



District 5450

**Grants
Club Qualification
Seminar for 2017-2018**

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The Rotary Foundation

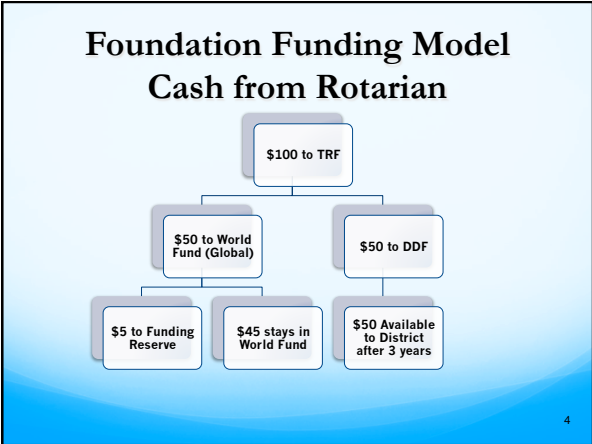
- All Rotary Grants depend on contributions made to the Rotary Foundation
- Your contributions three years ago provide the District Matching Funds for Rotary Grants
- Without your support of the Foundation—we wouldn't be here today

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The Rotary Foundation Giving

- EREY (Every Rotarian Every Year)
- Paul Harris Fellow
 - Give \$1,000 over any period of time
- Paul Harris Society
 - Sign up and give \$1,000 (or more) annually

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Rotary Scholarships in District 5450

- Rotary Scholarships
- Peace Scholarships
- Temple Buell Scholarship

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What can you do to Support Rotary Scholarships

- Identify & sponsor scholar candidates
- Publicize the scholarships available
- Become the Program Chair for your club
- Act as a mentor for a Scholar

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Club Qualification Requirements

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Qualification Requirements

- Grant management seminar—grant champions should attend
- Club memorandum of understanding: understand this document
- **Club** current on IRS filings
- All Grant Reporting Current

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Additional Requirements

Club must meet, in previous Rotary year, minimum \$50 per capita giving to TRF

- Giving to Annual Fund only
- Special rules for new/ Satellite Clubs
- Club can track through monthly District reports

Qualification Trainings

- One large training this year—in January
- Small regional trainings
- Check District website for locations and dates
- Want to include most clubs in the trainings
- For qualification and for collaboration

Club Qualification Status

Club Name	Club SSI 7/14-8/15	Signed MOU	\$50 per Capita to TRF in 2015-16		Delinquent Global/Admission Grant Fees	Delinquent District Grant Reports	Date Qualified
			Attendance 8/1/2015	8/20/2015			
Avada				208.97			
Brands Science			8/20/16	38.81			
Aurora			1/16/16	82.81			
Aurora Fitzsimons			4/9/16	199.26			
Aurora Gateway			1/16/16	172.52			
Aurora Southlands			1/16/16	271.87			
Boulder	2/20/16	2/20/16	8/20/16	206.38			2/20/16
Boulder Flatirons	**11/10/2016	08/17/2016	8/20/16	88.81			08/17/2016
Boulder Valley	2/24/16	2/24/16	1/16/16	116.64			2/24/16
Breckenridge Mountain	12/25/2008	2/20/16	8/15/16	130			2/20/16
Englewood	6/6/13	6/6/2016	1/15/16	64.81			6/7/2013
Broomfield	4/12/16	4/14/16	3/26/16	288.62			11/11/16
Broomfield Crossing				2.09			
Brush	6/23/2016	6/8/2016	1/16/16	60.31			11/11/2016
Canon Valley	09/21/2016	09/21/2016	1/16/16	132			09/21/2016
Castle Pines	6/16/2016	08/30/2016	1/16/16	107.89			08/30/2016
Castle Rock	09/30/2016	10/05/2016	1/16/16	135.7			10/05/2016
Castle Rock High Noon				27.28			
Centennial	4/12/2006	5/18/16	8/20/16	161.98			5/18/16
Clear Creek 2000				25			
Commerce City	3/14/16	7/12/2016	1/16/16	116.67			7/25/16
Conifer			08/20/2016	92.42			

Terms of Qualification

- Valid for one year
- Club responsibility for grant funds
- Disclose conflicts of interest
- Cooperate with all audits
- Use grant funds properly
- Implement the club MOU

Stewardship—MOU

Stewardship is the responsible management and oversight of grant funds, including:

- Standard business practices
- Rotarian supervision
- Financial records and oversight
- Reporting of irregularities
- Timely submission of reports

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Maintaining Qualification

- Follow terms of club MOU
- Appoint club member/committee to manage club qualification
- Fully implement stewardship practices to prevent misuse of funds

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Club Qualification Chair

- Hugh Radke
- Smoky Hill Rotary
- Business: 303-268-2149
- Home: 303-741-5739
- E-mail hradke@tymeins.com

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District 5450 District Grants

Club initiated and hands on
short-term Rotary projects
that benefit
underserved groups of people

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District Grants

- Grant sponsor must be qualified
- Separate funding limits for local and international grants
- Satellite Clubs can sponsor grants, based on parent Club status

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District Grants Requirements

- Hands on participation by sponsoring Clubs
- projects that meet identified community needs
- Goals that are specific and measurable
- Emphasis on new projects, not long term maintenance

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Grant Requirements International District Grants

- We encourage pilot projects for a future Global Grant
- D5450 Rotarians (or partner Rotarians in country) actively participate at the project site
- D5450 Club has full responsibility for Grant implementation

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District Grant Restrictions

Not eligible for funding:

- Microcredit
- Vocational travel teams
- Scholarships
- Youth Exchange, RYLA, etc.
- Building construction

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Effective January 1, 2017

- Higher maximum DDF per Club
- \$3,500 total DDF for each Club
- Maximum DDF per project:
 - \$3,500 with one participating club
 - \$4,500 with two participating clubs
 - \$6,000 with three or more participating clubs
- Introduce concept of ‘Sweat Equity’

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Effective January 1, 2017

- Higher maximum DDF limits apply immediately for grants not yet approved.
- If club has used maximum, may apply for another grant or contribute additional \$500 DDF to another club’s District Grant

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New Concept -Sweat Equity

- DDF match due to hands-on participation--without cash contribution
- \$500 DDF credited for a Rotary Club’s members actively engaged in another Club’s District Grant implementation
- Not available to clubs that have used DDF maximum
- Only one \$500 per club, 2 per District Grant

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District Grant Application 2017-18

- Grant window opens on May 8, 2017 for District Grants payable after July 1, 2017; submit application even if incomplete.
- Need estimate of total DDF for 2017-2018 spending budget.
- For questions, call one of the Grant advisors

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District Grant Application 2017-18

- An application will be final when:
 - All information is included in the application
 - The Club is qualified
 - All confirmations of cash and DDF are received.

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District Grant Application 2017-18

- Grants are awarded as first come first served
- We anticipate that the District will have sufficient funds for most grant applications
- If insufficient DDF for all grants, awards will be pro-rata for applications received the month when DDF runs out

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District Grant Applications

- Lead Club need not be qualified when submitting draft
- Grant awards announcements start in mid July

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District Grant Reporting

- Report required 2 months after completion; no later than April 30, 2018
- Progress report every 3 months if not finished by April 30
- Must report any implementation delays
- No new grant if club is late in reporting.

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District Grant Reporting

- What was accomplished?
- How many Rotarians participated?
 - what did they do?
 - how many hours did they spend?
- If sweat equity provided DDF
 - Identify Club and what their members did and number of hours spent

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District Grant Reporting

- Spending and funding summary
- Provide copies of all receipts
- Bank statements showing grant fund transactions are required.
- If another organization spent funds, letter from organization specifying money spent as application described and a breakdown of spending.

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District Grant Reporting

- Documentation on how vendors were chosen and equipment identified
- Rotary signage and branding

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A Successful District Grant

- Has active Rotarian involvement
- Is a collaboration with the community and beneficiaries
- Has good documentation
- Is part of a long-term relationship with the beneficiary

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For More Information

- Check the District website
- Or call one of us:
 - Diane (303) 910-9355
 - Kam Breitenbach (303) 841-7368
 - Carolyn (303) 589-7599

Global Grants

Sustainable Rotary projects
that benefit
underserved groups of people

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Global Grants

- ◆ Preparation and Planning
- ◆ Funding
- ◆ Project Development
- ◆ Grant Writing
- ◆ Administration and Reporting
- ◆ Publicity

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Global Grants

- Partnership of 2 Clubs
- Host Club Responsibilities
 - Likely Manage funds
 - Oversee project
 - Keep Int'l Club informed
- Choose your Host Partner well

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Global Grants

- **Host Club Must Be Qualified**
 - Host District must be qualified—ask RI
 - District manages Club qualification
 - Ask RI for contact info for District Rotary Foundation Chair (DRFC)
 - Contact Host DRFC to determine if Host Club is qualified







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Needs Assessment

- Host Club should conduct assessment
- Include the community in the planning
- Choose a project that is doable and eligible for Rotary funds
- Evaluate community resources and integrate them in the project

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Areas of Focus

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

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Global Grants

- Cooperating Organization
- Not a vendor
- Responsibilities
 - Necessary to implementation
 - Works side by side
 - Understands “Rotary” Project

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DDF for Global Grants

- \$15,000 maximum DDF for each Club
- Maximum per project:
 - \$15,000 if one Club;
 - \$20,000 if two Clubs, and
 - \$25,000 for three or more Clubs

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Global Grant Financing

- DDF matched 100% from TRF
- Cash matched 50% from TRF
- Non-Rotarians also matched by TRF
- Up to a 3 ½ to 1 match
- Minimum project: \$35,000

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Minimum Budget

Project: Water and Sanitation

▪ 5450 Clubs Funding	\$10,000
▪ Host Club Funding	\$ 0
▪ District Match (DDF)	\$10,000
▪ Rotary Match	<u>\$15,000</u>
▪ Total Project	\$35,000

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Project Development

- Implementation committee with assignments
- Disclose potential conflicts of interest
- Develop an implementation plan
- Create a budget
- Establish a document retention plan

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Conflict of Interest

- Exists when a Rotarian benefits financially or personally from a grant
- Benefit can be direct (the Rotarian benefits) or indirect (an associate of the Rotarian benefits)

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Setting Goals

- Measurable
- Sustainable
- Qualitative (descriptive)
- Quantitative (numeric)
- Identify baseline data source

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Sustainability

Sustainable projects have continued impact after the funds are spent. They:

- Meet community needs
- Develop community ownership of the project
- Make optimal use of local resources
- Increase capacity in assets and knowledge

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Sustainability Questions

- What do you need and how can we help you?
- What is necessary to meet the need?
 - What can you do?
- How can we make it last
 - New skills?
 - Ways to generate income to support the project
 - Other resources?

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Creating a Budget

- Realistic
- Competitive bidding
- Balance cost and quality
- Will need pro formas for large expenditures
- Work with local Rotary Club to get bids

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Rotary Budget Limits

- 10% contingency
- 10% for project manager
- 10% for measurement
- Up to \$500 for project signage

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Setting Up Grant Account

- RI prefers Grant Account in project country
- Need strong argument for keeping funds in the US
- International Club can still be involved in overseeing payments
- Funds must be under Club control

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Grant Writing

- Global Grant applications are submitted online
- District 5450 requests a Pre-Application for review
- We will work with you to meet TRF requirements

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Applying for Global Grants

- Online application
- Rolling deadline
- Project Rotarians must be identified
- Minimum budget of US \$35,000

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Global Grant Application

- Identify community needs
 - Reference community assessment
- Describe activities and outcomes
- Specific connection with area of focus
- Show how Rotarians will be involved

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Global Grant Application

- Detailed plan and budget
- Do not show DDF until District approves amount of DDF
- How activity is sustainable
- How outcomes will be measured

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Global Grant Application

- Contact RI Grant Advisor about any concerns
- Provide written documentation of all D5450 Clubs' cash and DDF
- Decide whether contributions will go to TRF or direct to the Grant Account

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Global Grant Application

- Cash payments made to TRF:
 - 5% administrative charge
 - Donor will get Paul Harris credit
 - Longer processing time
- Cash payments direct to Grant Account:
 - No processing fee
 - No Paul Harris credit
 - Likely wire fees/ currency charges

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Global Grant Application

Once application is submitted:

RI Grant Advisor will communicate with sponsors on points of clarity or required changes

- Applications go through double review at RI
- Meeting Area of Focus and sustainability are key concerns

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Finances and Recordkeeping

- Separate Club Bank account for each grant
 - Where will account be held?
- Receipts and bank statements
- Detailed ledger
- 5 year document retention; can be electronic
- Accessible to Club members

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Global Grant Reports

- On line reporting
- Progress reports
 - First due within 12 months of payment
 - Prudent to accelerate first report
 - Every 12 months until completed
- Show spending for receipted expenses
- Bank statements required

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Global Grants Publicity

- Tell your story
 - Within your Club
 - In the District
 - To your friends
- Rotary can do wonderful things
- Let the world know

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Global Grants

- District website
- Rotary5450.org under Grants
- More information on Rotary website
www.rotary.org
 - In *My Rotary*
 - Under *The Rotary Foundation*, or
 - *Learning and Reference*

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