

Disaster Recovery Fund - District Leadership Board/District Recovery Committee – Process for Supporting Projects

	Trigger/Action	Who/By
<p>Please Note: Due to the nature of emergencies and recovery, timing is of the essence. Therefore, these activities may need to take place outside of the meeting cycles of Committees or the Board. Approval by a “flying minute/email” will be acceptable. DLB means The District Leadership Board, DRC means the District Recovery Committee DT means District Treasurer</p>		
1.	Disaster Occurs; Disaster/Emergency Event Occurs Declared	State
2.	<p>Need identified;</p> <ul style="list-style-type: none"> • Need identified requiring support. 	Local Rotary Club, Government Body, Public, DRC or Other.
3.	<p>An Application;</p> <ul style="list-style-type: none"> • An application will be prepared, completed and submitted to the DRC by the applicant. A check against established criteria will be required. 	Applicant
4.	<p>Application;</p> <ul style="list-style-type: none"> • Completed application is submitted to the DRC for review, endorsement and a checklist completed. 	DRC
5.	<p>Endorsed Application;</p> <ul style="list-style-type: none"> • This checklist and application are submitted to the District Leadership Board for review and approval. 	DRC & DLB
6.	<p>District Leadership Board;</p> <ul style="list-style-type: none"> • The District Leadership Board reviews the application against established criteria and may seek clarification and any further appropriate advice from DRC, if required. • The District Leadership Board may also ask the DRC to seek clarification from the applicant. 	DLB
7.	<p>Accept/Reject; The District Leadership Board accepts/rejects the application, applying the agreed criteria.</p>	DLB
8.	<p>The District Board;</p> <ul style="list-style-type: none"> • The District Leadership Board advises DRC of decision and provides feedback and any special actions that might need to be taken. 	DLB
9.	<p>Payment; The District Leadership Board authorises District Treasurer to provide funds as requested in the application.</p>	DLB/DT
10.	<p>DRC Action;</p> <ul style="list-style-type: none"> • The DRC advises applicant of success or otherwise and provides feedback. • DRC advises any requirements for reporting back etc. • DRC advises applicant of the requirements for ongoing promotion of Rotary’s contribution etc. 	DRC
11.	<p>Communication;</p> <ul style="list-style-type: none"> • The District Leadership Board advises key stakeholders (Committees, Clubs etc.) who may have contributed to the fund that a project has been supported and are requested to spread this news amongst their members and networks. • This will include but not limited to; Rotary Clubs, District Newsletters, RDU, Media as appropriate. 	DLB/DRC
12.	<p>Feedback;</p> <ul style="list-style-type: none"> • DRC follows up with applicant for feedback on what has been achieved through the donation etc. This may require repeat of steps 10 & 11 as an update. 	DRC