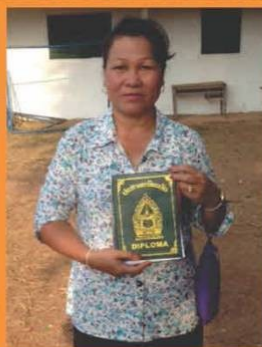


District 9685

Club Foundation Chair Manual

2016
/2017



ROTARY DISTRICT 9685 – CLUB FOUNDATION CHAIR MANUAL 2016/17

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FORMS

Grant Report ...

Club Memo of Understanding

District Grant Application Form –

See <http://rotarydistrict9685.org.au/SitePage/club-services-foundation>

Centurions [http://clubrunner.blob.core.windows.net/00000050081/en-au/files/sitepage/contribution-forms/centurion-application-form-\(pdf\)/Centurion_ApplicationForm.pdf](http://clubrunner.blob.core.windows.net/00000050081/en-au/files/sitepage/contribution-forms/centurion-application-form-(pdf)/Centurion_ApplicationForm.pdf)

All may be copied or printed, completed by hand, scanned and emailed with Grant applications to David Dean (djhdean@gmail.com), Centurions to Gavin Ralston (gadr@bigpond.net.au), and others to the Foundation Chair (dbrands@bigpond.com).

It would help if the District Grant Application form could be downloaded as a Word template for completion of the Activity section by typing.

LINKS

My Rotary Foundation

<https://www.rotary.org/myrotary/en/rotary-foundation>

Grants – Terms and Conditions

<https://www.rotary.org/myrotary/en/document/terms-and-conditions-rotary-foundation-district-grants-and-global-grants>

On Line Donations

<https://www.rotary.org/myrotary/en/take-action/give>

District Memorandum of Understanding <https://www.rotary.org/myrotary/en/document/district-qualification-memorandum-understanding>

Vocational Training

<https://www.rotary.org/myrotary/en/document/facts-about-vocational-training-teams>

Global Grant Scholarships

<https://www.rotary.org/myrotary/en/document/global-grant-scholarship-supplement>

A Letter from DRFC David Rands

Dear Club Foundation Chair,

The responsibility of being the Foundation Chair is a very important one and our D9685 Foundation Committee will give you as much support as we can.

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 (92% last year), but additionally most of the money spent is channelled 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. In 2016-17 could you please make the following your aim for the Foundation in your club?

Centurions

DG Bruce would dearly like us to achieve 100% Centurions this year. So this year we ask you to promote the Centurion Money Poles that were introduced last year. A \$2.00 coin each week will achieve \$100 required to become a Centurion. Some I am sure some will fill their pole more quickly.

Please collect the poles, check the amount and record carefully the member details. Then bank into your charity account and at intervals have the treasurer transfer the money to RI Parramatta with the member details. For pins, extra poles and any assistance, please ring Gavin Ralston 9452 4666 or your Foundation Zone coordinator.

Paul Harris Society Members

Please recognise that in every club there are members that may like to join the Paul Harris Society, donating US\$1,000 annually. Please promote the PHS and talk to those members who show interest. Every club ideally should have 1 or 2 PHS members.

Major Donors

Being a Major Donor can be a very proud and worthwhile achievement. Again please promote the opportunity and assist anyone that may be interested. We have several Major Donors in the district but we would like to grow this.

District and Global Grants

The rest of this manual is about Grants, explaining the different types of grants and how to apply for them.

DISTRICT GRANTS: This year we should have approximately A\$150,000 for District Grants. Therefore if an average grant application is say \$3000, we should be able to have 50 clubs with grants this year.

GLOBAL GRANTS: Global Grants are applied for by clubs on line, and given the non-specific timing of them it is a matter of the amount of DDF available at the time of approval that will determine whether a grant can proceed this year or must wait until the following Rotary year. In spite of our high level of Global Grant activity, so far we have always been able to fund each one from our DDF. However, It will be important for clubs to also chase DDF from other districts especially the District

where the project is located. We are told there is over \$2 million DDF unused in the 22 Australian Districts

Please contact Grants Committee Chair David Dean for any grant enquiries (djhdean@gmail.com, 4384 7079)

Foundation Committee

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

Also please arrange for your Zone Coordinator to address your club at least once during the Rotary year.

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

Regards,

PDG David Rands

District Rotary Foundation Chair 2016-2017

Email dbrands@bigpond.com

0408 255 015



TEAM

Scholarships	Pam Pritchard
Polio	Bob Aitken, Bruce Nicholls
Grants Chair	David Dean
Foundation Alumni	Lindsay May
Annual Giving	David Rands
PHS / Major Donors	David Cook
Centurions	Gavin Ralston
Endowment Fund	Monica Saville
Treasurer	Jim Wells
Audit/Review Comm. Chair	Tony Durbin

ZONE CO_ORDINATORS

Beaches	Peter Kindred
Mountains	David Cook, Jennifer Scott,
Upper North Shore	John Cameron, Neil Howie
North Shore	Charlie Barnett, Pam Pritchard
Northwest	Bruce Nicholls, Bob Kaye-Smith
The Hills	Barry Philps
Central Coast	David Dean, Ross Pearse
Upper Central Coast	Liz North
Riverside	Monica Saville

How to Donate

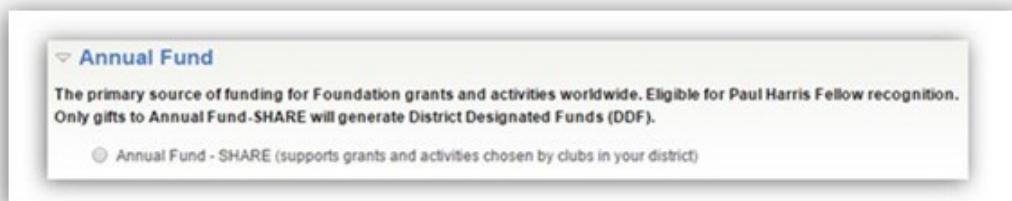
For Rotarians the easiest way is by credit card online with My Rotary:

<https://www.rotary.org/myrotary/en>

Login with your email address and password. New account creation is easy.

Select GIVE or DONATE NOW from the “What do want to do” box. Follow the prompts.

Select currency (normally \$AUS) and fund of choice, note the first item



On screen acknowledgement will be provided – this is not a tax receipt but should be printed or saved as it provides a confirmation number.

Non Rotarians can also donate to Polio Plus at: <https://www.rotary.org/en/take-action/give-0>

Phone donations by credit card can be made on (02) 8894 9840.

Cheque donations should be sent to the Australian Rotary Foundation Trust – mail to: PO Box 1415, Parramatta, NSW, 2124

Make sure you include your email address. It may be helpful to use the Centurion form.

If assistance is required Rotarians should contact their Club Foundation Chair.

In all cases a tax receipt will be issued by the Foundation.

Donations by Rotary Clubs

These should be sent to the address as above and indicate clearly if Paul Harris Fellow credits are required (\$US 1,000) and the fund being donated to. The Foundation can supply bank account details if transfer by bank credit is preferred.

If clubs are transferring individual donations the Foundation requires a list of donors (which may include non members) showing name, email address (postal address if email not available) and amount so that tax receipts can be issued.

A Guide to DISTRICT GRANTS: D9685 2016-17

District Grants help 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.

Grant Rules

- Only one Grant per club per year. (Unless there are some special circumstances);
- Grants are approved on first-in-first-serve basis until funds run out. Applications close 31/08/2016;
- Grants can be almost anything under the heading "To Do Good In The World". The District scrutinises all applications for suitability, Club funding for the project must not be less than 100% of the grant requested, preferably 150-200%;
- Project must be a new project and must not be started;
- The project should have club participation with Board approval and not just be the handling of a cheque;
- The Rotary Club is accountable for the management of grant funds in accordance with the Memorandum of Understanding.

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 16th);
- Complete the Club Foundation Goals for 2016-17 online (www.rotary.org);
- Clubs must have no outstanding reporting from earlier grants.

District Grants - Within Australia (DGA)

1. For smaller local community projects; or scholarships;
2. Require active Rotarian participation but

do not require a partner, club or organization;

3. Minimum grant \$500; Maximum grant \$3,000.

District Grants - International (DGI)

1. Are for international projects that do not qualify for a Global Grant i.e. projects with a budget total of less than \$US30,000;
2. Require an international partner that can be a Rotary District, a Rotary Club or a third party. Preference will be given to Rotary partners;
3. Minimum Grant \$1,000; maximum of \$6,000.

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 something special may be possible.

Grant Payments

Up to 50% on application approval, remainder after final report acceptance.

Time Frames and Reporting

- All District Grant projects ideally should be completed by May 1st 2017, or June 30th at the latest;
- An interim report with some progress photographs should be submitted in March;
- A final report must be made to District by May 1st 2017. In special circumstances where a project has been delayed an interim report may be accepted, as long as the project is well started.

Any projects which have not been well started by say February 2017 should be postponed until the following Rotary year. Foundation grants must be repaid in this case.

DISTRICT GRANTS REVIEW – INTERIM/FINAL REPORT

Club _____

Project _____ **District Grant No** _____

Expenses as per payment vouchers/ receipts (If no voucher please provide an explanatory note)	\$
1.
2.
3.
4.
5.

Total expenses (project value)

Funded by:	\$
Foundation Grant
Club contribution
Other Income

Surplus / (deficit)	

Comments :

Signed:
Foundation Chair _____ **Date** _____

Club President _____ **Date** _____

A Guide to GLOBAL GRANTS 2016-17

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 benefiting 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 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 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; however there is a 5% surcharge for the TRF if funds are submitted this way;
- 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 an MOU for the current year;
- Completing a Goals Form in the current year;
- Clubs must have no outstanding reporting from earlier grants.

Applying for a Global Grant

- Clubs planning a Global Grant project should first discuss the project with the District Rotary Foundation Chair, District Grants Chair, or the Zone Foundation Coordinator;
- 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. There is often 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 Rotary Foundation Chair;

- District DDF funding from our District is usually up to \$8,000 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 Rotary 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.

Benefits of VTT's

VTT's build on the Foundation's long-standing commitment to vocational training, first formalised with the establishment of the Group Study Exchange program in 1965. VTT's 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.

Global Grant VTT's

Requirements: Global Grant VTT's 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's 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

A Guide to SCHOLARSHIPS GRANTS:

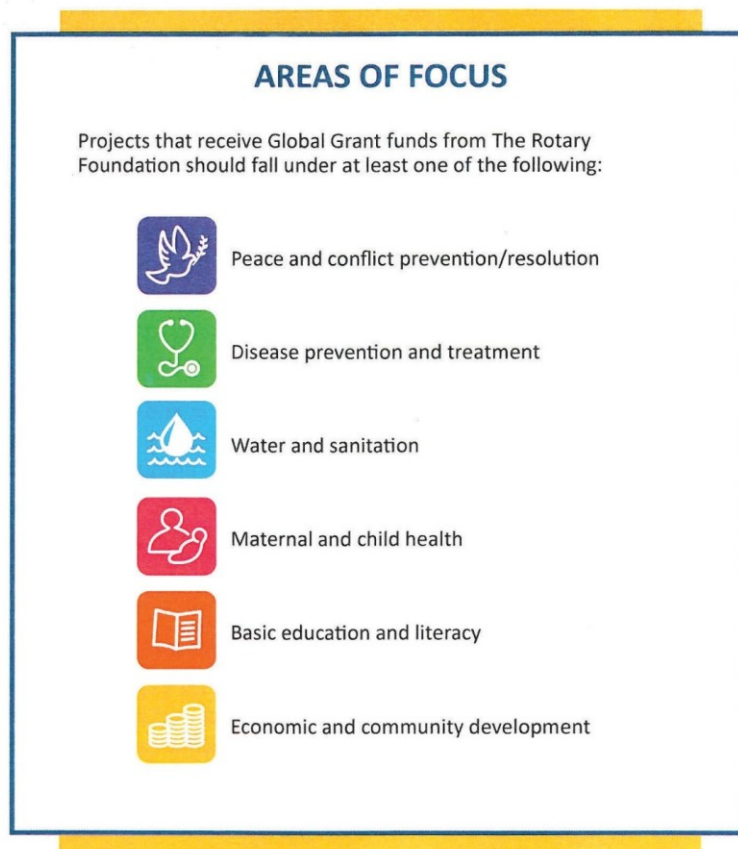
A Global Grant Scholarship is the same funding model as a Humanitarian Global Grant.

- It is proposed that we will have a District sponsored competitive GG Scholarship for \$30,000 (details to be released later).
- For a club sponsored Global Grant Scholarship;
As a guide for our District, DDF would be \$6000 which means clubs would need to fund \$12,000 of a \$30,000 Grant;
- For further details please refer to the RI Website or contact –District Scholarship Chair: PDG Pam Pritchard 9451 7663 or 0411 335 299 email pam1@bigpond.net.au;
- A District Grant can also be used for scholarships.

A Guide to ROTARY PEACE FELLOWSHIPS:

100 Rotary Peace Fellowships are offered each year at Rotary Peace Centres in 6 prestigious universities.

- 50 Masters Degree Fellowships (2 years)
- 50 Professional Development Certificate Fellowships (3 months)
- Application forms: www.rotary.org/rotarycentres
- Nomination by local Rotary Club
- Recommendation from Club to District by 30 April 2017 District selection and nomination to TRF by 1 July 2017
- TRF Selection in November 2017
- Masters degree courses to start in 2018
- PDC courses either January - April or June - August 2018
- For further information please contact Peace Fellowship Chair PDG Pam Pritchard 9451 7663 or 0411 335 299 email pam1@bigpond.net.au;



Submitting 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 Contribution Goal.

Important: access to the on line facility is via the **Manage** tab on the My Rotary home page, not Foundation. Then navigate to **Rotary Club Central** (Left hand side of the screen), select the **Foundation Giving** tab. Go down the page to:

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

Enter your goals by 1 May, 2016

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

Club Qualification Memorandum Of Understanding

The Rotary Foundation

Club:

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.

- Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- 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.
- 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:

- Appointing at least one club member to implement, manage, and maintain club qualification
- Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- 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 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.**

- The club bank account must:

- Have a minimum of two Rotarian signatories from the club for disbursements
- Be a low - or noninterest-bearing account
- Any interest earned must be documented and used for eligible, approved grant activities, or returned to IRE
- 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)
- Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- Bank statements must be available to support receipt and use of TRF grant funds.
- 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.

- Documents that must be maintained include, but are not limited to:
 - Bank information, including copies of past statements
 - Club qualification documents including a copy of the signed club MOU
 - Documented plans and procedures, including:
 - Financial management plan
 - Procedure for storing documents and archives
 - Succession plan for bank account signatories and retention of information and documentation
 - Information related to grants, including receipts and invoices for all purchases
 - Club records must be accessible and available to Rotarians in the club and at the request of the district.
 - 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 ofthe undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2016/17 and will notify Rotary International District 9685 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 / scan this page - Complete and email to District

CLUB DISTRICT GRANT APPLICATION

Club:

District Grant: 1st July 2016 to 30th June 2017

District Guidelines:

- One grant per club
- All grants are to be completed within the 12 month period
- Minimum grant \$500
- Maximum grant within Australia \$3,000, Internationally \$6,000
- 50% of the payment will be made upon approval, and balance on receipt of a interim report or final report.

Type (check one): **DGA (in Australia) or** **DGI (International)**

Category (Choose one from list below):

GRANT CATEGORY LIST

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

Activity Brief description 50-200 words. Must include the names of any organisations that the project is in any way supporting, or any cooperating organisations. Also include the area and country the project will take place.

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

\$A

Club and other cash (must be at least 100% of Grant requested)

\$A

Total project cost)

\$A

We the undersigned confirm that this project has been discussed/approved by the club/or Board as appropriate for our club.

SIGNATURE – President 2016-17

Date:

SIGNATURE – Foundation Chair 2016-17

Club Project Bank Account:

BSB

AcctNo