grant funds you must cash your cheque within thirty days. If not, you may risk your funding being revoked. This is stressed because the district is unable to file the report with The Rotary Foundation until all cheques are cashed. Any uncashed cheque stalls the process for the district, and consequently all the other clubs receiving grant money.
- Clubs must keep all receipts and paperwork for seven years.

#### **D. Timing and Administration**

- A club may have no more than one grant open per year. However, if funding allows a second round or grants may be available. Notice will be sent out should this be the case. Requests will then be received as long as funding allows.
- Project expenditures cannot start until after notification of award and after start of the Rotary Year.
- Applications must be completed and submitted to the district grants chair by June 30th. No applications will be accepted past that date unless notified that a second round of grants are available.

#### **E. How Grants Are Funded**

District grant funding is enabled through contributions from Rotarians and Clubs to the Rotary Foundation (TRF)/Annual Fund (AF). Therefore, it is important to recognize those clubs who do not contribute to The Rotary Foundation are relying on the goodwill of other clubs in our district to contribute to this fund so they may receive money for their projects. All clubs are therefore encouraged to support The Rotary Foundation.

#### **F. Qualification and Compliance Status**

Each applying club must be qualified to propose, apply for, and participate in District Grants and must be in good standing with the Rotary Foundation and Rotary International.

Use of District Grant funds must be in compliance with the published Rotary Foundation criteria.

- Projects must be related to the mission of The Rotary Foundation.
- Adhere to the governing laws and harm no individuals or entities. On projects located outside of Canada, all governing laws of the host country must be followed.
- The grant only funds activities that have been reviewed and approved by TRF before their implementation. Grants may not be used to reimburse clubs or districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred.
- Demonstrate sensitivity to the host area's tradition and culture.
- Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of The Rotary Foundation Code of Policies.
- Comply with the policy regarding the use of Rotary Marks as outlined in section 1.060.9 of The Rotary Foundation Code of Policies.
- Exclude any liability to the Rotary Foundation or Rotary International beyond the funding amount of the grant.

## **G. Memorandum of Understanding (MOU)**

Completion of grant training and receipt of a signed memorandum of understanding is mandatory before application is made to receive a grant.

- This must be completed by one member of the club and training must be received annually.
- It is strongly encouraged to train two Rotarians in the event that the trained individual cannot continue with the grant due to unforeseen circumstances.
- Qualification and certification will be offered on The Learning Centre (recommended option) and alternatively on our website. Rotarians are asked to complete the modules and answer the questions to receive certification.
- Once the MOU is signed by the President and the President-Elect of the club a copy must be sent to the Grants committee and the District Rotary Foundation Director.
- The Rotarian that receives the grant training must be the same individual that completes the paperwork for the grant. Even if there are multiple Rotarians with certification in the club the individual applying for the grant must be the same person to complete all communication (both written and verbal) and continue with the grant through to completion.

## **H. Grant Projects cannot fund:**

- Continuing or excessive support of any one beneficiary, entity, or community. The maximum length the same project can be administered in the community is two years.
- Establishment of a foundation, permanent trust, or long-term interest bearing account.
- Purchase of land or buildings.
- Fund raising activities.
- Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities.
- Public relations initiatives not directly related to a humanitarian or educational activity.
- Project signage in excess of \$500.
- Operating, administrative, or indirect program expenses of another organization.
- Unrestricted cash donations to a beneficiary or cooperating organization.
- Activities for which the expense has already been incurred.
- Transportation of vaccines by hand over national borders.
- Travel to National Immunization Days (NID's).

## **I. How to Apply**

The application is completed online.

- Log in to the District 7010 website.
- Go to The Rotary Foundation heading
- The application is under the heading of grants
- Within the application all funds must be written in Cdn dollars.

## **J. District Grants Committee**

The district grants committee shall consist of a minimum of three members in addition to the committee chair.

- It is recognized that there is a time sensitive nature to the work of the committee.
- Each appointment may not last longer than three years.
- Appointments will be staggered to ensure continuity.