



2020-21

GRANT MANAGEMENT TRAINING

District 7910

Wednesday April 8, 2020

Victor Tom, DGSC Chair 2020-21, DGND
vtom0@yahoo.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 highest charity rating



Grant Management Training Modules



Module 1	Foundation Grants <i>Overview</i>	15 Min
Module 2	District Grants in 2020-21 <i>Requirements, Process, Timeline, Grant amount, Prior Examples, ClubRunner Grants Module, Implementation, Report, Close-out</i>	60 Min
Module 3	Global Grants in 2020-21 <i>Requirements, Process, Time line, Grant amount, Caps, Prior Examples, Funding, Best practices, Implementation, Report and Close-out</i>	20 Min



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 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, of which district grants and global grants are covered in this training program
 - Grants utilize the expertise, passion and compassion of Rotarians through effective and sustainable projects around the world within six 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”



Areas of Focus



	Providing clean water
	Fighting disease
	Saving mothers and children
	Supporting education
	Growing local economies
	Promoting peace



Foundation Funds



- Annual Fund - Share, supports humanitarian grants in any of the Areas of Focus
 - Every Rotarian Every Year – at least \$1 every year
 - Sustaining member – at least \$100 every year
 - Paul Harris Society – at least \$1000 every year
- 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.



Annual Fund - Designations

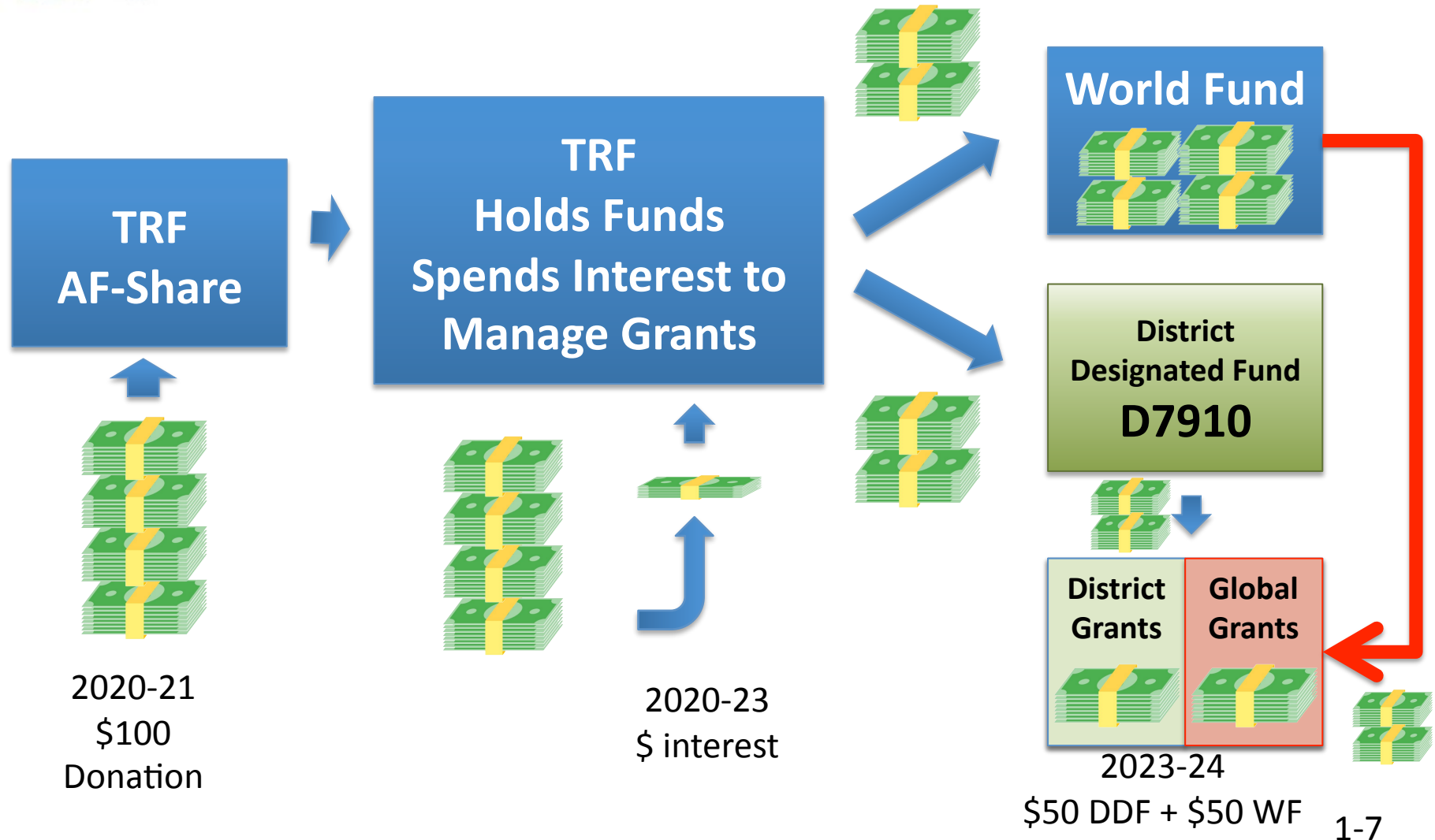


The primary source of funding for Foundation grants and activities worldwide. Eligible for Paul Harris Fellow recognition.

- ***Annual Fund – SHARE:*** Only gifts to Annual Fund-SHARE will generate District Designated Funds (DDF). Each District designates the use of these funds.
- **Annual Fund – Area of Focus:** Six different funds for each area of Focus, each fund used to provide a match for club and district contributions to a specific global grant in that area of focus



How Your AF-Share Donation Returns to D7910

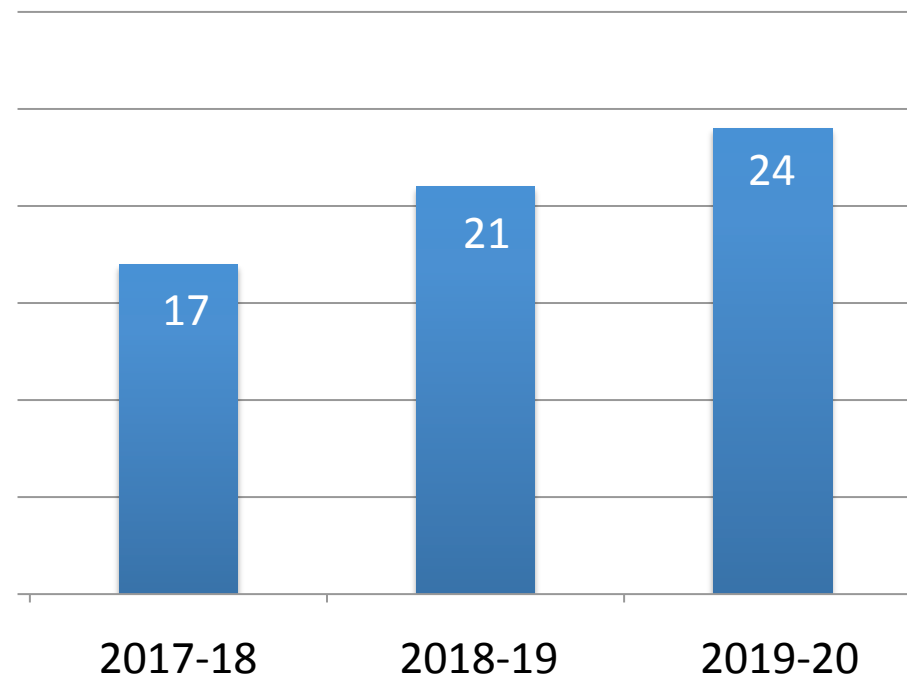




Increasing Club Participation Last 3 Years for District Grants

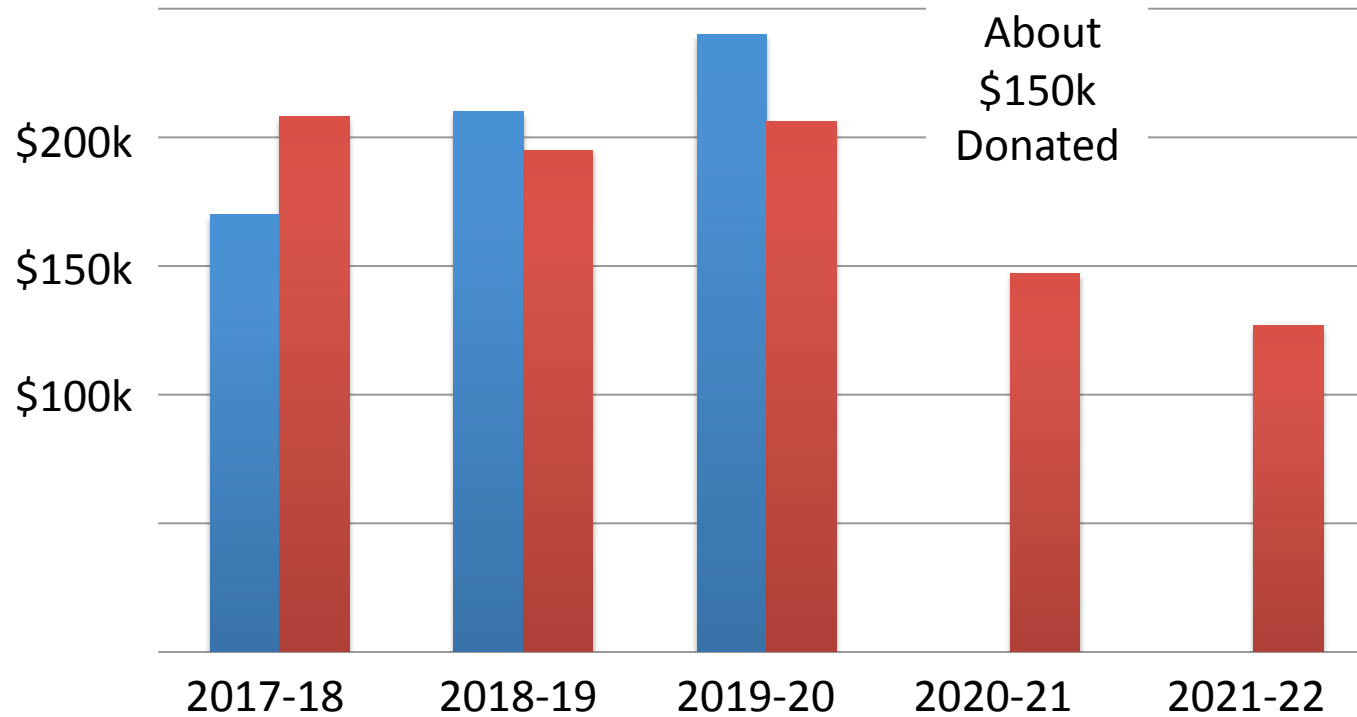


More grants means more service projects





Unfortunately - Donations Have Fallen





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. \$37,500
- D7910 will also have \$37,500 DDF available for helping clubs do **Global Grants** during 2020-21
- 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	Yes
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 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 for district grants
 - Review procedures for applications including scoring rubric
 - District sponsored grants to address common needs in communities
 - Amount of DDF and limit on number of global grants per club
- 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)



FOUNDATION ADVISORY BOARD

District Grants Subcommittee Chair (DGSC) Victor Tom, <i>RC of Bedford</i>		
Diana Nestorova, DG 2020-21	Cliff Rober DG (E) 2021-22	Victor Tom DG(N) 2022-23
TBD* Area 1	Steve Sager DRFC 2020-21	Tom Polito Neponset Valley Area 6
TBD* Area 2	TBD* Area 4	Robert Worth Framingham Area 7
Julie Parent Shrewsbury Area 3	Paul Avella Littleton Area 5	
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



2019-20 District Grants #2091894



Club	DG #	Project Name	Budget	Grant
Acton-Boxborough	2008	So Am I – summer program	\$1,000	\$750
Ayer	2006	Ramps for Freedom	\$3,000	\$1,500
Bedford	2015	Memory Cafe	\$3,000	\$2,000
Billerica	2014	Backpacks for DCF	\$5,000	\$2,500
Brookline	2004	Brookline Thrives – weekend meals	\$3,000	\$1,500
Concord	2020	Boys & Girls Club Homework Room	\$7,000	\$3,500
Fitchburg	2021	Dictionary Project	\$1,615	\$1,000
Fitchburg East	2024	Sam Pawiak Community Playground	\$76,655	\$4,000
Framingham	2017	Simpson Park Table & Benches	\$5,000	\$2,000
Hudson	2010	Halloween Safety Kits	\$2,500	\$1,000
Lowell	2019	Community Market Program	\$5,085	\$1,500
Milford	2011	Milford HS Courtyard Revitalization	\$3,100	\$1,500
Montachusett Area	2023	A Bed for Every Child	\$4,500	\$3,000
Nashoba Valley	2018	Community Park Benches for Senior	\$3,000	\$1,500
Needham	2002	Needham Community Farm High Tunnel	\$10,000	\$3,000
Neponset Valley Sunrise	2001	Tanzanian Water Project	\$6,600	\$3,500
Northborough	2013	Nutrition 68 – meal program	\$10,000	\$3,000



2019-20 District Grants #2091894



Club	DG #	Project Name	Budget	Grant
Shrewsbury	2016	Shrewsbury Backpacks	\$4,000	\$2,000
Southborough	2020	Cash for Camperships	\$2,200	\$1,500
Tyngsboro-Dunstable	2022	Sspecial Needs Fishing Day	\$3,000	\$1,550
Waltham	2005	Dictionary Project	\$2,100	\$1,050
Wellesley	2003	MassBay Food Security	\$5,000	\$2,500
Westborough	2007	Face Shields for COVID-19	\$5,400	\$3,600
Westford	2012	Pack a Meal 2020	\$4,500	\$2,250



Districts Grants in D7910



- Multi-club involvement and non-Rotarian participation in district grants is encouraged
 - Get ideas from past District Grant list
- 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)
 - Likeminded people working together
 - Help identify and recruit new members
- Have an implementation plan
- Maintain proper stewardship of funds



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, 10 measures

Maximum score: 53, Minimum Required Score: 20



1 to 5 scale, 11 measures							"Project Score " is computed when the values you determine for each measure is entered in the " Value for Project" column	
Maximum score: 53, Minimum Required Score: 20								
Evaluation Criteria		Score for different Values					Value	Score
Category	Measure	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>		
Benefic- iaries	In year 1	1 to 5	6 to 8	9 to 15	16 to 25	>25	100	5
	In area of Youth	1 to 5	6 to 8	9 to 15	16 to 25	>25	100	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	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	



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



Qualify Your Club



- Sign MOU (Pres-Elect, Pres, Club Foundation Chair) and return to me
- 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



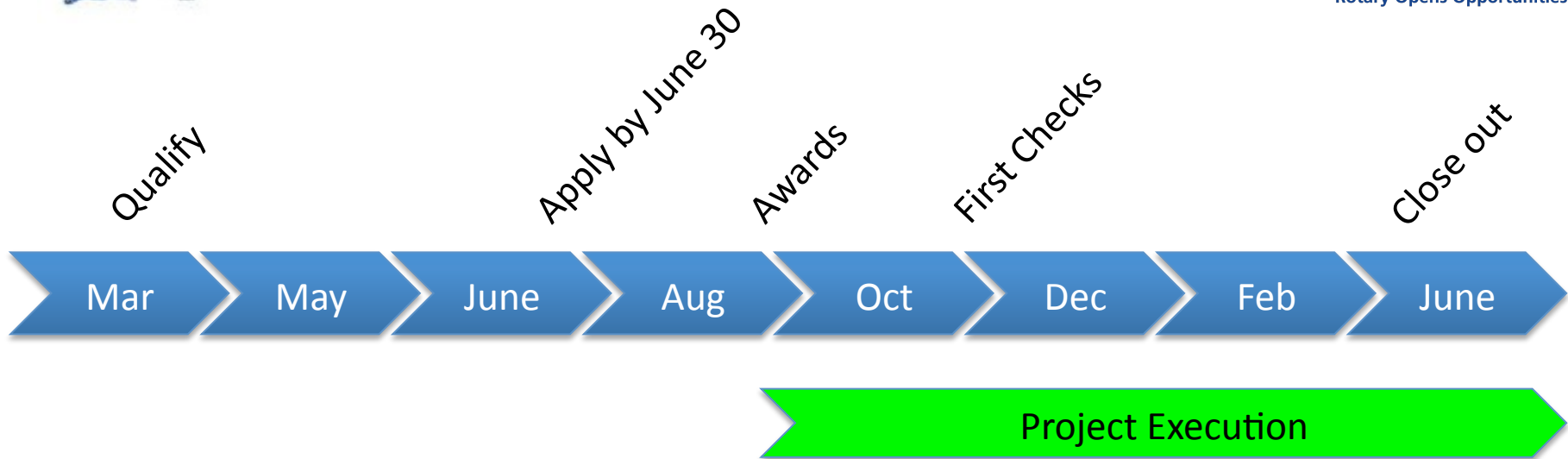
Grant Process



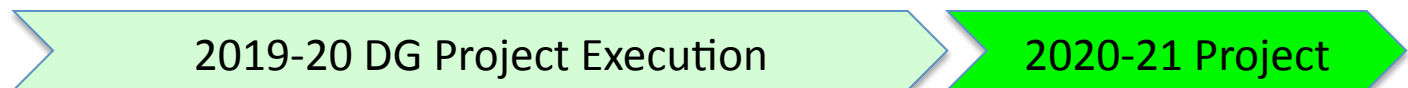
- A general rule of thumb for this year will be typically 1:1 match with a maximum in the range of \$1k to \$2k (depending on number of proposals received)
- All grant applications will be reviewed between June 30 and July 30 by the Grant Review Panel which is comprised of club foundation chairs from all 7 district areas. They will recommend the grant amount to be awarded on the principle of “best use of funds.”
- The recommendations of the Grant Review Panel will be forwarded to the Foundation Advisory Board (FAB) who will make awards in late August
(FAB is comprised of DG, DGE, DGN and DRFC)



Schedule For District Grants



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





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 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



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 in year 1
		Number of beneficiaries in DG focus area of Youth
	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"



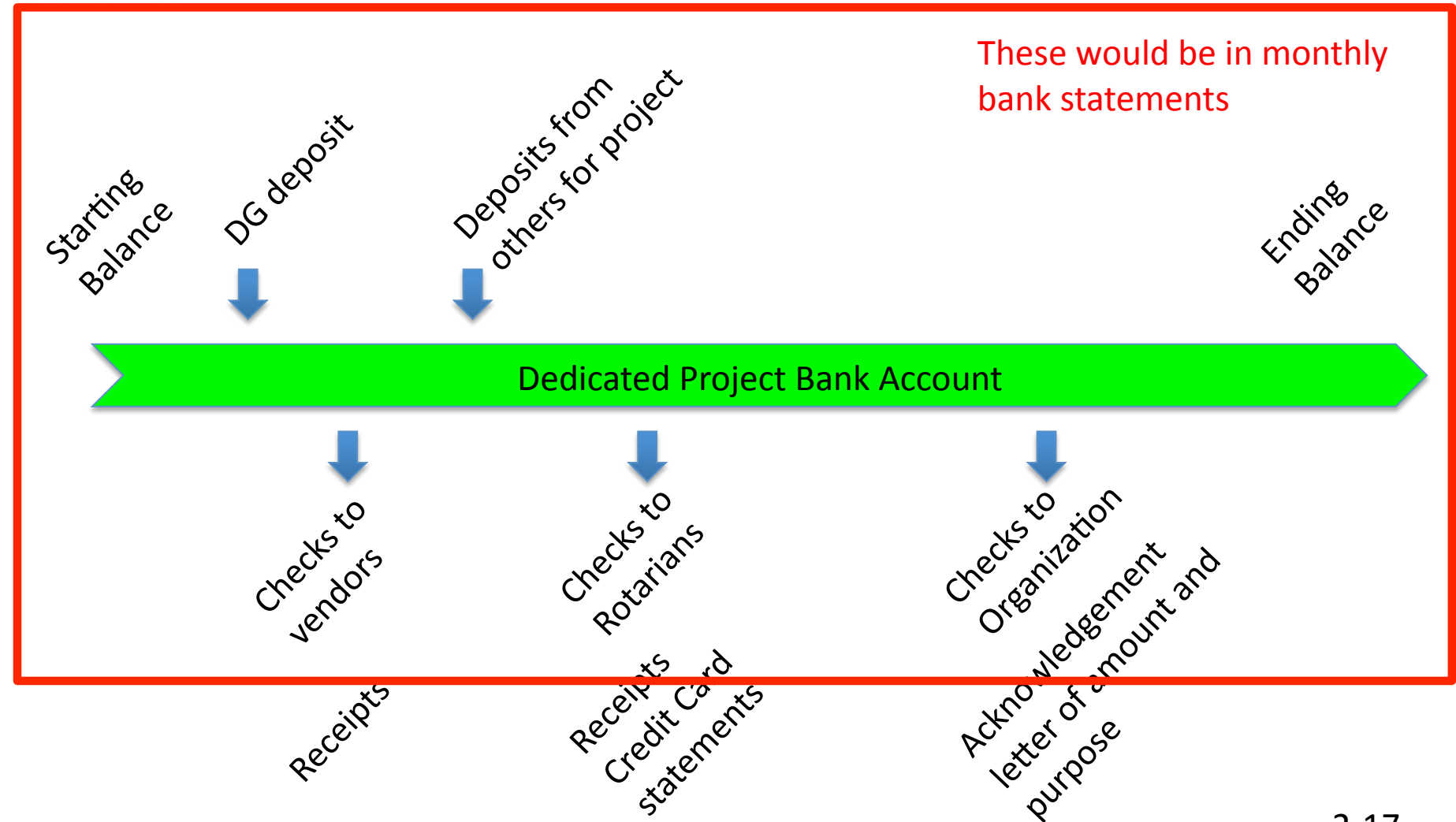
District Grant Implementation



- 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 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.



District Grant Money Flows and Documentation





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
- *Observe local laws*



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
 - Scoring rubric on actual effort
- 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





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. TRF World Fund match must be \$15,000 , minimum.
 - 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



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



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



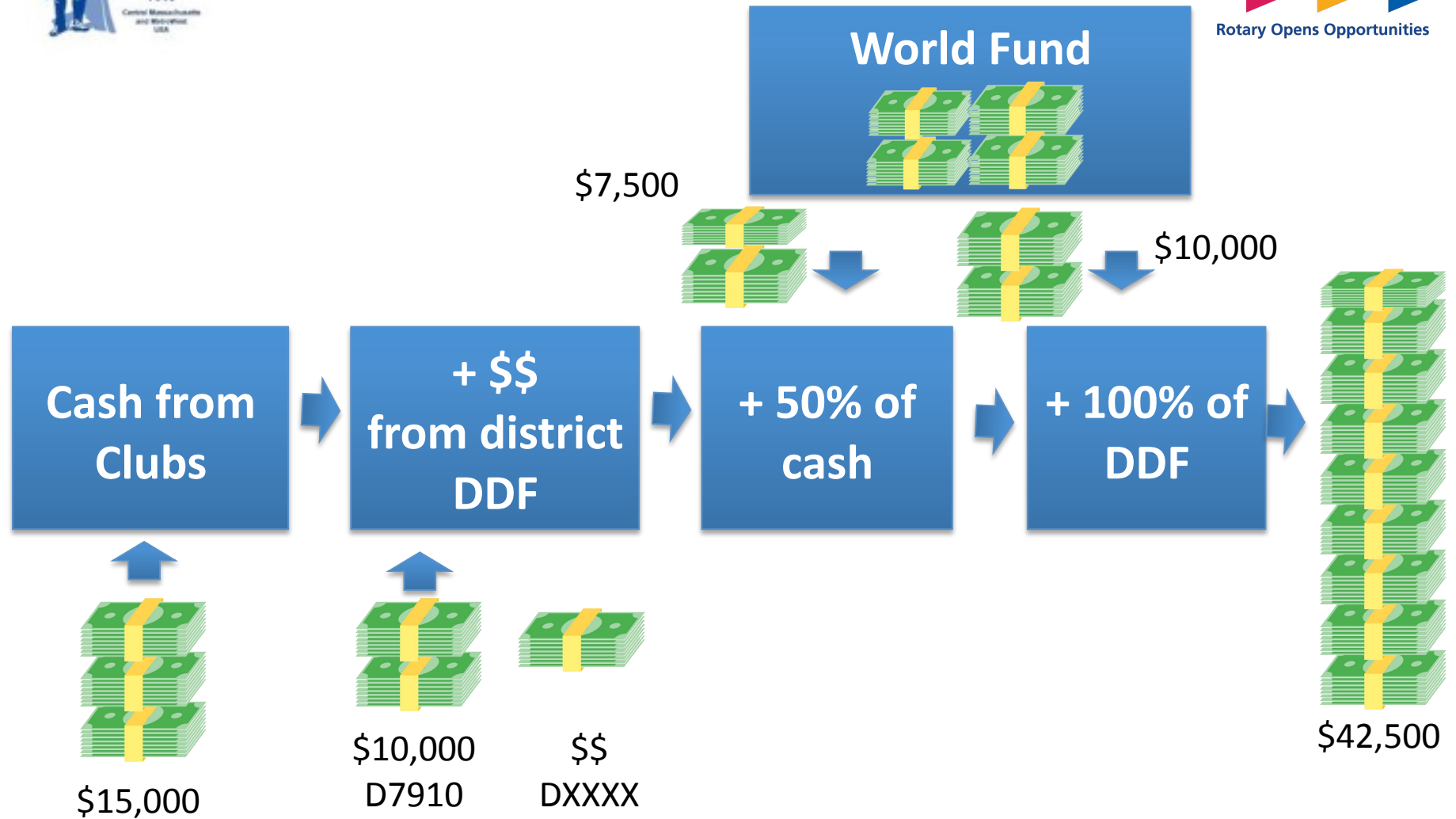
Example Global Grant Projects



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



Global Grants Multiply \$\$





Global Grants Application Process



- Two-step Process
 - 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



Chairs planning to apply for a WS are urged to read the Areas of Focus Policy Statement for the chosen Area(s) of Focus and make sure that this proposal complies with the following aspects of each applicable area of focus:

1. Purpose and Scope: At least one of those listed for the selected area(s) of Focus.
2. Personnel for eligibility for the proposed activities. Also ensure that each of scope activities are not included.
3. Elements of successful Management Projects – sustainability, measurable outcomes, community-driven activities and actions aligned with policies for the applicable area of focus.

Note that project planning is a bottom-up but also driven by top-down-driven process.

Rotary District 7910



S. No	Item Description	Quantity	Rate	Total
Total				
At an exchange rate of _____ per \$, Total in \$				

Method	Organization	Amount, \$	TRF Match	TOTAL
HOST CLUB/DISTRICT				
Cash	Host Club -		10% for cash 100% for DOP	
DOP	Host District - D			
INTERNATIONAL CLUB/DISTRICTS			10% for cash 100% for DOP	
Cash	Clubs in D 7910			
DOP	D 7910			
Cash	Clubs in District			
DOP	D			
Cash	RC			
DOP	D			
Cash	Non-Rotary Entity 1			
Cash	Non-Rotary Entity 2			
TOTAL AVAILABLE FUNDING				
TOTAL AVAILABLE FUNDING MUST EQUAL THE BUDGET				

Completed and signed forms should be submitted via email as pdf document to DDBIC for 2016-2017, Rtd. Jorge Yacubek, jyacubek@gmail.com, Tel: 508-479-9001 (Cell). Remember to save the completed form as "2016-17 30 Proposal RC Your Club Month 2016".



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 cont'd



First Step of Two-step Process

- 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 one iteration, be patient and persistent
 - Must be approved by Grants Subcommittee
 - DDF requested is earmarked but not committed

Refer to TRF Document 1000_guide_to_global_grants_en



Global Grants Application Process cont'd



Second Step of Two-step Process

- 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
- 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!
 - Allow 8 to 12 weeks for completing the 12 steps



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
 - 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
 - Non-Rotarian contributions credited to donor for PHF recognition points
- 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



GG1757238 Second Chance Program – Kenya

Funding Plan for the Budget of \$41,400

Source	Amt. US\$	TRF Matching		Total US\$
		%	US\$	
Kisumu Central RC, D2430				
District 9212 DDF				
D7910 Club (s)	7,000	50	3,500	10,500
District 7910 DDF	10,000	100	10,000	20,000
Beverly Hills RC	5,000	50	2,500	7,500
District 7950 DDF				
Rotarian – Rotary China	3,000	50	1,500	4,500
District 7190				
Total	25,000		17,500	42,500
FUNDING: HOST COUNTRY \$0; INTERNATIONAL \$42,500				

Difference between Budget and Funds reflects 5% TRF admin. fee 3-15



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



Q&A and Wrap-up