

# CLUB FOUNDATION MANUAL 2025-2026



Rotary Club of Brisbane Water used a District Grant to support the treatment of adolescents and young people living with HIV in Uganda.

Wyong Tuggerah launched a transformative project to establish a Diagnostic Centre in Udala, Odisha, India, bringing essential medical services closer to underserved communities.



Sl. No.	Service of Test	Rotary Fee
01	Complete Blood Count (CBC)	Rs. 100/-
02	Urea & Creatinine (U&C)	Rs. 100/-
03	Liver Function Test (LFT)	Rs. 100/-
04	Kidney Function Test (KFT)	Rs. 100/-
05	Thyroid Function Test (TFT)	Rs. 100/-
06	Thyroid Function Test (TFT)	Rs. 100/-
07	Thyroid Function Test (TFT)	Rs. 100/-
08	Thyroid Function Test (TFT)	Rs. 100/-
09	Thyroid Function Test (TFT)	Rs. 100/-
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30	Thyroid Function Test (TFT)	Rs. 100/-



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# **CHAIRMAN'S INTRODUCTION**

## **GREETINGS FROM DRFC Chair : PP Haran Ramachandran**

Dear Club President and Club Foundation Chair,

Welcome to your role leading your Rotary club in the coming year. Your support for The Rotary Foundation is critical for our District's ability to support you and your Members with District and Global Grants.

### **Promoting Giving**

The Rotary Foundation is Rotary's charity, enabling your club to pool its funds with those from other clubs and donors to carry out significant projects and other high-priority programs, such as polio eradication and peace scholarships. Rotarians provide Service Above Self in many ways, including hands-on community, international projects, and a wide variety of youth programs. This manual provides an overview of the programs of our charity, the Rotary Foundation of Rotary International.

### **Applying for Grants**

Much of this manual is about Grants, explaining the different types of grants and how to apply for them. We want your Club to apply for a Grant and receive Foundation support for your chosen project.

Please make sure your Club applies for a District Grant of up to \$5000 by 31 May as you plan for your next Rotary Year.

We encourage you to consider applying for a Global Grant as well. These can be much larger projects that pool money from multiple sources to carry out a significant project in Australia or overseas.

There is a complete summary of how to apply later in this manual.

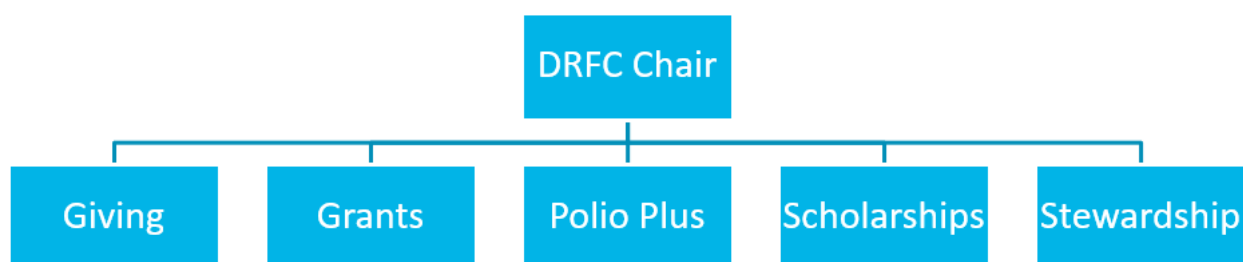
Thank you for managing the Foundation's work in your club, and I wish you a very successful year!

Remember that the District Rotary Foundation Committee is available to help.

With my best regards,

PP Haran Ramachandran  
District Rotary Foundation Chair 2023-2026

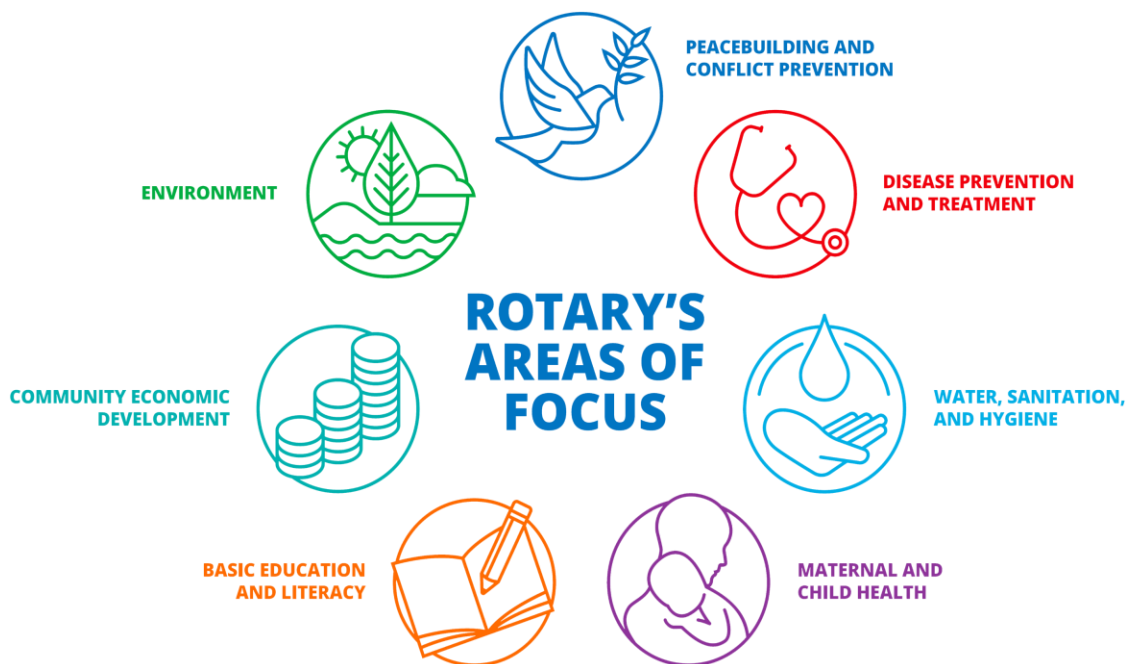
## D9685 ROTARY FOUNDATION COMMITTEE (DRFC)



<b>District Foundation Chair</b>	PP Haran Ramachandran E: <a href="mailto:rotary.haran@gmail.com">rotary.haran@gmail.com</a> M: 0419 980 529
<b>Grants Chair</b>	PP David Rivett E: <a href="mailto:david.rivett@bigpond.com">david.rivett@bigpond.com</a> M: 0418 410 106
<b>Giving: Centurion Program</b>	TBA E: M:
<b>Giving: Paul Harris Society</b>	TBA E: M:
<b>Giving: Major Gifts</b>	PDG Lindsay May OAM E: <a href="mailto:lindsaymay6000@gmail.com">lindsaymay6000@gmail.com</a> M: 0412 914 100
<b>Giving: Bequests</b>	PDG John Cameron AM E: <a href="mailto:john.cameron2@optusnet.com.au">john.cameron2@optusnet.com.au</a> M: 0417 251 508
<b>Giving: Annual Fund</b>	PP Peter Kindred E: <a href="mailto:Peter.kindred@bigpond.com">Peter.kindred@bigpond.com</a> M: 0409 369 605
<b>PolioPlus Chair</b>	PP David Perabo E: <a href="mailto:david.perabo@health.nsw.gov.au">david.perabo@health.nsw.gov.au</a> M: 0411 624 238
<b>Scholarships &amp; Peace Fellow Chair</b>	PDG Pam Pritchard E: <a href="mailto:pamelapritchard8@gmail.com">pamelapritchard8@gmail.com</a> M: 0411 335 299
<b>Stewardship Chair</b>	PDG Barry Philps E: <a href="mailto:philpsbarry2@gmail.com">philpsbarry2@gmail.com</a> M: 0419 415 451

Please see the District Website for updated information. [Click Here](#)

# ROTARY FOUNDATION SEVEN AREAS of FOCUS



- **Promoting peace**—Rotary encourages conversations to foster understanding within and across cultures. We train adults and young leaders to prevent and mediate conflict and help refugees who have fled dangerous areas.
- **Fighting disease**—We educate and equip communities to stop the spread of life-threatening diseases like polio, HIV/AIDS, and malaria. We also improve and expand access to low-cost and accessible health care in developing areas.
- **Providing clean water, sanitation, and hygiene**—We support local solutions to bring clean water, sanitation, and hygiene to more people daily. We don't just build wells and walk away. We share our expertise with community leaders and educators to ensure our projects succeed long-term.
- **Saving mothers and children**—Nearly 6 million children under five die each year because of malnutrition, poor health care, and inadequate sanitation. We expand access to quality care, so mothers and their children can live and grow stronger.
- **Supporting education**—More than 775 million people over 15 are illiterate. Our goal is to strengthen communities' capacity to support primary education and literacy, reduce gender disparity in education, and increase adult literacy.
- **Growing local economies**—We carry out service projects that enhance economic and community development and create opportunities for decent and productive work for young and old. We also strengthen local entrepreneurs and community leaders, particularly women, in impoverished communities.
- **Protecting the environment**—Rotary members are tackling environmental issues the way they always have: by coming up with projects, using their connections to change policy, and planning for the future.

# GIVING TO THE ROTARY FOUNDATION

The Rotary Foundation pools your gifts into projects that change lives close to home and worldwide.

## **Annual Fund - SHARE**

Annual Fund-SHARE is the primary funding source for various local and international Rotary Foundation activities.

**Centurion, Every Rotarian, Every Year (EREY), and Paul Harris Society (PHS)** are fundraising programs designed to encourage support for the Foundation's Annual Fund. These donations are Tax Deductible for donors

They aim to engage every Rotary club member by:

- Encouraging members to contribute to the Annual Fund every year.
- Encouraging them to participate in a Foundation grant or program every year.

The SHARE system transforms contributions to The Rotary Foundation into grants for projects that change lives.

At the end of every Rotary year, contributions to the Annual Fund- SHARE from all Rotary clubs in a district are directed into two funds after deducting 5% for admin costs:

- Fifty percent is credited to the District Designated Fund. The other fifty percent is credited to the World Fund.

Our district uses the District Designated Fund portion to fund District Grants and Global Grants. The Foundation uses the World Fund portion to provide matching funds for our projects, grant operations, and other programs such as Peace Fellowships and Programs of Scale.

The Rotary Foundation's funding cycle makes district contributions available for use three years after receiving them. This gives districts time to plan projects and activities

and allows the Foundation to invest the contributions.

Our District Rotary Foundation Committee decides how to use the District Designated Funds in consultation with the district clubs. We aim to use as much as possible for District Grants and the remainder to support Global Grant projects sponsored by clubs in our District.

District Designated Funds empower our district to undertake the most critical projects for Rotarians in our area.

Please set and review fundraising goals in Rotary Club Central to track and increase the financial resources you have available for future Rotary Foundation grants and activities.

In addition to SHARE, donors may direct their contributions to specific projects, one of the Foundation's seven focus areas, the Disaster Response Fund, or the Rotary Foundation Endowment Fund. These contributions are credited toward a club's annual giving goal and per capita giving calculations but do not return to our District.

## **Endowment Fund**

The Endowment Fund ensures the long-term viability of the Foundation's grants and programs. Spendable earnings from this fund also enable the Foundation to expand existing activities and occasionally underwrite new ones like the Rotary Peace Centers.

The following types of contributions can be made to the Endowment Fund:

- Outright gifts of cash, investments, or other property

Testamentary gifts through wills or estate plans. The beneficiary of life insurance, retirement plan accounts, or other financial accounts.

Donations are not Tax Deductible for donors

# HOW TO GIVE

## Personal Donations

For Rotarians (and non-Rotarians!), the easiest way is by credit/debit card online at [www.rotary.org](http://www.rotary.org). You can donate to the Annual Fund, Polio Fund, Disaster Response Fund, Avenues of Service, or to specific Global Grant projects (once approved).

Select DONATE and follow the prompts.

Select currency (\$AUD) and fund of choice. The first item is the Annual Fund.

▼ Annual Fund

The primary source of funding for Foundation grants and activities worldwide. Eligible for Paul Harris Fellow recognition. Only gifts to Annual Fund-SHARE will generate District Designated Funds (DDF).

☒ Annual Fund - SHARE (supports grants and activities chosen by clubs in your district)

An acknowledgment will be provided on screen, and you will receive an email confirmation. A tax receipt will follow within a few days.

Donation forms are available if your club wants to collect funds from members and have the Foundation recognise each person's contribution individually.

About 66% of the funds donated to the Annual Fund are available to our District three years after the donation is made for use in District Grants and Global Grants. The Rotary Foundation Trustees hold the remainder for projects and minimal administrative expenses.

## Directed Gift Donations by Individuals

Individual Rotarians who wish to support specific causes significantly can make unique "Term Gifts" of \$US 15,000 or more to The Rotary Foundation. The donor can specify the Avenue of Service to benefit from the donation and/or determine that a specific Rotary District will control the funds. There is no waiting period before these funds can be used. For more information see: <https://my.rotary.org/en/document/endowed-and-directed-gifts-global-grants-faq>

## Donations by Rotary Clubs

Download a [contribution form](#), and email it to: [risppo@rotary.org](mailto:risppo@rotary.org) and the fund being donated to.

<b>Donor name is the Club or District:</b>  HSBC Bank Acct Name: The Rotary Foundation BSB No: 342 011 Acct No: 523370001	<b>Donor name is the member/individual or business (and Clubs that need a tax-deductible receipt):</b>  HSBC Bank Acct Name: The Australian Rotary Foundation Trust BSB No: 342 011 Acct No: 663499001
--	---

## Quote Club ID and Name Only – exclude Rotary Club

Please, always advise [risppo.finance@rotary.org](mailto:risppo.finance@rotary.org) before or on the day of the bank transfer.



## SUBMITTING CLUB GOALS - ONLINE

Every Rotary Club is asked to submit goals for its contribution to the Rotary Foundation each year by its members and the club. This is not an obligation or a commitment but a target that the club and its members hope to reach.

Your Club must enter an Annual Fund Contribution Goal (any amount) to qualify for a District or Global Grant. You can view and set your Club Goals by logging into <https://rcc.rotary.org>. Then select "Club Goals" on the left-hand menu. Then select the Rotary Year **2024-2025**. Then click on the **Increase our Impact** tab.

Enter your club's goals for the Annual Fund and PolioPlus contributions, then click save. You can revise these goals at any time.

**Remember to Save as you complete your updates.**

All Goals Enhance Participant Engagement **Increase our Impact** Expand Our Reach Increase Our Ability to Adapt

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Sort selected goals ▾

### ★ Priority Goals

Annual Fund contributions	★ Priority	ACHIEVEMENT (USD)	OF	GOAL (USD)	SELECT GOAL
<a href="#">Show goal details and history</a>		0		2,500	<input checked="" type="checkbox"/>
		As Of 15-Mar-25			
PolioPlus Fund contributions	★ Priority	ACHIEVEMENT (USD)	OF	GOAL (USD)	SELECT GOAL
<a href="#">Show goal details and history</a>		0		2,000	<input checked="" type="checkbox"/>
		As Of 15-Mar-25			
Benefactors	★ Priority	ACHIEVEMENT	OF	GOAL	SELECT GOAL
<a href="#">Show goal details and history</a>		0		1	<input checked="" type="checkbox"/>
		As Of 15-Mar-25			

### Other Goals

Service projects	ACHIEVEMENT	OF	GOAL	SELECT GOAL
<a href="#">Show goal details and history</a>	0		10	<input checked="" type="checkbox"/>
	As Of 15-Mar-25			
Major gifts	ACHIEVEMENT	OF	GOAL	SELECT GOAL
<a href="#">Show goal details and history</a>	0		1	<input checked="" type="checkbox"/>
	As Of 15-Mar-25			
Bequest Society members	ACHIEVEMENT	OF	GOAL	SELECT GOAL
<a href="#">Show goal details and history</a>	0		1	<input checked="" type="checkbox"/>
	As Of 15-Mar-25			

**Enter your goals by 31 May.**

The Trustees then use this information to form their budget for each year.

# DISTRICT GRANTS

District Grants help fund short-term projects and activities, either local or international, that support the Foundation's mission. Clubs submit funding requests to the district, which administers and distributes the funds.

## D9685 Grant Rules

- Only one Grant per club per year. (Unless there are some special circumstances);
- Grants submitted by 30 June are ranked on key criteria, and awarded until funds run out;
- The District Grant matches your club's contribution to the planned project up to the limits shown in the next column.
- Grants can be almost anything under the heading "To Do Good In The World". The District and Foundation staff review all applications for suitability;
- Project must be a new project in the Rotary Year
- The project should have club participation with Board approval and not just be handing over a cheque;
- The Rotary Club is accountable for managing grant funds by the Memorandum of Understanding.

## Club Qualification

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

- Sign an MOU annually.
- Attend District Foundation Training at District Assembly
- Complete the Club Foundation Goals for online ([www.rotary.org](http://www.rotary.org));
- Provide timely reports from earlier district or global grants.

## Grant Payments

Up to 50% on application approval, remainder

after final report acceptance. This means that your club must be able to pay for the full project up front with only half of the grant amount and will receive reimbursement from District only when the project is completed.

## District Grants - Australia (DGA)

1. For smaller local community projects, or scholarships.
2. Active Rotarian participation does not require a partner, club, or organisation.
3. Minimum grant \$500; Maximum grant \$2,500.

## 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 USD 30,000;
2. Require an international partner, a Rotary District, a Rotary Club, or a third party. Preference will be given to Rotary partners;
3. Minimum Grant of \$1,000; maximum of \$5,000.

***Note: If a club has a project that doesn't fit the guidelines, talk to the District Foundation Chair or District Grants Chair.***

## Time Frames and Reporting

- An interim report with some progress photographs should be submitted by 31 March;
- All District Grant projects ideally should be completed by 30 April;
- A final report must be made to the District by 31 May.

Any projects not started by February should be postponed until the following Rotary year.

District grants are limited to 50% of the final project cost. Any excess District funding must be returned to the district.

# 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 require the cooperation of clubs in at least two countries – a host club and an international club.
- Global Grants can be carried out in Australia.
- Global grant projects always start with a community needs assessment and fit within the Foundation's seven Areas of Focus.
- Supply alone is not sufficient for a Global Grant. For example, the supply of school desks, medical equipment, water tanks, toilets, vehicles, sewing machines, and sporting equipment will not qualify for a Global Grant unless it is part of a much larger project.
- Projects also must be coupled with suitable training in use and maintenance, mechanisms to ensure ongoing maintenance, and training and educational programs for the community regarding the equipment's supply, service, and benefits.
- The minimum size of a Global Grant project is \$US 30,000. Clubs or a combination of clubs, District Designated Funds, and the Rotary Foundation World Fund could raise this amount.
- Projects requiring over USD 50,000 from the Rotary Foundation World Fund involve extra levels of review before approval.
- Project sponsors must determine how the project's success will be measured during planning. Allowances must be made in the budget to cover monitoring and evaluation processes.
- To learn more about Global Grants, be sure to review the online materials available at [rotary.org](http://rotary.org) or contact the Grants Chair.

## Terms and Conditions

As you plan, ensure your project meets the essential terms and conditions of the Rotary Foundation District and global grants.

## Participants in the Project and Grant

- If you have an idea for a Global Grant, contact the Foundation Grants Chair first for advice.
- You can start a Global Grant application online anytime, but you will require the name of the partner club and a Rotarian in that club.
- The project must have a Host Club in the country of the project, which will host and supervise the project. The Host Club does not have to contribute to the funding.
- All clubs and districts involved in the Global Grant application must be "qualified" to apply in the current year (having signed the MOU and being up to date on existing grants).
- Additionally, the sponsoring clubs can only have a maximum of 10 active Global Grants at any time.

## Financing from Clubs and Others

- In D9685, our policy is to provide District Designated Funds (DDF) to match your club's contribution up to \$US 10,000.
- The Rotary Foundation World Fund policy is to match our DDF contributions at 80%.
- Once approved, individuals and Clubs can donate to a specific Global Grant via the Foundation, receiving tax deductibility and Paul Harris recognition for this. However, a 5% surcharge applies.
- Alternatively, payments can be made directly to a Global Grant's project account, avoiding the 5% surcharge. Still, they may incur a foreign exchange fee and not receive Paul Harris recognition or tax deductibility.
- To obtain tax deductibility of direct donations, the club could apply for a RAWCS Project Number, and contributions can go via RAWCS to The Foundation project.

## **SUPPORTING POLIO ERADICATION**

Rotarians and Rotary Clubs are part of a worldwide campaign to eradicate polio. This initiative has successfully eliminated cases, but a final push is required to complete the task. Your continued support is needed!

Contributions to the PolioPlus Fund are used solely to achieve worldwide polio eradication. Contributions are tax deductible for donors.

**A generous Bill and Melinda Gates Foundation grant triples every dollar donated.**

## **VOCATIONAL TRAINING TEAMS**

A Vocational Training Team (VTT) is a group of professionals who travel to another country to learn more about their profession or teach local professionals about a particular field.

### **Benefits of VTTs**

VTTs build on the Foundation's long-standing commitment to vocational training, first formalised in 1965 with the establishment of the Group Study Exchange program. VTTs offer students an opportunity to use their skills to help others.

Hands-on activities vary from one team to the next. Still, they may include training medical professionals on cardiac surgery and care, sharing best practices on early childhood education, or explaining new irrigation techniques to farmers.

Clubs can use a District Grant to support a VTT or apply for a Global Grant.

### **Requirements for a Global Grant VTT:**

- Must align with an Area of Focus.
- build the capacity of either the team members or the receiving community.
- have a sustainable, measurable impact.
- be sponsored by Rotary Clubs or Districts from two countries.
- consist of at least two members (either Rotarians or Non-Rotarians) with at least two years of professional experience in the designated focus areas.
- A Rotarian team leader with expertise in the area of focus, international experience, and general Rotary knowledge.
- 

### **Length of the visit**

Determined by the sponsors and may include multiple visits over months or years.

### **Budget**

At least USD 30,000

## **SCHOLARSHIP GRANTS**

Our District aims to offer one Global Grant, a competitive scholarship for Postgraduate study in one of the Areas of Focus, to a student nominated by a Rotary Club within our District.

The scholarship, worth at least USD 30,000, is funded by USD 10,000 from our District Designated Fund, which is matched 80% by the World Fund, and additional club donations.

Further details are available on the Rotary International website or from our Scholarships Chair, PDG Pam Pritchard.

It is also possible for Clubs to use a District Grant to provide a scholarship.

## **ROTARY PEACE FELLOWSHIPS**

130 Rotary Peace Fellowships are offered yearly at 7 Rotary Peace Centres worldwide.

- 50 Masters' Degree Fellowships (2 years)
- 80 Professional Development Certificate Fellowships (3 months)
- Application forms: <https://www.rotary.org/en/our-programs/peace-fellowships>
- Nomination by local Rotary Club
- Recommendation from Club to District by 30 April
- District selection and nomination to TRF by 1 July
- TRF Selection in November
- Master's degree courses
- PDC courses either January - April or June - August

For further information, please contact Scholarship & Peace Fellow Chair, PDG Pam Pritchard.

## FORMS

For District Grant Application Form, Grant Report ,and Club Memo of Understanding - <https://rotarydistrict9685.org.au/SitePage/club-services-foundation>

Scholarships - <https://rotarydistrict9685.org.au/sitepage/d9685-global-grant-scholarship>

Centurions - <https://www.rotarydistrict9685.org.au/SitePage/contribution-forms>

Please complete the MOU and Grant application, sign, scan and email to District Grants Chair PP David Rivett @ [david.rivett@bigpond.com](mailto:david.rivett@bigpond.com)

## USEFUL WEB LINKS

Resources for Rotarians

<https://www.rotaryfoundationaustralia.org.au/resources>

### **My Rotary Foundation**

<https://my.rotary.org/en/rotary-foundation>

### **Grants – Terms and Conditions**

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

### **On-Line Donations**

<https://my.rotary.org/en/donate>

### **District Memorandum of Understanding**

<https://my.rotary.org/en/document/district-qualification-memorandum-understanding>

### **Global Grant Scholarships**

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

# MEMORANDUM OF UNDERSTANDING

## The Rotary Foundation and Rotary Club of \_\_\_\_\_

Year: 2025-26

### 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 committee may also establish additional requirements for club qualification requiring its clubs to be qualified to participate in Rotary Foundation district grants. The club is eligible to participate in the TRF grant program by completing these requirements.

- Upon completing the qualification requirements, the club will be qualified for one Rotary year.
- To maintain a qualified status, the club must comply with this MOU, additional district requirements, and all applicable TRF policies.
- The club is responsible for using 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; monopolisation 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 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 qualifications.
- Ensuring 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

To receive global grant funds, the club must have a dedicated bank account used solely for receiving and disbursing TRF grant funds.

**For district grants, clubs may use their standard service/charity account.**

- The club bank account must:
  - Have a minimum of two Rotarians sign the club for disbursements
  - Be a low - or non-interest-bearing account
- Any interest earned must be documented and used for eligible, approved grant activities or returned to the Foundation.

- A separate account should be opened for each club-sponsored grant, and the accounts should identify their use for grant funds. (Global and packaged grants gifts. 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 the 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 essential documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in 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.
    - Photographic evidence of the completed project
- Club records must be accessible and available to Rotarians in the club and at the district's request.
- Documents must be maintained for at least five years, or longer if local law requires.

### 6. Reporting Misuse of Grant Funds

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

### Authorisation and Agreement

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

On behalf of the Rotary Club listed at the top of this page, the undersigned agrees to comply with the conditions and requirements of the MOU and will notify Rotary International District 9685 of any changes or revisions to club policies and procedures related to these requirements.

Photocopy / scan this page - Complete and email to Grants Chair

Club President		Club Foundation Chair	
Name		Name	
Signature		Signature	
Email		Email	

## DISTRICT GRANT APPLICATION

**Club Name:**

**Year: 2025-26**

**District Grant Guidelines:**

- One grant per club
  - All grants are to be completed by May
  - Minimum grant of \$500
  - Maximum grant within Australia \$2,500, Internationally \$5,000, with club contributing at least an equal amount of cash to match the district grant.
- 50% of the payment will be made upon approval and balance upon receipt of a final report.

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

**Category** (Choose one from the list below):

1. Group Exchange  
2. Community Development: General Services  
3. Community Development: Renovation  
4. Community Development: Disaster Recovery  
5. Community Development: Volunteer Services

6. Education: General  
7. Education: Literacy  
8. Education: Scholarship  
9. Education: Volunteer Services  
10. Food/Agricultural: General  
11. Food/Agric.: Volunteer Services

12. Health: General  
13. Health: Disease  
14. Health: Volunteer Services  
15. Water: Supply/Access  
16. Water: Sanitation  
17. Water: Volunteer

**Title of Project:**

**Location of Project:**

**Brief description 50-200 words.** The names of any organisations the project supports or cooperating organisations must be included.

**Grant requested** (refer to District Grant Guide for details)  
**\$A**

**Club and other cash** (must be at least 100% of the Grant requested)  
**\$A**

**Total project cost**  
**\$A**

*We, the undersigned, confirm that the Club Board has approved this project as appropriate for our club and commit to providing the above club funds when the District Grant is approved.*

**SIGNATURE** — Club President

**Print Name:**

**Email:**

**Date:**

**Our Club Project Bank Account: BSB**

**SIGNATURE** — Club Foundation Chair

**Print Name:**

**Email:**

**Acct No**



## DISTRICT GRANT FINAL REPORT

**Club:** \_\_\_\_\_

**Year: 2025-26**

**Project Name:**

**Expenses as per payment vouchers/ receipts.**

Project Expenses (see documentation note below)	Cost (\$AUD)	
1.		
2.		
3.		
4.		
5.		
<b>TOTAL Expenses (Project Value)</b>		
<b>Project Funding</b>		
Rotary Foundation District Grant		
Club Contribution		
Other Income:		
<b>Total Project Funding</b>		
Surplus / Deficit		

**Comments:**

**Certification:** *We, the undersigned, confirm (1) that the project has been completed, (2) that all expenses have been made, (3) that our club has receipts for all expenditures, (4) that our club has supplied photographic evidence of project completion and (5) that our club will retain all documentation for these expenditures for a minimum of five years as required by the Club Qualification Memorandum of Understanding.*

Club Foundation Chair Name	Signature	Date
Club President Name	Signature	Date