



THE ROTARY FOUNDATION  
CLUB INFORMATION  
BOOKLET  
*"Doing Good in the World"*

District 9700



2013-14 edition





## PURPOSE OF THIS BOOKLET

As Rotarians, we have the opportunity to contribute our skills, expertise and financial support to help local and overseas communities through the Rotary Foundation.

This booklet is a reference to the main components of 'Future Vision', The Rotary Foundation's 'new' approach to ***'Doing Good in the World'*** from 1st July 2013.

The contents enable individuals and Clubs to better understand the operation of the Rotary Foundation and take advantage of the short-term District Grant opportunities and the larger Global Grants on offer from the Foundation.

It does not include reference to Polio Plus, Rotary's ongoing efforts to rid the world of Polio.

Also included are the key Rotary Foundation contacts in the District for 2013-14. These Rotarians are available to advise individuals and Clubs about the various projects and activities conducted in our District through the Foundation.

District Rotary Foundation Director Ian Simpson has compiled the booklet with formatting by District Secretary, Michael Milston.

*Ian*

Ian Simpson  
District Rotary Foundation Chair  
2013 - 2016

Version 26/04/2013



**Table of Contents**

PURPOSE OF THIS BOOKLET.....	2
KEY ROTARY FOUNDATION CONTACTS.....	5
Director.....	5
Grants Coordinator .....	5
Project Review.....	5
Stewardship.....	5
Polio-Plus Coordinator .....	5
Group Coordinators for Polio Plus .....	5
Scholarships.....	6
Rotary Peace Fellowships.....	6
Centurion Club / Every Rotarian Every Year Coordinator .....	6
AREAS OF FOCUS FOR DISTRICT & GLOBAL GRANTS .....	7
<b>AREAS OF FOCUS:</b> .....	7
1. Peace and conflict prevention / resolution.....	7
2. Disease prevention and treatment .....	7
3. Water and sanitation.....	8
4. Maternal and child health .....	8
5. Basic education and literacy.....	8
6. Economic and community development .....	8
DISTRICT 9700 GRANTS - Qualification & Implementation Requirements.....	9
Purpose of District Grants .....	9
Club Qualifications .....	9
DRAFT Timetable for District Grant Applications.....	9
Application Form .....	10
Rotary Foundation Areas of Focus .....	10
Implementation and Reporting.....	10
Photographic Record.....	10
Club Agreement with District.....	11
GUIDELINES TO DISTRICT & GLOBAL HUMANITARIAN GRANTS.....	12
District Grants .....	12
Global Grants.....	12
DISTRICT GRANT APPLICATION FORM 2014-15.....	14



## ROTARY FOUNDATION

## DISTRICT 9700

PLANNING A GLOBAL GRANT PROJECT.....	15
Partners .....	15
Community Assessment.....	15
Project Plan .....	16
Financial Management Plan .....	20
DEVELOPING SUSTAINABLE PROJECTS .....	23
GUIDELINES TO VOCATIONAL TRAINING TEAMS.....	24
District Grants .....	24
Global Grants.....	24
GUIDELINES TO DISTRICT & GLOBAL SCHOLARSHIPS .....	25
District Grants .....	25
Global Grants.....	25
GLOBAL GRANTS - CLUB QUALIFICATION Memorandum Of Understanding .....	26
Club Qualification .....	26
Club Officer Responsibilities .....	26
Financial Management Plan .....	27
Bank Account Requirements.....	27
Report on Use of Grant Funds.....	27
Document Retention .....	27
Reporting Misuse of Grant Funds .....	28
Authorisation and Club Agreement with Rotary International .....	28
PRACTICAL GUIDE TO SUCCESSFUL VOLUNTEER PROJECTS .....	29
Find a suitable project.....	29
Plan the project .....	29
Prepare for the project.....	29
Conduct the project .....	30
Project opening and handover.....	30
Report on the project.....	30
DISTRICT DESIGNATED FUND POLICY .....	31



## KEY ROTARY FOUNDATION CONTACTS

## DIRECTOR

PDG Ian Simpson (Jean)	Orange North
6361 4491 (hm)	0419 978 996
	<a href="mailto:isimpson@ix.net.au">isimpson@ix.net.au</a>

## GRANTS COORDINATOR

John McKenzie (Fayah)	Orange North
6366 5000 (hm)	0402 018 318
	<a href="mailto:john@jmaconsulting.net.au">john@jmaconsulting.net.au</a>

## PROJECT REVIEW

John McKenzie (Fayah)	<a href="mailto:john@jmaconsulting.net.au">john@jmaconsulting.net.au</a>
PDG Ian Simpson (Jean)	<a href="mailto:isimpson@ix.net.au">isimpson@ix.net.au</a>
DG Geoff Tancred (Bettye)	<a href="mailto:git@bigpond.net.au">git@bigpond.net.au</a>
DGE David Kennedy (Suellen)	<a href="mailto:david@kennedyre.com.au">david@kennedyre.com.au</a>
DGN	TBA

## STEWARDSHIP

John McKenzie (Fayah)	<a href="mailto:john@jmaconsulting.net.au">john@jmaconsulting.net.au</a>
PDG Ian Simpson (Jean)	<a href="mailto:isimpson@ix.net.au">isimpson@ix.net.au</a>

## POLIO-PLUS COORDINATOR

Graeme Callander (Bronwyn)	Wagga Wagga
6922 5046 (hm)	0412 072 711
	<a href="mailto:gbcallander@aapt.net.au">gbcallander@aapt.net.au</a>

## GROUP COORDINATORS FOR POLIO PLUS

Gr 1	Dave Carter (Liz)	Condobolin	6895 2483 (hm)
	<a href="mailto:spot4u1@bigpond.com.au">spot4u1@bigpond.com.au</a>		0427 954400
	Jill Funnell (Denis)	West Wyalong	6972 3845 (hm)



## ROTARY FOUNDATION

**DISTRICT 9700**

### GROUP COORDINATORS FOR POLIO PLUS

	<a href="mailto:jillf53@bigpond.com">jillf53@bigpond.com</a>	0409 660 662
<b>Gr 2</b>	Jill Everett (Graeme McLean) Orange Daybreak <a href="mailto:everettandmclean@gmail.com">everettandmclean@gmail.com</a>	6369 1510 (hm) 0400 308 527
<b>Gr 3</b>	Joan Graham (Paul) Narrandera <a href="mailto:jggraham@exemail.com.au">jggraham@exemail.com.au</a>	6959 4187 (hm) 0427 594 187
	Peter Sparks (Lyn) Griffith Avanti <a href="mailto:psparks1@bigpond.com">psparks1@bigpond.com</a>	6994 3818 (wk) 0419 420 787
<b>Gr 4</b>	Irene Dowsett Young <a href="mailto:irene@youngtravel.net.au">irene@youngtravel.net.au</a>	6382 1248 (hm) 0429 821 248
<b>Gr 5</b>	Graeme Callander (Bronwyn) Wagga Wagga <a href="mailto:gbcallander@aapt.net.au">gbcallander@aapt.net.au</a>	6922 5046 (hm) 0412 072 711
<b>Gr 6</b>	Debbie Schache (John) Bathurst Daybreak <a href="mailto:idschache@gmail.com">idschache@gmail.com</a>	6331 8120 (hm) 0417 681 295

### SCHOLARSHIPS

Hank Doll (Rina)	Young
6382 2929 (hm)	<a href="mailto:hankjay@bigpond.net.au">hankjay@bigpond.net.au</a>

### ROTARY PEACE FELLOWSHIPS

Bruce Duffy (Sharyn)	South Wagga
6922 5835 (hm)	0412 906 592
	<a href="mailto:robert.duffy8@bigpond.com">robert.duffy8@bigpond.com</a>

### CENTURION CLUB / EVERY ROTARIAN EVERY YEAR COORDINATOR

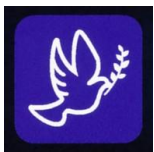
PDG John Egan (Maria)	Wollundry-Wagga Wagga
6921 6270 (hm)	0402 488 349
	<a href="mailto:johnandmariaegan@gmail.com">johnandmariaegan@gmail.com</a>

**AREAS OF FOCUS FOR DISTRICT & GLOBAL GRANTS**

The Rotary Foundation has identified six areas of focus for the new grant structure. These areas reflect critical humanitarian issues and needs that Rotarians can address worldwide. They align Rotary with other international development efforts and will strategically advance the Foundation's mission.

**AREAS OF FOCUS:**

1. **Peace and conflict prevention / resolution**
2. **Disease prevention and treatment**
3. **Water and sanitation**
4. **Maternal and child health**
5. **Basic education and literacy**
6. **Economic and community development**

**1. PEACE AND CONFLICT PREVENTION / RESOLUTION**

The Rotary Foundation promotes the practice of peace and conflict prevention / resolution by:

- Strengthening local peace efforts
- Training local leaders to prevent and mediate conflict
- Supporting long-term peace building in areas affected by conflict
- Assisting vulnerable populations affected by conflict, particularly children and youth
- Supporting studies related to peace and conflict resolution

**2. DISEASE PREVENTION AND TREATMENT**

The Rotary Foundation reduces the causes and effects of disease by:

- Improving the capacity of local health care professionals
- Combating the spread of HIV/AIDS, malaria, and other major diseases
- Enhancing the health infrastructure of local communities
- Educating and mobilising communities to help prevent the spread of major diseases
- Supporting studies related to disease prevention and treatment



### **3. WATER AND SANITATION**

The Rotary Foundation ensures that people have sustainable access to water and sanitation by:

- Increasing equitable community access to safe drinking water and basic sanitation
- Strengthening the ability of communities to develop and maintain sustainable water and sanitation systems
- Educating communities about safe water, sanitation, and hygiene
- Supporting studies related to water and sanitation



### **4. MATERNAL AND CHILD HEALTH**

The Rotary Foundation improves the lives of mothers and their children by:

- Reducing the mortality rate for children under the age of five
- Reducing the maternal mortality rate
- Improving access to essential medical services and trained health care providers for mothers and their children
- Supporting studies related to maternal and child health



### **5. BASIC EDUCATION AND LITERACY**

The Rotary Foundation promotes education and literacy for all by:

- Ensuring that children have access to quality basic education
- Reducing gender disparity in education
- Increasing adult literacy
- Strengthening the capacity of communities to support basic education and literacy
- Supporting studies related to basic education and literacy



### **6. ECONOMIC AND COMMUNITY DEVELOPMENT**

The Rotary Foundation invests in people to create measurable and enduring economic improvement in their lives and communities by:

- Strengthening the development of local entrepreneurs and community leaders, particularly women, in impoverished communities
- Developing opportunities for decent and productive work, particularly for youth
- Building the capacity of local organisations and community networks to support economic development
- Supporting studies related to economic and community development





## DISTRICT 9700 GRANTS - Qualification & Implementation Requirements

### PURPOSE OF DISTRICT GRANTS

District grants fund short-term (max 1- year) local or international projects and activities that support the Foundation's Mission of *'Doing Good in the World'*. Clubs can use District Grants to fund a variety of activities, including:

- **Humanitarian projects**, including service travel and disaster recovery efforts
- **Vocational training** of any team size or time span
- **Scholarships** for any level, length of time, location, or area of study

Clubs submit their funding requests to the District Grants Coordinator, who administers the funds on behalf of the District.

### CLUB QUALIFICATIONS

Any Rotary Club within District 9700 can apply for a District Grant. The Club needs to agree to implement the Foundation's financial and management requirements of Grant funds. The President and President-elect need to sign this Agreement. At least one member of successful Clubs should attend a District Grants Management Seminar.

In principle, District 9700 Grants will adopt the stewardship guidelines for Global Grants as set by The Rotary Foundation. The District has policies and procedures for how and when Clubs submit requests, as well as any additional requirements.

### DRAFT TIMETABLE FOR DISTRICT GRANT APPLICATIONS

The following timetable provides a guide to the annual cycle of District Grant Applications:

- November** – details of next year's District Grants available to current Club Presidents (at Presidents Forum)
- January** - call for all Clubs to submit applications for District Grants. This procedure will be discussed at Presidents-elect Training Seminar in **February**.
- 1<sup>st</sup> April** - completed application forwarded to the Rotary District Foundation Grants Chair.
- May** the successful District Grants announced at Assembly. District Grant Management Seminar held with successful Clubs invited to attend.
- June to March/April** - Club conducts the District Approved project / activity
- April** - On completion of Project, a Final Report (Project & Financials) is submitted to District Grants Coordinator, by 1 May. Club claims Approved Grant amount from District to be paid on acceptance of the Report
- May / June** – Annual District Grant Report provided to the Rotary Foundation



## APPLICATION FORM

An **application** for a District Grant must:

- State the amount of District funds requested for the District Grant;
- Contain a brief description of the project (less than 50 words);
- Outline who benefits from the project and how;
- Detail the Club's proposed financial contribution, resources and/or labour; and
- Have the full support of the Club President and President-elect.

***See Chapter 7 below for Application Form***

## ROTARY FOUNDATION AREAS OF FOCUS

District 9700 Grants should respond to an identified community need and align with one or more area of focus. The 6 Areas of Focus 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

## IMPLEMENTATION AND REPORTING

In principle:

- ❖ Clubs will conduct the Project
- ❖ Provide a brief Project Final Report outlining: What was done; Who/How many benefited etc
- ❖ **Supply a Statement of Income & Expenditure along with photocopies of Bank statements & Invoices for all transactions.**
- ❖ Claim back the Approved Grant amount from the District.

## PHOTOGRAPHIC RECORD

A selection of good quality digital photos of the Project (Before, During and After) is requested for local publicity, presentations at Conference and the DG's Newsletter.

**CLUB AGREEMENT WITH DISTRICT**

*This Agreement is between the club and the district and acknowledges that the club will undertake measures to ensure the correct implementation of grant activities and proper management of Foundation grant funds.*

*On behalf of the Rotary Club of \_\_\_\_\_,  
the undersigned agree to comply with all of the conditions and requirements of the  
Agreement for Rotary year \_\_\_\_\_ and will notify Rotary  
International District 9700 of any changes or revisions to club policies and procedures  
related to these requirements.*

Club President		Club President-elect	
Year		Year	
Name		Name	
Signature		Signature	
Date		Date	

**The signed Club Agreement** needs to be sent to District Grants Coordinator John McKenzie at: [john@jmaconsulting.net.au](mailto:john@jmaconsulting.net.au) or

**Mail to:**

John McKenzie  
20 Quarry Farm Lane  
Forest Reefs 2798 NSW  
Ph 02 63665000  
Mob 0402018318



## GUIDELINES TO DISTRICT & GLOBAL HUMANITARIAN GRANTS

The following chart provides a guideline to District and Global Humanitarian Grants

Features	DISTRICT GRANTS	GLOBAL GRANTS
<b>Acronyms</b>	<b>DDF</b> =District Designated Fund	<b>VTT</b> =Vocational Training Teams
<b>Cost</b>	No minimum or maximum amount	US\$30,000+
<b>Funding</b>	District applies for a block Grant (up to 50% of DDF allocation) and distributes smaller amounts to Clubs for projects	Clubs and Districts allocate DDF &/or cash; which receives a World Fund Match of 100% for DDF; and, 50% for cash
	No World Fund match	World Fund match of 1 : 1 for DDF; and, 0.5 : 1 for cash contributions
	One Block Grant annually, awarded to District by the Rotary Foundation. District manages & disburses funds to Clubs	Awarded by the Rotary Foundation Sponsored by at least 2 Clubs or Districts; Projects driven by needs of host communities
<b>Application</b>	Arranged annually by District	Available on-line
<b>Partners</b>	No partner required (but collaborative partnerships encouraged); can be Local or International; District must be Qualified. Clubs must attend Grant Management Seminar & complete an Agreement with the District	International partner(s) and host partner, both Districts must be Qualified by the Foundation. Clubs must attend Grant Management Seminar and complete & sign a Memorandum of Understanding
<b>Activity type</b>	District- & Club-sponsored activities incl. Humanitarian Service Projects; Vocational Training Teams (VTT); and/or Scholarships	Strategically focused, high impact activities. Large Humanitarian projects; Vocational Training Teams (VTT); and/or Scholarships



Features	DISTRICT GRANTS	GLOBAL GRANTS
<b>Area of Focus</b>	Aligned to at least 1 Area of Focus: 1. Peace and conflict prevention/resolution 2. Disease prevention and treatment 3. Water and sanitation 4. Maternal and child health 5. Basic Education and literacy 6. Economic and community development	Aligned with 1 or more Area of Focus: 1. Peace and conflict prevention/resolution 2. Disease prevention and treatment 3. Water and sanitation 4. Maternal and child health 5. Basic education and literacy 6. Economic and community development
<b>Sustainability</b>	Not required	Sustainable projects, providing long-term solutions to community needs & can be maintained after grant project ends
<b>Measurability</b>	Nor required	Projects are measurable, demonstrate impact on participants lives, health or knowledge
<b>Project timeline</b>	Short-term, smaller in scope	Long-term, larger scale
<b>Implementation</b>	Within a Rotary year	Over the life of the project
<b>Financial management</b>	Document Income & Expenditure (with Receipts) Club claims approved Grant amount back from District	Separate dedicated Bank Account. Document Income & Expenditure (with Receipts)
<b>Reporting</b>	In principle, Club conducts project / activity; On completion, Final Report (Project & Financials) submitted to District Grants Coordinator, by 1 May. Club claims Approved Grant amount from District upon report acceptance by Grant Coordinator	1st Report within 12mths of first payment. Subsequent reports every 12mths. Final report within 2mths of project completion. Report sent to Rotary Foundation



## DISTRICT GRANT APPLICATION FORM 2014-15

District Grants fund short-term (max 1- year) local or international projects and activities that support the Foundation's Mission of 'Doing Good in the World'

<b>Club(s) involved</b>															
<b>Project Title (5-7 words)</b>															
<b>Objectives (Briefly describe What the Project will achieve)</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>															
<b>Area of Focus (please type main Area) –</b> <div style="display: flex; align-items: center; margin-bottom: 5px;">              Peace and conflict prevention/resolution         </div> <div style="display: flex; align-items: center; margin-bottom: 5px;">              Disease prevention and treatment         </div> <div style="display: flex; align-items: center; margin-bottom: 5px;">              Water and sanitation         </div> <div style="display: flex; align-items: center; margin-bottom: 5px;">              Maternal and child health         </div> <div style="display: flex; align-items: center; margin-bottom: 5px;">              Basic education and literacy         </div> <div style="display: flex; align-items: center;">              Economic and community development         </div>															
<b>Community Needs (Who benefits &amp; How)</b>															
<b>Project Funding (Budget)</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;">\$ Amount</th> </tr> </thead> <tbody> <tr> <td>1. District Grant (funds requested)</td> <td></td> </tr> <tr> <td>2. Club Funds (committed)</td> <td></td> </tr> <tr> <td>3. Other funds (please specify)</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td>5.</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total Project Cost</b></td> <td></td> </tr> </tbody> </table>			\$ Amount	1. District Grant (funds requested)		2. Club Funds (committed)		3. Other funds (please specify)		4.		5.		<b>Total Project Cost</b>	
	\$ Amount														
1. District Grant (funds requested)															
2. Club Funds (committed)															
3. Other funds (please specify)															
4.															
5.															
<b>Total Project Cost</b>															
<b>Proposed Start &amp; Completion dates</b> Start date: Est Completion date:															
<b>Additional Remarks</b>															

Club Contact person \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applications** need to be received **Tuesday, 1st April 2014** by Grants Coordinator John McKenzie at: **Email** [john@jmaconsulting.net.au](mailto:john@jmaconsulting.net.au) or **Mail to:** 20 Quarry Farm Lane, Forest Reefs 2798 NSW

**Successful Applications announced at District Assembly in May**



## PLANNING A GLOBAL GRANT PROJECT

Source: [www.rotary.org/en/global/docs/grant\\_management\\_manual\\_en.pdf](http://www.rotary.org/en/global/docs/grant_management_manual_en.pdf)

Before applying for a Rotary Foundation Global Grant, clubs should create a project that is supported by a strong partnership, based on community needs, and designed to ensure achievable, measurable, and sustainable results.

### PARTNERS

Global grants require both a host partner and an international partner. The host partner, because of its local expertise and proximity to the project location, usually conducts the community assessment and manages project implementation and expenses.

Sponsors may wish to partner with a cooperating organisation (i.e., nongovernmental organisation, community group, government entity) as a third partner. A cooperating organisation can provide technical expertise, infrastructure, advocacy, training, education, or other support for a grant.

Conduct a thorough review of any potential partner organisation to ensure that it's reputable. Sponsors should also complete a Cooperating Organisation Memorandum of Understanding (MOU) with any partnering organisation before beginning a project. See appendix D for a sample MOU.

Frequent communication among project partners is essential to ensuring joint decision making, better oversight of the project and funds, and strong partnerships for future projects. Plan the method and frequency with which you'll communicate on the grant's activities and progress.

#### Where to Find Partners

- ProjectLINK
- Rotarian Action Group related to an area of focus
- RI Convention
- [www.Matchinggrants.org/global](http://www.Matchinggrants.org/global)
- LinkedIn
- Project fair
- Personal travel
- District leaders (who can promote your project at international meetings)

**All projects that receive Foundation grants must be initiated and managed by Rotarians.**

**Connect** with partners around the world to implement an effective international service project by using RI's new online project tools that enable you to share project information and seek funding, volunteers, or donated goods.

### COMMUNITY ASSESSMENT

Before any planning is done for a grant, conduct a needs assessment of the community. Through the assessment, you'll collect information about resources as well as needs, whether and how issues are being addressed, and what actions will most likely improve the community.

Keep these general assessment principles in mind:

- **Talk to everyone.** Gather perspectives from a broad cross-section of the community, involving those who will plan, participate in, and benefit from the project.
- **Trust local knowledge.** Identify needs that community members are passionate about tackling.



- **Use available human assets.** Financial resources available for any project will be limited. Ask all those involved how they can contribute to improving their community. All participants can and should provide valuable contributions to the effort.
- **Think long term.** Involve community members in identifying long-term goals for maintaining the project outcomes on their own after the grant funds are spent.

If the assessment identifies multiple needs, consider which issue or need community members are most passionate about and how your club can help them address it. Determine which need your club is best able to meet through a Foundation grant and available club resources. Consider factors such as Rotarian technical expertise, location of the project site, required time commitment, and financial resources.

Refer to RI document *Community Assessment Tools (605C)* for ideas on gathering information.

### PROJECT PLAN

Develop a detailed plan to address how each aspect of the project will be carried out and how Rotary Foundation and RI policies will be followed. The plan should document all tasks necessary to complete the activity, who is responsible, and how funds will be spent, and should include a timeline.

#### APPOINT A PROJECT COMMITTEE

A project committee ensures that more than one person knows the project details, makes decisions, and shares oversight of the project. Each sponsoring club/district will form a project committee of at least three Rotarians and designate one primary contact to be responsible for all grant-related correspondence with the Foundation.

**Roles and responsibilities.** Beyond assigning tasks to the host and international project committee members, consider specific tasks that will be performed by the primary contacts, cooperating organisation (if applicable), and beneficiaries.

**Conflict of interest.** When selecting committee members and assigning tasks, be careful to avoid even the perception of a conflict of interest (see club MOU, section 1C). No Rotarian who has a vested interest in the project (e.g., an employee or board member of a cooperating organisation, owner of a store where project goods will be purchased, trustee of a university that a scholar plans to attend) may serve on the project committee, and any potential conflict of interest must be disclosed when the grant application is made.

**Continuity.** Document the process for replacing a project committee member and select a primary contact who will stay directly involved with the project for the life of the grant. If a club wants to have the club president involved, consider having him or her be a member of the project committee.

**When an international partner approaches a host club with a planned project, the host club might accept the project because it doesn't want to offend the international Rotarians, even though it lacks the knowledge or desire to implement the project. Projects that are developed based on the host community's needs are more likely to be completed and maintained by the local Rotarians and community members after the grant is closed.**





### **DEVELOP SUSTAINABLE SOLUTIONS**

Global grant funding is an investment in long-lasting change. Sustainable projects can take many forms, yet all display the following characteristics:

**COMMUNITY NEEDS AND STRENGTHS:** Sustainable projects are well-planned, involve the collaboration of multiple project participants, and complement the needs and values of beneficiaries. Grant sponsors should

- Demonstrate how feedback from beneficiaries has been collected
- Identify local organisations, community groups, or government agencies involved in coordinating project activities

**MATERIALS AND TECHNOLOGY:** Sustainable projects employ durable materials that are accessible, ready to use, and environmentally sound. Sponsors should

- Indicate whether project materials are purchased from local sources
- Confirm that spare parts (if applicable) are readily available

**FUNDING:** Sustainable projects ensure that a reliable source of funding exists to continue project outcomes after the grant is complete. Sponsors should do one of the following:

- Introduce or support practices that help communities generate income for ongoing project funding
- Demonstrate the presence of pre-existing sources of consistent project funding

**KNOWLEDGE:** Sustainable projects increase capacity by helping communities acquire new skills, knowledge, and behaviours. Sponsors should

- Ensure that new initiatives are coordinated with training, education, or community outreach campaigns
- Demonstrate how new skills will be passed on to future beneficiaries

**MOTIVATION:** Sustainable projects provide tangible incentives for community ownership of project activities and outcomes. Sponsors should

- Confirm that beneficiaries have a well-defined role in carrying out project goals
- Identify individuals in leadership positions to monitor outcomes and ensure continuity of services

**MONITORING AND EVALUATION:** Sustainable projects are designed to ensure clear and measurable outcomes. Sponsors should

- Establish clear project goals and relevant baseline data
- Identify critical project measures and the method for collecting this information

Global grants should incorporate practices from each of the areas above. If not provided with grant funds, sponsors should demonstrate how these sustainability practices are being met through existing community services. Sponsors will be prompted to provide this information in their global grant application.

For examples of projects that demonstrate these sustainability practices, go to [learn.rotary.org](https://learn.rotary.org) and view the course titled Building a Global Grant or contact a staff member to discuss how to incorporate these practices into your project.



### ***CONSULT WITH TECHNICAL EXPERTS***

Project plans must be technically feasible and achievable. For assistance with planning the technical aspects of their project, the partner project committees should work with qualified Rotarians in their club or region (e.g., consulting a civil engineer for a water project) or with cooperating organisations that have expertise and resources to help plan and implement the project.

The Rotary Foundation Cadre of Technical Advisers is a group of Rotarians who have volunteered to provide technical expertise to the Foundation and to Rotarians developing and implementing global grants worldwide. The cadre assists Rotarians and assures the Foundation Trustees that grant funds are going to feasible and well-planned projects and are spent as intended. The cadre evaluates grant applications and schedules reviews, visits, and audits.

### ***IDENTIFY MEASURABLE OUTCOMES***

Project sponsors must determine during planning how the project's success will be measured. To start setting goals, review the Area of Focus Policy Documents in appendix E. Select and collect data on the Foundation standard measures (see appendix E) that align with your project activities, in addition to sponsor-identified, project-specific measures.

Develop a monitoring and evaluation plan to measure outcomes that incorporate a specific timeline:

- **Establish baseline data.** The proposed work, location, and target audience identified in the needs assessment should give you baseline data, which describes the situation before a project intervention. Progress is measured against this, and concrete project goals set.
- **Be specific.** Determine who exactly will benefit from the project and how you envision it happening.
- **Set benchmarks** to evaluate progress toward your project goals.
- **Identify measurement** methods.

Be sure to include monitoring and evaluation activities in the project budget.

Realistically, you should budget 5 percent to 10 percent of project funds to cover expenses such as travel, services rendered by external persons/agencies, and supplies. Monitoring and evaluation expenses are eligible and expected in global grant budgets.

The Table that follows provides an example of a Monitoring and Evaluation Plan that you could use as a guide for your project.



Sample Monitoring and Evaluation Plan		
Baseline Data	Concrete Project Measures	Data-collection Method
<b>In a refugee camp, 10,000 children have no access to organised activities that cross ethnic and religious boundaries.</b>	Within the first year of the project, 1,000 children will have participated in at least one activity that includes participants from multiple ethnic and religious groups.	Count participants in activities, taking care to count each child only once; have registration include demographic information.
	Within the first year of the project, all religious and ethnic communities will be represented in the group of participants.	Include information on ethnic and religious affiliations in collected participant data.
	Within the first six months of the project, an oversight board with representatives from multiple ethnic and religious communities will be established and will meet monthly.	Document board composition and meeting minutes and number of attendees.
	By the end of the two-year project, 2,000 individual children will have participated in a minimum of one activity that includes participants from multiple ethnic and religious groups.	Count participants in activities, taking care to count each child only once; have registration include demographic information.
<b>A government run city hospital has an infant mortality rate of 15 percent and employs only two trained midwives.</b>	Within the first two years of the project, 20 people will be trained and 10 of them will be working as midwives at the government-run hospital. Training curriculum will include preventive prenatal care.	Track successful completions of midwifery training; reference government-run hospital employment records.
	Within the first two years of the project, a sliding-fee system will be established in the government-run hospital for all prenatal and labour and delivery services.	Reference government-run billing system and financial records.
	Within the first three years of the project, the infant mortality rate at the government-run hospital will be reduced to 8 percent or less.	Reference the government-run hospital medical records.



## FINANCIAL MANAGEMENT PLAN

Clubs should have a financial management plan in place before receiving grant funds to ensure proper oversight and consistent administration of the funds, promote transparency, and reduce unintentional errors and the opportunity for misuse of funds.

The financial management plan should include measures to

- Disburse grant funds properly during project implementation
- Maintain complete and thorough financial records
- Manage a club-controlled bank account

Remember, if funds are misused, the club is responsible for rectifying the situation.

**Districts also have a financial management plan, which they are required to assess annually. Clubs should anticipate a report on the assessment from their district within the first three months of the Rotary year.**

## BUDGET

When creating your budget, take into account the goals of the project and the fundraising resources of the clubs. Make a preliminary budget, discuss how much District Designated Fund (DDF) funding and cash are available, and adjust the budget as needed. A detailed, line-item budget needs to be submitted with the application.

When determining the cost of goods and services, gather at least three separate bids or quotes to ensure that you receive the highest-quality goods and services at the best prices. When selecting a vendor, document the reason for your selection and keep records in your grant files of all bids submitted. During the competitive bidding process, identify any Rotarians associated with a selected vendor, practice impartiality, and ensure that the Rotarian is not on the project committee.

**Districts must report to their clubs how the DDF was used each year.**

## FINANCING

Clubs and districts have the following options for financing global grant projects and activities:

- District Designated Fund, matched 100 percent by The Rotary Foundation
- Rotarian cash contributions (outright gifts to The Rotary Foundation from Rotarians or funds from Rotarian-led fundraisers), matched 50 percent by World Fund (minimum award: US\$15,000)
- Non-Rotarian cash contributions (donations from other organisations or parties, provided they do not come from a cooperating organisation or a beneficiary of the project)

Contributions submitted to The Rotary Foundation should never be collected from the benefiting community. Rotarians cannot collect funds from beneficiaries in exchange for receiving the grant or as part of the Rotarian raised cash contribution for match.

Sponsors can request that beneficiaries contribute a nominal amount to a community account to encourage buy-in, but the collected funds should not cover project costs. The funds should be used to provide additional services (e.g., each household receiving a tube well could be charged \$1, to be used for repairs after the grant is closed).



Cash contributions submitted to the Foundation for grants should always be credited to the individual donors. Rotarians can claim funds collected from others as their own only if they have received explicit permission from the donors to do so and if they submit proof of the agreement. Email [contact.center@rotary.org](mailto:contact.center@rotary.org) for more information.

### ***BANK ACCOUNT***

Your club should maintain a club-controlled bank account that is used solely for receiving and disbursing Foundation grant funds. Each open grant should have its own account that is used solely for receiving and disbursing grant funds. Grants are not intended to produce interest income for clubs, so keep grant funds in a low-interest or noninterest-bearing account. The name on the account should identify the club, and two Rotarian signatories (payees) should be required for all transactions.

Have a succession plan for transferring custody of the club's grant bank account in case a signatory is no longer able to perform his or her duties. If account signatories change during the life of the project, be sure to notify the Foundation.

**A cheque account allows for flexibility in making multiple disbursements needed for grant transactions and ensures the availability of bank statements.**

### ***DOCUMENT RETENTION***

Maintaining detailed records ensures that the club complies with the club MOU, local laws, and standard business practices. Make copies of all documents to ensure that the club's activities can continue uninterrupted in case of fire or other catastrophe. If local laws require you to submit original information to the Foundation, it is still necessary to keep copies of these documents.

Retain all documents required by the club MOU in a location that is known and accessible to more than one person. All original documents related to grant-funded expenditures, including receipts and bank statements, must be retained for a minimum of five years after the grant is closed, or longer if required by applicable law.

Scholars and vocational training teams will need to maintain receipts for expenses of US\$75 and up that are in line with your budget. See the Scholarships Supplement (Appendix G) for suggested budgets.

### ***INVENTORY***

Establish an inventory system to track equipment and other assets purchased, produced, or distributed through the grant, identifying which individual or entity has ownership of these items. Rotary clubs are not allowed to have ownership of grant assets; all grant assets must legally belong to the beneficiaries. In addition, a record specifying where grant assets are located in the community helps both the sponsors and the community even after project implementation. For example, because deep tube wells are susceptible to geological changes that increase the chance of arsenic contamination, it may be necessary for the government to periodically locate these wells to test the water quality.

### ***FOLLOWING ARE EXAMPLES OF DOCUMENTS TO RETAIN***

**Documents needed for global, packaged, and district grants**

- ☐ **All grant correspondence including email**
- ☐ **Beneficiary documentation including**
  - ☐ Community assessment
  - ☐ Agreements
- ☐ **Vendor documentation including**
  - ☐ Quotes for materials
  - ☐ Agreements
- ☐ **Scholar documentation including**
  - ☐ Receipts and invoices
  - ☐ Agreements
- ☐ **Vocational training documentation including**
  - ☐ Receipts and invoices
  - ☐ Agreements
- ☐ **Grant-related documentation including**
  - ☐ Financial documentation
  - ☐ Bank statements
  - ☐ Quotes from vendors
  - ☐ Receipts and invoices
  - ☐ Inventory list
  - ☐ Photos
- ☐ **Information collected from clubs for district grants including**
  - ☐ Fund requests or applications
  - ☐ Quotes from vendors
  - ☐ Receipts and invoices
  - ☐ Reports
  - ☐ Other information required by the district

**LOCAL LAWS**

While The Rotary Foundation attempts to follow international guidelines, laws in some countries and regions may be more stringent than Foundation requirements. It is the responsibility of both international and host partner clubs and districts to be aware of and to comply with local laws. Conversely, if local laws are less stringent, the club needs to meet Foundation requirements. Situations in which local laws are not compatible with Foundation requirements (e.g., bank account naming) will be handled on a case-by-case basis. Contact Foundation staff for more information.

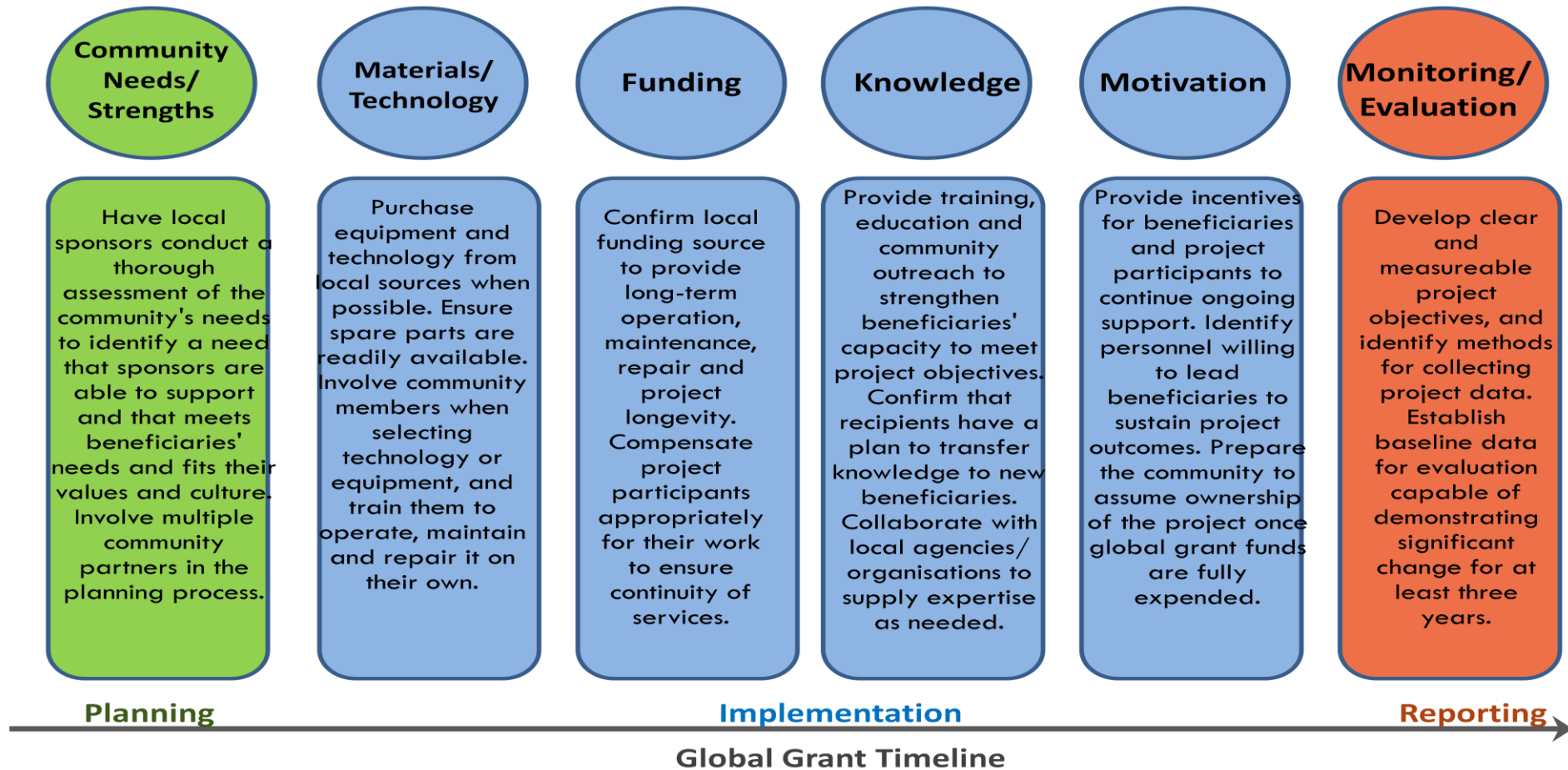


## DEVELOPING SUSTAINABLE PROJECTS

**Developing Sustainable Projects**

Sustainability means different things to different organisations. For The Rotary Foundation, sustainability means providing long-term solutions to community needs that the benefiting community can maintain after grant funding ends.

Global grant projects must be sustainable and display the following characteristics:







## GUIDELINES TO VOCATIONAL TRAINING TEAMS

The following chart provides a guideline to vocational training teams and vocational activities under District and Global Grants.

Features	DISTRICT GRANTS Vocational Training Team	GLOBAL GRANTS Vocational Training Team
Acronyms	DDF=District Designated Fund	VTT =Vocational Training Teams
Cost	No minimum or Maximum amount	US\$30,000+
Funding	District uses funds from a block Grant (up to 50% of DDF allocation) to fund vocational training, cultural exchanges, and any related travel.	Clubs and Districts allocate DDF &/or cash, which receives a World Fund Match of 100% for DDF; and, 50% for cash
Application	At the discretion of the sponsor district	Available on-line; must be submitted by local Rotary Club
Area of Focus	Aligned to Area of Focus is required by District.	Must align with 1 or more Area of Focus: <ol style="list-style-type: none"> <li>1. Peace and conflict prevention/resolution</li> <li>2. Disease prevention and treatment</li> <li>3. Water and sanitation</li> <li>4. Maternal and child health</li> <li>5. Basic Education and literacy</li> <li>6. Economic and community development</li> </ol>
Requirements	The team must support The Rotary Foundation's mission to promote goodwill and peace, improve health, support education, and alleviate poverty.	The team must meet a humanitarian need by increasing the skill level of the team members OR the benefiting community, and have a measurable impact. The grant may support travel of more than one team.
Host Club	Not required	Yes
Team Composition	The District may determine the composition of the team to include any number of Rotarians and non-Rotarians of any age.	Teams must consist of two members (either Rotarians or non-Rotarians) with at least two years of professional experience in the designated area of focus and 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 a team leader. There are no restrictions on the age of participants.
Focus & Length of Visit	Determined by sponsors	Determined by sponsors
Reporting	Final reports documenting the disbursement of funds within 12 months of receiving payment or within 2 months of total disbursement District reports to member clubs annually on each project that received District Grant funding	Submitted to sponsor Rotarians and forwarded to The Rotary Foundation. 1 <sup>st</sup> report within 12 months of receiving first payment; Final report within 2 months of vocational training completion; Receipts required for expenses equal to or greater than US\$75





## GUIDELINES TO DISTRICT & GLOBAL SCHOLARSHIPS

The following chart is provided as a guideline to District and Global Scholarships

Features	DISTRICT GRANTS	GLOBAL GRANTS
Acronym	DDF=District Designated Fund	
Cost	No minimum or maximum amount	US\$30,000+
Funding	District uses funds from a 'Block Grant' from DDF to fund Scholars from any level of study, for any length of time; Award can be used either locally or abroad.	Clubs and Districts allocate DDF &/or cash; receive a World Fund Match of 100% DDF for DDF; and, 50 percent for cash
Application	At the discretion of sponsor Rotarians	Available on-line; must be submitted to local Rotary Club
Area of Focus	Not required	Study in one Area of Focus: <ol style="list-style-type: none"> <li>1. Peace and conflict prevention/resolution</li> <li>2. Disease prevention and treatment</li> <li>3. Water and sanitation</li> <li>4. Maternal and child health</li> <li>5. Basic education and literacy</li> <li>6. Economic and community development</li> </ol>
Activity Type	Vocational or Educational,	Educational
International Institution	Not required; award can be used either locally or abroad.	Yes
Host Counsellor & Club	Not required, but may be arranged by sponsor Rotarians if desired	Yes
Pre-departure Documents	At the discretion of the sponsor Rotarians	Scholar provides to sponsor Rotarians: <ul style="list-style-type: none"> <li>• Proof of Admission</li> <li>• Proof of Insurance that meets TRF requirements</li> </ul>
Rotary Club Presentations	Determined by international & host Rotarians / Clubs	Determined by international & host Rotarians / Clubs
Reporting	Final report documenting the disbursement of funds within 12 months of receiving payment or within 2 months of total disbursement. District reports to member clubs annually on each project that received District Grant	Submitted to sponsor Rotarians and forwarded to The Rotary Foundation. First report within 12 months of receiving 1st payment; subsequent reports every 12 months thereafter for the duration of the scholarship; final report within 2 months of scholarship's end; receipts required for expenses equal to or greater than US\$75
Acceptance to University at Application	At the discretion of the sponsor Rotarians.	Scholar must be accepted to specific University at the time of Application.



## GLOBAL GRANTS - CLUB QUALIFICATION Memorandum of Understanding

### Contents

- Club Qualification
- Club Officer Responsibilities
- Financial Management Plan
- Bank Account Requirements
- Report on Use of Grant Funds
- Document Retention
- Reporting Misuse of Grant Funds
- Authorisation and Club Agreement

### CLUB QUALIFICATION

To participate in Rotary Foundation district and global 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; 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 any financial, grant, or operational audits.

### 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



## FINANCIAL MANAGEMENT PLAN

The club must have a written financial management plan to provide consistent administration of grant funds.

**The financial management plan** must include procedures to:

- a. Maintain a standard set of accounts, which includes a complete record of all receipts and the disbursements of grant funds
- b. Disburse grant funds, as appropriate
- c. Maintain segregation of duties for handling funds
- d. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- e. Ensure that all grant activities, including the conversion of funds, comply with local law

## BANK ACCOUNT REQUIREMENTS

In order to receive grant funds, the club must have **a dedicated bank account** that is used solely for receiving and disbursing TRF grant funds.

- a. The club bank account must:
- b. Have a minimum of two Rotarian signatories from the club for disbursements
- c. Be a low- or noninterest-bearing account
- d. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- e. 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.
- f. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- g. Bank statements must be available to support receipt and use of TRF grant funds.
- h. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

## 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.

## DOCUMENT RETENTION

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A Documents that must be maintained include, but are not limited to:
1. Bank information, including copies of past statements
  2. Club qualification documents including a copy of the signed club MOU
  3. Documented plans and procedures, including:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation
  4. Information related to grants, including receipts and invoices for all purchases
- B Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C Documents must be maintained for a minimum of five years, or longer if required by local law.

**REPORTING MISUSE OF GRANT FUNDS**

Clubs must report any potential and/or 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.

**AUTHORISATION AND CLUB AGREEMENT WITH ROTARY INTERNATIONAL**

*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 authorising this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of \_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year \_\_\_\_\_ and will notify Rotary International District 9700 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	

The signed **Club Qualification Memorandum of Understanding** need to be sent to District Grants Coordinator John McKenzie at: <[john@jmaconsulting.net.au](mailto:john@jmaconsulting.net.au)> or

**Mail to:**

John McKenzie  
20 Quarry Farm Lane  
Forest Reefs 2798 NSW

Ph 02 63665000  
Mob 0402018318



## PRACTICAL GUIDE TO SUCCESSFUL VOLUNTEER PROJECTS

These notes are from experience in completing successful water supply projects in Papua New Guinea. The most recent project completed in December 2010, complied with the 'Water and sanitation' focus of The Rotary Foundation. The Orange North Rotary Project Team was Team Leader Peter Davis, John McKenzie and Ian Simpson.

\*\* All points are important but those in **bold** are critical to the success of conducting an overseas project. \*\*

### FIND A SUITABLE PROJECT

Finding a suitable overseas project for your club is often a challenge. Some options include: Rotary Australia World Community Service (RAWCS) committee or website; former Youth Exchange Program students; Group Study Exchange teams; District Governors through contacts in overseas countries; Rotary networks; Embassies; High Commissions; AusAid and, personal contacts.

### PLAN THE PROJECT

- ✓ **Establish a clear need for the project** through on-site visits and careful personal assessment of the situation (in association with local people).
- ✓ Ensure the project meets pre-identified criteria ie. World Health Organisation (WHO) or similar standards.
- ✓ **Consult with the villagers to gain local support** for the project, especially from the recognised village leader or leaders, or council members (in a large village).
- ✓ Conduct a detailed survey of the project site to establish the practical requirements and potential obstacles to then develop a materials list.
- ✓ **Come up with a solution and prepare a project plan** with clear, simple, achievable goals ie. What will the project look like when finished; and, How will the outcome be achieved.
- ✓ Prepare a Draft physical and financial budget and raise required funds to complete the project. Allow for unforeseen events.

### PREPARE FOR THE PROJECT

- ✓ **Gain club and member support** by briefing the Club(s) Board and involving Rotary members.
- ✓ Set realistic target date(s) to conduct the project.
- ✓ Recruit a team that includes necessary skills to successfully complete the project.
- ✓ Nominate a Team Leader as the single point of responsibility for completing the project.
- ✓ **Develop contact with the villagers and a local materials and tools supplier** (including transport to the site) BEFORE arrival in country.
- ✓ Complete the RAWCS PROJECT APPLICATION FORM for VOLUNTEERS & FUNDING, allowing minimum 3 months for the required PNG signatures.
- ✓ **Develop an Operational / Implementation Plan** to ensure necessary sequential tasks are completed (have back-up plans).
- ✓ Prepare the team by having a: personal clothing and equipment list for team members; satisfactory travel, accommodation and meals arrangements; detailed materials list; plan for assembling and paying for equipment; and, ensure in-country transport and other necessary support, such as guides, translators and/or guards.



### CONDUCT THE PROJECT

- ✓ Travel to the project country and site as a team.
- ✓ **Discuss the overall plan with the team on-site** to gain their ideas and support.
- ✓ **On arrival at project site, brief the village leader(s) and members** to ensure the project has their full cooperation and support and to establish the locality of critical project components eg water supply outlets.
- ✓ Conduct a reconnaissance of the project area and check on materials required.
- ✓ Purchase and pay for all listed materials and arrange for transport to the site, with secure storage if required.
- ✓ Commence project work. The team leader may form specific task teams including villagers, to simultaneously complete various responsibilities.
- ✓ **Conduct the project on a 'day by day' basis**; assess/re-assess progress towards achieving the outcome within the timeframe; review and monitor progress at end of each day and plan / replan next day's activities.
- ✓ The team leader is responsible to keep project on-track for completion in allotted time and within budget.
- ✓ Manage the project with consideration for the villagers' normal daily pattern of life and work routine.
- ✓ **Show/train villagers on how to make simple repairs** to keep the project operational for the long-term.
- ✓ 'Expect the unexpected' when progress is slowed by unforeseen delays caused by the nature of the project and/or villagers' daily commitments ie allow for unforeseen events in the project timeline.

### PROJECT OPENING AND HANDOVER

- ✓ **Plan an opening / hand over of the project** at a time convenient to the villagers and team.
- ✓ Ensure there is appropriate signage prepared to acknowledge all involved.
- ✓ On completion, celebrate the success of the project.

### REPORT ON THE PROJECT

- ✓ Make a photographic record of the project.
- ✓ **Report back on the success of the project** to the Club, District, RAWCS and sponsors.

#### Optional

- Conduct a reconnaissance for another project that may be considered in the same country/locality
- Visit a local Rotary Club meeting to establish connections with local Rotarians



DISTRICT DESIGNATED FUND POLICY

District Designated Fund Policy

SHARE System

