

# District 7850 Grant Management Seminar Starting at 7PM



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## Doing Good In the World



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## Purpose of This Seminar

- Understand how to apply for and manage Rotary Foundation grants (Global and District Managed)
- Learn stewardship expectations
- Prepare clubs to implement the MOU
- Qualify clubs to receive grant funds

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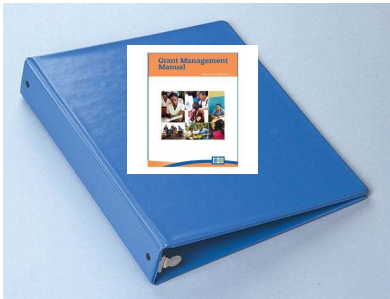
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## Review Packet of Information



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## How Are Grants Funded?

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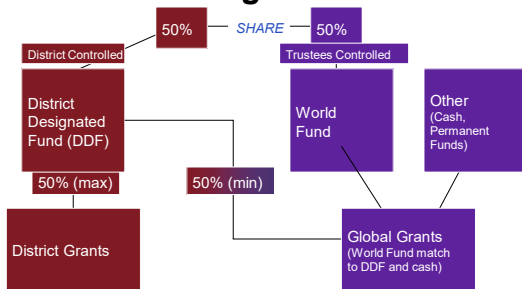
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## Funding Model



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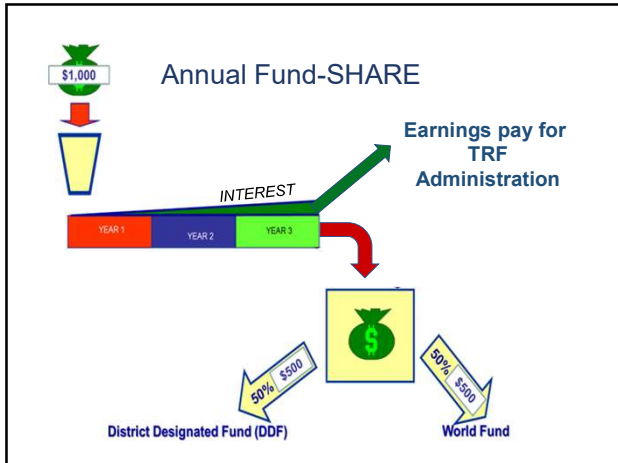
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The District has approximately \$29,556 for District Grants in 2022-23

At least \$5,000 of these funds will be used for a Teacher Scholarships

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**Rotary Foundation Grants Model**

- 7 Areas of Focus
- Needs Assessment
- Sustainability (District vs. Global)
- Stewardship

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## What are the Seven Areas of Focus?



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## Sustainability



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## Sustainable Projects

- Provide a good community fit
- Supply the materials/technology for the long haul.
- Funding is adequate to complete the project
- Knowledge is transferred
- Recipients and Rotarians (especially local Rotarians) are motivated
- Evaluation is ongoing

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**Developing Sustainable Projects**

Sustainability means different things to different organizations. For The Rotary Foundation, sustainability means providing long-term solutions to community needs that the benefiting community can maintain after grant funding ends. Global grant projects must be sustainable and display the following characteristics:

Planning		Implementation			Reporting
<b>Community Needs/Strengths</b>	<b>Materials/Technology</b>	<b>Funding</b>	<b>Knowledge</b>	<b>Motivation</b>	<b>Monitoring/Evaluation</b>
Have local sponsors conduct a thorough assessment of the community's needs to identify a need that sponsors are able to support and that meets beneficiaries' needs and fits their values and culture. Involve multiple community partners in the planning process.	Purchase equipment and new technology from local sources, when possible. Ensure spare parts are readily available. Involve community members when selecting technology or equipment, and train them to operate, maintain, and repair it on their own.	Confirm local funding source to provide long-term operation, maintenance, repair, and project longevity. Compensate project participants appropriately for their work to ensure continuity of services.	Provide training, education, and community outreach to strengthen beneficiaries' capacity to meet project objectives. Confirm that recipients have a plan to transfer knowledge to new beneficiaries. Collaborate with local agencies/organizations to supply expertise, as needed.	Provide incentives for beneficiaries and project participants to continue ongoing support. Identify personnel willing to lead beneficiaries to sustain project outcomes. Prepare the community to assume ownership of the project once global grant funds are fully expended.	Develop clear and measurable project objectives and identify methods for collecting project data. Establish baseline data for evaluation capable of demonstrating significant change for at least three years.

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Global Grant Timeline Grant Management Seminar 13

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**Sustainable Projects**

- Giving a community the skills and knowledge to maintain project outcomes for the long term, after grant funds have been expended

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**Sustainability**

- Conduct a needs assessment for the community to help identify the problem and solutions for solving it.
- Make use of local resources for funding, regional input and indigenous knowledge as much as possible.
- Determine the most appropriate technology to address the issue. Simpler is often better.
- Provide for ongoing maintenance
- Teach the community how to operate the equipment, and share business skills to help community members set up a committee of agency to collect fees that can help cover operations and repairs.

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## Measurable Outcomes

Putting a measurement plan in place before implementation

- Establish baseline data
- Determine quantitative and qualitative measures
- Establish a timetable for data collection

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## Stewardship

Stewardship is the responsible management and oversight of grant funds, which ensures that funds are used properly and benefit populations in need.



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## Stewardship Practices

- Have Rotarians supervise the project
- Implement projects as approved
- Follow standard business practice
- Report irregularities
- Submit reports
- Retain documents



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## Successful Grant Projects

- Meet community needs
- Include frequent partner communication
- Have implementation plan
- Are sustainable
- Maintain proper stewardship of funds

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## Session 2

### Applying for and Implementing a Grant

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## GRANTS

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## Rotary Foundation Grants

- District Grants
- Global Grants

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## Which Type of Grant Global vs. District?

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### Humanitarian Projects

The following chart compares humanitarian projects under two new Rotary Foundation grants.

	Global Grant Project	District Grant Project
Cost	US\$30,000+	No minimum or maximum amount
Funding	Clubs and districts allocate DDF and/or cash, which receives a World Fund match of 100 percent for DDF and 50 percent for cash.	Districts use funds from a block grant from DDF to fund local or international projects that align with the mission.
Application	Available online	At the discretion of the sponsor district
Area of Focus	Projects must be in one of the six areas of focus.	Project not required to be in an area of focus.
Host Club	Projects are driven by host community	Not required
Sustainability	Projects are sustainable, providing long-term solutions to community needs that will be maintained after grant funding ends.	Not required
Measurability	Projects are measurable, demonstrating impact on participants' lives, knowledge, or health.	Not required
Reports	First report within 12 months of receiving first payment; subsequent reports every 12 months thereafter for the duration of the project; final report within 2 months of project's completion	Final report documenting the disbursement of funds within 12 months of receiving payment or within 2 months of total disbursement  Districts report to member clubs annually on each project that received district grant funding
Restrictions	Restrictions apply. See terms and conditions.	Restrictions apply. See terms and conditions.

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Scholarships		
	Global Grant Scholarship	District Grant Scholarship
Cost	US\$50,000+	No minimum or maximum amount
Funding	Clubs and districts allocate DDF and/or cash, with a World Fund match of 100 percent for DDF allocation and 50 percent for cash.	Districts use funds from a block grant from DDF to fund scholars for any level of study, for any length of time, either locally or abroad.
Application	Available online; must be submitted to local Rotary club	At the discretion of sponsor Rotarians
Area of Focus	Studies must be in one of the six areas of focus.	Not required
International Institution	Yes	Not required; award can be used either locally or abroad.
Host Counselor and Club	Yes	Not required, but may be arranged by sponsor Rotarians if desired.
Predeparture Documents	Scholar provides to sponsor Rotarians: • Proof of admission • Proof of insurance that meets TRF requirements	At the discretion of the sponsor Rotarians
Rotary Club Presentations	Determined by international and host Rotarians	Determined by international and host Rotarians
Reports	Submitted to sponsor Rotarians and forwarded to The Rotary Foundation. First report within 12 months of receiving first payment, subsequent reports every 12 months thereafter for the duration of the scholarship. Final report within 2 months of scholarship end; receipts required for expenses equal to or greater than US\$75.	Final reports documenting the disbursement of funds within 12 months of receiving payment or within 2 months of total disbursement. Districts report to member clubs annually on each project that received district grant funding.
Acceptance to University at Application	Scholar must be accepted to specific university at the time of application.	At the discretion of the sponsor Rotarians

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Vocational Training Teams		
	Global Grant Vocational Training Team	District Grant Vocational Training Team
Cost	US\$50,000+	No minimum or maximum amount
Funding	Clubs and districts allocate DDF and/or cash, which receives a World Fund match of 100 percent for DDF and 50 percent for cash.	Districts use funds from a block grant from DDF to fund vocational training teams, cultural exchanges, and any related travel.
Application	Available online; must be submitted by local Rotary club	At the discretion of the sponsor district
Area of Focus	Team must align with one of the six areas of focus.	Alignment with area of focus is not required.
Requirements	The team must consist of vocational career field by increasing the skill level of the team members in the benefiting community, and have a measurable impact. The grant may support more than one team.	The team must support The Rotary Foundation's mission to promote goodwill and peace, improve health, support education, and alleviate poverty.
Host Club	Yes	Not required
Team Composition	Teams must consist of at least two members (either Rotarians or non-Rotarians) with at least two years of professional experience in the designated area of focus and a Rotary leader who has expertise in the area of focus, international experience, and general Rotary knowledge. In certain cases, the Foundation may grant permission to designate non-Rotarians as team leaders. There are no restrictions on the age of participants.	The district may determine the composition of the team to include any number of Rotarians and non-Rotarians of any age.
Focus and Length of Visit	Determined by sponsors	Determined by sponsors
Reports	Submitted to sponsor Rotarians and forwarded to The Rotary Foundation. First report within 12 months of receiving first payment. Final report within 2 months of scholarship end; receipts required for expenses equal to or greater than US\$75.	Final reports documenting the disbursement of funds within 12 months of receiving payment or within 2 months of total disbursement. Districts report to member clubs annually on each project that received district grant funding.

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## District Grants

### Overview – including MOU and Application



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## District Grants

A District Grant is a tool for Rotary districts to support short-term humanitarian projects that benefit the community. District grants are funded with district designated funds from the Rotary Foundation



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## District Grants

“The Foundation itself requires very minimal reporting, thanks to the advance planning done by clubs and districts before the funds are requested. This should enable districts to close out their grants quickly.”



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## District Grants for Club

- Our District will support a broad range of smaller projects, examples:
- Local or international service projects
- Scholarship (one district-wide – application process)
- Small vocational training teams
- Club applications are on the [District 7850 web page under the Foundation tab](#)



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The District has approximately  
\$29,556 for District Grants in  
2022-23

At least \$5,000 of these funds will be  
used for a Teacher Scholarships

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### District Grant Reports

- Interim reports are required six months after the receipt of the grant and a final report is required within two months of full expenditure of grant funds:
- Please include:
  - Invoices expenses;
  - Copies of receipts;
  - An account of Rotarian participation in the implementation of the grant; and
  - A short narrative about what was accomplished
- Grants are to be expended in the Rotary year requested and cannot be spent after the conclusion of the Rotary Year. Deadline: May 15

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### Designing a District Grant

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## District Grant Rules

- Only one request per club will be considered to allow equitable division of funds among clubs.
- Individual district grants will be up to a maximum of US\$4,000. Clubs are encouraged to match as much as possible on a US\$1.00/US\$1.00 basis. If a club does not have funds to make a match, the maximum award will be US\$1,000;

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## District Grant Rules

- District grants implementation can only begin once the district grant is approved by the District Grant Committee and the Rotary Foundation. Our goal will be to announce grant approvals by 1 September. No grants will be approved after all funds are allocated or 1 March 2023, whichever comes first. **NOTE IF YOUR CLUB IS AWARDED A GRANT DO NOT MAKE ANY EXPENDITURES UNTIL YOU ARE NOTIFIED THAT THE GRANT HAS BEEN APPROVED BY THE DISTRICT AND THE ROTARY FOUNDATION.**
- Funds should be expensed prior to 15 May 2023 and a final report will be due on 31 May 2023;

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## 2022 Important Dates

2021-2022	2022-2023
	April 29 – Applications due for District Grants and Teacher Applications
May 15 – Final spending for 2020-2021 Grants	
	May 15 – District Review of applications, teacher interviews and decisions on spending
May 31 – Grant Final Reports due	
	Submit District Application to RI
Submit final district report to RI	
RI Accepts 2021-22 Final Report	
	RI Approves 2022-23 Grant Application THEN , only then, start spending

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## District Grant Rules

- Priorities for District Simplified Grant include the following:
  - Timely submission of application,
  - Creativity of the project,
  - Club's contributions to support The Rotary Foundation,
  - If the Club has received previous District Grants,
  - Number of club members involved in the project,
  - How project related to Rotary International six area of focus,
  - Funds are for new projects only,
  - Club members must be involved in the project, and
  - The project must be identified as a Rotary Project



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## District Grant Rules

- The Club is responsible for making sure that any reports are completed and filed since compliance is MANDATORY and future District Simplified Grant may not be funded for the whole district if a Club fails to file any of the required reports.
- Grants application and agreement forms (attached) should be sent to the District Grants Chair, Bob Broadhurst or Louisa Tripp at: [rotaryd7850foundation@gmail.com](mailto:rotaryd7850foundation@gmail.com)



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## Review District Grant Application

(See handout, and application on District Web under Foundation tab)

**Deadline 29 April 2022**



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## District Grant Summary

- Three Rotarians must sign the application.
- Please describe the project. How will it meet the needs of the community?
- What, specifically, will the grant money be used for?
- Please describe your club's involvement in the project. Is your club adding any additional money to the Grant? How will the community be involved?
- How long will the project take to complete? What are potential pitfalls that could delay completion? Please show us a detailed expected timeline for the project.
- How will your club promote this project in the local media?
- If there is not enough Grant money for this year, could you do your project with less than what you have asked for? Could you delay implementation for a year? (if this is the case, someone from the DISTRICT GRANT committee will be in touch with you to discuss options).
- Attach a copy of the budget for the project.
- Agree to be good stewards of Rotary Foundation Funds.
- Agree to return funds if they are not used, or not used per the request.

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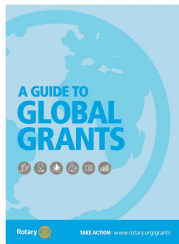
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## Global Grants



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## Applying for Global Grants

- Two-step application process online
- Meet goals of area of focus
- Be sustainable
- Involve Rotary clubs in two districts
- Minimum budget of US\$30,000
- District must confirm that the club is qualified

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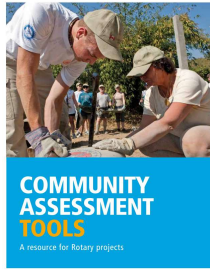
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## Needs Assessment



THE ACTIVE [www.rotary.org](http://www.rotary.org)

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## Needs Assessment

- Base project on the community's need not what you perceive the need to be. Talk to the stakeholders in the host country.
- Assess resources of your club and potential partners

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### TIPS FOR CONDUCTING ANY ASSESSMENT

- Remain open minded. Don't presume you know what the community needs.
- Choose participants carefully. Consider the makeup of the community and ensure that you include a diverse cross-section of relevant groups (e.g., gender, age, ethnicity, religion, income level, vocations). Include overlooked or marginalized groups. Women, young people, the elderly, and religious or ethnic minorities are often overlooked.
- Keep the community's social dynamics in mind and provide a forum where they feel comfortable sharing their views.
- Consider yourself an outsider. Even if the community you want to work with is local, find a well-connected individual, group, or organization that can introduce you to your target stakeholder groups.
- Don't promise a project before you make a decision. But do assure participants that you'll let them know what your club decides.

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## Finding Host or International Partners

- Rotarians who are already doing projects in a country you want to do a grant
- Current and past district governors
- Rotary Showcase / Facebook
- RI convention
- Project fairs
- LinkedIn
- International meetings



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## Project Planning

- Form two three-person grant committees (international and host)
- Assign roles
- Implementation plan
- Budget
- Contingency plan
- Document retention plan



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## Creating a Budget

- Realistic
- Competitive bidding
- Reasonable prices
- Disclose conflicts of interest



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## Setting Goals

- Measurable
- Sustainable
- Qualitative (descriptive)
- Quantitative (numeric)



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## Setting Goals

- Gather baseline data
- Set goals
- Determine method of measurement



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## Global Grant Financing

- DDF matched US\$1.00:US\$0.50 with World Fund
- Rotarian cash contributions matched US\$1.00:US\$0.50 with World Fund
- Non-Rotarian cash contribution not matched



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## Learning Objectives

- Identify best practices for managing funds and record-keeping
- Identify which documents need to be retained
- Understand reporting requirements

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## Financing Guidelines

- Contributions raised by Rotarians
- Funds cannot be raised from beneficiaries in exchange for a grant
- Funds cannot come from other grants
- Contributions credited to donor

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## Resources

- Document retention worksheet
- Financial management plan worksheet
- Transferring custody of a bank account
- More on [www.Rotary.org](http://www.Rotary.org)



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## Conflict of Interest

- Exists when a Rotarian benefits financially or personally from a grant
- Benefit can be direct (the Rotarian benefits) or indirect (an associate of the Rotarian benefits)

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## Session 4

### Qualification

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## Learning Objectives

- Understand qualification requirements
- Manage your club's qualification

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# Qualification Requirements

- Attend this grant management seminar
- Submit signed club Memorandum of Understandings (MOUs) for District and Global Grants <http://www.rotary7850.org/>

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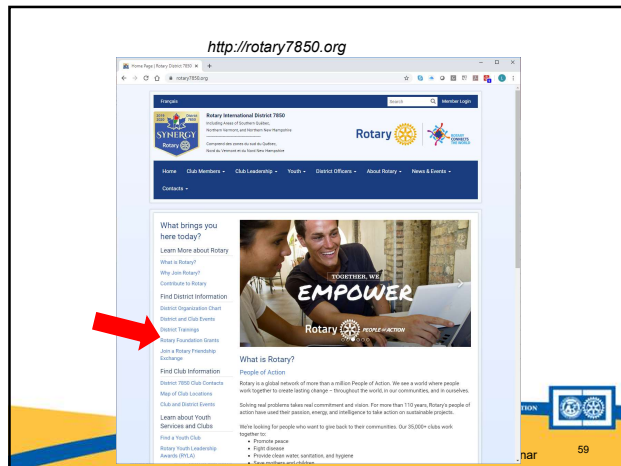
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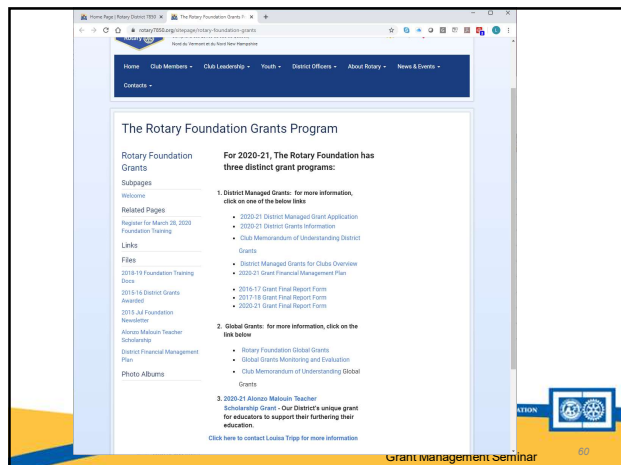
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## Terms of Qualification

- Valid for one year
- Club responsibility for grant funds
- Disclose conflicts of interest
- Cooperate with all audits
- Use grant funds properly
- Implement the club MOU

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## Preparation Steps - Club

- ✓ Learn about the Club Memorandum of Understanding (see handout)
  - Terms of qualifications
  - Club leadership responsibilities
  - Financial management/stewardship
  - Document retention (reports and receipts)
  - Signature of president and president-elect
  - Submitted annually

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## Club Memorandum of Understanding (MOU) includes information about:

- Steps in the Club Qualification process
- Club Officer Responsibilities
- Financial Management Plan
- Bank Account Requirements for Global Grants
- Reporting on Use of Grant Funds
- Document Retention
- Reporting Misuse of Grant Funds
- Who can sign the MOU

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## Qualification Requirements

- ✓ Read, sign, and submit Club Memorandum of Understanding by 1 May 2022
- ✓ Submit proposals for District Grants for Clubs by 29 April 2022 to Louisa Tripp and Bob Broadhurst prior to, or at the District Training Assembly.
- ✓ Follow the steps in the District Grants for Clubs process for 2022-23
- ✓ Identify a Club Steward to monitor the implementation of grants, and collect documentation to meet auditing requirements

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## Club Memorandum of Understanding

- ✓ The Club Memorandum of Understanding is a binding agreement between the club and its district, outlining Foundation requirements.
- ✓ By signing the Club Memorandum of Understanding, the club agrees to comply with the requirements.

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## Qualification

- ✓ Qualification provides clubs with financial and stewardship controls for meeting Foundation requirements and managing grant-funded activities.
- ✓ Clubs need to qualify before applying for district, global and packaged grants.
- ✓ Qualification Process Completed by 1 May 2022



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## Maintaining Qualification

- Follow terms of club District Grant and Global Grant MOUs
- Appoint club member/committee to manage club qualification
- Fully implement stewardship practices to prevent misuse of funds:
  - Club Steward needs to be identified for Global Grants to ride herd over the use of funds. This cannot be a person who has signed for the grant!



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## Resources

- **Rotary International**
  - <http://www.rotary.org/en/members/runningclub/fv/pa ges/ridefault.aspx>
  - [contact.center@rotary.org](mailto:contact.center@rotary.org)
  - <http://www.rotary.org/en/grants>
- **District website**
  - <http://www.rotary7850.org>
  - Louisa Tripp, District Foundation Chair
  - Bob Broadhurst, District Grant Chair



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## HOMEWORK

- ✓ **DISTRICT GRANT FOR CLUBS PROPOSALS**
  - **Proposals due 29 APRIL 2022**
- ✓ Memorandum of Understanding(s) for The Rotary Foundation's Global Grants and The Rotary Foundation's District Grants for Clubs – **signed by 29 April 2022**



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Thank you

THE ROTARY FOUNDATION



Grant Management Seminar

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