



Rotary District 5750 District Grants – Club Application Instructions

Instructions for clubs preparing and submitting a District Grant (DG) application:

- Step 1: Complete a *2020-2021 District Grant Application* for each proposed project. Please note that the application must be typed and that all sections of the form must be completed. Complete this form on your computer. It may be signed using your secure digital signature and submitted electronically. Or, it may be printed and manually signed. **Be sure to select “FIT TO PAGE” when printing.** The certifying signature must be provided by the current club president.
- Step 2: Provide evidence that the project can be completed for the cost proposed. This can be a formal quotation for the materials or services to be provided, or even screen prints from a website.
- Step 3: Submit the application, including quotations, to:

Kevin Clark, District Grants Chair
3413 Bristol Road Avenue
Stillwater, OK 74074-2191
Rotary5750@kdclark.com Cell:
405.780.0185 Fax:
855.789.0133

District Grant Guidelines

- The club must be qualified.
- Projects must adhere to the terms and conditions for TRF grants.
- Projects must include active Rotary member involvement and project leadership.
- Clubs provide at least 1/3 of project funding and the district provides no more than 2/3 (e.g., Club \$1,000; District \$2,000).
- Clubs may submit more than one project proposal, but must rank them to assist the district grants committee in prioritization.
- Projects must be new to the club. A DG cannot be used to fund ongoing projects.

Club Qualification Requirements

- At least 2 members must participate in grants training each year
- Submit signed Memorandum of Understanding (MOU), included in this packet
- Submit club financial plan, included in this packet
- Support TRF at least \$50 per capita (Sustaining clubs automatically meet this requirement)
- Submit final reports for all district grants from prior to the current year (2019-20). Reports are available on the District Grants page of the district website (Rotary5750.org).
- Maintain a grants checking account to receive and expend all grants funds.



**Rotary District 5750
2020-2021 District Grant Application**

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Stillwater, OK 74074-2191
Rotary5750@kdclark.com
Cell: 405.780.0185 Fax: 855.789.0133

District Grant # 2020-2021 Individual Project Report # Ignore

Rotary Club: _____

Our club is currently qualified under rules for Grant Application Yes No

Project Description

1. Briefly describe the project. What will be done, when and where will project activities take place, and who are the beneficiaries? Outline your spending and publicity plan.

2. How many Rotarians will participate in the project? _____
3. What will they do? Please give at least two examples. _____

4. How many non-Rotarians will benefit from the project? _____

5. What are the expected long-term community impacts of the project?

6. If a cooperating organization is involved, what will be its role?

Financial Budget (Must provide documentation to support planned expenses)

7. Income	Amount
1. District Grant funds to be received from the District	
2.	
3.	
Total Project Income	

8. Expenditures (please be specific and add lines as needed)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total Project Expenditures	

9. **President's Certification:** By signing this report, I confirm that to the best of my knowledge these District Grant funds will be spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures will be provided to the district.

In addition, I confirm that this grant application has been approved by the Board of Directors of the club.

President's Signature _____ Date: _____

President's Name (please print): _____

President's Contact Information:

Address: _____

Home Phone: _____ Office Phone: _____ Cell: _____

E-mail: _____ Rotary Club: _____

Club Grant Management and Reporting Contact Information:

Project Contact: Two Rotarians (one may be the President) must be listed who will provide oversight and management of the project funds for the entire duration of the project, even if it continues into another Rotary year, **including providing all required preliminary and final district grant reports as required by the grant guidelines.**

Primary Contact

Name: _____

Rotary Position/Title: _____

E-mail: _____

Address: _____

Telephone: Home _____

Office: _____

Fax: _____

Cell: _____

Secondary Contact

Name: _____

Rotary Position/Title: _____

E-mail: _____

Address: _____

Telephone: Home _____

Office: _____

Fax: _____

Cell: _____

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

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**THE ROTARY FOUNDATION**

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

## **1. Club Qualification**

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

## **2. Club Officer Responsibilities**

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

### **3. Financial Management Plan**

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

### **4. Bank Account Requirements**

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must
  1. Have a minimum of two Rotarian signatories from the club for disbursements
  2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

### **5. Report on Use of Grant Funds**

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

### **6. Document Retention**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
  1. Bank information, including copies of past statements
  2. Club qualification documents including a copy of the signed club MOU
  3. Documented plans and procedures, including:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation
  4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

**7. Reporting Misuse of Grant Funds**

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

**Authorization and Agreement**

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of \_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year \_\_\_\_\_ and will notify Rotary International District 5750 of any changes or revisions to club policies and procedures related to these requirements.*

| <b>Club President</b> |  |
|-----------------------|--|
| <b>Term</b>           |  |
| <b>Name</b>           |  |
| <b>Signature</b>      |  |
| <b>Date</b>           |  |

| <b>Club President-elect</b> |  |
|-----------------------------|--|
| <b>Term</b>                 |  |
| <b>Name</b>                 |  |
| <b>Signature</b>            |  |
| <b>Date</b>                 |  |

## **Club Financial Management Plan Template**

**Clubs in District 5750 are free to use or adapt this document to make your own Club's Financial Management Plan. Your club's plan needs to be consistent with the Rotary Foundation Club Memorandum of Understanding, Grant Terms and Conditions, and the Grant Management Manual.**

**Rotary Club of \_\_\_\_\_ Financial Management Plan**  
**Dated \_\_\_\_\_**

**Purpose and Scope:**

The purpose of this document is to define the plan for managing the Rotary Club of \_\_\_\_\_ Foundation finances. As such, the scope of this plan is limited to those finances pertaining to the Club's stewardship over Funds used for Rotary Foundation District Grants, Global Grants and Packaged Grants as defined and specified by The Rotary Foundation (TRF). Specifically excluded from the scope of this plan is management of Club operational finances, Club charitable finances not involving the Rotary Foundation, and finances associated with a Club Foundation.

**Club Rotary Foundation Member Responsibilities**

- The Club will appoint at least one member to implement, manage, and maintain club qualification as defined in the Club Memorandum of Understanding.
- The Club will appoint a Rotary Foundation Chair for a term of 3 years.

**Guiding Principles**

The guiding principles behind the Club's administration of District and Global Grants are:

- All projects funded with District and Global Grant money must comply with all requirements found in The Rotary Foundation Grants Management Manual, publication EN-611.
- It is desired that the funds granted result in a lasting benefit to the targeted population. Thus, it is desirable that clubs join together in partnership to sponsor a single project that can be larger, have a broader and more sustained impact, and include more Rotarians from the District.
- It is desirable that clubs partner with outside, third-party organizations to expand the impact of the projects. However, all projects funded by a District Grant must be proposed, managed and directed by Rotarians. All activities associated with District Grants must be verifiable and transparent at the District and Club levels.
- The Club's administration of District and Global Grants shall conform to the requirements and intents of the Rotary Foundation's Club Memorandum of Understanding (MOU).

**Grant Management Plan**

Club Qualification

1. Applications for Either District or Global Grants must be qualified. To remain qualified, the club will:
  - a. Agree to implement and sign the Memorandum of Understanding for clubs.
  - b. Have at least two members attend the District Foundation Grants Seminar annually. It is highly recommended that the President-Elect and Club Rotary Foundation Chair attend.  
Note: the Club can send as many participants as desired.



- c. Be current on its RI and District dues, and in good standing with the District, Rotary International, and The Rotary Foundation.
- d. Be current on all required tax returns for the Rotary Club and any associated Club Foundation.
- e. Have established and reported an annual giving goal to the District Foundation Chair for the current year, and for the next year by July 1 of each year.
- f. Have, by January 1st of each year, reported its Club President-Elect to the District and to Rotary International.
- g. Be current on all Rotary Foundation District and Global Grant reports.

### District Grant Process

One District Grant will be requested each year from The Rotary Foundation from which the Club can request funding for Club sponsored projects. The process of applying for funds from the District Grant is as follows:

1. Club requests for District Grant funds: Clubs will submit their funding requests to the District Grants Committee Chairman, type written, on the District Grants Request Form.
2. Schedule for club funding requests: The timing for submittal of club funding requests will be communicated to the club each Rotary year. For 2013-2014 Requests must be submitted by June 15, 2013.
3. The District will notify the club of the funding decisions and checks will be distributed by the District Rotary Foundation Committee.

### Global Grants Process

The process for the submittal and evaluation of Global Grant applications will be as follows:

1. The process for applications, grant management, approvals, and reporting for Global Grants will be consistent with the Rotary Foundation Grants Management Manual, Rotary publication EN-611.
2. Global Grant Application: Clubs will submit Global Grant applications on line via the Rotary International Member Access website.
3. Should the club be a recipient of any Global Grant funds, funds will be deposited in a separate Club bank account specifically and solely for the project.

### Reporting Requirements – District Grants

As a stipulation of receiving District Grant funds the club will commit to comply with the following reporting requirements:

1. Interim Report: If the project is not completed, an interim report to the District Rotary Foundation Stewardship Subcommittee chair by March 31 of the grant year, and every six months after that until completed.
  - A brief progress report which will describe both the advances made in fulfilling the project as described in the application and mention of any obstacles that have been experience in the project. Mention should be made regarding the planned solutions to any problems.
  - A summary accounting of how the money has been spent by major categories.
  - An estimate of the remaining time to completion.
2. Final report: within two months of project completion or no later than March 31 of the grant year, a final report must be completed containing the following:
  - A summary of the project indicating what was done with respect to each of the project goals as set forth in the grant application.
  - A complete financial accounting of how the full project money was spent in detail including all receipts or invoices for items purchased and services contracted.
  - A list of Rotarians who participated in the project and a brief description of what each did on the project.
  - Any other reporting requirements stipulated by TRF.
  - Photographs documenting the project. (optional)
3. If the District Grant funds and the matching club funds are not fully spent, unmatched District Designated Funds must be returned to the district. For example: The club project totaled \$2,000 (\$1,000 DDF and \$1,000 club funds). \$1300 was spent on the project. The club returns \$350 to the District making the project \$650 DDF and \$650 club funds.

#### Reporting Requirements – Global Grants

The process and requirements for reporting related to Global Grants will be consistent with the Rotary Foundation Grants Management Manual, Rotary publication EN-611.

#### **Financial Controls**

1. The club Treasurer, or others as assigned by the Rotary Foundation Committee Chair, will perform the following:
  - a. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
  - b. Maintain a standard set of accounts manually or using Quickbooks Online or similar program approved by the club board.
  - c. Maintain receipts and check requests for all grant expenditures for a period of five years.

- d. Insure that all club banking activities, including the conversion of funds, are in accordance with applicable laws.
  - e. Maintain a separate bank account for grant funds for Global Grants and Packaged Grants. Funds received from a District Grant can be deposited in the Club General account but must be accounted for separately. The club must adhere to all Rotary Foundation bank account requirements as follows:
    - i. The Club Grant Bank Account should be low or non-interest bearing; any interest earned will be documented and used on eligible, approved grant activities or returned to TRF.
    - ii. The name on the account will be "Club Name" Grant Bank Account.
    - iii. Grant funds may not be deposited in investment accounts of any kind.
    - iv. Signature approvals for the Club Grants account will be the Club Treasurer, the Club President, and the Club Rotary Foundation Chairperson.
  - f. Perform monthly bank reconciliations and retain them electronically.
  - g. As requested but at least annually within 30 days after the end of each Rotary year, the Club Treasurer will make available to the Club President and the Club Rotary Foundation Chair, the General Ledger, Income Statements, Balance Sheet and Bank Statements.
  - h. When a signatory position has a change, ensure that new signature cards are completed with the bank within 60 days of the change.
2. All checks and withdrawals require two Rotarian signatures.
  3. No disbursements are authorized without the approval of the Club Rotary Foundation Chairperson on an approved check request.

### **Discrepancies**

The District Rotary Foundation Chair and the Rotary Foundation will be notified of any discrepancies and/or misuse of funds as soon as they are identified. The Club Rotary Foundation Chairperson will cooperate with The Rotary Foundation to resolve these issues. Resolutions could include returning of funds to the Club, District, or The Rotary Foundation.

### **Records Management**

#### Global and District Grants

1. Individual project records will be maintained for a period of five years after the final reports is completed and approved. These records will be maintained by the Club Grants Chairperson and will include the following:
  - The original application as reviewed by the District Grants Chairperson prior to funding.
  - A copy of the cancelled check sent to the (sponsoring) club to fund the grant.
  - Copies of invoices and receipts.
  - Photos (optional)
  - Interim reports, if required.

- The final report.
2. Other records will be maintained for five full Rotary years as follows:
    - a. A copy of all Committee meeting minutes.
    - b. Any applicable legal documents.
    - c. A copy of liability insurance if necessary for specific projects.
    - d. Copy of travelers insurance policies if necessary for specific projects.
    - e. Club qualification documents and Memorandum of Understanding, including a copy of club qualification application submitted to TRF or District.
    - f. A Copy of Club qualification approval letter from TRF and District.
    - g. All club qualification documents.
    - h. Copies of reports submitted to TRF and information collected from project participants and entities receiving grant funds; including receipts and invoices for all purchases made with grant funds.
    - i. Written or electronic correspondence related to Rotary Foundation funds and projects as applicable.

### **General Requirements**

1. Report to the Club of Grant Activity: Annually, in the month of July or August, the Club Rotary Foundation Chairperson will transmit to all club members a summary report regarding the Club grant activity during the previous Rotary year, including District Grants and Global Grants.
2. Annual review and evaluation of this Plan: Annually, within one month prior to or after the end of the Rotary year (that is in either June or July), the club board will meet to assess the operational performance of this Plan. The purpose of this review is to determine if the procedures work to the satisfaction of those involved and if the plan serves the well. It is specifically not the purpose of this review to perform an audit on the financial records.
3. Changes to this Plan: If, from time to time, it is needed to make changes to this Plan to better serve the club or to correct a deficiency in the plan such changes may be proposed to the Club Rotary Foundation Chairperson who will communicate the proposed change(s) to all members of the Club Rotary Foundation Committee for comment. Any comments received will be resolved and the resulting proposed changes to the plan will be made. Changes in the procedures may be made by majority vote of the Committee. No changes will be made that are in conflict with The Rotary Foundation policies, bylaws, or guidelines. If approved changes are made, the plan will be revised with a new publication date and a revision log will be added to the end of the plan indicating the revision made and the date of the revision.