

**GRANT
MANAGEMENT
SEMINAR**



DISTRICT 6630

(For Grants during the 2021-2022 Rotary Year)

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Introductions


Today's Program Presenters:

Jim Lechko (Lakewood-Rocky River)
District Foundation Chair

Matt Liebson (Solon)
Grants Committee Chair

Katie Yeager (Lakewood-Rocky River)
Stewardship Chair

Rick Pollak (Cuyahoga Falls)
Foundation Compliance Coordinator


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Purpose

Today's Program Purpose:

- Understand how to manage a Rotary grant
- Learn stewardship expectations
- Prepare clubs to implement the Memorandum of Understanding (MOU) and MOU Addendum
- Qualify clubs to receive grant funds
- How to plan for and apply for matching grants through the District 6630 Grants Committee

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OVERVIEW OF ROTARY GRANTS

Today's Program Purpose:

- Moves decision-making power/responsibility from TRF to the club and district levels
- There are TWO TYPES of Grants:
 - **District Grants & Global Grants**
 - Community Projects
 - Humanitarian Projects
 - Scholarships
 - Vocational training teams



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GRANT MANAGEMENT

Ensures that projects

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



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GRANT MANAGEMENT

Today's Sessions will discuss:

- ❖ Qualification
(so that clubs may apply for grants)
- ❖ Oversight & Reporting
(so that clubs understand their responsibilities if awarded a grant)
- ❖ Designing A Project
(so that club projects are fundable)
- ❖ Applying for & Implementing a Grant
(so that clubs may apply for grants)



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SESSION 1

QUALIFICATION



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QUALIFICATION REQUIREMENTS


1. 2 club members attend a grant management seminar
2. Submit a **Properly Signed Club MOU**
3. Submit a **Properly Signed Club MOU Addendum**
4. Club must be **current** on RI & District dues
5. Club must be **current** on reporting for any existing District or Global Grants
6. Club's average per capita **contribution to the TRF Annual Fund** of \$40 during the 2020-21 Rotary year to be qualified for 2021-2022.
7. Enter your club's Foundation goal www.TRF.org.

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MAINTAINING QUALIFICATION

1. Read, Understand, & Follow the terms of both club MOUs
 - a. Club MOU (from TRF)
 - b. Club MOU Addendum (from District 6630)
2. Appoint a club member or committee to manage club qualification
3. Fully implement stewardship practices to prevent misuse of funds

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MAINTAINING QUALIFICATION

Discussion questions:

- What MOU requirements has your club already implemented?
- What requirements does your club still need to implement?
- Who in your club will you ask to help implement the club MOU?



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TERMS OF QUALIFICATION

- Valid for one year
- The Club is responsible for grant funds
- The Club must disclose conflicts of interest
- The Club must cooperate with all audits
- The Club must use grant funds properly
- Implement the club MOU (or be disqualified)



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TERMS OF QUALIFICATION

Discussion questions:

- How will you ensure that your club or district will comply with the MOU requirements?
- If it appears funds have been misused, how will your club handle the situation?




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TERMS OF QUALIFICATION

Attendee Packet Contents:

1. Application Checklist
2. Application Flow Chart


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TERMS OF QUALIFICATION

Attendee Packet Contents (Continued)

3. MOU (TRF)
4. MOU Addendum (District 6630)
5. PowerPoint Slide Presentation


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TERMS OF QUALIFICATION

Attendee Packet Contents (Continued)

6. Resources
 - a. Rotary Grants: Terms & Conditions (D6630)
 - b. Areas of Focus Statement
 - c. GG Needs Assessment Tools
 - d. GG Community Assessment Results Form


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TERMS OF QUALIFICATION

Attendee Packet Contents (Continued)

- 7. WHAT WE FUND: Eligible & Ineligible
- 8. Fictitious Project Application
- 9. Sample Final Report

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SESSION 2

OVERSIGHT AND REPORTING




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STEWARDSHIP

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

- Qualifying Participating Clubs
(so that they may submit grant application inquiries)
- Reporting any irregularities
- Rotarian supervision
- Financial records review
- Oversight of funds
- Timely submission of reports
(Club Runner: District and Global Grants)
(Rotary.org: Global Grants)

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FINANCIAL MANAGEMENT PLAN

- Sufficiently Detailed ledger for
 1. All Global Grants
 2. District Grants requiring multiple payments
- Bank account for funds*
- Paper Trail
 - Distributing funds
 - Use checks or bank cards to track funds




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FINANCIAL MANAGEMENT PLAN

Discussion questions:


- What are the benefits of a financial management plan?
- Who is responsible for your club's financial management plan?


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DOCUMENT RETENTION

- Provide access to documents for transparency (uploaded to Club Runner)
- Retain for a minimum of five years (ClubRunner will also maintain these records for 5 years)
- Make copies




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DOCUMENT RETENTION

Discussion questions:

- What is your club’s system for document retention?
- What types of documents need to be retained?



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REPORTING REQUIREMENTS

Reporting:



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



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DISTRICT GRANT REPORTS

District Grants:

The club’s Grant Manager must file:

- A report on District Grants every six months (Interim) from the initial payment date and
- A Final Report within 60 days of the project’s completion.

Final Report must include copies of: all receipts, invoices, bank statements and cancelled checks in addition to the a competed report form in the ClubRunner Grants Module.

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GLOBAL GRANT REPORTS

Global Grants:

- The club's Grant Manager must file a report on Global Grants every 12 months (Interim) from the initial payment date to www.rotary.org but every 6 months in ClubRunner.
- A Final Report must also be filed within 60 days of the Project's completion (also at www.rotary.org). Copies of all receipts, bank statements, etc. must be included with this.
- A PDF copy of these reports must be uploaded to the **ClubRunner Grants Module**.




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GRANT REPORTS

Global Grants:


Your 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




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SESSION 3



DESIGNING A PROJECT



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SUCCESSFUL GRANT PROJECTS

GRANT PROJECTS:

- Meet community needs
- Are sustainable (global)
- Involve a partner (global)
- Have an implementation plan
- Maintain proper stewardship of funds and records



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NEEDS ASSESSMENT

- Base projects on the community's needs
- Determine what resources your club and potential partners have



•Talk to (and listen to) the community being served
 (As of 7/1/18, a formal Community Needs Assessment is require for all Global Grants)



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PROJECT PLANNING

- Form a grant committee (three-persons)
- Assign roles
- Make an implementation plan
- Establish a budget
- Have a contingency plan
- Have a document retention plan




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NEEDS ASSESSMENT


Discussion questions:

- Has anyone been involved in conducting a community needs assessment? What was your experience?
- What successes or challenges can you share?


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CREATE A BUDGET




- Realistic
- Reasonable prices
- Disclose conflicts of interest


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UNDERSTANDING & SETTING GOALS



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


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UNDERSTANDING & SETTING GOALS

Discussion questions:

- What are some characteristics of a sustainable goal?
- What sustainable goals have you seen set in projects?
- Describe a project or aspects of a project that directly link to a measurable goal.

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SESSION 4



APPLYING FOR AND IMPLEMENTING A GRANT

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Where does this money come from?

THE SHARE SYSTEM:

5% of the Annual Fund –SHARE contributions go toward TRF expenses

47.5 % of a District’s Giving (Annual Fund – SHARE) returns to the district 3 years later.
Those funds are known as District Designated Funds (DDF).

47.5% goes into the World Fund
Those become The Rotary Foundations matching portion for Global Grants

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Where does this money come from?

EXAMPLE:

If District 6630 Rotarians contributed \$200,000 in Rotary Year 2018-2019, we would receive DDF of \$95,000 in 2021-2022.

We could then request (up to) \$47,500 of our DDF for District Grants.




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Where does this money come from?

YOUR GRANT INQUIRIES

- Help the Grants Committee determine how much of the 50% we need to request when we submit the District Grant Spending Plan. (Hence the May 15th deadline for submission). Should there be insufficient DDF to fund all grant requests, the requests will be prorated based on availability.
- The remaining DDF Amount goes into a pool for Global Grants and may be applied for on a rolling basis.



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ROTARY FOUNDATION GRANTS

- District Grants
 - May 15th (inquiry deadline)
- Global Grants
 - No deadline (rolling applications)



In either case, your 1st step is to submit a grant inquiry in Club Runner!



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APPLYING FOR GLOBAL GRANTS








GLOBAL GRANTS:


- Online application process (www.rotary.org)
(With a copy of the PDF in ClubRunner)
- Meet goals of area of focus
- Be sustainable
- Involve Rotary clubs in two districts
- Minimum total budget of US\$30,000
- District confirms club is qualified
- District assists/confirms the application is fundable

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AREAS OF FOCUS

ROTARY'S SEVEN AREAS OF FOCUS		
 Supporting the Environment	 Water & Sanitation	 Peace & Conflict Resolution
 Disease Prevention & Treatment	 Basic Education & Literacy	 Maternal & Child Health
 Economic & Community Development		

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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.

The Environment.

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SUSTAINABLE PROJECTS

Giving a community the skills and knowledge to maintain project outcomes for the long term, after grant funds have been expended.



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GLOBAL GRANTS FUNDING

(Leveraging your club's dollars)

- In District 6630, the minimum budget for a global grant is US\$30,000
- When Funds are available, District 6630 matches your club contributions at 100%.
- DDF is matched 80% with World Fund
- Rotary Club, Rotarian and non-Rotarian cash contributions matched 0% with World Fund



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GLOBAL GRANTS FUNDING

(Leveraging your club's dollars)

Global Grants Example:

Club(s) Money:	\$10,715
DDF Match:	\$10,715
World Fund Match:	<u>\$8,572</u>
Total project:	\$30,002



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GLOBAL GRANTS

Questions?




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APPLYING FOR DISTRICT GRANTS

DISTRICT GRANTS

- Online application process (ClubRunner)
DEADLINE IS May 15th!!!!!!!
- Meet TRF fundability criteria
- Support a Rotary Club Project
- Involve Rotarians
- Minimum total budget of US\$1,000
- District confirms club is qualified



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DISTRICT GRANTS
(Leveraging your club's dollars)

District Grants:

- The District currently matches Club Dollars at 100% (dollar for dollar based on funds availability) between \$500 and \$3,000 when available.
- May 15th deadline for Club Inquiry in order to be considered for the next year's spending plan.




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DISTRICT GRANTS
(Financing Guidelines)

District Grants:

- District Designated Funds match club dollars on a 1-1 basis (Currently \$500 - \$3,000 when available)
- Per TRF Policy, funds cannot be raised from beneficiaries or cooperating organizations in exchange for a grant
- Funds cannot come from other grants


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DISTRICT GRANTS
(Timeline)

DISTRICT GRANTS:

- Submission of inquiries: A.S.A.P.
Anytime after you have turned in your signed MOUs
- Deadline for District Grant inquiries: May 15th
Inquiries cannot be submitted until club becomes qualified!
- Presentation to the Grants Committee
 - May, June, or July Meetings
 - Two minute presentation
DO NOT bring handouts
All material must be in your ClubRunner application


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DISTRICT GRANTS
(Timeline... Continued)

Grants Committee Approval Process:

- 1: Is the Grant fundable?
 - **No:** committee will advise how to fix the grant to conform with funding guidelines, or ask the club to create a substitute project.
 - **Yes:** committee will vote to include the grant in the spending plan and let the club know if further information is needed.
- 2: Is the Grant application complete?
 - Yes: Following RI approval of spending plan, check is sent
 - No: Club is advised regarding missing info


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DISTRICT GRANTS
(Timeline... Continued)

In July/August, the District submits its spending plan to TRF.


- After TRF approval, the District Grants Committee can take the final vote on projects with completed applications
- Once approved, the committee authorizes the disbursement of checks



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DISTRICT GRANTS

Questions?





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CONFLICT OF INTEREST

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

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CONFLICT OF INTEREST

Discussion questions:

- What are some examples of conflict of interest?
- Why should clubs be concerned about conflicts of interest?



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IMPLEMENTATION

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



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EVALUATION

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



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Frequent Application Issues:

DISTRICT GRANTS:

- Club does not become qualified soon enough to meet inquiry submission deadline
- Club does not schedule a timely presentation to the Grants Committee
- Revenue and Expense Budgets don't match
- Grant Reporting deadlines are not met
- Grant Reporting fails to include documentation

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Frequent Application Issues:

GLOBAL GRANTS:

- Host partner Club is not responsive to the required grant application process
- Club fails to attach the community needs assessment results in their application
- Club does not schedule a timely presentation to the Grants Committee
- Electronic Authorizations are not completed
- Grant Reporting deadlines are not met

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SESSION 5



WHAT'S NEXT FOR A SUCCESSFUL APPLICATION


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TAKE ACTION

Step 1: Become a Qualified Club

- Sign and Submit BOTH MOU's A.S.A.P (and have them approved by the DRFC and the Stewardship Chair). The qualification processing requires about 10-14 days
- Be sure that your club is current on its Dues to District 6630 and to Rotary International
- Be sure that your club is current on reporting on all current & previous grants
- Be sure that your club will attain at least \$40.00 per capita giving to the TRF Annual Fund (based on 6/30/21 membership)

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TAKE ACTION

Step 2: Apply for a District Grant

Following notification that your club has been Qualified:

- Sign into the ClubRunner Grants Module and fill out the "Project Description" Tab. Your Grant Inquiry requires 2-3 sentences describing your project. Include a rough project budget (Budget Tab) and the amount of your grant request. **MUST BE SUBMITTED PRIOR TO MAY 15th.**
- Contact the Grants Committee Chair to be put on the Committee's agenda.
- Present your project to the committee


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TAKE ACTION

Step 3: Following notification that your District Grant Project has been deemed to be fundable:

- Contact and work with your Grants Committee Liaison to review your project description and begin to fill out the details under the other Tabs in the ClubRunner Grants Module.
- Complete all information and notify your liaison that your application is complete.
- Once TRF has approved the District 6630 Spending Plan and your application has been completed, it will be reviewed for approval. **YOU MAY NOT BEGIN THE PROJECT PRIOR TO THIS APPROVAL!**

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TAKE ACTION

Step 4: Following notification that your District Grant Project has been approved:

- You will receive notification that your check is in the mail.
- You may begin to implement the project!
- Be sure to monitor the project, keep financial records, and communicate all progress with your liaison.
- Submit Progress and Final Reports in a timely fashion. Be sure to upload all financial documentation.
- Upon approval of your final report, the Committee and Committee Chair will mark your project as complete.



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TAKE ACTION

Step 2: Apply for a Global Grant

Following notification that your club has been Qualified:

- Sign into the ClubRunner Grants Module and fill out the "Project Description" Tab. Your Global Grant Inquiry requires 2-3 sentences describing your project. Include a rough project budget and the amount of your grant request. NO DEADLINE!
- Contact the Grants Committee Chair to be put on the Committee's agenda.
- Present your project to the committee



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TAKE ACTION

Step 3: Following notification that your Global Grant Project has been deemed to be fundable:

- Sign into www.rotary.org and begin a grant application.
- Contact and work with your Grants Committee Liaison to review your project. The application can be downloaded and saved as a PDF so that the liaison can work with you on descriptions, measurable goals, sustainability, etc.
- A) Complete all information, B) Notify your liaison that your application is complete, C) Upload a copy into the ClubRunner Grants Module so that the grants committee has access.




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TAKE ACTION

Step 4: Following notification that your Global Grant Project has been approved:


- You may submit your application to TRF
- Expect a reply from TRF staff asking questions and needing some additional clarifications on the application's contents.
- Work with your liaison to answer those questions
- Once approved there will be numerous electronic endorsements required as well as the grant's bank account information.

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DISTRICT GRANT REVIEW


- Sample Potential Grant Application Review
- Sample Report Review

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DISTRICT GRANT REVIEW

QUESTIONS?

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