2021-2022

GRANT MANAGEMENT TRAINING
District 7910

Wednesday April 7, 2021

Victor Tom DGN, DGSC Chair 2020-21

vtom0@yahoo.com

Bob Worth, DGSC Chair 2021-22

rjworth@gmail.com

Grant Management

Ensures that projects

- Fulfill grant objectives to meet the needs of beneficiaries

- Adhere to technical standards to maximize project impact

- Have proper financial controls to safeguard funds – maintain Rotary Foundation's 4-Star charity rating

Grant Management
Training Modules

Module 1   **Foundation Grants**   **10 Min**
Overview

Module 2   **District Grants in 2021-2022**   **40 Min**

Requirements, Process, Timeline, Grant amount, Prior Examples, ClubRunner Grants Module, Implementation, Report, Close-out

Module 3   **Global Grants in 2021-2022**   **20 Min**

Requirements, Process, Time line, Grant amount, Caps, Prior Examples, Funding, Best practices, Implementation, Report and Close-out

Module 1

FOUNDATION GRANTS

Learning Objectives

- Learn the purpose of The Rotary Foundation and Foundation Grants
- Understand how Foundation and grants are funded
- Learn similarities and differences between **district** and **global** grant types
- Understand how your club can participate in grants

Rotary International (RI) and The Rotary Foundation (TRF)

- RI: Organization that carries out activities through

1.2 million Members	in 35,000+ Clubs	in 534 Districts	in 34 Zones	In 7 Regions

- Members pay dues to the club which include a charge from the district and a charge for RI.

- TRF is the charitable arm of RI

  - It is totally funded by donations to its various funds, with the Annual Fund being the one that largely supports Foundation grants.

  - Clubs raise funds for their service projects and leverage them with grants from the district and TRF

Foundation Grants

- TRF enables Rotarians to *Do Good in the World*

  - Through several types of foundation grants (e.g., district and global)

  - Grants utilize the expertise, passion and compassion of Rotarians through effective and sustainable projects around the world within 7 areas of focus

  - Service is one reason people join and stay in Rotary

    "Service above self" and *"One profits most who serves the best"*

  - Involvement in grants has been shown to increase club participation and feeds into increased Foundation giving

    "ROTARY IS SERVICE"

7 Areas of Focus

💧	Providing clean water
🩺	Fighting disease
👩‍🍼	Saving mothers and children
📖	Supporting education
🪙	Growing local economies
🕊️	Promoting peace
🌳	Environment

SERVE TO CHANGE LIVES

Foundation Funds

- **Annual Fund – Share***, supports humanitarian grants in any of the 7 Areas of Focus

- Annual Fund – Area of Focus specific funds

- Specific Global Grant, direct to specific projects

- Polio Plus Fund, donations matched 2:1 by Gates Foundation

- Responding to disasters

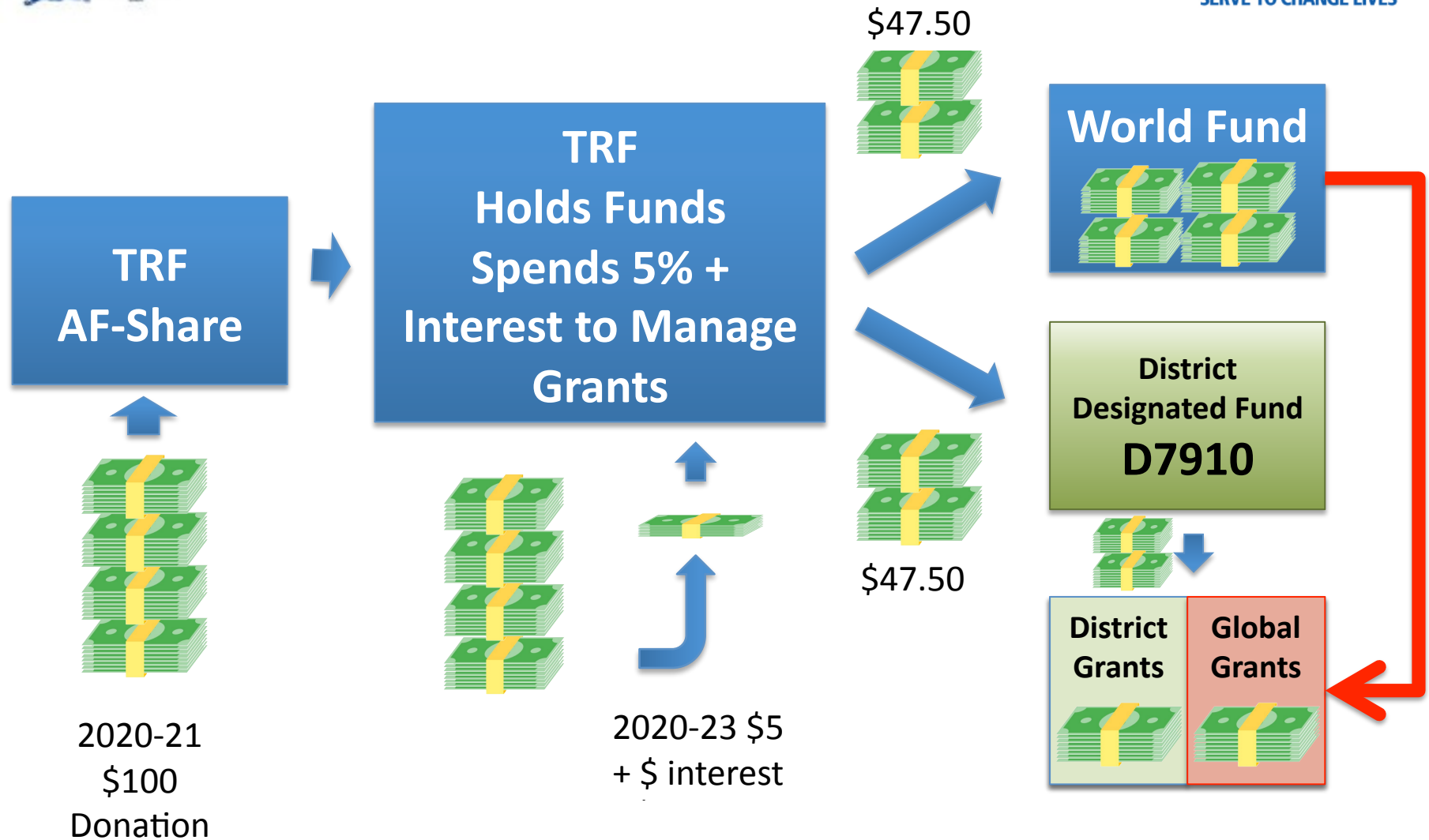- Endowment Fund, major gifts or bequests of $10,000 or more.

Donations to the **Annual Fund-Share come back to D7910 as District Designated Funds (DDF) for our grants*

Club Participation
Last 4 Years for District Grants

More grants means more service projects

17	21	24	21
2017-18	2018-19	2019-20	2020-21

1-8
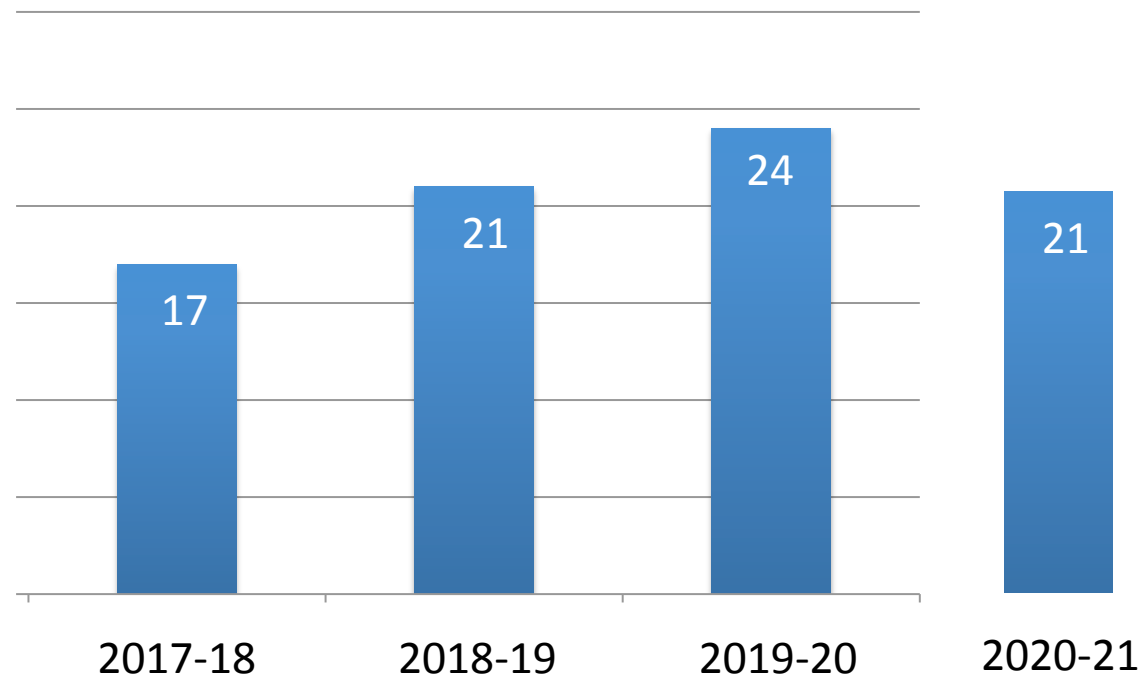
Foundation Grants

- The Foundation has two types of grants
  - District and Global
- The Foundation will award D7910 a Master District Grant, DGxxxxxx, for administration of district grants to clubs. The grant amount will be approx. $33,000
- D7910 will also have more than $33,000 DDF available for helping clubs do Global Grants during 2021-22
- Clubs should get very familiar with the Area of Focus Policy Statement, Terms and Conditions for Rotary Foundation Grants, and Eligible and Ineligible Activities for Grants
  - These documents contain best practices and provide useful guidance for both district and global grants

District and Global Grants: Comparison

Factor	District Grants	Global Grants
Qualification by District	Required	Required
Humanitarian need	In one Area of Focus	Prefers one Areas of Focus
Needs Assessment	Required	**Require TRF approval as first step**
Size	Less than $30k, Typically $1k to $2k	Large, above $30,000
Sponsorship	Club or District	Club or District
Partner Clubs	Mostly solo , some local partners, rarely foreign partners	Always with 2 or more clubs/districts in two countries
Location	Mostly in the district, some outside, even overseas	Always in the country of the Host club/district
District Match to Clubs	Yes	Yes
World Fund Match	No	80% of DDF
Sustainability	Preferred	Required
Final Approval	District	The Rotary Foundation

Foundation Grants
Club Qualification

- Qualification for Grant Participation: Eligibility criteria for both district and global grants

- Criteria required by the Rotary Foundation
  1. One member of the club receive Grant Management Training
  2. Sign the 2021-2022 Annual Club Memorandum of Understanding (MOU)

- Criteria required by the District
  1. Appoint a Club Foundation Chair (ClubRunner)
  2. Set Goal for Annual Fund-Share (Club Central)

Foundation Grants
Maintain Club Qualification

- Maintain good standing under the District rules

- Comply with the all qualification criteria

- Maintain Grant Management Training

- Ensure compliance with the Club MOU

  - Appoint a club member or committee – Club Foundation Chair can lead the effort

- Fully implement stewardship practices to prevent misuse of funds

Foundation Grants
District Decisions

- Foundation related decisions are recommended by the District Grants Subcommittee led by its Chair, DGSC Victor Tom. Some key decisions are:
  - Use of DDF for global and district grants, and other Foundation Funds
    - Amount of grants for applying clubs
  - Review procedures for applications including scoring rubric
  - District sponsored grants to address common needs in communities
- These recommendations are then endorsed by the District Rotary Foundation Committee led by its Chair, DRFC Steve Sager
- All decisions are approved by the Foundation Advisory Board comprising DG, DGE , DGN and DGND.

Module 2

DISTRICT GRANTS

Module Learning Objectives

- Learn about district grants and D7910 rules
- Understand the applications and review process
- Develop a plan to implement your project
- Understand stewardship requirements
- Learn how to report and close out a district grant

Districts Grants

- District grants fund small-scale, short-term projects that address immediate needs in your community or abroad.
  - Overseas projects may be in countries without Rotary Clubs

- All projects must
  - Relate to the mission of The Rotary Foundation
  - Include the active participation of Rotarians
  - Comply with conflict of interest policy
    - No Rotarian benefits financially or personally from a grant
    - Benefit cannot be direct to a Rotarian or indirect to an associate of the Rotarian
  - Must avoid continuous or excessive support of any one beneficiary, entity, or community

District Grants in D7910
Grants Subcommittee (GSC)

District Grants Subcommittee Chair (DGSC)		
Robert Worth, *RC of Framingham*		
Cliff Rober, DG 2021-22	Victor Tom DG (E) 2022-23	Elliot Rittenberg DG(N) 2023-24
Karen Fusco Area 1	Steve Sager DRFC 2020-21	TBD DG (ND) 2024-25
Brian Donovan Area 2	TBD* Area 4	Tom Polito Area 6
Julie Parent Shrewsbury Area 3	TBD* Area 5	TBD* Area 7
All team members are signed up for one year and renew on an individual basis		

* Seeking volunteers who will be Foundation Chairs from these areas   2-3

2020-21 District Grants #2091894

Club	DG #	Project Name	Budget	Grant
Acton-Boxborough	2118	Supplying Needs to Local & Global Comm	$1,000	$500
Athol-Orange Area	2101	Habitat for Humanity Home in Athol	$4,593	$2,000
Bedford	2102	Beds for Kids	$4,000	$2,200
The Brookfields	2103	Local PPE Support	$7,000	$4,000
Brookline	2104	Feeding Hungry Teens	$3,000	$1,500
Charles River	2105	American Flagpole at JJ Lane Park	$4,000	$2,000
Chelmsford	2106	Rise Against Hunger	$3,500	$2,000
Fitchburg	2107	3rd Grade Dictionaries & Library Books	$2,545	$1,500
Marlborough	2108	Meals that Help	$6,000	$3,000
Nashoba Valley	2109	Habitat for Humanity Build Day	$2,000	$1,000
Northborough	2110	Nutrition 68	$10,000	$3,000
Shrewsbury	2111	COVID Kits for Kids	$4,000	$2,000
Tyngsboro/Dunstable	2113	Fishing Day for Individuals with Disability	$3,975	$1,550
Wellesley	2114	MassBay CC – Acct Balance Scholarship	$12,500	$3,000
Westborough	2115	Launch Box Project	$3,400	$2,200
Westford	2116	Youth Personal Financial Planning Proj	$2,500	$1,250
Worcester	2117	YWCA Housing Program Appliances	$1,800	$900

2019-20 District Grants #2091894

Club	DG #	Project Name	Budget	Grant
Framingham	2119	Ashland Riverwalk Bench & Reflection Area	$2,000	$835
Lowell	2120	Radio Reading Service for Visually Impaired	$10,000	$800

Districts Grants in D7910

- Multi-club involvement and non-Rotarian participation in district grants is encouraged
  - Get ideas from past District Grant list
  - New Environmental Focus

- District sponsored projects focusing on common needs in multiple communities will be undertaken to get more clubs to participate
  - Hurricane Relief Grant 2017-18
  - Guatemala Stove Project 2018-19
  - Rotarian-made Face Shields for COVID-19 2019-2020

- Only one district grant per club – Rotary/Rotaract/Interact

Successful District Grants

- Have achievable goals

- Meet community needs

- Are sustainable

- Involve a partner

  - Other Rotary Club(s) or Non-Rotary entity(ies)
    (learn how another club has run a project)

  - Like-minded people working together

  - Help identify and recruit new members

- Have an implementation plan

- Maintain proper stewardship of funds

2-7

Design Your Project

- Survey community needs

- Get project ideas from other clubs

- Maximize score on Grant Rubric (>20)
  - Scoring is designed to help you design a better project (not just writing a check)
  - Beneficiaries, Service, partnering with community groups and other Rotary Clubs
  - You will upload your Rubric to your application

Scoring Rubric – An Example

1 to 5 scale, 11 measures
Maximum score: 53, Minimum Required Score: 20

1 to 5 scale, 11 measures							
Maximum score: 53, Minimum Required Score: 20						"Project Score" is computed when the values you determine for each measure is entered in the "Value for Project" column.	
Evaluation Criteria		Score for different Values					
Category	Measure	1	2	3	4	5	Value	Score
Impact	Beneficiaries	1 to 5	6 to 8	9 to 15	16 to 25	>25	100	5
	Environment					Y or n	y	5
Sponsor Club	Rotarians	1 to 3	4 to 8	9 to12	13 to 20	>20	20	4
	Volunteer Hours	1 to 5	6 to 10	11 to 20	21 to 30	>30	300	5
	Small Club?			y or n			n	0
Non-Rotarian Entity	Funding support	$1 - 50	$51-100	$101-200	$201-300	>$300	200	3
	Volunteers	1 to 2	3 to 5	6 to 9	10 to 15	>15	10	4
	Volunteer Hours	1 to 2	3 to 4	5 to 6	7 to 10	>10	25	5
Other Rotary Clubs	Clubs			1		>1	1	3
	Funding support	$1-50	51-100	$101-200	$201-300	>$300	250	4
	Volunteer Hours	1 to 2	3 to 5	6 to 9	10 to 15	>15	15	4
						TOTAL SCORE		42

Rotary International

District 7910 Central Massachusetts and MetroWest USA

SERVE TO CHANGE LIVES

2-9

ClubRunner District Grants Module
Accessing the Listed Documents

Go to www.Rotary7910.org/
Hover over Foundation & Grants/District Grant Information
Click on the Document you want to view or download

Accessing the District Grants Module

Step 1: Log into www.Rotary7910.org
Step 2: Click on Member Login and log in as a D7910 member
Step 3: Click on Member Area in the upper right hand side
Step 4: Click on Grants and then on "Submit a Grant Request"*

* Only a grants-trained member of club can perform Step 4 after club qualifies

Qualify Your Club

- Sign MOU (Pres-Elect, Pres, Club Foundation Chair) and return to Bob Worth
- Have member trained in Grants (District Assembly)
- Enter Club Annual Fund Goal
- Enter Club Foundation Chair

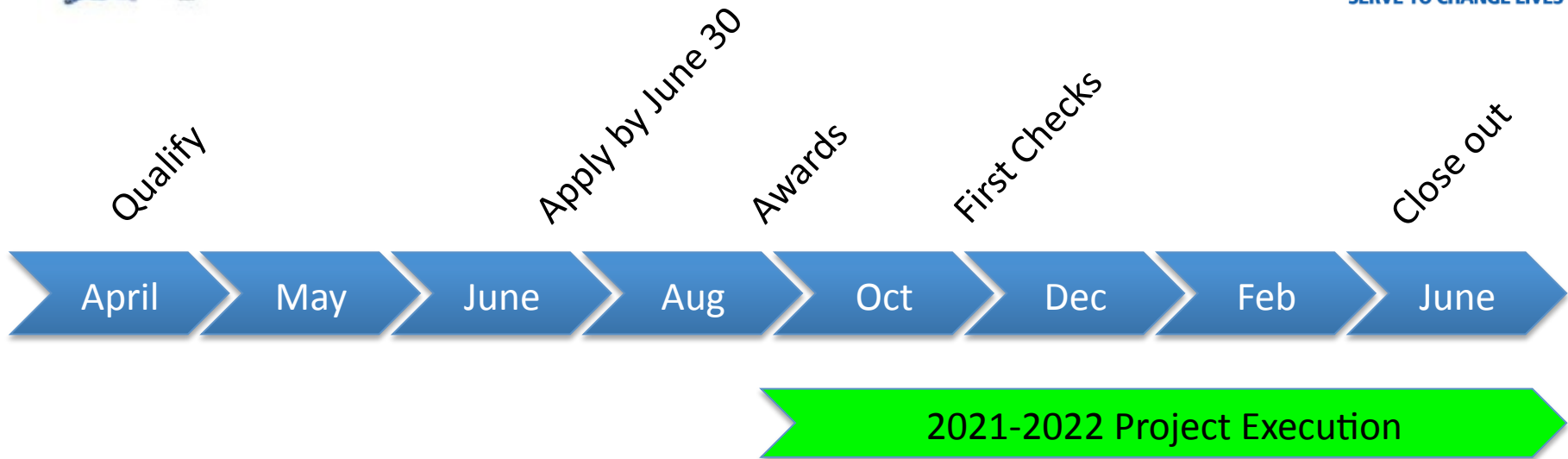*You cannot enter grant application until club is qualified*

Grant Process

- A general rule of thumb for this year will be typically 1:1 match with a maximum in the range of $1k to $2k (depending on number of proposals received)

- All grant applications will be reviewed between June 30 and July 30 by the District Grant Subcommittee. They will recommend the grant amount to be awarded on the principle of "best use of funds."

- The recommendations of the Subcommittee will be forwarded to the District Rotary Foundation Chair and the Foundation Advisory Board (FAB) who will make awards in late August
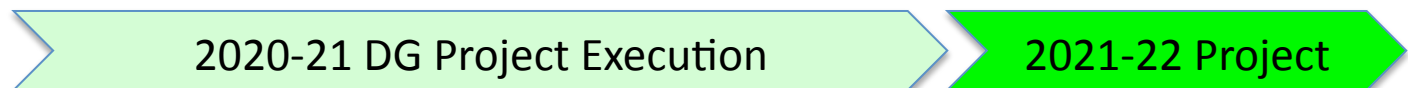
2-12

Schedule For District Grants

Qualify | Apply by June 30 | Awards | First Checks | Close out

| April | May | June | Aug | Oct | Dec | Feb | June |

2021-2022 Project Execution

For Prior DG Projects delayed by COVID-19 - New checks will arrive after closeout

2020-21 DG Project Execution | 2021-22 Project

2-13

CREATING A BUDGET

- Realistic
- Competitive bidding (costly items)
- Reasonable prices
- Avoid direct donations to beneficiaries
- Disclose conflicts of interest
  - Partners, Beneficiaries or suppliers

Fill Out Online Application

- Grant Request requires only initial information
- After quick subcommittee review, we then request more information
- Then you will complete online application by June 30
- If we require more information, we will request it
- Awards made in August

2-15

Application Content
Must-Provide Information

Tab/Section		Information that must be provided
DETAILS		Rotary Clubs in the District participating in the project
		Non-Rotary entities participating in the project
A P P L I C A T I O N	Impact	Number of beneficiaries
		Focus Area
	Co-Operating Organization	Cash Contribution of non-Rotary partners
		Volunteers and volunteer hours from non-Rotarian partner
	Implementation Plan	Number of Rotarians from sponsoring club participating
		Rotarian volunteer hours from sponsoring club
		Monetary contribution from other Rotary Clubs*
		Number of Rotarians and volunteer hours from other RCs*.

* Participation by Interact and Rotaract Clubs will be deemed as "Other Rotary Clubs"

District Grant Implementation

- Upon receipt of district grant award notification
  - Open the special project account and transfer funds into the account to cover the total project cost.
    - An account opened for prior district grants (keep $1 in acct)
  - Conduct the activities described in the application
    - Pay all project expenses out of the special project account
    - Evaluate the effectiveness of the project
    - Document the activities of the project – pictures, reports
    - Scrupulously keep records and retain them
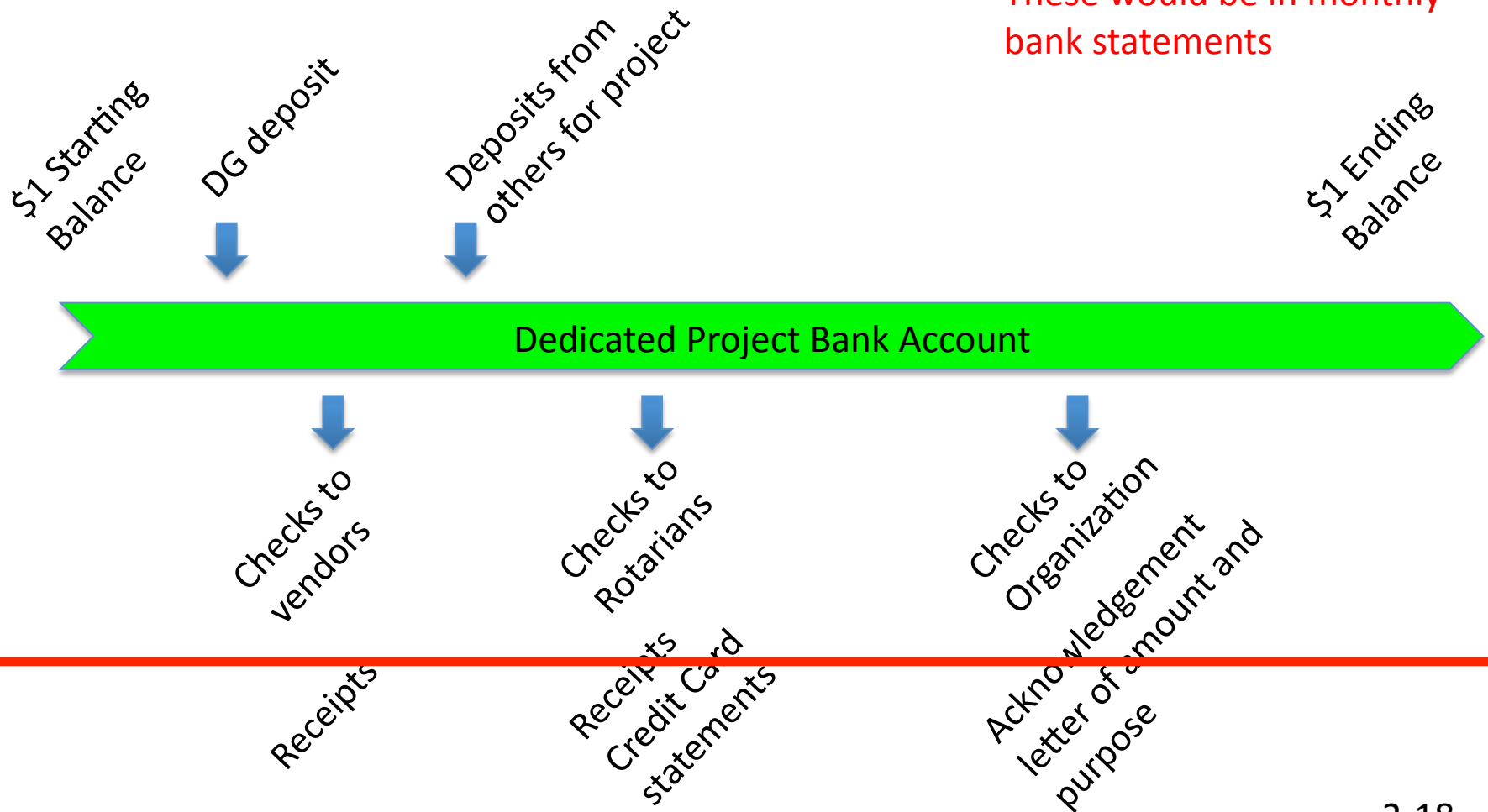 - Publicize the project on club and district web sites, social media and local media – newspapers, TV etc.

District Grant Money Flows and Documentation

These would be in monthly bank statements

$1 Starting Balance

DG deposit

Deposits from others for project

$1 Ending Balance

Dedicated Project Bank Account

Checks to vendors

Receipts

Checks to Rotarians

Receipts
Credit Card statements

Checks to Organization

Acknowledgement letter of amount and purpose

SERVE TO CHANGE LIVES

Rotary International

District 7910
Central Massachusetts and MetroWest USA

2-18

Stewardship

Stewardship is the responsible management and oversight of grant funds, including:

- Reporting any irregularities

- Rotarian supervision

- Financial records review

- Oversight of funds

  - Avoid direct payment to beneficiaries

- Timely submission of reports

Financial Management Plan

- Bank account for funds
- Distributing funds
  - Do not give cash or check to beneficiaries to spend; write checks to entities that provide materials or services to beneficiaries
- Use checks or bank cards to track funds
- Detailed ledger (we provide spreadsheet)
- *Observe local laws*

District Grant Project Reports

- Final Report submitted on line in the tab "Individual Project Report"
  - Answer 6 questions
  - Fill out Final Accounting
- Upload required supporting documents in the tab "documents"
  - Bank statements (showing project costs. Funds received/spent)
  - Copies of canceled checks
  - Receipts/invoices for items purchased
  - Photos of the project activities
  - Acknowledgment letters from beneficiaries
  - Ledger if necessary

2-21

Document Retention

- Provide access to documents for transparency
- Even though district has uploaded docs, retain local copies for 5 years

Module 3

GLOBAL GRANTS

Module Learning Objectives

- Learn about global grants and D7910 rules
- Understand the applications and review process
    - Financing a global grant
- Develop a plan to implement your project
- Understand stewardship requirements
- Learn how to report and close out a global grant

Global Grants

- Global grants support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. Minimum project budget is $30,000.
  - Overseas projects must be in countries with Rotary Clubs (you'll need a host Rotary Club to oversee the project).
- All projects must
  - Comply with conflict of interest policy
  - Must avoid continuous or excessive support of any one beneficiary, entity, or community

Global Grants cont'd

- Global Grants must start with a **community assessment**, must make a **sustainable difference**, and that difference must be **measurable**.
- Global Grants must actively involve Rotarians and community members
  - Involve community members in the planning process. They can create the project plan with you or review it and provide feedback. The most successful plans allow Rotarians and community members to take action together.

- Confirm at the outset that the selected partner club and the district are qualified to participate in global grants
  - DRFC and DGSC can help

Refer to TRF Document 1000_guide_to_global_grants_en

3-3

Partner Selection and Cooperation

- One of the most important steps
  - Look for club(s) that have global grant experience
    - Must be qualified for global grant participation for current year
  - Strong in assessing community needs and conceiving a project
  - Local initiative and inputs are critical to success
- Agree on funding and implementing roles
  - Insist on local club having "skin in the game"
  - A "hand up" lasts much longer than a "hand out"
- Clear understanding of stewardship and reporting responsibility

Example Global Grant Projects

D7910 Rotary Club	Sturbridge	Wachusett Area
Project Location	Kosovo	India
Global Grant #	GG1756283	GG1986082
Project Title	DXA Scanner Project	Cervical Cancer Prev.
Host RC &District	Prishtina Dardania D53	Pune' Laxmi Rd D3131
Primary Area of Focus	Disease Prevent/Treat	Disease Prevent./Treat.
Beneficiaries	Kosovo population	Indian Girl Students
Over first five years	10,000	10,000
Total Budget	**$42,000**	**$94,500**
D7910 Clubs' cash	$9,000 from 2 clubs	$11,750 from 6 clubs
Word Fund Match	$18,700	$21,875
#of Districts	2	3

Example Global Grant Projects

D7910 Rotary Club	Nashoba Valley	Billerica
Project Location	Kenya	Armenia
Global Grant #	GG1874105	GG1747329
Project Title	Micro-Flush-Toilet Project	Water and Education
Host RC &District	Ruiru, D9212	Yerevan, D2452
Primary Area of Focus	Water & Sanitation	Water and Sanitation
Beneficiaries	Students in Rural Kenya	Villagers
Over first five years	14,000	3,500
Total Budget	**$35,500**	**$51,816**
D7910 Clubs' cash	$19,300 from 2 clubs	$14,610 from TBD clubs
Word Fund Match	$15,100	$20,605
#of Districts	2	4

Sustainable Projects

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

Don't just give them a fish

Teach them to fish

Global Grants Application Process

- Two-step Process (1st step is District app)
  - Purpose is to formulate your project plan and secure D7910 DDF first
  - District's Global Grant Proposal Form (2 Pages plus attachments, if any)
    - Complete the form (see next slide), sign, scan and send with attachments
    - Need written confirmation of approval by Club's Board
    - Need written evidence of cooperation by overseas partner
    - Ask the overseas partner to confirm qualification status
    - ...

Refer to TRF Document 1000_guide_to_global_grants_en

D7910 Global Grant Proposal Form

Global Grants Application Process cont'd

First Step of Two-step Process (cont'd)

- District's Global Grant Proposal Form (2 Pages plus attachments, if any)

  - Complete the form, sign, scan and send with attachments

  - Need written confirmation of approval by Club's Board

  - Need written evidence of cooperation by overseas partner

  - Ask the overseas partner to confirm qualification status

  - Be prepared to do at least 1 iteration, be patient/persistent

  - Must be approved by Grants Subcommittee

  - DDF requested is earmarked but not committed

  - Usually a great idea to run this short summary of project by the appropriate TRF rep for geographic or Focus Area

Refer to TRF Document 1000_guide_to_global_grants_en

Global Grants Application Process cont'd

Second Step of Two-step Process (TRF app)

- Start with a "Needs Assessment" per the template from TRF; and upload it within the on-line application
  - Must NOT start before proposal is approved by Grants subcommittee
  - DDF is committed when
    - Project committees of both host and international clubs are listed
    - Budget and financing tables are entered (with written commitments)
  - More patience needed to complete the 12 step process
    - Be sure that all your plans are in place before you start to write the grant
    - Consult with DGSC and DRFC frequently
    - Be sure to answer the questions! It's human nature to talk around a tough question rather than answer it directly. Be specific!
    - TRF will ask additional questions for clarification.
    - Allow 8 to 12 weeks for completing the 12 steps

3-11

Creating a Budget

- Realistic
- Competitive bidding
- Reasonable prices
- Allow for contingencies up to 10% is allowed
    - After implementation, unused amount will need to be returned to TRF
- Disclose conflicts of interest
    - Partners, Beneficiaries or suppliers

Global Grant Financing

- Minimum budget for a global grant is US$30,000
- DDF matched 80% with World Fund
- International sponsors provide at least 30% of total sponsor funding
- Funds cannot be raised from beneficiaries or cooperating organizations in exchange for a grant
- Funds cannot come from other Rotary grants

Global Grant Financing – New Thoughts

- Objective: To increase the GG World Fund match and to increase our DDF downstream

- Idea being developed: Instead of a club donating to a GG directly, it instead donates that amount to TRF Annual Fund Share. The District will increase the amount of DDF to offset the club cash. For several years, District will use up unspent DDF World Fund roll-overs.

Club Cash = $11,278 (less 5%)	Club Donation = $11,000 -> TRF
DDF = $10,714	DDF = $16,667
WF = $ 8,572	WF = $13,333
Total = $30,000	Total = $30,000
Old Way	*New Way*

3-13
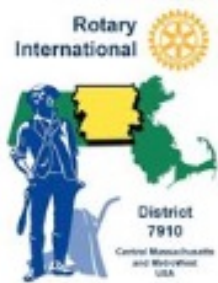
Same Guidelines as for District Grants

- Set SMART Goals
  - Specific, Measurable, Achievable, Realistic, Time-specific
- Stewardship
- Financial Management Plan
- Document Retention
- Reporting Requirements

Greater responsibility usually falls on the host club. But the D7910 Club must bear a fair share

Participating in Global Grants as a non-International Partner

- Under Certain Circumstances it is possible to receive District 7910 DDF funds
  - You (or your club) contributes to a Global Grant project (with some other Host and International Partner clubs)
  - You (or your club) actively participate in the execution of the project (e.g., your expertise is valuable and used to teach the community, or you participate in a building activity on site)

Q&A
and
Wrap-up