



800 Lakeview Avenue
Jamestown, NY 14701
716-484-8814

District Rotary Foundation Subcommittees

It is recommended that Rotary Foundation committee members be past district governors, past assistant governors, effective past district subcommittee members, or experienced Rotarians.

Time commitments vary with demand and need to be managed by Chair to address in a reasonable time frame.

Grants Subcommittees

Title of Position: Grants Subcommittee Chair

Reports to: District Rotary Foundation Committee Chair

Duration of Appointment: Appointed for a one-year term, renewable up to a maximum of three years.

Overall Scope of Position: Manage, promote and encourage implementation of Rotary Foundation grants in strict accordance with all current guidelines and policies. Assist clubs in participating in educational, vocational and humanitarian activities

Qualifications: The district grant subcommittee chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities.

Duties and Responsibilities:

- Serve as a district expert and resource on all Rotary Foundation grant.
- Follow and enforce terms and conditions of grant awards for district and global grants; disseminate and conduct club education on the terms and conditions.
- Work with the District Rotary Foundation Committee Chair to disburse grant funds and to ensure proper records of grant activity are maintained for reporting purposes. .
- Ensure implementation of proper stewardship and grant management practices for all club and district sponsored grants, including reporting to The Rotary Foundation on all grants
- Establish and maintain appropriate grant management record keeping systems.
- Provide input on District Designated Fund distribution.

Committee members: Preference should be given to Rotarians who have experience with a Rotary Foundation grant, speak a second language, and have professional expertise in either one of the areas of focus, grant preparation, project management, or stewardship.

Duties and Responsibilities:

- Attend the annual District 7090 Grant Management Seminar to develop knowledge and awareness of current Rotary Foundation programs, and qualification requirements.
- Evidence familiarity with each grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of the Foundation.
- Acting through the chair, the committee is responsible for reviewing all district grant applications that are submitted by qualified clubs in accordance with Rotary International and District 7090 requirements to develop the District Grant Spending Plan for the respective Rotary year.
- Assist as assigned by the subcommittee chair by working with clubs to develop sustainable humanitarian projects with direct involvement of the benefitting community and the active personal participation of Rotarians.
- Encourage throughout the district the highest level of stewardship and transparency for the accounting of all Foundation funds, as well as working to encourage and support the timely and accurate submission of reports to the Foundation from all sponsors of approved grants.
- Encourage club and district officers to ensure the full utilization of all district designated funds, DDF.



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Title of Position: Global Grant Subcommittee Chair

Reports to: District Rotary Foundation Committee Chair

Duration of Appointment: Appointed for a one-year term, renewable up to a maximum of three years.

Overall Scope of Position: Manage, promote and encourage implementation of Rotary Foundation global grants. Assist clubs in participating in educational, vocational and humanitarian activities

Qualifications: The district Rotary Foundation global grant chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities.

Duties and Responsibilities:

- Serve as a district expert and resource on all Rotary Foundation global grants.
- Work with the district Rotary Foundation Committee Chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Ensure implementation of proper stewardship and grant management practices for all club and district sponsored global grants, including timely reporting to The Rotary Foundation on all grants.
- Establish and maintain appropriate grant management recordkeeping systems.
- Act as primary previewer of all global grants, to provide unqualified recommendations to DRFC Chair to support circulation of global grant application to full committee for district designated fund consideration.
- Provide input on district designated fund distribution.

District Designated Fund Committee members: District Governor, District Governor Elect, District Governor Nominee, District Rotary Foundation Committee Chair and all Foundation Subcommittee chair persons, excepting Stewardship chair person, and others as appointed by the District Governor for the year. These appointments should be based on the respective chair person's commitment to The Rotary Foundation as demonstrated through program participation and financial contribution. .

Duties and Responsibilities:

- Attend the annual District 7090 Grant Management Seminar to develop knowledge and awareness of current Rotary Foundation programs, and qualification requirements.
- Evidence familiarity with each grant program, its eligibility criteria and application procedures; assist Rotarians in understanding the policies of the Foundation.
- Responsible for reviewing all global grant applications that are submitted by qualified clubs in accordance with Rotary International and District 7090 requirements for global grants for the respective Rotary year with an intent to support the request for district designated funds, subject to availability within the previously agreed upon guidelines. .
- Assist as assigned by the subcommittee chair by working with clubs and districts to develop sustainable humanitarian projects with direct involvement of the benefitting community and the active personal participation of Rotarians.
- Encourage throughout the district the highest level of stewardship and transparency for the accounting of all Foundation funds, as well as working to encourage and support the timely and accurate submission of reports to the Foundation from all sponsors of approved grants.
- Assist the subcommittee chair by working closely with district 7090 International Service and Vocation Service committees to recognize when a project may qualify for a Foundation grant.
- Encourage club and district officers to ensure the full utilization of all district designated funds.