

The Rotary Foundation - District 7080 Policy & Procedures

The mission of Rotary International (RI) is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

The mission of The Rotary Foundation (TRF) is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

The mission of Rotary International District 7080 is to foster and support an environment in which clubs succeed. Global & District Grants are encouraged to carry out humanitarian service projects and educational initiatives.

The guidelines, policies, and rules of The Rotary Foundation (TRF) or Rotary International (RI) in regards to District and Global Grants will apply in District 7080. TRF and RI Policies can be found at:

www.rotary.org/myrotary/en/document/757. In addition, the following procedures will apply in District 7080 in regards to District and Global Grants.

1. Club Qualification – **District or Global Grants**

The following is required for all clubs wishing to pursue applications for District or Global Grants.

- a. Signed Memorandum of Understanding (MOU) – *Signed annually by the President and President Elect*
- b. Attendance by one or more club members at the Annual District Foundation Qualification (FQT) training – *It is strongly recommended that the primary club contact for grants (District and Global) be in attendance.*
- c. Club may not be delinquent in payment of dues or other debts for more than ninety (90) days to District 7080 or RI
- d. Club Qualification must be renewed annually.
- e. All clubs are eligible to apply for grants regardless of a club's history of funds donated to TRF.

2. Funding & Administration of **District Grants**

- a. Funds available for the *following* Rotary year, will be determined and communicated no later than November 15. (*This figure will not exceed 50% of the total District Designated Funds (DDF) in that year*)
- b. A separate District Bank account is required for receipt & disbursement of TRF funds for the annual District Spend Plan.
- c. Signing officers for the District 7080 District Grant account will include the District Foundation Chair, District Treasurer, & District Governor (*2 signatures required*)
- d. Authorization for the payment to Clubs for District Grant Projects must come from the District Foundation Chair
- e. All funding of grants is in USD\$, using the identified TRF monthly exchange rate table, at the time
- f. Subject to availability of funds, District will match \$1.00 USD for every \$1.00 USD of Club generated funds, between a minimum of \$2000 USD and a maximum of \$5000 USD per project, in any Rotary year.
- g. The club may apply for more than one District Grant Project, in any Rotary year, provided the total grant disbursement to the club will not exceed \$5000 USD.
- h. No individual District Grant Project, shared or otherwise, shall receive more than \$5000 USD of District Grant Funds
- i. Clubs may not repeat a District Grant Project from previous years.
- j. District Grant Projects cannot involve the purchase, restoration or improvement of any Rotary Club assets.
- k. District Grants Committee will review all applications, and work with clubs, to ensure all components are in place and meet TRF criteria (*This is an objective overview, not a subjective assessment*)
- l. Clubs may NOT start their District Grant Project, prior to receiving the final approved \$ figure from the District Grants Committee. (*see below, Currency Conversion, point 4d*)
- m. Clubs must fund the District Grant Project in its entirety as District funding will only take place after the project has been completed & reported.
- n. Clubs engaging in an approved District Project where there are limited transactions (5 or less), and no additional clubs are participating, do not require a separate bank account to administer their project.
- o. Clubs engaging in an approved District Project where transactions exceed 5, and/or additional clubs are participating in the project, are required to maintain a separate bank account to administer their project.

- p. Grant funds will be released once the final report is completed, documentation provided, and approved by the District Grants Committee.
- q. Matched funding will be based on actual District Grant Project costs, and not more than the maximum approved amount.
- r. District Grant Projects not completed, and/or reported correctly by June 15, will be deemed cancelled or withdrawn, and funds returned to TRF.

3. Funding of **Global Grants**, not lead by a District 7080 Club

Subject to availability of District 7080 DDF, requests for District 7080 to match club funds towards Global Grants, where D7080 clubs are not the primary sponsor, shall be capped at \$3000 USD per District 7080 club request and no club shall be granted more than \$3000 USD in one year.

4. Currency Conversion for **District Grant Projects**

- a. Clubs may use either US\$ or CDN\$ currency when submitting District Grant Project application information in the District Grants Module on the District 7080 website.
- b. The District Grants Committee will convert all District Grant Project submissions to USD\$ when validating that each club's grant(s) request falls within the \$2000 USD to \$5000 USD value band, using the TRF monthly exchange rate table in effect (March) when performing the review.
- c. The District Spend Plan submitted to The Rotary Foundation will be in the same US\$ amounts as calculated during the above mentioned validation.
- d. When funds are received by the District from TRF, an updated conversion will take place, using the TRF monthly exchange rate table for that month. Clubs will be advised of the actual matching funds available to them for project use at that time, and may now start their project. *Clubs are reminded that rates can/do fluctuate, and that this communicated figure will be the final amount available for the project. Any overages/shortfalls due to currency conversion are the responsibility of the club.*
- e. Clubs will receive funds in CAD\$; not subject to any further conversions.

5. Oversubscription of **District Grant Project** Requests

Should more applications be submitted than funds are available in a given program year, a Selection Committee will be struck from those clubs who have applied, and will be moderated by the District Grants Committee. The Selection committee will be required to attend a full day session (March) where:

- a. Participants will review all applications.
- b. Clubs will be expected to come prepared to discuss the projects, gain consensus and rank (scale 1-5 e.g.) those to receive District funds.
- c. It is highly recommended that the Project Champion (must be a Rotarian) be the person who attends and that a back-up person be available to attend should a last minute issue cause withdrawal.
- d. If a club with an application is not represented on the Selection Committee, on the Selection Day, its project will automatically be removed from the list and no funds issued.
- e. Each project/club will receive feedback about the submission – its strengths, weaknesses, and reasons for selection or not.
- f. Participants on the Selection Committee will select the projects to receive funding for this year. The votes will be passed to the Grants Committee moderator for tally, review and processing.
- g. Accepted Grant Projects will be sent to the District Foundation Chair for review, and inclusion in the District Spend Plan.
- h. At the end of the day, participating clubs will also be asked to review this process and provide input, to be used towards future allocation process.

6. Key **District Grant** Dates (*annual*)

- July 1 – District Grant Project applications open, on the District 7080 Website, for new submissions for the *following* Rotary year
- November 15 – Determination of the available DDF for District Grants for the *following* Rotary year
- November 30 (or last available Saturday in November) – Foundation Qualification Training
- February 1 – Memorandum of Understanding (MOU) from clubs due
- February 28 (29) – Last date for submission of District Grant Project requests for the *following* Rotary year
- March – Review of the District Grant Project applications
- March – Development of the District Spend Plan for the *following* Rotary year
- June 15 – Last date for completion of *current* Rotary year District Grant Projects
- June 20 – Submission by the District of the *current* Rotary year District Spend Plan report, with any outstanding funds, to TRF
- June 20 – Submission by the District of the District Spend Plan for the *following* Rotary year to TRF
- July or later – Receipt by the District of the DDF funds for the District Grant Projects, and communication of the final authorised funds and approval to go ahead with the projects. (this date is dependent upon approval at TRF, and actual receipt of the \$\$ by the District) A comprehensive list of approved projects will also be publicised through District media sites at this time.