**The Rotary Foundation**

**Policies & Procedures**

***The purpose of these guidelines is to encourage Rotary Clubs and Rotarians in District 7640 to carry out international humanitarian service projects and educational initiatives.***

***These guidelines are to ensure stewardship and accountability of Rotary Foundation funds entrusted to District 7640 Rotarians, to establish financial guidelines and for oversight of Rotary Foundation funds.***

The Mission of The Rotary Foundation of Rotary International is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

The Mission of Rotary International District 7640 is:

* To support the clubs in District 7640 in fulfilling the Objects of Rotary;
* To promote the concept of service as a worthy endeavour;
* To advocate support for the Rotary Foundation;
* To strengthen and expand Rotary to communities in District 7640;
* To facilitate joint club and district projects.

1. Where there is a conflict between District 7640 guidelines and the policies, by-laws or rules of The Rotary Foundation (TRF) or of Rotary International (RI), the RI or TRF policy will apply.
2. All monetary amounts expressed in these guidelines are in US dollars.
3. Each year, no later than March 31st in the year prior to the program year, the District Foundation Committee in consultation with the District Governor-Elect will determine the percentage, not to exceed 50%, of the **District Designated Funds** that the District will apply for as a **District Grant** from the Rotary Foundation.
4. To be eligible to apply for District Grant funds, clubs must be qualified under the terms and conditions established by The Rotary Foundation and/or by the District from time to time. **Club Qualification Requirements** include:

* A signed Memorandum of Understanding (MOU) in prescribed form signed on behalf of the club, and
* Prior to the start of each program year, two club members attending for a Rotary Foundation Grants Management Seminar sponsored by the District*.* It is recommended that the President-Elect and Club Foundation Chair attend.
* The Club, other than newly chartered clubs, having demonstrated financial support for the Rotary Foundation by making contributions to the Annual Programs Fund of the Foundation in at least one of the preceding three years, and
* The club is not delinquent in meeting the reporting requirements established from time to time by The Rotary Foundation and the District Foundation committee, and

The club is not delinquent in payment of dues or other debts to District 7640, Rotary International or The Rotary Foundation. This includes, PETS or any other monies required by the current Rules of Procedure of D7640.

Rotary Club must have submitted all required forms for 2016-2017.

* (Foundation Goals, Membership Goals)
* Rotary Club must have a Rotarian attending MA PETS in a learning capacity.

Club qualification is renewed annually.

1. Subsequent to March 31st of the year prior to the program year, and prior to the commencement of that program year the **District Foundation Committee**, in consultation with the District Governor-Elect and qualified Rotary Clubs in District 7640, will prepare a **Spending Plan** for the use of the District Grants funds. The spending plan will be submitted to The Rotary Foundation in support of the district’s application for a District Grant.
2. In preparing the spending plan for the District Grant funds, the District Foundation Committee, in consultation with the District Governor-Elect, may:

* Designate funds for projects that meet priorities established by the District Governor-Elect;
* Designate funds for projects that meet the goals established by the President of Rotary International or the Trustees of The Rotary Foundation;
* Establish as a contingency reserve, an amount, not to exceed twenty percent (20%) of total District Grant funds, to be applied during the program year to unplanned projects arising during the program year due to unforeseen circumstances;
* Set aside up to three percent (3%) of total District Grant funds to meet administrative expenses incurred during the program year.

1. Subsequent to March 31st of the year prior to the program year, the district may apply in the prescribed form to The Rotary Foundation for a District Grant, the application to include the Spending Plan.
2. The District may only apply to The Rotary Foundation for one District Grant in any program year. The Rotary Foundation will not release new District Grant funds until it has received and approved the Final Report for the preceding years District Grant. D7640 clubs in receipt of District Grant funds will submit to the district a full and complete Final Report for each project grant no later than June 30 of the program year.
3. District Grant funds will be managed and disbursed under control and supervision of the District Foundation Committee in consultation with the District Governor for the program year. Specifically:

* District Grant disbursements must have prior written approval of the Grant Review Committee.
* Cheques will be signed by any two of the District Governor for the program year, the District Foundation Chair, the Global Grants Chair, and the District Treasurer.
* The District Foundation Committee will establish and maintain a bank account exclusively for the receipt and disbursement of District Grant funds, such bank account to be managed by the District Treasurer.
* The District Treasurer will maintain adequate and appropriate accounting records of all District Grant funds, including monthly bank reconciliations, and provide a monthly summary report to the District Governor for the program year, and to the District Grants Committee.

1. The District or one or more Rotary Clubs in District 7640 may, after April 1st of the year prior to the program year and at any time during the program year, submit a written application in the prescribed form, to the District Grants Committee for funding one or more of:

* International or local service projects
* Volunteer service travel related to a grant project
* Disaster recovery
* Scholarships
* Vocational training
* Projects that meet the goals of The Rotary Foundation and are approved by the District Foundation Committee.

Preference will be given to those projects which demonstrate the potential for sustainability. Applications for District Grant funds must include a plan for public awareness and media relations regarding the project.

1. Applications for District Grant funds will be processed in the order in which they are received by the District Foundation Committee.
2. District Grant funds will not be awarded if either the host partner and/or the international partner are, at the time of the grant application, suspended by The Rotary Foundation.
3. Project sponsors are encouraged to partner with other Rotary Clubs or districts where possible.
4. Sponsors of District Grant projects may partner with non-Rotarian organizations, either local or international, provided there is an active Rotarian involvement in the design, planning, or implementation of the project. Financial support for a project does not, of itself, constitute significant and active involvement in the project.
5. A club which files an application for District Grant funds must state in writing any real, potential or perceived conflict of interest involved in the project. The conflict of interest as set out in **TRF Code of Policy 7.030. “Conflict of Interest Policy for Program Participants”** will apply in District 7640.
6. It is the responsibility of project sponsor clubs to establish that the intended project qualifies for funding under the eligibility requirements set forth in **The Rotary Foundation Grant Terms and Conditions.**
7. District Grant funds will be released to the project as follows

* 50% after project has been approved, and
* The remaining 50% when an acceptable final report has been filed with the District Foundation Committee.
* Notwithstanding the policy of reimbursement of funds expended for completed projects, the District Foundation Committee may approve the disbursement of the remaining 50% of grant funds prior to completion of the project on request by the project sponsor where a delay in disbursement of grant funds causes hardship to the project sponsor.

1. The District or any club of District 7640 awarded a grant must establish a **Grant Project Committee**, consisting of no fewer than three (3) Rotarians.
2. The terms of any grant award and the scope of any grant project may not be altered subsequent to approval of the grant application without the prior written approval of the District Foundation Committee.
3. The project for which District Grant funds have been applied must not commence until after the grant has been approved in writing by the District Foundation Committee following review and approval by the District Grant Committee.
4. A club in District 7640 awarded District Grant funds must maintain appropriate cash management, documentation, and accounting procedures to ensure adequate stewardship of grant funds. District Grant funds must be held and disbursed from a dedicated project bank account. The documentation must be retained in a readily accessible location for a period of 5 (five) years and include the approved grant application, quotations, invoices, bank statements, final reports and confirmation by the beneficiaries and project sponsor that the project has been completed.
5. The Grant Project Committee will cause adequate and appropriate **Accounting Records** of all grant funds to be maintained in accordance with generally accepted accounting practices, and in accordance with policies established from time to time by The Rotary Foundation or the District.
6. The Grant Project Committee will provide copies of all District Grant funding proposals and applications, grant approval letters, and copies of all supporting documentation to the District Foundation Committee with the final report.
7. One or more clubs in District 7640 which have received District Grant funds and subsequently fail to meet the project reporting requirements will lose their qualification, and will be ineligible for further grant funds, either District Grants or Global Grants, until:

* All outstanding reports and supporting documentation have been filed satisfactorily, and
* The District Foundation Committee has closed the grant, and
* The club or clubs have been re-qualified.

1. Upon completion of a District Grant funded project, any unspent grant funds will be returned to the District Foundation Committee by the Club Grant Project Committee within sixty (60) days of completion of the project.
2. Grant applications which are not funded due to a lack of available funds in any one program year will not be carried forward from one program year to the next. A new grant application must be filled out for the following program year.
3. On or before July 31st of the following Rotary year, any District Grant funds remaining unspent at the conclusion of the program year will be returned to The Rotary Foundation, and will be credited back to the district’s District Designated Funds balance for the following program year.
4. The **District Foundation Committee** will:

* Cause complete documentation relating to the receipt and disbursement of grant funds to be maintained in electronic or paper format in secure storage for five (5) years or such time as directed by the district, and readily available for subsequent review. Documentation to be retained includes the original grant proposal and spending plan, original approved grant application, invoices, bank statements, interim and final project status reports, and confirmation from the project sponsors that projects have been completed.
* Establish a protocol for purging and disposing of records
* Inform District 7640 Rotarians concerning the use of District Grant funds and encourage publicity related to District Grant funded projects.
* Highlight District Grant funded projects on the district website, district newsletter, district seminars, and training events.
* Maintain a liaison with the District Public Relations Committee to ensure District Grant funded projects are publicized in a variety of media.
* On or before August 1st each year post on the District Website details of all District Grant funded projects, including the club name, a brief description and the dollar amount of each project for the previous program year.
* Meet no less frequently that once every three (3) months for the purpose of reviewing open, in process and closed District Grant funded project, project interim and final reports, and interim financial reports. The committee may meet via conference call or other electronic means.
* Commission an independent financial review of District Grant financial records and grant documentation, such review to be concluded no later than September 30th of the Rotary year following the program year. The review will be undertaken by a professional accountant (CA or CGA), Rotarian or non-Rotarian, and who is not directly involved in a District Grant funded project during the review program year.