



# Foundation Grants in 2016-17 and Beyond

February 22, 2016

6:30 PM to 9:00 PM

Holiday Inn

Boxborough MA



# 2015-16 District Grants Close-Out Plan



## Overall Responsibility: Roy Balfour, DRFC 2013-16

- Five (5) Close-out team members to work with 5 clubs each through June 15, 2016.

<b>Roy Balfour</b>	<b>Richard Simon</b>	<b>Joe Badenoff</b>	<b>Bob Anthony</b>	<b>Michelle Gasbarro</b>
District 7910	Groton Pepperell	Bedford	Acton	Framingham
Hudson	Montachusett Area	Brookline	Auburn	Milford
Nashoba Valley	Neponset Valley	Concord	Ayer	Northborough
Natick	Tyngsboro Dunstable	Needham	Fitchburg	Shrewsbury
Westborough	Wachusett Area	Newton	Littleton	Tewksbury



# 2015-16 District Grants Close-Out Plan



- The five (5) Close-out team members will:
  - Remind and persuade Clubs to fulfil their reporting obligations by April 15
    - The grant amount can only be paid upon timely satisfaction of reporting obligations satisfied Clubs stand to lose the grant if they fail to meet the reporting obligation
    - Six clubs are in queue for possible reallocation of DDF resulting from such failure
  - Receive and review the final report submitted by the Clubs for acceptance
    - Completeness of the report and supporting document
    - Counsel clubs on items to complete or modify the Report for acceptance
    - Notify the Stewardship Committee when the Report is acceptable
    - Stewardship Committee will send the approval letter to the club
    - District Grant treasurer will send the Club a check for the grant amount
  - Follow up with the Club to make sure the check is cashed
- The District's Master District Grant #1629030 needs to be closed out
  - Audit of the \$38,000 disbursed is conducted when all club checks are cashed
  - Final Report is due on August 7, 2016; we have to hustle



# 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
Sanjay Deshpande, DRFC 2016-19		



# 2016-17 Spending Plan

## Tentative, To be finalized in April 2016

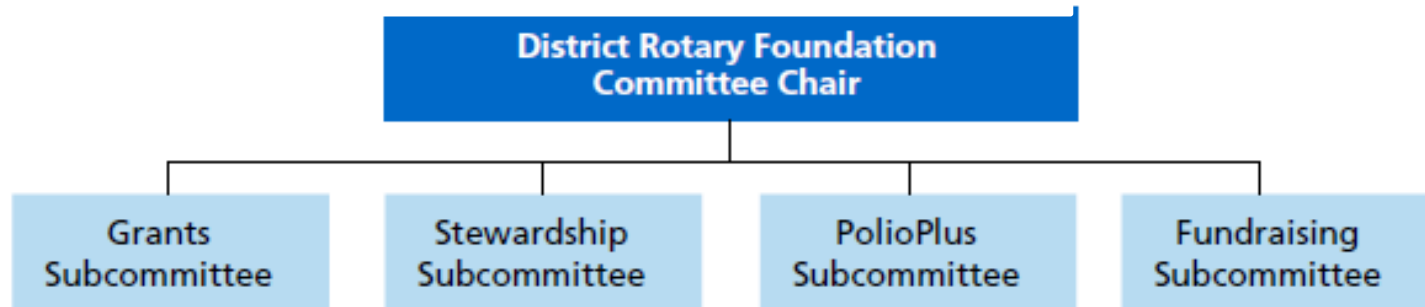


	SHARE from 2013-14 AF Giving	Endowment Earnings	Total Available for Spending
Available Amounts	\$89,044	<b>\$3,956</b>	\$93,000

Spending Category	Formula	Amount	Cumulative Amount
District Grants	About 50% of SHARE or 30 grants of \$1,500	\$46,500	\$46,500
Global Grants	Balance	\$46,500	\$93,000
Polio Plus	None		\$93,000
World Fund	None		\$93,000
Endowment Fund	None		\$93,000
Rotary Peace Centers	None		\$93,000
Other Districts	None		\$93,000



# 2016-17 Foundation Committee Structure



## Other Subcommittees (alphabetical list)

1. Alumni Subcommittee

2. Annual Fund Subcommittee **Fundraising**

3. Endowment Fund Subcommittee **Subcommittee**

4. Rotary Peace Fellowships Subcommittee **Scholarship**

5. Scholarship Subcommittee **Subcommittee**

6. Vocational Training Subcommittee



# Foundation Committee for 2016-17



<b>District Rotary Foundation Committee Chair (DRFC)</b> <b>Sanjay Deshpande, 2016-19</b>		
Pat and Skip Doyle, Co-DGE, 2016-17	Karin Gaffney, DGN 2017-18	Steve Sager, DGND 2018-19
Grants Subcommittee Chair	Stewardship Subcommittee Chair	PolioPlus Subcommittee Chair
Fundraising Subcommittee Chair	Alumni Subcommittee Chair	Endowments Subcommittee Chair
Scholarships Subcommittee Chair	Up to 2 “at large” members depending on interest among membership	



# Grant Subcommittee for 2016-17



## District Grants Subcommittee Chair (DGSC)

**VACANT, One year, Renewable for more**

Pat and Skip Doyle, Co-DGE, 2016-17	Karin Gaffney, DGN 2017-18	Steve Sager, DGND 2018-19
<b>DG Review Team 1</b> Bob Anthony, Wellesley	Sanjay Deshpande DRFC 2016-19	<b>GG Review Team 1</b> Michelle Gasbarro, Montachusett Are
<b>DG Review Team 2</b> Vacant	<b>DG Review Team 4</b> Vacant	<b>GG Review Team 2</b> Jorge Yarzebski Westborough
<b>DG Review Team 3</b> Vacant	<b>GG Review Team 4</b> Vacant	<b>GG Review Team 3</b> Vacant

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





# District Grants Subcommittee Chair (DGSC)



- Serve as a district expert and resource on all Rotary Foundation grants.
- Enforce a district policy that outlines the distribution of grant funds for clubs and the district and suggest improvements.
- Provide input on District Designated Fund distribution.
- Abide by, follow, enforce, disseminate and educate clubs on the terms and conditions of grant awards for district and global grants.
- Work with the DRFC to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Establish/maintain appropriate grant-management recordkeeping systems.
- Conduct orientation (at the multi-district level, when possible) for all Rotary Peace fellowship, scholarship, and vocational-training-team recipients before their departure or upon their arrival.
- Distribute applications to potential Rotary Peace Fellows and select qualified applicants.



# Stewardship Subcommittee 2016-17



Stewardship Committee Chair, Ed King, 2016-17		
Pat and Skip Doyle, Co-DG, 2016-17	Karin Gaffney, DGE 2017-18	Steve Sager, DGN 2018-19
Sanjay Deshpande, DRFC 2016-19		



# Stewardship Subcommittee Chair

Ensure the careful management of Rotary Foundation grant funds and educate Rotarians on proper and effective grant management



- Assist with implementation of the district memorandum of understanding, including development of the financial management plan.
- Help qualify clubs and assist with grant management (training) seminars.
- Work with the grants subcommittee to implement responsible stewardship and grant management practices, including reporting, for all club- and district-sponsored grants.
- Monitor and evaluate stewardship and grant management practices for all club- and district-sponsored grants.
- Ensure that everyone involved in a grant avoids any actual or perceived conflict of interest.
- Create a procedure for resolving any misuse or irregularities in grant-related activity, report any misuse or irregularities to The Rotary Foundation, and conduct initial local investigations into reports of misuse.
- Ensure that the annual financial assessment of the financial management plan and its implementation is conducted appropriately.



# Club Qualification, 2016-17



## Eligibility Criterion 1

- Contributions to the **Foundation**
  - Per Capita contribution of \$100 to Annual Fund (all designations) **AND** Other funds



# Choices for Foundation Contribution



- **Annual Fund**

- Annual Fund - SHARE (source of DDF for District and Global Grants)

- Annual Fund - World Fund
- Annual Fund - Peace and conflict prevention/resolution
- Annual Fund - Disease prevention and treatment
- Annual Fund - Water and sanitation
- Annual Fund - Maternal and child health
- Annual Fund - Basic education and literacy
- Annual Fund - Economic and community development

Contribution to these Annual Fund categories ARE included in the per capita contribution calculation but NOT in the SHARE report

- **PolioPlus Fund**
- **Rotary Peace Centers**
- **Approved Global Grants**



# 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 hours
    - At least one member per club required, two members preferred, training valid for 3 years with continuing membership.



# Club Qualification, 2016-17



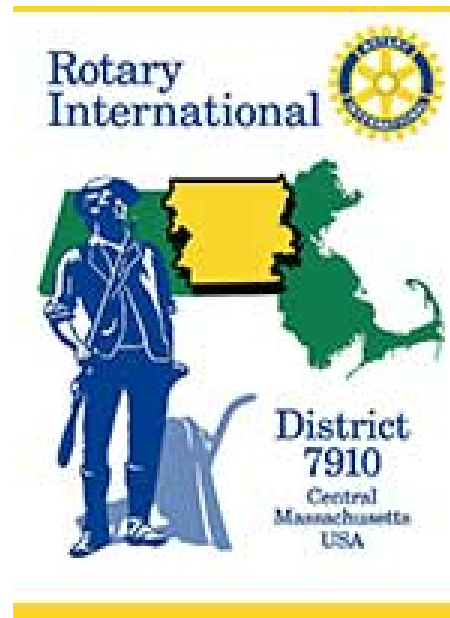
## Eligibility criterion 3

- 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





# DISTRICT GRANTS





## District Grants, 2016-17 (1 of 7)



1. Only one District Grant per club in 2016-17
2. Online applications for District Grants using ClubRunner Grant Module. **Apply early!**
  - a) Online District Grant Applications – webinar training to facilitate submission of applications
    - 1) Any member in the District can start a draft district grant application; draft applications are same as proposals
    - 2) Only trained members can submit applications; Club Presidents will be required to authorize Applications
  - b) Grants will be reviewed once a month by a 5-person team of Reviewers from the District's Grants Subcommittee
  - c) Decisions on Grant awards will be done monthly by the Foundation Committee



## 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



## District Grants, 2016-17 (4 of 7)



7. Interact/Rotaract Clubs will be eligible for a full grant with the support of their qualified sponsoring Rotary Club → responsible for grant management.
8. District Grants can be international if Clubs so choose, provided these projects are a “**hand up**”, i.e. an overseas Rotary Club (Host) at the project site is involved with Rotarian participation AND funding in the form of district grant from host district.
  - a) Take the place of Matching Grants in the \$10,000 total cost range via projects that are bigger.
  - b) Multiple club participation in both Districts may be needed



## District Grants, 2016-17 (5 of 7)



### 8. District Grant Review Team

- a) Five (5) designated members of the Grants Subcommittee
- b) Review projects monthly and score all projects using a scoring rubric based on information in the application
  - i. Project impact and sustainability (Number of beneficiaries in year 1 and over 5 years)
  - ii. Active Rotarian involvement (number of Rotarians and Rotarian volunteer hours)
  - iii. Non-Rotarian participation (\$, volunteers and volunteer hours)
  - iv. Multiple Rotary Club Participation (number and volunteer hours)
  - v. District Governor's Preferred Area of Focus for the year
- c) The scoring rubric will be published so Clubs can self-score their applications and improve the applications to maximize their score prior to submission



## District Grants, 2016-17 (6 of 7)



### 8. District Grant Review Team (continued)

- d) Reviewers must avoid any conflict of interest during the review process, e.g. recuse themselves on applications from their club.
- e) Since an application may be reviewed by different number of reviewers, an average score will be determined for it.
- f) A minimum average score threshold will be set for grant award.
- g) 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



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



9. 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 or slots are available :
  - a. Full grants - Joint projects will be counted as multiple grants. For example, a 3-club joint project will be 3 grants.
    - i. Subject to funds being available
  - b. Small grants – ten to be awarded
    - i. Subject to slot being available
  - c. Mentor grants – five to be awarded
    - i. Subject to slot being available





# 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

**FULL GRANTS – up to \$1500 DDF AWARD**

**Up To 5 Reviewers, Decision on Average Score**

**20 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	Joint Project between two clubs, each contributing cash to the project will be reviewed as one application but will have two grant numbers										
1704											
1705											
1718											
1719											
1720											



# Scoring Table

**MENTOR GRANTS - >\$1500 DDF AWARD**  
**Up To 5 Reviewers, Decision on Average Score**  
**Up to 5 such grants to be awarded**



Grant #	Beneficiaries in		Rotarian Involvement		Non-Rotarian Involvement			Pref. Area of Focus	Other Rotary Clubs		Total Score
	First year	5 years	#	VolIntr. Hours	Funding support	Volun-teers	VolIntr. Hours		#	VolIntr. Hours	
1721											
1722											
1723											
1724											
1725											



# Scoring Table

## SMALL GRANTS - \$500 OR LESS DDF AWARD

Up To 5 Reviewers, Decision on Average Score

Up to 10 grants to be awarded



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	
1731											
1732											
1733											
1739											
1740											

Priority will be given to Clubs that have not received such a small grant in recent years as follows:  
Never : 1.   Five years ago: 2.   Three to four years ago: 3.   Two years ago: 4.   One year ago: 5.



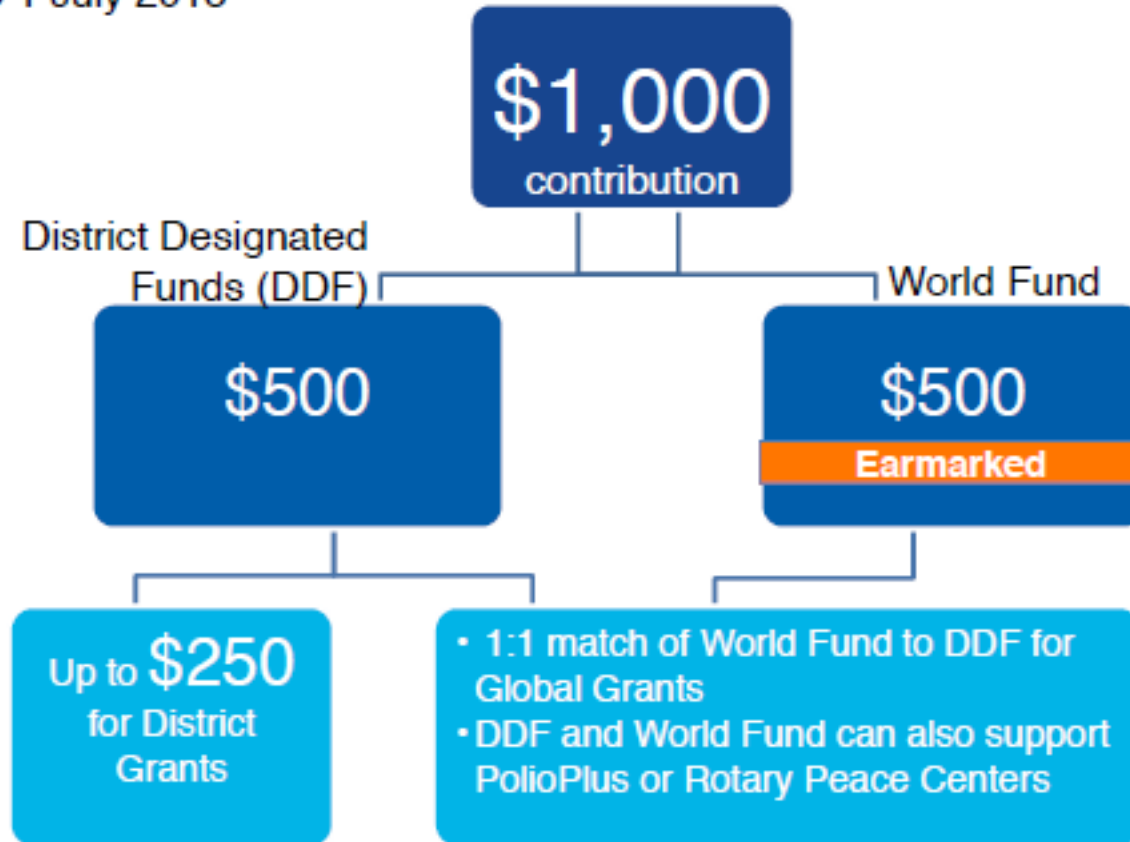
# GLOBAL GRANTS



# SHARE SYSTEM



Effective 1 July 2015



- Note this does not include DDF generated by Endowment Fund-SHARE spendable earnings.
- Unused DDF will roll forward.
- 5% of the contribution is earmarked to cover operating expenses if investment earnings are insufficient.



# Foundation Grants – Global Financing Models



Funding Source	ID	Cash or DDF	Amount in US\$		
			<u>Typical D7910 Project</u>	<u>All DDF from Both</u>	<u>D7910 with All DDF</u>
Host Club in Project Country	A	Cash			
Host District in Project Country	B	DDF		\$7,500	
Int'l club, outside project country	C	Cash	\$10,000 <sup>1</sup>		
Int'l District outside project country	D	DDF	\$10,000	\$7,500 <sup>2</sup>	\$15,000 <sup>2</sup>
Other Non-Rotary Funding Source	E	Cash			
Total Club/District Contributions (Sum of A to E)	F	Cash/DDF	\$20,000	\$15,000	\$15,000
World fund Match for Cash (= (A+C+E) x 0.5)	G	World Fund	\$5,000	\$0	\$0
World Fund Match for DDF (= B+D)	H	World Fund	\$10,000	\$15,000	\$15,000
Total World Fund Contributions (G+H)	J	Match	\$15,000	\$15,000	\$15,000
<b>Total Project (F+J)</b>	<b>T</b>		<b>\$35,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
<sup>2</sup> No 5% fee charged on Club cash contribution		<sup>1</sup> 5% fee on Cash Contribution		Minimum Project budget!!!	



# Global Grants Financing Models

Get back all of the SHARE funds, if not more, each year through Global Grants in which Clubs in the District participate.



Funding Source	ID	Cash or DDF	Amount in US\$				
			Generic Funding	WARC GG1524762	Typical D7910 Project <sup>1</sup>	All DDF Funding from Both	D7910 with All DDF <sup>2</sup>
Host Club in Project Country	A	Cash	\$1,000	\$4,000			
Host District in Project Country	B	DDF	\$4,000	\$7,000		\$7,500	
International club, outside project country	C	Cash	\$4,000	\$5,800	\$10,000		
International District outside project country	D	DDF	\$8,000	\$5,800	\$10,000	\$7,500	\$15,000
Other Non-Rotary Funding Source	E	Cash	\$1,000	\$0			
<b>Total Club/District Contributions</b> (Sum of A to E)	F	Cash/DDF	\$18,000	\$22,600	\$20,000	\$15,000	\$15,000
World fund Match for Cash (= (A+C+E) x 0.5)	G	World Fund Match	\$3,000	\$4,900	\$5,000	\$0	\$0
World Fund Match for DDF (= B+D)	H		\$12,000	\$12,800	\$10,000	\$15,000	\$15,000
<b>Total World Fund Contributions</b> (G+H)	J		\$15,000	\$17,700	\$15,000	\$15,000	\$15,000
<b>Total Project</b> (F+J)	T		<b>\$33,000</b>	<b>\$40,300</b>	<b>\$35,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
						Minimum Project budget!!!	
Leverage on International District's DDF (=T/D)	L <sub>1</sub>	Times DDF	4.1	6.9	3.5	4.0	2.0
District Resources <sup>3</sup> Required per Project \$ (C+D/T)	DR	% of Total	36.4%	28.8%	57.1%	25.0%	50.0%
Leverage on Int'l. District's Resources (=T/(C+D))	L <sub>2</sub>	Times DR	2.8	3.5	1.8	4.0	2.0
Fee for cash contributions from Jul 2016 (=A+C+E) x 5%		Admin. Exp. Charge	\$300	\$490 now, none then	\$500	\$0	\$0
Notes:							
1. D7910 has a policy of allocating DDF on a 1:1 basis for Club's cash contribution up to \$10,000 and does not provide DDF for projects initiated in other Districts.							
2. To enable allocation of \$15,000 DDF, the Club must contribute \$10,000 to the Annual Fund in the same year. District gets \$2500 more from the World Fund.							
3. Less District resources go towards the project and there is greater contribution to the Annual Fund.							
4. The District can "get" more of the World Fund back for small District resources by allowing clubs to participate in "outside projects."							





# Global Grants in 2016-17

1 of 8



1. Minimum World Fund match has to be \$15,000
  - a) If partner clubs' Districts contribute \$15,000 in DDF, the project size can be \$30,000
  - b) If Clubs pursue Global Grants that have DDF (and cash) contributions from the partner Districts (Clubs), D7910 DDF can be less than \$10,000 and both the Club and District get a greater leverage
  - c) Our Global Grant funding should be a **hand up** rather than a "**handout**".



# 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

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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

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4. Use a simple one page proposal with supplemental attachment.
  - a) Captures essential elements of the more elaborate Global Grant Online Application
  - b) DO SUBMIT PROPOSALS EARLY!!! Submission between April and July 2016 is strongly encouraged.
  - c) If allocated Global Grant Funding is not committed, new proposals will be accepted throughout the year and will be reviewed at least once a quarter (October, January and April)
  - d) DDF for Global Grants carries over to subsequent years and so there is no Rotary year deadline.



# Global Grants in 2016-17

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## 8. Global Grant Review Team

- a) Five (5) designated members of the Grants Subcommittee
- b) Review projects in July and score all projects using a scoring rubric based on information in the proposal
  - i. Project impact and sustainability (Number of beneficiaries in year 1 and over 5 years)
  - ii. Active Rotarian involvement (number of Rotarians and Rotarian volunteer hours)
  - iii. Non-Rotarian participation (\$, volunteers and volunteer hours)
  - iv. Multiple Rotary Club Participation (number and volunteer hours)
  - v. Host Club/District participation (cash, DDF, volunteers and hours)
- c) The scoring rubric will be published so Clubs can self-score their proposals and improve the proposals to maximize their score prior to submission



# Global Grants in 2016-17

7 of 8



## 8. Global Grant Review Team (continued)

- d) Reviewers must avoid any conflict of interest during the review process, e.g. recuse themselves on proposals from their club.
- e) Since a proposal may be reviewed by different number of reviewers, an average score will be determined for it.
- f) A minimum average score threshold will be set for approval to proceed to online application. It will likely be higher than that for District Grants
- g) A proposal scoring below the minimum threshold can be improved prior to the next review. The reviewers will provide feedback and counsel the applicant on improving the application to raise the score



# 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.