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**ROTARY DISTRICT 5450**

**GLOBAL GRANTS TERMS AND CONDITIONS**

**Includes TRF changes through July 1, 2023**

Rotary International (RI) funds Global Grants each year through The Rotary Foundation (TRF). “Terms and Conditions for Rotary Foundation Global Grants” sets forth the requirements that must be met for a project to be approved for Foundation funding. Complete guidance on Rotary International requirements can be found on the Rotary website: <https://my.rotary.org/grants>

On the “Apply for Grants” page, click on “Learn More” under Global Grants to get an overview of the process as well as access to resources for each stage of the grant development. The Area of Focus Guidelines offer clear instructions about Rotary’s specific requirements for each Area.

District 5450 sets additional requirements for Club qualification and eligibility for District Designated Funds (DDF) for clubs in the district that sponsor Global Grants. This document includes both District 5450 specific requirements as well as select material from the Rotary Foundation Terms and Conditions and can be used as a guide for District 5450 Global Grants. District 5450 may modify this document at any time to reflect policy changes and to add clarity. .

# WHAT IS A GLOBAL GRANT?

The mission of Rotary International is to help Rotarians contribute to world understanding, goodwill, and peace by improving people's health, supporting education, and alleviating poverty. Rotary funds Global Grants for scholarships, vocational training, and humanitarian projects that have measurable goals, are sustainable and based on community needs, and are centered on at least one of our seven Areas of Focus, which are:

* **Peace and Conflict Prevention/Resolution**
* **Disease Prevention and Treatment**
* **Water and Sanitation**
* **Maternal and Child Health**
* **Basic Education and Literacy**
* **Economic and Community Development**
* **The Environment**

Global Grants are awarded to support projects sponsored by Rotary Clubs in District 5450, funded through two separate pools of donations to the Rotary Foundation (TRF).

Global Grants receive District DDF, which is allocated annually to the District based on contributions by District 5450 members to The Rotary Foundation Annual Fund three years earlier. Since DDF comes from the Rotary Foundation, its use is governed by the Rotary Foundation. The District, however, determines the eligibility of clubs to receive DDF as a match to their cash contributions.

Global Grants are funded by their sponsors and a World Fund award of up to $400,000. Grant sponsors can use a combination of DDF, cash, and directed gifts and endowment earnings to fund a global grant.

The minimum global grant budget is $30,000 and there is no minimum World Fund match. The Foundation will provide an 80% World Fund match all DDF contributions.

# ELIGIBILITY

1. Any Club within District 5450 can apply for a Global Grant provided the Club meets the qualification requirements outlined below:
   1. Club President must have attended a PETS training or an approved alternative.
   2. Club President or Representative must attend District 5450 grant training seminar for the grant year.
   3. An MOU for the grant year signed by the president and president-elect has been submitted to the District.
   4. Proof of current filed IRS Form 990 is also submitted to District.
   5. All reporting on prior Rotary grants is up to date.
2. Proposed grant activities must
   1. Support activities that align with one or more of Rotary's seven Areas of Focus listed above. These activities include humanitarian projects, international scholarships to fund graduate-level coursework or research for one to four academic years, and/ or vocational training teams that address a humanitarian need by providing professional training.
   2. Benefit communities in countries and geographical areas where Rotary has clubs.
   3. Be based on the needs of the community where a project will be carried out.
   4. Be sponsored by at least one Rotary club or district in the country where the grant project will take place (the primary host sponsor) and one or more outside that country (the primary international sponsor). Rotary may make exceptions for projects in countries where Rotary doesn't have clubs but where Rotary International's Board is actively pursuing extension.
   5. Be sustainable and measurable.
   6. Meet all additional requirements in the Terms and Conditions for Rotary Foundation Grants, including restrictions on the use of funds.
3. A Rotaract Club may sponsor a Global Grant if the club has previously partnered with a Rotary Club or District on a Global Grant funded project.

**DDF: FIRST COME FIRST SERVE**

Prior to the beginning of each Rotary year, the District will determine the allocation of DDF among District Grants, PolioPlus, Scholarships, and Global Grants. The District will also set Club and grant DDF limits for Global Grants. This information will be available on the District website.

The District has also established a more formal process for allocating DDF for Global Grants on a First Come First Serve basis. This is designed to make the most effective use of available DDF and shorten the timeframe between the District’s commitment of DDF to a Global Grant and the submission of the grant to RI. The two major changes are:

1. **Approval of DDF is contingent upon the grant being submitted to RI within 120 days.** 
   1. Sponsors are encouraged to solicit funding while the grant is being developed, but to submit the request for DDF when the application is close to being submitted to RI. The Grant sponsor submits documentation for all the DDF requested, and the District will confirm the contingent approval. The date of that confirmation determines where the grant is in the queue for DDF.
   2. If the application is not submitted within 120 days, the grant sponsor must re-submit the request for DDF and the new contingent approval will determine the grant’s new position in the queue.
   3. If additional DDF is requested after the conditional approval, the new approval date will determine the application’s place in the queue.
   4. The sponsor may request an extension of time of up to 60 days in extraordinary circumstances.
   5. The District is not committed to providing DDF until the grant has been submitted to RI within the required timeframe.
2. **DDF approved will be from the DDF pool in effect when the District approves the request.** If the grant sponsor has DDF requests from the prior Rotary year, updated requests will be required before submission to the District. DDF can only be requested for the current Rotary year.
3. If there is **insufficient DDF** to fulfill the request, the sponsor has the following choices:
   1. ask to be added to the queue, with the possibility that one of the other applications will not meet the application deadline (and thus release funds),
   2. reduce the requested DDF through project changes or increased funding from other sources,
   3. withdraw the application and resubmit in the next Rotary year.
   4. The District retains the right to prorate DDF at the end of the year.
4. Once **all DDF for the year has been allocated**, the grant sponsor will be advised to submit the request for DDF in the subsequent year.
5. Requests for DDF for **grants sponsored outside the District** must follow the same timeframe requirements.

It is not required but helpful to send to the District an email from grant sponsors with a brief description of the grant and an estimate of the total cost and the approximate amount of DDF to be requested.

**SUBMITTING YOUR GRANT TO RI**

The lead Rotarian sponsors of a Global Grant must register online on the Rotary.org website. Once registration is completed, the lead Rotarian can log in to the RI website and navigate to The Rotary Foundation/Grant Center to access the grant instructions and guidance. The Guidelines for each Area of Focus provide a roadmap for a successful Global Grant. The sponsors are encouraged to use the guidelines and other documents provided by RI in developing the project. The application process is as follows:

1. Identify the Host Rotary Club in the project country and work with them and the community to implement a community needs assessment and develop an outline of the proposed project that will meet at least one Area of Focus.
2. On the Grant Center page online, click “Apply for a Grant” and select “Global Grant” as the type of grant; the application form will appear. In Step 1, enter the name of the project, the type of project, and primary contacts from the Host and International Clubs. A grant number will be assigned by the system and should be used for correspondence regarding the grant. It is a good idea to save the document frequently.
3. Using the guidance on the RI website, begin to develop the project. Rotary offers a Global Grant application template as a word document that is easy to use and share. The template can be found on the RI website.
4. As outlined in the DDF section above, District 5450 encourages the Grant sponsor to provide to the District International Service Chair a summary of the proposed project, including the grant number, approximate budget, and DDF required. This assists the District in tracking grant activity. It also enables the sponsor to access District advisory resources, which is encouraged.
5. Each grant application is assigned to a Rotary Regional Advisor for the project country. The RI advisor can provide valuable assistance throughout the application process. You can call the RI Contact Center at 1-866-976-8279 to get contact information for the Regional Grant Advisor for your grant.
6. We encourage the sponsor to stay in touch with the District as the project plan develops.
7. The “DDF” section of this document includes the District’s First Come First Serve process to determine the queue for committing DDF to Global Grants during the year. In order to receive conditional approval of DDF, the sponsor must submit a request to the District as described in that section. The DDF approval will be sent to the sponsor, outlining the time frame in which the application must be submitted to RI. It is important that the grant be close to completion when the DDF request is made since the DDF is conditioned upon grant submission within a specific timeframe. If that timeframe is not met, a new request for DDF is required and the grant is assigned a new position in the queue.
8. The Grant sponsor should lock the application online when it is complete. The system will then notify the Club sponsors and presidents as well as the District leaders to authorize the application.
9. The Rotary Grant Advisor will review the submitted application and contact the primary Grant sponsors for additional information and clarification of the application details. Soon after the RI reviews are complete and the application is finalized, the Grant sponsors will be notified that the Grant has been awarded. The timeframe for approval could be two months or more, depending on the modifications required by the grant reviewer.

# CONFLICT OF INTEREST POLICY FOR PROGRAM PARTICIPANTS

# Disclosing real or apparent conflicts of interest is critical for a Rotary Grant. Additional guidance re conflict of interest can be found in the Terms and Conditions for Rotary Foundation Global Grants on the RI website.

1. Ensuring integrity in Rotary Foundation grants requires that everyone involved in Rotary grants avoid actual and perceived conflicts of interest.
2. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, their family, their business, or an entity in which they serve in a paid or voluntary leadership or advisory position.
3. All actual or perceived conflicts of interest must be disclosed to Rotary grants staff during the grant application process. If you’re uncertain whether a situation presents a conflict of interest, you should disclose it.
4. No Rotary members can serve on a grant committee for any global grant for which they have a conflict of interest.
5. Global grants may not be financed with contributions (directed gifts, corporate social responsibility funds, etc.) from donors (individuals or organizations) that have conflicts of interest regarding the grant.
6. The Rotary grants staff or the Trustees will determine whether a conflict of interest exists in a particular case. If they conclude that there is or has been a conflict of interest in a grant, the Rotary grants staff will recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. Remedies may include removing a Rotary member from a grant committee, declining a grant application, canceling an approved grant, and suspending a particular member, club, district, or cooperating organization from participating in Rotary grants.

# PAYMENTS/FINANCIAL CONTROLS

Grant funds won't be released until the grant sponsors have entered their bank account information in the Grant Center, sponsor contributions have been submitted to The Rotary Foundation, and any payment contingencies have been met. Grant funds will be sent to the account listed in the Grant Center. Project funds may not be paid to a vendor, cooperating organization, or beneficiary organization before project expenses have been incurred or services have been delivered. Organizations being reimbursed for project expenses need to give the Rotarian project sponsors copies of the original invoice or receipt before they are paid. Rotarians with signing authority on the bank account need to be members of the sponsoring club or district. Grants will be paid out at the Rotary International exchange rate at the time of payment. If a grant project is canceled after the project sponsors receive a payment, all remaining grant funds need to be returned to the Foundation and will be credited to the World Fund.

The following points apply to global grants funded with cash contributions:

1. All grant-related transactions will be recorded using the current published monthly Rotary International exchange rate, and all grant-related transactions will be officially communicated in U.S. dollars.
2. For the part of the grant-funded by cash contributions, sponsors will be shielded from currency exchange fluctuations of more than 10 percent of the rate at the time it was approved. The Foundation also will not distribute currency gains to project sponsors of more than 10 percent of the rate at the time it was approved.
3. All cash contributions to global grants need to include an extra 5 % to offset processing and administrative costs. Paul Harris Fellow recognition points will be awarded on the full cash contribution, and charitable tax receipts will reflect that amount. The additional 5 percent is not required for contributions sent directly to a project's bank account. Those contributions don't generate Paul Harris Fellow recognition points, however, and the Foundation won't issue tax receipts for them.
4. All cash contributions submitted to the Foundation above the amount pledged to the grant will be transferred to the World Fund.
5. Contributions received for any grants that are canceled will be moved to the World Fund. Donors will have 90 days to ask the Foundation to transfer the contributions to an approved global grant or any Foundation fund.

# COOPERATING ORGANIZATIONS

1. Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the grant.
2. Cooperating organizations need to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchases as required.
3. All funding provided to cooperating organizations needs to be used for specific project expenses. The sponsoring club needs to maintain an itemized report of these expenses. The sponsoring club needs to provide a signed letter or Memorandum of Understanding from the cooperating organization that specifically includes:
   1. an agreement from the cooperating organization to participate in any financial review of activities connected with the grant by Rotary District 5450 or the Rotary Foundation
   2. the cooperating organization's responsibilities and how it will interact with Rotarians to implement the grant project

# REPORTING REQUIREMENTS AND DOCUMENTATION

1. Grant recipients need to report to the Foundation about how grant funds are used. Submit progress and final reports in the Grant Center. All forms need to be entirely complete to be accepted. The Foundation will not accept new grant applications if a grant sponsor has an overdue report for any Foundation grant. Both host and international sponsors are required to complete, authorize, and submit global grant reports. However, international sponsors of humanitarian global grants won't be restricted from receiving new grants if a report is overdue and the international sponsors did not receive the funds.
2. The Foundation may at any time review grants, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.
3. Grant sponsors need to keep copies of all receipts and bank statements related to grant-funded spending, according to the terms of their qualification and applicable laws.
4. Grant sponsors who don't adhere to Foundation policies and guidelines in implementing and financing grant projects will need to return all grant funds and may be barred from receiving other grants for up to five years.
5. You need to send in a first progress report within 12 months of receiving the first grant payment. After that, progress reports are due within 12 months of the acceptance date of the previous report.
6. Final reports need to be submitted within two months of completing the project.
7. If more than $1,000 of grant funds remain after a project is completed, the Foundation must approve its use for additional project-related expenses. If you cannot spend these funds as approved, you must return them to the Foundation. If there are remaining grant funds $1,000 or less, they may be spent on activities that meet the global grant requirements. If you cannot spend these funds as described, you must return them to The Rotary Foundation, and they will be credited to the World Fund.

Acceptable reports contain detailed accounts of the project's implementation. You should include:

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 grant application, including the measures you set and what data you collected
3. An explanation of how the project's results will be sustained over time
4. A description of how the host and international partners, as well as any cooperating organizations associated with the grant, participated in the project
5. A detailed account of project spending and complete project account bank statements. The Foundation may also ask that sponsors submit receipts. Scholars and vocational training teams need to provide receipts to their sponsors for expenses of more than $75.
6. The Foundation will close the grant once the project implementation is complete and sponsors have shown that sustainability measures are in place to ensure that local community members will keep the project going.

**ADDITIONAL GUIDANCE**

Additional guidance can be found in documents on the Rotary website at rotary.org/grants.