

# **2016-17**

# **GRANT MANAGEMENT TRAINING**

# **District 7910**

**Saturday Apr 30, 2016 Waltham 0900 – 1200**



# GRANT MANAGEMENT TRAINING

## PURPOSE



- Qualify clubs to receive grant funds
- Help clubs to understand and implement the Memorandum of Understanding (MoU)
- Understand how to manage a Rotary grant
- Learn stewardship expectations



# OVERVIEW OF ROTARY FOUNDATION GRANTS



- More decision-making power at the club and district levels
- Simplified leadership structures
- Two types of grants: **District** and **Global**
- Flexible DDF
- Vocational training teams and scholarships



# GRANT MANAGEMENT



Ensures that projects

- Meet the needs of beneficiaries
- Adhere to technical standards
- Fulfill their objectives
- Have proper financial controls
- Safeguard funds



# GRANT MANAGEMENT TRAINING



Session 1	D7910 Foundation Grants
Session 2	Qualification
Session 3	Designing a Project
Session 4	Applying and Implementing
Session 4A	- District Grants
Session 4B	- Global Grants
Session 5	Oversight and Reporting



# SESSION 1

## D7910 FOUNDATION GRANTS IN 2016-17



# SESSION 1

## LEARNING OBJECTIVES



- Understand D7910 Leadership Structure
- Learn the District and Club decisions for 2016-17
- Get familiar with the timeline for District and Global Grants



# Foundation Advisory Board 2016-17



Pat and Skip Doyle, Co-DGE, 2016-17		
Karin Gaffney, DGN 2017-18	Steve Sager, DGND 2018-19	Jim Fusco IPDG 2015-16
<b>THESE ARE OUR “FAB” MEMBERS</b>		
Sanjay Deshpande, DRFC 2016-19		





# Foundation Committee for 2016-17



## District Rotary Foundation Committee Chair (DRFC) Sanjay Deshpande, 2016-19

Pat and Skip Doyle, Co-DGE, 2016-17	Karin Gaffney, DGN 2017-18	Steve Sager, DGND 2018-19
Grants Subcommittee Chair <b>Jorge Yarzebski</b>	Stewardship Subcommittee Chair <b>Ed King</b>	PolioPlus Subcommittee Chair <b>Carl Good</b>
Fundraising Subcommittee Chair <b>Steve Levitsky</b>	Alumni Subcommittee Chair <b>Klaus Hachfeld</b>	Endowments Subcommittee Chair <b>Satya Mitra</b>
Scholarships Subcommittee Chair <b>Tory DeFazio</b>	“At large” member <b>Jim Fusco</b>	“At large” member <b>Richard Simon</b>



# Grants Subcommittee for 2016-17



## District Grants Subcommittee Chair (DGSC)

*Jorge Yarzebski, Westborough*

Pat and Skip Doyle, Co-DGE, 2016-17	Karin Gaffney, DGN 2017-18	Steve Sager, DGND 2018-19
<b>DG Review Team 1</b> <i>Bob Anthony, Wellesley</i>	Sanjay Deshpande DRFC 2016-19	<b>GG Review Team 1</b> <i>Michelle Gasbarro, Montachusett Area</i>
<b>DG Review Team 2</b> <i>Kathy Gemma, Westborough</i>	<b>DG Review Team 4</b> <i>(Susan Rack, Brookline)</i>	<b>GG Review Team 2</b> <i>Al Bowers, Athol-Orange</i>
<b>DG Review Team 3</b> <i>(Joyce Graff, Brookline)</i>	<b>GG Review Team 4</b> <i>Vacant</i>	<b>GG Review Team 3</b> <i>(Victor Tom, Bedford)</i>

All team members will sign up for one year and renew on an individual basis



# District Decisions for 2016-17 (1 of 2)



- Qualification for Grant Participation: Eligibility criteria
- DDF to be reserved for Club District Grants plus administrative expenses and contingency funds, through the Master District Grant application
  - About 30 Full District Grants, up to to \$1,500 on 1:1 match (\$3,000 projects)
- Only one District Grant per club
- Preferred Area of Focus: **Peace & Conflict Resolution**



# District Decisions for 2016-17 (2 of 2)



- For both District and Global Grants: Emphasis on lasting impact, active Rotarian participation, multi-club involvement and non-Rotarian participation through a scoring rubric.
- Small/Mentor District Grants: to increase participating Clubs
  - Ten (10) slots for Small, five (5) for Mentor District Grants
- Team review of proposals and applications
- DDF for Global Grants capped at \$10,000; option to raise to \$15,000
  - Smaller DDF if primary sponsor is outside the District



# Club Decisions for 2016-17



- District Grant decisions
  - Projects in the District or outside the District, even outside US
  - Pooling with other clubs to undertake bigger projects than \$3,000
  - Participation in Mentor Grants to help clubs in the District
- Global Grant decisions
  - Individual Club as Primary Sponsor – Host or International
    - Select DDF option - \$10,000 or \$15,000
  - Multiple Club participation under your Club or other Club as Primary Sponsor
    - Primary Sponsor maybe in D7910 or outside
      - If Primary Sponsor is outside the District, D7910 DDF match will be smaller



# District Grants Timeline for 2016-17



Activity	Deadline
<b>Grants Subcommittee Review Team Review of proposals and Notification</b> to proceed to online applications	<b>May 1-30, 2016</b>
<b>Districtwide Training on the use of ClubRunner Grant Management Module</b>	<b>May 2016 (Dates TBD)</b>
<b>Qualified Clubs' Submission of Online Grant Applications</b>	<b>June 1 onwards</b>
<b>Grants Subcommittee Review Team review and scoring</b> <ul style="list-style-type: none"> <li>Applications submitted through June 30, 2016</li> <li>Applications submitted by the end of each month hereafter</li> </ul>	<b>Jul 1-7, 2016</b> <b>1-7 of next month</b>
<b>DGSC Recommendations on Grant Awards</b> <ul style="list-style-type: none"> <li>Applications submitted through June 30, 2016</li> <li>Applications submitted by the end of each month hereafter</li> </ul>	<b>July 10, 2016</b> <b>10<sup>th</sup>. of next month</b>
<b>Foundation Committee Approval of Grant Awards</b> <ul style="list-style-type: none"> <li>Applications submitted through June 30, 2016</li> <li>Applications submitted by the end of each month hereafter</li> </ul>	<b>July 15, 2016</b> <b>10<sup>th</sup>. of next month</b>
<b>DGSC Notification to Clubs on Grant Awards</b>	<b>10<sup>th</sup>.-15<sup>th</sup> each month</b>



# Global Grants Timeline for 2016-17



- **Qualified Clubs** can submit proposals on a rolling basis
  - Review the The Global Grants First Step Document
  - Submit proposals to DGSC on prescribed **Global Grant Proposal Form**
- **Grants Subcommittee** will review **Proposals** submitted each month between the 1<sup>st</sup> and 7<sup>th</sup> day of the next month
  - Only proposals approved by the Grants Subcommittee can have **Applications** started on <https://grants.rotary.org>
  - Proposals not approved on first pass, may be improved during the following month and submitted for the GSC Review Team's next scheduled Review
- **Qualified Clubs** start **Applications** online only after notification of approval by the Grants Subcommittee Chair (DGSC)
  - Clubs must secure TRF approval within 12 months of DGSC approval for online application



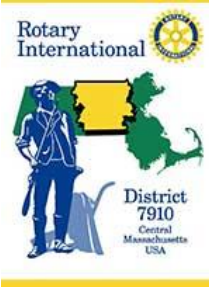
# SESSION 1

## LEARNING OBJECTIVES



- Understand D7910 Leadership Structure
- Learn the District and Club decisions for 2016-17
- Get familiar with the timeline for District and Global Grants





# SESSION 2

## QUALIFICATION



# SESSION 2

## LEARNING OBJECTIVES



- Understand qualification requirements and timeline
- Understand how to manage your club's qualification process
- Understand the MoU and how to implement it



# QUALIFICATION REQUIREMENTS



1. Per Capita contribution to the Foundation of \$100 or more
2. Attend a grant management seminar
3. Submit signed club MOU



# Club Qualification, 2016-17



## Eligibility Criterion 1

- Contributions to the **Foundation**
  - Per Capita contribution of \$100 to Annual Fund (all designations) **AND** Other funds
    - Same requirement for both District and Global grant
    - Balance between encouraging participation and sufficient AF giving
  - TRF Reports for Jun 30, 2016 will confirm eligibility based on membership on that date



# Club Qualification, 2016-17



## Eligibility Criterion 2

- Grant Management Training
  - Group training starting in April/May
    - In person, offered two times in two different areas, estimated duration 2.5 to 3 hours
      - Saturday April 30, 9 AM – Noon, Waltham
      - Monday, May 9, 6 – 9 PM, Leominster
    - Club participation required in either seminar
    - At least one member per club required, two members preferred
      - Training valid for 3 years with continuing membership.



# Club Qualification, 2016-17



## Eligibility criterion 3

- Memorandum of Understanding – Same as in 2015-16
- Stewardship Committee to track Club and trained member certification
  - Maintain the online data base of club qualification and member training for access to Grant module on Club



# Understanding the Memorandum of Understanding



## Seven Separate Sections

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds



# Club Qualification, 2016-17 Timeline



Qualification Requirement	Deadline
Per capita contributions to the Rotary Foundation	Jun 30, 2016
Grant Management Training for at least one member of each Club that wants to participate in Grants	May 9, 2016
Clubs execute 2016-17 Memorandum of Understanding	Prior to applying for grants





# TERMS OF QUALIFICATION



- Valid for one year
  - Grant Management Training valid for three years if the member stays with the same Club
- Club responsible for grant funds
- Disclose conflicts of interest
- Cooperate with all audits
- Use grant funds properly
- Implement the club MOU



# MAINTAINING QUALIFICATION



- Comply with the threshold per capita contribution to the Rotary Foundation
- Maintain Grant Management Training
- Follow terms of club MOU
- Appoint a club member or committee to manage club qualification
- Fully implement stewardship practices to prevent misuse of funds



# SESSION 2

## LEARNING OBJECTIVES



- Understand qualification requirements and timeline
- Understand how to manage your club's qualification process
- Understand the MoU and how to implement it



# SESSION 3

## DESIGNING A PROJECT



# SESSION LEARNING OBJECTIVES



- Identify best practices for designing a project
- Awareness of eligible and ineligible Activities
- Develop a plan to implement your project
- Understand how to create measurable goals

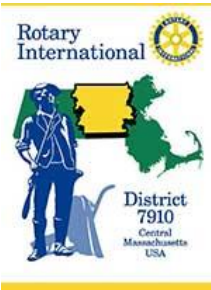


# ROTARY FOUNDATION GRANTS



- District grants
- Global grants





# SUCCESSFUL GRANT PROJECTS



- Meet community needs
- Are sustainable
- Involve a partner
  - A must for international projects
  - Likeminded people working together
- Have an implementation plan
- Maintain proper stewardship of funds



# NEEDS ASSESSMENT



- Base projects on communities' needs
- Determine what resources your club and potential partners have
- Talk to the community
- For global grants be mindful of local customs, culture and laws





# Eligible and Ineligible Activities – 1



ELIGIBLE		INELIGIBLE	
#	Description	#	Description
1	Revolving loans/microcredit	1	Establishment of a foundation, permanent trust, or long-term interest-bearing account
2	Short-term rent or lease of buildings	2	Purchase of land or buildings, rent for housing
3	Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures	3	Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities
4	Purchase of equipment or appliances	4	Provision of plumbing or electrification inside buildings



# Eligible and Ineligible Activities – 2



ELIGIBLE		INELIGIBLE	
#	Description	#	Description
5	Short-term and/or contracted labor for project implementation	5	Salaries for individuals working for another organization
6	Administrative expenses for project activities	6	Operating or administrative expenses of another organization
7	Primary and secondary education, tuition, transportation	7	Postsecondary education activities, research, or personal or professional development
8	Domestic travel for beneficiaries and professional staff needed to implement the project	8	Domestic travel expenses for opening ceremonies or to report on a project



# Eligible and Ineligible Activities – 3



ELIGIBLE		INELIGIBLE	
#	Description	#	Description
9	International travel for qualified Rotarians to implement a project. Eligible costs include airfare, travel insurance, immunizations, visas, lodging, food, and other ancillary expenses.	9	International travel for non-Rotarians or Rotarians that do not have a professional qualification needed to implement the project. Additionally, grant funds cannot be used for Rotarian travel to initiate, promote, or evaluate projects.
10	Detailed, itemized expenses	10	Contingencies, miscellaneous expenses
11	Assistance to land mine victims	11	Land mine removal
12	Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	12	Rotary signage



# Eligible and Ineligible Activities – 4



ELIGIBLE		INELIGIBLE	
#	Description	#	Description
13	Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization	13	Transportation of vaccines or immunizations by hand over national borders
14	New Rotary-sponsored projects not already in progress or completed	14	Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed
15	Maternal and prenatal health and education	15	Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination



# Eligible and Ineligible Activities – 5



ELIGIBLE		INELIGIBLE	
#	Description	#	Description
16	Budgeted and itemized humanitarian goods	16	Unspecified or cash donations to beneficiaries or cooperating organizations
17	Humanitarian or service activities benefiting a community in need	17	Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect
18	Secular, nonreligious activities that benefit a community in need	18	Projects that support purely religious functions at churches and other places of worship



# PARTNERS



- Rotary Convention
- Project fairs
- LinkedIn
- Facebook
- Rotary events
- [www.matchinggrants.org/global](http://www.matchinggrants.org/global)
  - Search by country, Rotary District, area of focus, date
- [www.rotary.org](http://www.rotary.org)
  - Rotary showcase





# 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





# PROJECT PLANNING



“Project planning is a bottom up process driven by the host club or district”

- Form a three-person grant committee at each club
- Assign roles
- Make an implementation plan
  - Emphasize and promote Rotarian involvement
  - Include non-Rotarian involvement
    - Number as well as volunteer hours
- Establish a budget
- Have a contingency plan
- Have a document retention plan





# CREATING A BUDGET



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



# SETTING GOALS



- Measurable
- Sustainable
- Qualitative
- Quantitative
- Gather baseline data
- Determine method of measurement





# SESSION LEARNING OBJECTIVES



- Identify best practices for designing a project
- Awareness of eligible and ineligible Activities
- Develop a plan to implement your project
- Understand how to create measurable goals



# **SESSION 4**

## **APPLYING FOR AND IMPLEMENTING A FOUNDATION GRANT**



# SESSION LEARNING OBJECTIVES



- Ability to write a successful grant application
  - Understand the process
- Understand grant financing
- Discuss the importance of evaluation



# FOUNDATION GRANTS

## First Steps



- Understand the Foundation's Area of Focus Policy

### Rotary Grants

- Home
- District Grants
- Global Grants**
- Packaged Grants

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### Global Grants

**District Information**  
District Number:  
District Status:

Global grants, which range from US\$15,000 to US\$200,000, fund large international humanitarian projects, vocational training teams, and scholarships that have sustainable, measurable outcomes in one or more of the areas of focus.

Applying for a global grant starts with First Steps, which give you an opportunity to confirm that your activity meets global grant requirements.

[Read more](#)

### First Steps

[Start](#)



# AREAS OF FOCUS



Peace and conflict prevention/resolution



Disease prevention and treatment



Water and sanitation



Maternal and child health



Basic education and literacy



Economic and community development



# FOUNDATION GRANTS

## First Steps



- Understand the Foundation's Area of Focus Policy
- Incorporate the best practices in proposals and applications
  - i. Project impact and sustainability (beneficiaries in year 1 and over 5 years)
  - ii. Active Rotarian involvement (Rotarians and volunteer hours)
  - iii. Non-Rotarian participation (\$, volunteers and their hours)
  - iv. Multiple Rotary Club Participation (number and volunteer hours)





# **SESSION 4A**

## **APPLYING FOR AND IMPLEMENTING A DISTRICT GRANT**



# APPLICATION PROCESS FOR DISTRICT GRANTS



- Two-step Process (All online starting 2017-18)
  - Proposal
    - 2016 -17 Proposal Form – 31 Proposals received
    - Used to reserve DDF for district grants through Master District Grant to be approved by TRF in May 2016
    - Club proposals to be approved by DGSC by May 31, 2016



# D7910 GLOBAL GRANT PROPOSAL



**Proposal**

**Club:** \_\_\_\_\_

**Project Description:**

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need.

**Community Assessment  
and Impact:**

Describe how the benefiting community has been determined and what impact will be made by this project after grant funding has been fully expended.

**Estimated Project  
Expenses:**

\$ \_\_\_\_\_

**Grant Requested:** (Smaller of 50% of expenses or \$1,500)

\$ \_\_\_\_\_



# APPLICATION PROCESS FOR DISTRICT GRANTS



- Two-step Process (All online starting 2017-18)
  - Proposal
    - 2016 -17 Proposal Form – 31 Proposals received
    - Used to reserve DDF for district grants through Master District Grant to be approved by TRF in May 2016
    - Club proposals to be approved by DGSC by May 31, 2016
  - Application
    - On line submission, starting June 2016
      - ✓ CANNOT start before proposal is approved
    - DDF is committed when
      - ✓ Application is approved by the Foundation Committee



# DISTRICT GRANT APPLICATIONS REVIEW



- Reviews done by members of the Grants Subcommittee monthly
- All applications scored using a scoring rubric based on information in the application five categories and ten measures
- The scoring rubric will be available to all on the District web site and the Grant Module through which the application is submitted.



# Scoring Rubric

1 to 5 scale, 10 measures

Maximum score: 50, Minimum Required Score: 20



Evaluation Criteria		Score				
Category	Measure	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Beneficiaries	In the first year	1 to 5	6 to 10	11 to 20	21 - 50	>50
	Over 5 years	2 to 10	11 to 50	51 to 100	101 to 250	>250
Rotarian Involvement	Rotarians	1 to 3	4 to 8	9 to 15	16 to 25	>25
	Volunteer Hours	1 to 5	6 to 15	16 to 25	26 to 40	>40
Non-Rotarian Involvement	Funding support	\$1 to 50	\$51-100	\$101 to 200	\$201 to 400	>\$400
	Volunteers	1 to 2	3 to 5	6 to 9	10 to 15	>15
	Volunteer Hours	1 to 2	3 to 5	6 to 10	11 to 20	>20
Area of Focus	DG Preference					Yes
Other Rotary Clubs	Clubs			1		>1
	Volunteer Hours	1 to 2	3 to 5	6 to 10	11 to 20	>20

Grants in the District Governor's Preferred Area of Focus will get 5 points

To encourage multiple Rotary Club participation, 1 additional Rotary Club will earn 3 points and 2 or more Rotary Clubs will earn 5 points



# Scoring Table

**GRANTS – up to \$1500 DDF AWARD**  
**Up To 5 Reviewers, Decision on Average Score**  
**30 grants estimated**



Grant #	Beneficiaries in		Rotarian Involvement		Non-Rotarian Involvement			Pref. Area of Focus	Other Rotary Clubs		Total Score
	First year	5 years	#	Volntr. Hours	Funding support	Volun-teers	Volntr. Hours		#	Volntr. Hours	
1701											
1702											
1703											
1704											
1705											
1728											
1729											
1730											



# DISTRICT GRANT APPLICATIONS REVIEW



- More on Applications' review
  - Reviewers must avoid any conflict of interest
  - Since an application may be reviewed by different number of reviewers, an average score will be determined for it.
  - The minimum average score for grant award is 20 out of 50
    - An application scoring below the minimum threshold can be improved prior to the next monthly review. The reviewers will provide feedback and counsel the applicant on improving the application to raise the score
  - Applications receiving an average score above the threshold will be ranked and approved for grant each month under each of the three categories provided funds





# DISTRICT GRANT IMLEMENTATION



- 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 can be used
  - Conduct the activities described in the application
    - Pay all project expenses out of the special project account
    - Avoid conflicts of interest
    - 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.



# **SESSION 4B**

## **APPLYING FOR AND IMPLEMENTING A GLOBAL GRANT**



# APPLICATION PROCESS FOR GLOBAL GRANTS



- Two-step Process
  - District's Global Grant Proposal Form (2 Pages plus attachments, if any)
    - Complete the form, sign, scan and send with attachments





# GLOBAL GRANT FIRST STEPS



## Rotary Grants

- Home
- District Grants
- Global Grants**
- Packaged Grants

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## Global Grants

**District Information**  
District Number:  
District Status:

Global grants, which range from US\$15,000 to US\$200,000, fund large international humanitarian projects, vocational training teams, and scholarships that have sustainable, measurable outcomes in one or more of the areas of focus.

Applying for a global grant starts with First Steps, which give you an opportunity to confirm that your activity meets global grant requirements.

[Read more](#)

**First Steps**  
[Start](#)

### Attention Needed

Grant Number	Grant Title	Status	Report Due Date (dd/mm/yyyy)
--------------	-------------	--------	------------------------------

### Application(s)

Grant Number	Grant Title	Status
--------------	-------------	--------

### Open Grant(s)

Grant Number	Grant Title	Status	Report Due Date (dd/mm/yyyy)
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### Closed Grant(s)

Grant Number	Grant Title	Status	Pilot Grant
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# D7910 GLOBAL GRANT PROPOSAL



- Incorporate the best practices in proposals and applications
  - i. Project impact and sustainability (beneficiaries in year 1 and over 5 years)
  - ii. Active Rotarian involvement (Rotarians and volunteer hours)
  - iii. Non-Rotarian participation (\$, volunteers and their hours)
  - iv. Multiple Rotary Club Participation (number and volunteer hours)



# REQUIREMENTS FOR GLOBAL GRANTS



- Meet multiple goals of selected area(s) of focus
- Involve Rotary clubs in two districts in two countries
- Minimum total budget of US\$30,000
  - Minimum Grant of \$15,000 under the matching rules
- District confirms club is qualified
  - Both host and international clubs are qualified
    - Establish partner club qualification at proposal stage
- Be sustainable



# 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 GRANT FINANCING



- Minimum budget for a global grant is US\$30,000
  - World Fund match is at least \$15,000
- DDF matched 100% with World Fund
- Rotarian and non-Rotarian cash contributions matched 50% with World Fund
  - Cash contributions may require 5% additional support charge to be paid



# FINANCING GUIDELINES



- 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
- Contributions credited to donor



# CONFLICT OF INTEREST



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



# APPLICATION PROCESS FOR GLOBAL GRANTS



- Two-step Process
  - District's Global Grant Proposal Form (2 Pages plus attachments)
    - Complete the form, sign, scan and send with attachments
    - Must be approved by Grants Subcommittee
    - DDF requested is earmarked but not committed
  - TRF 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



# APPLICATION



## Rotary Grants

Home

District Grants

Global Grants

Packaged Grants

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### District Information

District Number:

District Status:

Qualified

Welcome

Overview

Activity Types

Areas of Focus

Sustainability

Review

Begin Application

### Grant Title

To begin the application, provide a title for your global grant.

### Primary Contacts

You have been identified as one of the primary contacts. Select if your club or district will be the primary sponsor of this grant and indicate if you are serving in the host or international role.

The Rotarian you identify as the second primary contact will receive an email notification and will be able to view this application. Rotarians who do not have a valid email address listed in Rotary's membership records will not appear in search results.

Note that the **primary host sponsor** is in the country where the grant activity will take place and the **primary international sponsor** is outside of that country.

Name	Club	Role	Sponsored by	Serving as
------	------	------	--------------	------------

(Primary Contact)

Edit

Add Primary Contact

Save & Exit

Begin



# IMPLEMENTATION



- Communication
- Financial management plan
- Record keeping
- Following original plan





# EVALUATION



- Assists with reporting
- Improves future projects
- Is based on goals
- Is ongoing
- Identifies successes







# SESSION LEARNING OBJECTIVES



- Ability to write a successful grant application
  - Understand the process
- Understand grant financing
- Discuss the importance of evaluation





# SESSION 5

## OVERSIGHT AND REPORTING



# SESSION LEARNING OBJECTIVES



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



# STEWARDSHIP



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

- Reporting any irregularities
- Rotarian supervision
- Financial records review
- Oversight of funds
- 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
- *Observe local laws*



# DOCUMENT RETENTION



- Provide access to documents for transparency
- Retain for a minimum of five years
- Make copies





# REPORTING REQUIREMENTS



## Reporting:

- Verifies grants were managed properly
- Provides valuable data for your club, partners, and Rotary





# DISTRICT GRANT REPORTS



- Final Report submitted on line using the prescribed template
- Upload required supporting 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







# GLOBAL GRANT REPORTS



Timeline for reporting:

- Progress reports within 12 months of first payment
- Every 12 months through the term of the grant
- Final report within two months of completion

Clubs' delinquency in filing reports can jeopardize the District's good standing





# GLOBAL GRANT REPORTS



Your global grant report should include:

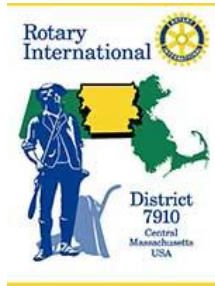
- How partners were involved
- Type of activity
- Evaluation of project goals
- How area of focus goals were met
- How funds were spent
- Number of beneficiaries and how they benefited



# SESSION LEARNING OBJECTIVES



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



Thank you!



## District Grants, 2016-17 (2 of 7)



3. Fully qualified clubs (meeting all three criteria) will be eligible for a Full Grant, up to \$1,500, on a 1-to-1 match on club contribution
4. To encourage multi-club cooperation and big projects
  - a) If two qualified clubs propose a joint project, each will get the DDF grant, up to \$1,500; total \$3,000 grant for the joint project. Same will be true for more clubs joining a project
  - b) Clubs must present a mutual agreement
    - i. naming the Lead Club,
    - ii. detailing how the responsibilities, activities and financial management will be shared, and
    - iii. undertaking that all clubs will be responsible for the Final Report



## District Grants, 2016-17 (3 of 7)



5. To encourage Club participation with per capita contribution below the \$100 threshold, we will have
- a) Small Grants: Clubs with per capita TRF giving under \$100 but “qualified” on the other two criteria will be eligible for ten (10) grants on a 1-to-1 match on club contribution, up to \$500 each
  - b) Mentor Grants: Non-qualified Clubs may team up with qualified Club(s) on projects and receive 50% match for their cash contributions, \$1500 cap will apply for such projects in 2016-17 and only 5 such grants will be awarded
  - c) Grants under 5a) and 5b) will be awarded on an as available basis during the monthly reviews



# Global Grants in 2016-17

2 of 8



## 2. DDF match options for Qualified Clubs on projects initiated in the District

- a) 1-to-1 match on club contribution, up to \$10,000
  - i. Cash designated to approved global grant number
  - ii. Full Paul Harris Credit allocated at clubs' choice
  - iii. There will be 5% extra support charge, up to \$500.
- b) 1.5-to-1 on club contribution, up to \$15,000 provided
  - i. Club pledges to meet or exceed per capita Foundation giving threshold in 2016-17, AND
  - ii. Cash is designated to Annual Fund (SHARE) in 2016-17.
  - iii. There will be no 5% extra support charge.
  - iv. Will reduce DDF available for global grants initiated later



# Global Grants in 2016-17

3 of 8



2. DDF match options for Qualified Clubs on projects initiated in the District (Continued)
  - c) Club must select DDF option at the time project is proposed to the District
  - d) If two or more Clubs in the District propose joint global grant project each will be eligible for DDF match
    - i. All clubs must select the same DDF option; 1-to-1 or 1.5-to-1
    - ii. Such selection must be done at the time the project is proposed to the District
    - iii. All the provisions of the selected DDF option will apply to all clubs involved in the project



# Global Grants in 2016-17

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## 3. Qualified Clubs are encouraged to participate in multi-district Global Grants

- a) Use the Rotary Project Exchange, <http://ideas.rotary.org/Project/Find>, their global Rotarian network or other such project sites like <http://www.matchinggrants.org/global/>.
- b) There must be active Rotarian involvement from our District
- c) DDF limited to \$3000 on a 1-to-1 ratio for cash contributions
  - i. Cash designated to approved global grant number
  - ii. Full Paul Harris Credit allocated at clubs' choice
  - iii. There will be 5% extra support charge, up to \$500.
- d) DDF option on 1.5-to-1 ratio, up to \$4,500 if a qualified club
  - i. Pledges to meet or exceed per capita Foundation giving threshold in 2016-17, AND
  - ii. Cash is designated to Annual Fund (SHARE) in 2016-17.
  - iii. There will be no 5% extra support charge.





# Global Grants in 2016-17

8 of 8



9. Proposals approved for Online applications
  - a) Will have DDF allocated based on the Club's selection
  - b) DDF allocation will be committed when
    - i. The draft application is assigned a GG #,
    - ii. The budget and financing sections are completed, and
    - iii. The total budget is equal to the total financing
  - c) Applications not authorized in one year from the commitment date will forfeit the DDF commitment and the DDF will be allocated to proposals in the global grant queue
    - i. The same project may be submitted again as a proposal but will not be approved for online application until the problems with the earlier applications are resolved.