

# CLUB QUALIFICATION FOR ROTARY FOUNDATION GRANTS

## Frequently Asked Questions



**Q: Why must a club be qualified to apply for Rotary Foundation grants?**

**A:** Qualification is the process by which clubs ensure that they have the necessary financial and stewardship controls in place to manage grant funds. Any club that wishes to be the primary sponsor of a global grant or packaged grant must be qualified. Districts may also require that their clubs be qualified in order to receive district grant funds.

**Q: How does a club become qualified?**

**A:** In order to be qualified, a club must sign the club memorandum of understanding (MOU) and send at least one member to a grant management seminar organized by the district. Clubs must complete these steps each year to maintain qualified status.

Download the *Club Memorandum of Understanding*, the *Grant Management Leader's Guide*, the *Grant Management Manual*, and related documents at [www.rotary.org/grants](http://www.rotary.org/grants).

**Q: Who signs the club MOU?**

**A:** The club MOU for each Rotary year is signed by the club's president and president-elect for that Rotary year. For example, the club MOU for 2013-14 should be signed by the 2013-14 club president and 2014-15 club president.

**Q: When should the grant management seminar take place?**

**A:** The Foundation recommends that the training be held in conjunction with the presidents-elect training seminar (PETS), the district assembly, or the district conference. However, the district may choose another time and location.

Districts should be qualified before holding the seminar for clubs, to ensure that they fully understand the qualification requirements.

It is also recommended that districts offer multiple training sessions, for example, one seminar at PETS, another at the district assembly, and subsequent makeup training sessions throughout the year.

**Q: Can the grant management seminar be conducted via webinar or other virtual medium?**

**A:** At this time, the participants must gather in a physical location. The training manual and leader's guide are designed for an in-person seminar that includes group work and discussions. The Foundation will reevaluate the format of the grant management seminar after July 2013.

**Q: Can clubs attend training in another district?**

**A:** With district permission, clubs may attend training in another district or at a multidistrict event.

⇒ Such exceptions are granted at the district's discretion.

⇒ Districts that allow their clubs to attend another district's training or a multidistrict seminar should ensure that their clubs receive training on qualification requirements specific to their district.

⇒ The club's district is ultimately responsible for ensuring the club receives appropriate training, regardless of where it takes place.

**Q: Who attends the grant management seminar?**

**A:** One member from each club seeking qualification must attend training. It is recommended that the club president-elect, another officer, or a member involved in managing club grants represent the club at the training.

⇒ The district determines how many additional members it will invite.

⇒ The district should encourage all club members interested in Rotary Foundation grants to attend training, if possible.

**Q: Can the district add requirements to club qualification?**

**A:** Districts may add their own requirements for club qualification to the [Foundation requirements](#). District requirements should be detailed in an addendum to the club MOU.

**Q: What extra requirements can a district have?**

**A:** Districts should take into consideration relevant local laws or district-specific circumstances (for example, extra stewardship standards) when developing additional qualification requirements.

⇒ Club qualification should be attainable for all clubs that want to participate in Rotary Foundation global and packaged grants, so districts should be careful not to overregulate.

⇒ The requirements should be the same for all clubs in the district.

⇒ Qualification requirements should not be designed to exclude clubs. A district's qualified status could be jeopardized if it adds requirements that purposely prevent clubs from becoming qualified.

**Q: How should a district handle requests for district grant funds from nonqualified clubs?**

**A:** Districts can decide whether to grant district funds to nonqualified clubs. The district is responsible for the use of any grant funds distributed to nonqualified clubs. Nonqualified clubs that fail to abide by all applicable Foundation policies, including the terms and conditions for district grants, may jeopardize the district's qualification status.

**Q: Who is responsible for club qualification?**

**A:** The district's governor, governor-elect, Rotary Foundation committee chair, and stewardship subcommittee oversee the qualification of clubs. The district Rotary Foundation committee chair confirms clubs' qualified status and responds to related inquiries from the Foundation.

Districts must keep the signed club MOUs and the list of training attendees in their archives. These items need not be submitted to the Foundation.