

District 9685 Club Foundation Chair Manual 2014/2015



The Rotary Foundation



A Letter from Tony

Dear Club Foundation Chair,

The responsibility of being the Foundation Chair is a very important one, and for District we will try to give you as much support as we can.

There are two major sides to your Foundation work:

Promoting and Assisting Members with “Giving”

More and more Rotarians are coming to realise that by giving their charity donation to the Rotary Foundation, they are not only supporting their own organisation but they are also getting the most benefit for their donation. The Rotary Foundation puts 90%+ of all income into projects, but additionally most all the money spent is channeled back through Rotary club projects, where districts and clubs also add to the value of the project both in funds and in kind. It is therefore true to say that every \$1.00 given to The Rotary Foundation is equal to \$3.00 of value at the point of need.



PDG Tony Castley

Firstly, your aim should be to have every member in the club as a Centurion, and if you can achieve that, that is an excellent result that you and the club can be very proud of. Special recognition will be given to every club who achieves 100% Centurion. For any assistance with the Centurion program, please ring PP Gavin Ralston 9452 4666

Then, please recognise that some members have the capacity to be a join The Paul Harris Society, and our aim is to have at least one in every club.

Then additionally there are members who can make larger donations and become a Major Donor.

District and Global Grants

The rest of this manual is about Grants, explaining the different types of grants and how to apply for them. With the introduction of the New Future Vision program in 2013-14, this has been a very large learning curve for us. District Grants blew out for ten in 2012-13 to forty plus in 2013-14, while Matching Grants shrunk from thirteen in 2012-13 to hopefully two or three in 2013-14.

District Grants became much easier, while Global Grants have proved to be quite difficult - but that is improving as we learn more about how to plan our projects to be in line with the areas of focus.

Foundation Committee

We have a large and dedicated Foundation Committee to help you, with a Zone Co-ordinator looking after every Zone. Please use your Zone Co-ordinator as your first point of contact.

Also please arrange for your zone co-ordinator to address your club at least once every year.

Thank you for taking on the responsibility of managing the Foundations work in your club and I wish you a very successful year!

Regards,

PDG Tony Castley

District Foundation Chair 2012-16

Rotary Foundation Mentors:

BEACHES	BLUE MOUNTAINS	CENTRAL COAST	CITY NORTH	HAWKESBURY
<p>Balgowlah Brookvale Dee Why / Warringah Manly Manly Sunrise</p> <p>Peter Kindred Chatswood Tel: 9913 8452 Email: peter.kindred@bigpond.com</p>	<p>Central Blue Mountains Blackheath Katoomba Springwood Upper Blue Mountains Sunrise</p> <p>PDG David Cook (Caroline) Lower Blue Mountains Tel: 4739 5868 Mob: 0439 494 835 Email: drcook@ozemail.com.au</p>	<p>E-Club of Greater Sydney East Gosford Erina Kincumber Terrigal</p> <p>Tony Castley (Sandra) Rotary E-Club of Greater Sydney Tel: 4384 3988 Mob: 0414 801 888 Email: tony@sewgroup.com</p>	<p>Crows Nest Neutral Bay North Sydney North Sydney Sunrise Northbridge Mosman St Leonards</p> <p>Judith Croll (Colin) E-Club of Greater Sydney Tel: 9969 8254 Mob: 0402 931 853 Email: judy.croll@gmail.com</p>	<p>Kurrajong - North Richmond Richmond Rouse Hill Windsor</p> <p>PP Norm Gale Windsor Mob: 0407 723 829 Email: nninvest@bigpond.com</p>
LOWER CENTRAL COAST	NEPEAN	NORTHERN DISTRICT	NORTHWESTERN	NORTH SHORE
<p>Gosford City Gosford West Kariang Somersby Woy Woy Umina Beach</p> <p>Margaret Dean (David) Erina Tel: 4384 7079 Mob: 0402 253 522 Email: margaret.dean@healthroundtable.org</p>	<p>Lower Blue Mountains Nepean Penrith Penrith Valley</p> <p>PP John Lambert Tel: 4753 6028 Email: jbalmbert@pnc.com.au</p>	<p>Beecroft Carlingford Epping Thornleigh Eastwood</p> <p>Greg Newling (Joy) Ku-ring-gai Tel: 9487 2338 Email: hr@hamble.com.au</p>	<p>Galston Kenthurst Pennant Hills West Pennant Hills & Cherrybrook Winston Hills</p> <p>David Rands (Anne) Beecroft Tel: 9498 5692 Mob: 0408 255 015 Email: dbrands@bigpond.com</p>	<p>Chatswood Chatswood International Chatswood Sunrise Lane Cove Linfield Roseville Chase</p> <p>Martin Silink (Margaret) Lane Cove Tel: 9418 1725 Mob: 0400 804 948 Email: msilink@bigpond.net.au</p>
PENINSULA	RIVERSIDE	THE HILLS	UPPER CENTRAL COAST	UPPER NORTH SHORE
<p>Belrose Frenchs Forest Narrabeen Lakes Pittwater Terrey Hills</p> <p>PDG Pam Pritchard (Trevor Lowes) Turrumurra Tel: 9451 7663 Mob: 0411 335 299 Email: pam.1@bigpond.net.au</p>	<p>Gladesville Hunters Hill North Ryde Macquarie Park Ryde</p> <p>Lindsay May (Tania Mace) Lane Cove Tel: 9906 6817 Mob: 0412 914 100 Email: lindsaymay@live.com.au</p>	<p>Castle Hill Dural Glenhaven Norwest Sunrise (Bella Vista) The Hills Kellyville</p> <p>Barry Philps (Jennifer) Glenhaven Tel: 9634 5904 Mob: 0419 415 451 Email: bphilps@bigpond.net.au</p>	<p>Gosford Gosford North Northlakes Toukley The Entrance Wyong Tuggerah</p> <p>Richard Sharpe (Jo) E-Club of Greater Sydney Mob: 0417 080 724 Email: richard@sharpebros.com.au</p>	<p>Berowra Hornsby Ku-ring-gai St Ives Turrumurra Waitara Wahroonga</p> <p>John Steel (Robin) St Ives Tel: 9943 0227 Mob: 0414 685 214 Email: jlsteel@optus.com.au</p>

A Guide to DISTRICT GRANTS: D9685 2014-15

District Grants

District grants fund short-term projects and activities, either local or international, that support the Foundation's mission. Clubs submit their funding requests to the district, which administers and distributes the funds. Each district sets its own procedures and policies for how and when clubs submit requests, as well as any additional requirements. Contact your district Rotary Foundation committee for details on this process.

Grant Rules

- Only one Grant per club per year. (Unless there are some special circumstances)
- Grants approved on first in first serve basis until funds run out.
- Grants can be almost anything under the heading "to do good in the world" District does scrutinise all applications for suitability, and additionally District has to have all grants approved by the Foundation.
- Club funding for the project must not be less than 150% of the grant requested:

For example : Grant requested	\$3,000
*Club funding minimum (150%)	\$5,000
*Club minimum funding cannot include contributions from the recipient	
Project total	\$8,000
- Project must be a new project and must not be started;
- The Rotary Club is accountable for the management of grant funds in accordance with the Memorandum of Understanding;
- All grant projects must be approved by the Club Board.

Club Qualification

Clubs must be qualified before any grants are approved. To be qualified, clubs must:

- Sign an MOU annually
- Someone from the club must attend District Foundation Training (April 9th)
- Club must complete a Foundation Goals Form online (www.rotary.org)
Visit website > My Rotary > Sign-in > Rotary Club Central View Goals > Foundation Giving
Use "Every Rotarian Every Year" for Centurion contribution, Use "Other contributions" for club contribution to the Annual Fund, and use "PolioPlus Fund" for club contribution to Polio.

District Grants - Within Australia (DGA)

- i. For smaller local community projects; or scholarships
- i. Require active Rotarian participation but do not require a partner;
- i. Minimum grant \$1,000; Maximum grant \$3,000
- i. 50% of the payment may be made to the club upon approval of the grant application and 50% on the completion of the project.

District Grants - International (DGI)

- i. Are for international projects that do not qualify for a Global Grant i.e. projects with a budget total of less than \$30,000;
- i. Require an international partner that can be a Rotary District, a Rotary Club or a third party. Preference will be given to Rotary partners;
- i. Minimum Grant \$2,000; maximum grant of \$6,000

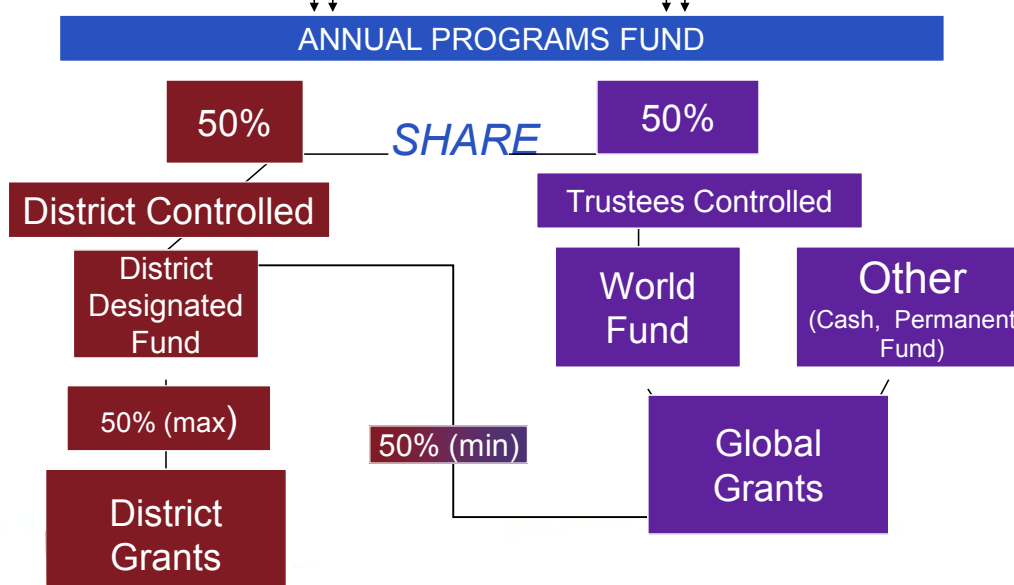
- i. Up to 70% of the grant may be paid to the club upon approval with the balance being paid upon completion of the project and provision of a report.
- i. *Note: If a club has a project that doesn't exactly fit the guidelines of either DGA or DGI, talk to the District Foundation Chair or District Grants Chair, as in some cases something special may be possible.*

Time Frames and Reporting

- All District Grant projects must be completed by May 1st 2015
- A final report must be made to District by May 1st 2015. In special circumstance where a project has been delayed an interim report may be accepted, as long as the project is well started.
- Any projects which has not been well started by say January 2015, we would recommend the club postpone the project until the following Rotary year, and return any Foundation money received.

Funding Model District 9685 2013-14

\$360,00 -9680 and part 9690 Donations 2010-11



A Guide to GLOBAL GRANTS D9685 2014-15:

Global Grants

- Global Grants can fund large-scale projects and activities that align with one or more of the Areas of Focus
- Respond to a need the Benefitting Community has identified
- Include the active participation of the benefiting community
- Are designed to enable the community to help itself after the Rotary Club or district has concluded its work
- Have measurable results

Understanding the Global Grant Model

- Global Grants are a different model than the former Matching Grants
- Supply alone is not sufficient for a Global Grant; i.e. supply of school desks, medical equipment, water tanks or water supply systems, buses, vehicles, sewing machines, sporting or other equipment etc. will not qualify for a Global Grant.
- Supply of any equipment would also have to be coupled with, suitable training in the use and maintenance, programs or mechanisms put in place to ensure ongoing maintenance, and training and educational programs for the community in regards to the supply, use and benefits of the equipment.
- If the supply of equipment can also create employment in the project area, that is an advantage.
- Project sponsors must determine during the planning process how the project success will be measured. Allowances must be made in the budget to cover monitoring and evaluation processes.
- There is a 32 page explanation online, as to suggested methods for measuring the sustainability of the project (this is essential reading)

Areas of Focus

Global Grants must fall under one or more of the areas of focus



For a better understanding, before planning a Global Grant Project – it is essential to read the Areas of Focus Policy Statements - 2014 (available online)

Terms and Conditions

In the planning of a Global Grant project it is important to read the Terms and Conditions of Rotary Foundation District and Global Grants.

Participants in the Project and Grant

- A Rotary Club in this District is the primary sponsor and only that club can apply for the grant online themselves;
- Sponsoring Rotary Club and the district must be qualified in the current year;
- Other participants in the Project and grant may be other clubs, other districts, other individuals, and other organisations;
- The project must have a host club in the country of the project which will host and supervise the project. That club does not have to contribute to the funding;
- Additionally the host club and their district must be qualified and the host club can only have a maximum of 10 Global Grants open at any single time;
- Financing from Clubs and others;
- At least 30% of the funding should come from Rotary Clubs, individuals and other sponsors. As the grant size increases the percentage increase from the club/s and other sponsors will also increase;
- Club and other funds are matched by the TRF x 50%. The only exclusions are funds from the co-operating organisation and the recipients;
- It is recommended that where possible some funds should be collected from the recipient, but these funds must not be banked into the project budget, but held separately to say help finance sustainability etc;
- Funds from clubs can be sent to the project via the TRF donation program, and in this way earn PHF credits;
- For tax deductibility it is recommended that the club apply for a RAWCS project number and then contributions can go via RAWCS to the Foundation project.

Financing from the Districts

- 25% of the funding can come from District Designated Funds (DDF). This percentage will decrease in larger grants;
- Usually DDF will come from two districts, say 60-80% from our district and 20-40% from the district of the project;
- DDF is matched by the TRF x 100%;
- When the project grant is approved the District can pay the DDF amount directly into the Project fund account.

Club Qualification

Before applying for a Global Grant, the club must be qualified by:

- Attending District Grant Training for the current year;
- Signing a MOU for the current year;
- Completing a goals form in the current year.

Applying for a Global Grant

- Clubs planning a Global Grant project should first discuss the project with the District Foundation Chair, District Grants Chair, or the Zone Foundation Co-ordinator;
- An outline of the Grant project should firstly be submitted to the District Grants Chair;
- The District Grants Chair will send the proposed grant project to the District Grants Committee. Often there is good feedback from this, as these committee members are very experienced in grants and overseas aid projects;
- District DDF funding must also first be approved by the District Foundation Chair;
- District DDF funding from our District is usually up to \$10,000 but this can depend on the project and number of clubs involved. Applications are made online by the Foundation Chair or President of the Sponsoring Club;
- Application can remain in draft mode and topped up progressively until complete and ready for submission;
- Processing by the TRF from submission through to payment approximately takes around 40 days;
- The grant application will have to be approved online by the Club Presidents, District Governor, and the District Foundation Chair, both from the sponsoring club and the host club, and any other participating district;
- Projects with a budget of over \$50,000 are scrutinised by the TRF more closely than those under \$50,000.

A Guide to VOCATIONAL TRAINING TEAMS:

A vocational training team (VTT) is a group of professionals who travel to another country either to learn more about their profession or to teach local professionals about a particular field. Under Future Vision, Rotary Foundation District, Global, and Packaged Grants all support VTTs; But each grant type has different requirements.

Benefits of VTTs

VTTs build on the Foundation's long-standing commitment to vocational training, first formalised with the establishment of the Group Study Exchange program in 1965. VTTs take the GSE concept of enabling young professionals to observe their profession in another country a step further by offering participants the opportunity to use their skills to help others. Hands-on activities vary from one team to the next but may include training medical professionals on cardiac surgery and care, sharing best practices on early childhood education, or explaining new irrigation techniques to farmers. A successful VTT increases the capacity of the host community to solve problems and improve the quality of life.

Global Grant VTTs

Requirements: Global Grant VTTs must align with one or more areas of focus, build the capacity of either the team members or the benefiting community, and have a sustainable and measurable impact. The VTT must be sponsored by Rotary Clubs or Districts from two countries. The grant may support the travel of more than one team.

Team composition: Teams must consist of at least two members (either Rotarians or Non-Rotarians) with at least two years of professional experience in the designated areas of focus; A Rotarian leader who has expertise in the area of focus, international experience, and general Rotary knowledge. In certain cases, the Foundation may grant permission to designate a Non-Rotarian as team leader. There are no restrictions on the age of participants.

Length of the visit: Determined by the sponsors.

Budget: At least US\$30,000

Successful VTTs

Vocational training teams (VTTs) have chalked up some notable achievements during their relatively short existence. The following examples show how Rotarians are using District, Global, and Packaged Grants to provide training that will have long-term impact on the host community's well-being.

District Grant VTTs take many forms

- Districts 6200 and 9600 exchanged teams focused on dealing with the environmental impact of oil spills, a disaster experienced by both districts.
- District 9800 sent a medical team to Timor-Leste to carry out a training program for midwives in an effort to reduce the mortality rate of mothers and infants during childbirth.
- A medical/legal team from District 2770 traveled to California, USA, for training in working with people with Alzheimer's disease. U.S. District 5960 brought medical professionals from District 4855 in Argentina for training in procedures and practices involving both maternal and child health and disease prevention and treatment and in the use of equipment that the districts plan to provide using a Global Grant.

Global Grant VTTs concentrate on one or more areas of focus

- A U.S. VTT from District 5340 in California, USA, traveled to Uganda twice to help kick-start a larger Global Grant Adopt-a-Village Project. The team conducted training on business strategies, savings, and investments as they apply this to family-size farming businesses. The VTT also laid the groundwork for a clean water system, trained health clinic staff, and renovated a computer room at a school, all of which spurred local government funding and a partnership with two organizations involved in microfinance.
- District 5170's Global Grant VTT of two Rotarians and six other health care professionals from California, USA, conducted a weeklong workshop for fifty of their counterparts in Liberia on techniques for preventing transmission of HIV from infected mothers to their children. Members of a local Rotary Club are distributing nutritional supplements to malnourished HIV-infected women and children and taking them to public health clinics.
- VTTs from District 9400 in South Africa and District 7980 in Connecticut, USA, shared best practices in early childhood education in the face of poverty, disintegrating families, poor health, and low parental and childhood literacy. The Global Grant Project will also include online teacher training.

A Guide to PACKAGED GRANTS:

Packaged Grants are offered by Rotary's selected Strategic Partners.

What is available this year is most suitable for students, professionals, Rotarians, living and working in selected Third World areas.



THE AGA KHAN UNIVERSITY

Scholarships with the Aga Khan University (AKU)

These are only available to Districts 9211 and 9212 in East Africa.



UNESCO-IHE Scholarships

These are designed for students living and working in an area where they are involved with a water treatment project.



Mercy Ships

Rotarian-selected-and-led vocational training teams of medical professionals assist in life-changing surgeries. They also provide training to local health care professionals in conjunction with Mercy Ships programming in Western Africa. Grant activities will take place off-ship in local hospitals or health clinics.

A Guide to SCHOLARSHIPS GRANTS:

A Global Grant Scholarship is the same funding model as a Humanitarian Global Grant

- As a guide for our District DDF would be 6,000 which means clubs would need to fund \$18,000 of a \$30,000 Grant.
- For further details please refer to the RI Website or contact –
District Scholarship Chair: Martin Silink 0400 804 948 or via email msilink@bigpond.net.au
- A District Grant can also be used for scholarships.

8 scholarships are available each year for graduate-level training on water and sanitation issues.

Terms and Conditions for Rotary Foundation District Grants and Global Grants

For grants awarded after 1 July 2013

The Rotary Foundation may modify the terms and conditions of the grant at any time. Updates can be found on rotary.org or requested at futurevision@rotary.org. Terms and conditions for packaged grants may be found on the website.

I. What We Fund

The Rotary Foundation funds district grants and global grants. District grants are block grants to districts that fund scholarships, projects, and travel that align with the [mission](#) of The Rotary Foundation. Global grants fund scholarships, projects, vocational training teams, and some travel within the six areas of focus that are sustainable, measurable, and host community- driven.

II. Eligibility Guidelines

All Foundation grant activities must:

1. Relate to the [mission of The Rotary Foundation](#)
2. Include the active participation of Rotarians
3. Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant
4. Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities
5. Only fund activities that have been reviewed and approved before their implementation. Grants may not be used to reimburse clubs or districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred
6. Demonstrate sensitivity to the host area's tradition and culture
7. Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of The Rotary Foundation Code of Policies
8. Comply with the policy regarding the use of Rotary Marks as outlined in section 1.050.2 of of The Rotary Foundation Code of Policies

District Grants

1. Support local and international projects, scholarships, vocational training teams, and related travel
2. May allocate up to 3 percent of the grant award for grant-related administrative expenses such as bank fees, postage, software, and an independent financial assessment

Global Grants

1. Align with one or more of Rotary's [areas of focus](#)
2. Are [sustainable](#). Host communities must be able to address their own needs after the Rotary club or district has completed its work
3. Are measurable. Sponsors select standard measures from the [Global Grant Monitoring and Evaluation Plan supplement](#), and may add their own measurements in their report to the Foundation. Expenses to measure project outcomes are capped at 10 percent
4. Are host community-driven. The host community designs the grant based on local needs that they have identified
5. Can include up to 10 percent of the project budget for a project manager
6. Support humanitarian and educational projects
7. Provide scholarships to fund graduate-level coursework or research or its equivalent for a term of one to four academic years
8. Support vocational training teams that address a humanitarian need by providing or receiving professional training

9. Support travel for up to two individuals as part of a humanitarian project. These individuals provide training or implement the project should the host club confirm that their skills are not readily available locally.
10. Support communities in Rotary countries and geographical areas
11. Are sponsored by at least one Rotary club or district in the country or geographical area where the grant project will take place (primary host sponsor) and one or more outside that country or geographical area (primary international sponsor)

III. Restrictions

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; support [Rotary Youth Exchange](#), [RYLA](#), [Rotary Friendship Exchange](#), [Rotaract](#), or [Interact](#); or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

1. Continuous or excessive support of any one beneficiary, entity, or community
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account. Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in section X.
3. Purchase of land or buildings
4. New construction of any structure in which individuals live, work, or engage in any gainful activity, such as buildings (schools, homes/low-cost shelters, and hospitals), containers, and mobile homes, or of structures in which individuals carry out manufacturing or processing activities. Additions to existing structures are acceptable.
5. Fundraising activities
6. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
7. Public relations initiatives not directly related to a humanitarian or educational activity
8. Project signage in excess of \$500
9. Operating, administrative, or indirect program expenses of another organization
10. Unrestricted cash donations to a beneficiary or cooperating organization
11. Travel for staff of a cooperating organization involved in a humanitarian project
12. Global grant humanitarian projects that consist solely of individual travel expenses
13. Activities and expenses already in progress or completed
14. Activities primarily implemented by an organization other than Rotary
15. Transportation of vaccines by hand over national borders
16. Travel to National Immunization Days (NIDs)
17. Immunizations that consist solely of the polio vaccine
18. International travel for youth under the age of 18, unless accompanied by their parents or guardians

IV. How to Apply

Apply for grants online through [Member Access](#). In order to receive a grant from The Rotary Foundation, all districts involved must be qualified by The Rotary Foundation, and for global grants, all clubs involved must be qualified by their district. In addition, districts, clubs, and all grant committee members must be in good standing with Rotary International and The Rotary Foundation. Individuals prohibited from serving on a grant committee include RI fiscal agents, national treasurers, and officers and paid staff of a cooperating or beneficiary organization associated with the grant. When acting as a primary sponsor, all districts and clubs are limited to 10 open grants at a time.

For district grants, districts may submit one application per Rotary year, and this application must include a spending plan. Any requests for an increase in the grant amount must be made before any portion of the grant has been paid by the Foundation. Districts may reserve up to 20 percent of their district grant funds for contingencies that may arise during the year; note this contingency fund on the spending plan and itemize contingency items when you submit your final report. All district grant applications must be received before 15 May of the Rotary year for which the funds are requested.

For global grants, scholars and vocational training team members must submit individual applications to supplement the overall grant application. Applications are accepted on a rolling basis throughout the Rotary year; however,

applications involving travel expenses should be submitted 90 days prior to the travel dates. Note that:

1. If grant applications are not completed and approved within six months of submission, the application will be withdrawn.
2. If payment requirements are not met within six months of approval, the grant will be canceled.
3. If grants are not implemented within 12 months of payment, the grant will be canceled and the sponsors will be required to return the funds.

District Grants

Districts must establish a grant committee of three Rotarians, including the district governor of the implementation year, the district Rotary Foundation committee chair, and the district grants subcommittee chair.

Global Grants

Primary host and international sponsors must each establish a grant committee of three Rotarians for a global grant. Members of this grant committee must come from the primary sponsor club (if the grant is club-sponsored) or district (if the grant is district-sponsored). For club-sponsored grant applications, district Rotary Foundation committee chairs must confirm that the clubs are qualified.

Scholarship applications must:

1. Provide proof of university admission to a graduate-level program or letter of invitation to conduct postgraduate-level research when applying for the grant. Admission that requires a guarantee of financial support is acceptable.

Vocational training team applications must:

1. Support teams composed of at least two members with at least two years of work experience in the area of focus and a Rotarian team leader who has a general level of Rotary knowledge, international experience, leadership skills, and some expertise within the area of focus. Non-Rotarians may serve as team leaders provided the sponsors establish the need for this in the grant application.
2. Confirm that if more than one team is traveling under a single grant, the teams must share the same two primary sponsors and begin travel within one year of each other.
3. All team members must be approved by The Rotary Foundation prior to travel. Any alterations to team composition must be reported to, and approved by, The Rotary Foundation.

V. Travel Policies

Airfare for any travel funded by Rotary Foundation grants must be booked through Rotary International Travel Services (RITS) according to established travel policies.

Rotary Foundation grants will cover the following budgeted expenses related to travel:

1. Economy-class ticket(s)
2. Transportation to and from airport and local travel related to grant implementation
3. Cost of inoculations/immunizations, visas, and entry and exit taxes
4. Insurance costs
5. Normal and reasonable luggage charges

Rotary Foundation grants will not cover the following expenses related to travel:

1. Expenses associated with optional stopovers before or after preapproved travel
2. Penalties resulting from changes in personal travel arrangements, including optional stopovers
3. Excess baggage charges, shipping charges, and flight cancellation insurance

The club or district sponsoring the grant is responsible for maintaining emergency contact information and travel itineraries for all grant recipients traveling on grant funds. This information must be provided to the Foundation upon request.

Grant recipients are responsible for:

1. Making travel arrangements through RITS. Failure to arrange travel promptly may increase the cost of travel or result in the cancellation of the grant.
2. Any expenses that exceed the approved travel budget, unless approved by the Foundation

3. Meeting all medical requirements for international travel.
4. Arranging and funding any personal travel. Such travel may take place for a maximum of four weeks at the end of the grant activities, after which grant recipients are expected to return home.
5. Abiding by RI country travel restrictions.

Travelers are also expected to hold the following minimum insurance coverage prior to travel:

1. US\$250,000 or equivalent for medical care and hospitalization for basic major medical expenses, including accident and illness expense, hospitalization, and related fees
2. US\$50,000 or equivalent for emergency evacuation
3. US\$50,000 or equivalent for repatriation of remains
4. US\$500,000 in professional liability (a.k.a. errors and omissions liability) insurance appropriate to the furnishing of professional health care services. (This applies only to healthcare professionals who will be providing services as part of the grant activities and refers to coverage for that participant's legal liability arising from their professional acts or omissions that cause harm to others).

Insurance coverage should be worldwide, not limited to the host country, although coverage in the home country may be excluded. Insurance must be valid from the date of departure through the date of return home.

Non-Rotarians receiving grant funding for scholarships, participation in vocational training teams, or travel to implement a humanitarian project are expected to:

1. Demonstrate knowledge of Rotary
2. Participate in an orientation session before departure
3. Participate in club and district activities as requested by their sponsors
4. Be proficient in the language of the host country

In addition:

1. Relatives of a vocational training team member may participate on the same team if they meet eligibility requirements
2. Scholarship recipients must reside in their host district

VI. How Grants Are Funded

District Grants

District grants are funded by The Rotary Foundation solely with allocations from the [District Designated Fund](#) (DDF). A district may apply for a single grant each Rotary year to support one or more projects using up to 50% of the district's [SHARE allocation](#), which represents 50 percent of its annual giving from three years' prior plus any Permanent Fund-SHARE earnings.

Global Grants

Global grants are funded by The Rotary Foundation from the World Fund, and awards range from US\$15,000 to \$200,000. The Foundation matches cash at 50 percent and DDF contributions at 100 percent. All global grants have a minimum budget of US\$30,000.

The Foundation will match non-Rotarian contributions toward a grant, provided they do not come from a cooperating organization or a beneficiary of the project.

International sponsors for humanitarian projects are required to provide at least 30 percent of the total sponsor funding. Host sponsors for humanitarian projects are encouraged to contribute toward the financing of the grant.

Grant financing cannot be changed after approval. Paul Harris Fellow recognition credit will only be given for sponsor contributions sent to The Rotary Foundation and will not be granted for contributions sent directly to the project. Contributions sent prior to grant approval may not be available for that specific grant. All global grant contributions are considered irrevocable contributions to The Rotary Foundation and will not be refunded.

VII. Cooperating Organizations

Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchase as required. No more than five global grants may be approved in one Rotary year for projects involving a single cooperating organization. Universities hosting scholars are not considered a cooperating organization.

District Grants

All funding provided to cooperating organizations must be used for specific project expenses. The sponsoring district must maintain an itemized report of such expenses.

Global Grants

At the time of application, grant sponsors need to provide a [memorandum of understanding \(MOU\)](#) signed by both primary sponsors and the cooperating organization. The MOU should include the following:

1. Verification from both primary sponsors that the grant is initiated, controlled, and
2. managed by Rotary clubs or districts
3. Endorsement from the primary sponsors affirming that the cooperating organization is reputable, responsible, and acting within all governing laws
4. Grant implementation plan clearly delineating the activities of each party
5. Agreement from the cooperating organization to participate in any financial review by the Foundation of activities connected with the grant

VIII. Payments

District Grants

Grant funds will be paid only to the district or district foundation bank account identified by the district at the time of application. District grant funds will not be released until the previous Rotary year's district grant is closed. Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 15 May of the implementation year, the grant will be canceled.

Global Grants

Grant funds will not be released until sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided in the application. Account signatories must be members of the sponsoring club or district. If a grant project is canceled after the project sponsors receive payment, all remaining grant funds must be returned to the Foundation, where they will be credited to the World Fund.

IX. Reporting Requirements and Documentation

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress and final reports must be submitted via [Member Access](#) and all forms must be completed in their entirety for the report to be accepted. New grant applications will not be accepted by the Foundation if a grant sponsor has an overdue report for any Foundation grant. The Foundation reserves the right to review grants at any time, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.

The following reporting criteria also apply to grant recipients:

1. Unused grant funds must be returned promptly to The Rotary Foundation.
2. Districts must report the use of grant funds to their member clubs in accordance with the terms of qualification.
3. Grant sponsors must maintain copies of all receipts and bank statements related to grant-funded expenditures in accordance with the terms of qualification and any applicable local and international laws.
4. Grant sponsors who fail to adhere to Foundation policies and guidelines in implementing and financing grant projects must return grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.

District Grants

These additional criteria apply to district grants:

1. Final reports documenting the disbursement of funds must be submitted to the Foundation within 12 months of receiving the payment, or within two months of the grant's total disbursement.
2. All grant projects and activities funded by district grants must be completed within 24 months of disbursement by the Foundation or the local district to the club or project site.
3. Unused grant funds in excess of US\$500 must be returned promptly to The Rotary Foundation and will be credited to the district's DDF. Unused grant funds below US\$500 must be used for charitable purposes.

Global Grants

These additional criteria apply to global grants:

1. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter.
2. Final reports must be submitted within two months of completing the project.
3. Unused grant funds in excess of US\$500 must be returned to The Rotary Foundation and will be credited to the World Fund. If grant funds remain after a project's completion, the Foundation may approve their use for project-related expenses, such as additional project supplies.

Acceptable reports contain detailed accounts of the project's implementation, including:

1. A description of how the project has advanced the goals of the selected area(s) of focus
2. An account of how the project achieved the specific objectives outlined in the application, including the relevant measures and data collected
3. An explanation of how the project's outcomes will be sustained over time
4. A description of the participation of both host and international partners, as well as any cooperating organizations associated with the grant
5. The report should also include a detailed account of spending for the project and project account bank statements. Sponsors must explain any budget variances in the final report. Additionally, the Foundation may request that sponsors submit receipts in support of the report.

The Foundation will close the grant once the project implementation is complete and sponsors have demonstrated that sustainability measures are in place to ensure that the local community will continue the project.

X. Microcredit

The Rotary Foundation is committed to using microcredit programs to facilitate small, self-help enterprises. Clubs and districts applying for global grants are encouraged to partner with reputable and established cooperating organizations/microfinance institutions to administer loan programs as a way of undertaking sustainable development projects. However, microcredit programs funded by the Foundation must incorporate a component, such as training, that extends beyond the management of loan capital. In addition:

1. Clubs and districts that wish to use global grant funds to support a microcredit project must submit the [microcredit supplement form](#) with the grant application.
2. Microcredit activities must be supervised and controlled by the sponsoring club or district.
3. Interest and fees generated by microcredit fund capital from The Rotary Foundation may be used for administrative expenses that directly support the project.
4. Grant sponsors must submit a microcredit supplement form with the grant report.
5. If a microcredit project is terminated before the Foundation's reporting requirements are met, grant funds must be returned to The Rotary Foundation.
6. The Rotary Foundation will not fund loan guaranty systems.

XI. Special Considerations for Rotary Foundation (India)

The Rotary Foundation and the Rotary Foundation (India) encourage all Rotary clubs and districts in India to become registered with the Government of India (GOI) under the Foreign Contribution Regulation Act (FCRA). For general information about the FCRA, go to <http://mha.nic.in/fcra.htm>; for registration forms, go to <http://mha.nic.in/fcra/intro/forms.html>.

In addition to all other terms and conditions, grants with full or partial payment to a Rotary club or district in India

should follow these payment and reporting procedures to comply with GOI laws and the FCRA:

1. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the sponsors provide documentation showing that the bank account is registered under the FCRA or staff must determine that sufficient funds are available from contributions made within India. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when additional contributions are made and sufficient funds are available. The sponsors of grants must ensure funds are not co-mingled.
 - a. District Grants

Payment is contingent upon the approval of a detailed spending plan that includes an itemized budget for each listed project or activity. Grant funds will be paid only to the district bank account. The name of the district bank account must be easily identifiable with both the district and the project. (A proper naming example is Rotary District 0000 District Grant 12345). District grant funds will not be released until the previous Rotary year's district grant is closed.

Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 15 May of the implementation year, the grant will be canceled.
 - b. Global Grants

Grant funds will not be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.
2. Progress reports on grant funds released to India through 31 March are due by 31 May of that same year. Final reports are due two months after the grant's completion. Grant sponsors must ensure that funds received in a FCRA-registered bank account are not co-mingled with local funds.
3. All progress reports must:
 - a. Meet all general reporting requirements as listed in section IX.
 - b. Show that a copy of the progress report filed electronically via Member Access has been submitted to the South Asia Office.
 - c. Include a utilization certificate if a portion of the grant amount has been used, along with statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including membership number)
 - d. If the grant funds were not used for any reason, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if the grant amount was received before March
4. All final reports must:
 - a. Meet all general reporting requirements as listed in section IX.
 - b. Show that a hard copy of the final report filed electronically via Member Access has been submitted to the South Asia Office.
 - c. Include the following:
 - i. A utilization certificate along with statement of receipt and payment for grant amount, certified by an independent chartered accountant (including membership number)
 - ii. An original bank statement or bank passbook (or a photocopy certified as true copy by the bank manager or a chartered accountant)
 - iii. A bank reconciliation statement, if multiple grants were paid to a single FCRA account
 - iv. Originals or photocopies of bills of payment/expenses vouchers and, if only photocopies are provided, a written undertaking that "all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India)"
 - v. Beneficiary information (for example, photographs, newspaper clippings, appreciation letter from beneficiary)
 - d. Return of any remaining funds of any amount to the Rotary Foundation (India)
5. A FCRA-registered club or district is responsible for furnishing FC-3 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.

Submitting Membership and Club Goals - Online

Every Rotary Club is asked to submit goals for their contribution to the Rotary Foundation each year, by the members and by the club. It is not an obligation or a commitment, but rather a target that the club and their members hope to reach. In regards to club qualifications for grants, the club must submit a Foundation Goal. Please complete it online where possible, but if this is not possible a hard copy of the form is available by contacting your Zone Co-ordinator.

Visit online:

www.rotary.org > Sign in > Rotary Club Central > View Goals > Foundation Giving > Annual Fund > 2014-15

Enter your goals by 1 May, 2014.

This information is then used by the Trustees to form their budget each year.

Please follow the diagram below on how to fill in the Club Goals online:

The screenshot shows the 'Foundation Giving' tab with the 'Annual Fund' section. The form is titled 'Set and Edit Your Goals' and contains a table with columns: 5-YEAR HIGH, NUMBER OF INDIVIDUAL DONORS, AVERAGE CONTRIBUTION AMOUNT, and GOAL TOTAL. The table has rows for Paul Harris Society, Sustaining Members, Every Rotarian, Every Year, Other Contributions, and a 2012-13 Goal Total. Annotations on the left explain the input fields.

	5-YEAR HIGH	NUMBER OF INDIVIDUAL DONORS	AVERAGE CONTRIBUTION AMOUNT	GOAL TOTAL
Paul Harris Society (PHS) Type in number of PHS members in the club and \$1000 in the amount		<input type="text"/>	<input type="text"/> USD	USD
Sustaining Members Leave this blank - US system		<input type="text"/>	<input type="text"/> USD	USD
Every Rotarian, Every Year (EREY) Please type in number of Centurions in the club and US\$90 in the amount		<input type="text"/>	<input type="text"/> USD	USD
Other Contributions Please type in the amount the club will give this year			<input type="text"/> USD	USD
Goal Total This is automatically generated				USD

Please then scroll down and fill in the club contribution to Polio

Club Qualification Memorandum Of Understanding The Rotary Foundation

To be submitted at Assembly on 12 April 2013 (please photocopy page)

1. **Club Qualification**
1. **Club Officer Responsibilities**
1. **Financial Management Plan**
1. **Bank Account Requirements**
1. **Report on Use of Grant Funds**
1. **Document Retention**
1. **Reporting Misuse of Grant Funds**

1. Club Qualification

To participate in Rotary Foundation global, district 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. 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. Bank Account Requirements

In order to receive global or packaged grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds. For district grants, clubs may use their normal charity account.

- 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. 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. (Global and packaged grants only)

- 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.

4. 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.

5. Document Retention

The club must establish and maintain appropriate record keeping 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:
 - i. Financial management plan
 - ii. Procedure for storing documents and archives
 - iii. Succession plan for bank account signatories and retention of information and documentation
 - iv. 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.

6. 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 _____ of any changes or revisions to club policies and procedures related to these requirements.

Club President		Club President-elect	
Term		Term	
Name		Name	
Signature		Signature	
Date		Date	

Photocopy this page - Complete and send to District

CLUB DISTRICT GRANT APPLICATION FORM

Club:

District Grant: 1st July 2014 to 30th June 2015

District Guidelines:

- All grants are to be completed within the 12 month period
- Minimum grant \$1000
- Maximum grant within Australia \$3000, Internationally \$6000
- 50% of the payment will be made upon approval, and balance on receipt of a interim report or final report.

Type: (DGA, DGI)

Category (Choose one from list below)

GRANT CATEGORY LIST

- | | | |
|---|--|-------------------------------|
| 1.Group Exchange | 6. Education: General | 12.Health: General |
| 2.Community Development: General | 7. Education: Literacy | 13.Health: Disease |
| 3.Community Development: Renovation | 8.Education: Scholarship | 14.Health: Volunteer Services |
| 4.Community Development: Disaster Recovery | 9.Education: Volunteer Services | 15.Water: Supply/Access |
| 5.Community Development: Volunteer Services | 10. Food/Agricultural: General | 16.Water: Sanitation |
| | 11.Food/Agricultural: Volunteer Services | 17.Water: Volunteer Services |

Activity (Brief description 50-200 words)

AU\$

(DDF requested, refer to District Grant Guide for details)

AU\$

(Club and other cash, must be 150%+ of DDF)

AU\$

(Total project cost)

SIGNATURE – President

SIGNATURE – Foundation Chair

DATE

CLUB BANK DETAILS Please list your club charity bank account details so that the district treasurer can make Grant payments directly into your account.

Account Name: _____

BSB: _____ Account Number: _____

Photocopy this page - Complete and send to District