



# LEAD YOUR DISTRICT

## Rotary Foundation Committee

2018-21



This is the June 2017 edition of Lead Your District: Rotary Foundation Committee (300). It is intended for Rotarians responsible for the Foundation at the district level in 2018-19, 2019-20, and 2020-21. The information in this publication is based on the Constitution and Bylaws of Rotary International, the Bylaws of The Rotary Foundation, and The Rotary Foundation Code of Policies. Changes to these documents by the Council on Legislation override policy as stated in this publication.

[The Rotary Foundation Reference Guide](#) is your key resource for basic Foundation information, and [A Guide to Global Grants](#) is your source for all grant information. You can also find information about grants at [rotary.org/grants](http://rotary.org/grants).

Please share this resource with the members of your committee and direct them to the resources mentioned above for more information.

If you have questions or comments about this manual, please contact:

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# DISTRICT COMMITTEE STRUCTURE

Your committee consists of experienced, dedicated Rotarians who work together to help the governor educate, motivate, and inspire Rotarians to participate in our Foundation. The Foundation committee is the connection between The Rotary Foundation and club members. The governor is a voting member of the committee.

## DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR

These chairs serve for three years, providing continuity of leadership for Foundation fundraising and grant activities in the district. As chairs, you work with regional staff to help subcommittees succeed. Under the governor's leadership, you also work with subcommittee chairs to plan, coordinate, and evaluate Foundation activities.

### Responsibilities

- Coordinate and promote all district fundraising and program participation.
- Help the district governor conduct a district Rotary Foundation seminar.
- Work with the district training committee to customize and hold Foundation sessions at the presidents-elect training seminar and district training assembly.
- Encourage clubs to offer at least two programs about the Foundation each year, including one in November, Rotary Foundation Month.

- Encourage annual and major gifts to our Foundation.
- Work with the governor and governor-elect to decide how to distribute the District Designated Fund (DDF) and authorize use of funds for grants.
- Encourage clubs to set fundraising goals in Rotary Club Central.
- Qualify the district and implement the district Memorandum of Understanding (MOU). Ensure that reports are submitted on time.
- Hold grant management seminars and qualify clubs for Foundation grants.
- Be the primary contact to help with grant resources, application reviews, and project funding approvals.
- Help choose qualified recipients for Foundation awards.

## DISTRICT ROTARY FOUNDATION SUBCOMMITTEES

Rotary Foundation subcommittees support programs, grants, and fundraising. Depending on their interests, districts can add other subcommittees.

The governor appoints subcommittee chairs, and they become members of the district Rotary Foundation committee. As part of the committee, you work with the governor to identify volunteers with specific expertise.

### GRANTS SUBCOMMITTEE

These subcommittees manage and promote Rotary grants and participation in the Rotary Peace Centers program.

#### Responsibilities

- Serve as a district expert and resource on Foundation grants. Work with the international service committee to find partners and resources to build and carry out successful global grants.
- Abide by the terms and conditions of awards for district and global grants; train clubs on their responsibilities under the terms and conditions.
- Work with the district Rotary Foundation committee chair to create and carry out a district policy to fund grants, and ensure that proper records of grant activities are kept.
- Work with the stewardship subcommittee to ensure good financial and management practices, including reporting, for all grants.
- Recruit potential Rotary Peace Fellows and select qualified applicants.
- Lead orientation (at the multidistrict level, when possible) for Rotary Peace Fellows, scholarship recipients, and vocational training team members.

- Work with the district alumni chair to include scholars and vocational training team members in alumni activities.
- Offer guidance on District Designated Fund distribution.

## **STEWARDSHIP SUBCOMMITTEE**

These subcommittees are responsible for ensuring the careful management of Rotary grant funds and for educating Rotarians on effective grant management.

### **Responsibilities**

- Assist with implementing the club and district memorandum of understanding, including developing the financial management plan.
- Help with grant management seminars and qualifying clubs.
- Work with the grants subcommittee to implement stewardship and management practices, including reporting, for all grants.
- Monitor and evaluate stewardship and management practices for all grants.
- Make sure that everyone involved in a grant avoids any actual or perceived conflict of interest.
- Form a procedure for resolving any misuse or irregularities in grant-related activities, report them to the Foundation, and conduct initial local investigations into reports of misuse.
- Make sure that the annual financial assessment is performed correctly.

## **POLIOPLUS SUBCOMMITTEE**

These subcommittees promote, to Rotarians and the community, the Foundation's polio eradication efforts and organize fundraisers.

### **Responsibilities**

- Encourage donations for PolioPlus from Rotarians, clubs, and the District Designated Fund.
- Organize at least one PolioPlus district fundraiser per year.
- Work with the Foundation committee chair, district public image committee, and the governor to recognize exemplary activities related to polio eradication.
- Help the governor and district trainer on PolioPlus presentations during Foundation training.
- Coordinate with national and regional PolioPlus committees and governmental and other agencies on polio eradication activities.
- Offer guidance on District Designated Fund distribution.

PolioPlus subcommittees are organized according to the status of the disease in the district. Subcommittees in polio-endemic countries may work more closely with national PolioPlus committees. As part of the district Foundation committee, you encourage club presidents to appoint a club PolioPlus committee.

## FUNDRAISING SUBCOMMITTEE

These subcommittees strengthen and monitor Foundation fundraising and recognition in the district.

### Responsibilities

- Advise clubs on setting fundraising goals and strategies to achieve them.
- Organize club and district fundraising activities.
- Motivate and advise clubs on all Foundation fundraising initiatives, and promote the initiatives.
- Coordinate district donor appreciation events.
- Offer guidance on District Designated Fund distribution.

The fundraising subcommittee can be organized based on your district's needs. As part of the district Foundation committee, you may want to give the subcommittee responsibility for more specific tasks like planning a Foundation dinner. Consider your district's goals and the areas that your district would like to strengthen to decide how many subcommittee members to appoint.

## OPTIONAL: DISTRICT PAUL HARRIS SOCIETY COORDINATOR

- Collaborate with zone and district leaders to identify Rotarians and friends of Rotary who have the commitment and financial capacity to support the Foundation at the Paul Harris Society level.
- Facilitate meaningful and appropriate recognition of society members.
- Award Paul Harris Society chevrons to new Paul Harris Society members at club or district events such as club meetings, Foundation dinners, and Foundation receptions.
- Use Foundation reports to identify prospective members, thank members who have fulfilled their annual commitment, and remind those who have not.

## OPTIONAL SUBCOMMITTEES

Your district may appoint additional subcommittees. The district governor can report these subcommittees but isn't required to do so. Standing subcommittees relinquish any responsibilities that optional subcommittees receive. As part of the district Foundation committee, you adapt each subcommittee's responsibilities to suit the district's needs, and you determine how all the subcommittees will coordinate their efforts and work together. Here are the recommended responsibilities for optional subcommittees.

### Annual Fund Subcommittee

- Help clubs set Annual Fund goals through Rotary Club Central.
- Encourage contributions and participation in fundraising events.
- Recognize club members and friends of Rotary who support our Foundation.



- Promote special giving levels, such as Every Rotarian, Every Year; Rotary Foundation Sustaining Member; and the Paul Harris Society.
- Encourage contributions to the Foundation, including recurring and online giving, corporate matching gifts, and support from community foundations.
- Publicize goal achievements.
- Coordinate efforts with the endowment/major gifts subcommittee chair, if applicable, and the grants subcommittee chair.
- Work with the district alumni chair to involve alumni in Foundation fundraising.

### **Endowment/Major Gifts Subcommittee**

- Establish district Benefactor, Bequest Society, and major gift goals through Rotary Club Central.
- Inform Rotarians of planned giving opportunities by using resources like [Your Rotary Legacy](#).
- Work with presidents to recognize Benefactors and Bequest Society members.
- Coordinate efforts with the Annual Fund subcommittee chair, if applicable.
- Coordinate the identification, cultivation, solicitation, and stewardship of potential donors to the Endowment Fund.
- Work with endowment/major gifts advisers, and gift and estate planning professionals.

### **Rotary Peace Fellowships Subcommittee\***

- Distribute application materials and provide training and guidance to clubs.
- Form a selection committee.
- Recruit and select qualified candidates.
- Conduct orientation for fellowship recipients.
- Work with the district alumni chair to involve peace fellows in alumni activities.

### **Scholarship Subcommittee**

- Coordinate orientation for scholarship recipients.
- Confirm participation by the host district and decide whether the host counselor needs training or guidance.
- Inform Rotarians in the host district that a scholar will study there.
- Maintain contact with scholarship recipients during their study terms.
- Serve as a resource for any potential applicants for global grant scholarships who would like to study at institutions in the district.
- Work with the district alumni chair to involve scholarship recipients in alumni activities.

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*\*As of 1 July 2019, the Rotary Peace Fellowships subcommittee will be a stand-alone committee, and the grants subcommittee will no longer be responsible for peace fellowships.*

### **Vocational Training Team Subcommittee**

- Interview candidates and choose a leader, members, and alternates for each team.
- Identify partner districts.
- Ensure fulfillment of all program requirements.
- Develop local itineraries.
- Coordinate team orientation and language training.
- Work with the district alumni chair to involve team members in alumni activities.

## **DISTRICT INTERNATIONAL SERVICE COMMITTEE**

As part of the district Foundation committee, you work with district international service committees to develop [sustainable global grant projects](#) that support Rotary's humanitarian service. Promoting these successful projects will demonstrate the importance of participating in Foundation programs.

Your international service committee supports the improvement of global grant planning and the development of project partnerships. The committee also promotes resources for collaboration and establishes communication with experts to enhance the quality, impact, and sustainability of global grant projects.

### **Responsibilities**

- Recruit local Rotarians and alumni with expertise in project planning, Rotary's areas of focus, and Rotary grants.
- Serve as the main contact for the district's database of local experts that clubs can consult to improve projects and global grant proposals.
- Connect clubs to resources and support the grant work of the district Rotary Foundation committee.
- Collaborate with Rotarian Action Groups, the Cadre of Technical Advisers, and representatives of district alumni, Rotaractors, and peace fellows, to identify experts who can help plan and develop projects and global grants.



## ADMINISTRATION

The effectiveness of the district Rotary Foundation committee depends on engaging communications with the clubs in your district. Your district Foundation committee has various administrative duties related to the district and its clubs.

### SUPPORTING CLUB ROTARY FOUNDATION COMMITTEES

The district Rotary Foundation committee encourages every club to have a Rotary Foundation committee, trains those committees, and increases their awareness of the Foundation's work.

To raise clubs' understanding of the Foundation, suggest that they:

- Devote time to the Foundation at meetings, especially in November, Rotary Foundation Month.
- Use the club website to inform members about Foundation activities.
- Encourage members to register on [My Rotary](#) to view their contribution history.
- Work with the public image committee to inform media of newsworthy Foundation activities.
- Invite Foundation alumni to talk about their experiences and participate in club events and projects.
- Plan a community event to promote and raise funds for the Foundation.
- Recognize Rotarians and others for outstanding service or significant financial contributions to the Foundation.
- Encourage clubs to recruit and support qualified Rotary Peace Fellow candidates.

**Build relationships  
with partner  
districts to  
collaborate on  
future projects.**

## SETTING GOALS

Your district Rotary Foundation committee works closely with the district governor-elect to help clubs set Foundation participation and contribution goals for the coming year. As part of the committee, you review historical contribution trends and reports in Rotary Club Central to help recommend realistic goals. Your fundraising subcommittee can advise clubs on activities to help them achieve their goals. Monitor [Rotary Club Central](#) during the year to see your clubs' progress toward their goals.

When developing district fundraising goals, consider what activities your district clubs will want to carry out three years from now. For example, if your clubs would like to sponsor a scholar, conduct a large-scale humanitarian project, and contribute to PolioPlus, the district's goals should include raising the funds necessary to undertake those activities in three years.

Also, if clubs would like to develop international service projects or global grants, the district's goals should include building or expanding its network of local Rotarian and alumni experts who advise clubs as they begin to plan and design projects. See the [District Planning Guide](#) to develop ideas on goals for the year.

## TRAINING

The district Rotary Foundation committee helps plan seminars with the district training committee. Seminars can be combined or held multiple times to reach the most clubs. Foundation committee members should attend training events led by the regional Rotary Foundation coordinator.

### DISTRICT ROTARY FOUNDATION SEMINAR

As committee chair, you hold a district Rotary Foundation seminar between July and November. This seminar informs club leaders about Foundation programs and motivates them to participate in Foundation initiatives. Involve subcommittee chairs and regional Rotary Foundation coordinators in planning. Refer to the [District Rotary Foundation Seminar Leader's Guide](#) for session outlines.

Check the [Learning Center catalog](#) to find courses, like [Rotary Foundation Basics](#), to support your role.

## GRANT MANAGEMENT SEMINAR

Districts must lead a grant management seminar for all clubs that want to qualify and apply for global grants. Holding this seminar is also part of the district's qualification requirements. The district Rotary Foundation committee chair confirms attendance at this seminar as part of each club's qualification process.

The seminar ensures that clubs understand the [club memorandum of understanding](#) and prepares them to provide good stewardship of Rotary grant funds. The committee chair ensures that the training includes the district international service chair and other key district representatives to maximize local Rotarian and Rotary alumni expertise on improving grants.

Make sure to invite club members who will conduct, or are involved with, global grant projects. Ask the club representatives to review [A Guide to Global Grants](#) before the seminar.

As an alternative to in-person training, you may lead the seminar as a webinar or online course in the Learning Center. Refer to the [Grant Management Seminar Leader's Guide](#) for session topics and tips for webinars and online courses.

## PRESIDENTS-ELECT TRAINING SEMINAR (PETS)

The presidents-elect training seminar teaches incoming leaders about their role and how to work with assistant governors to set goals. During the seminar, the committee encourages presidents-elect to:

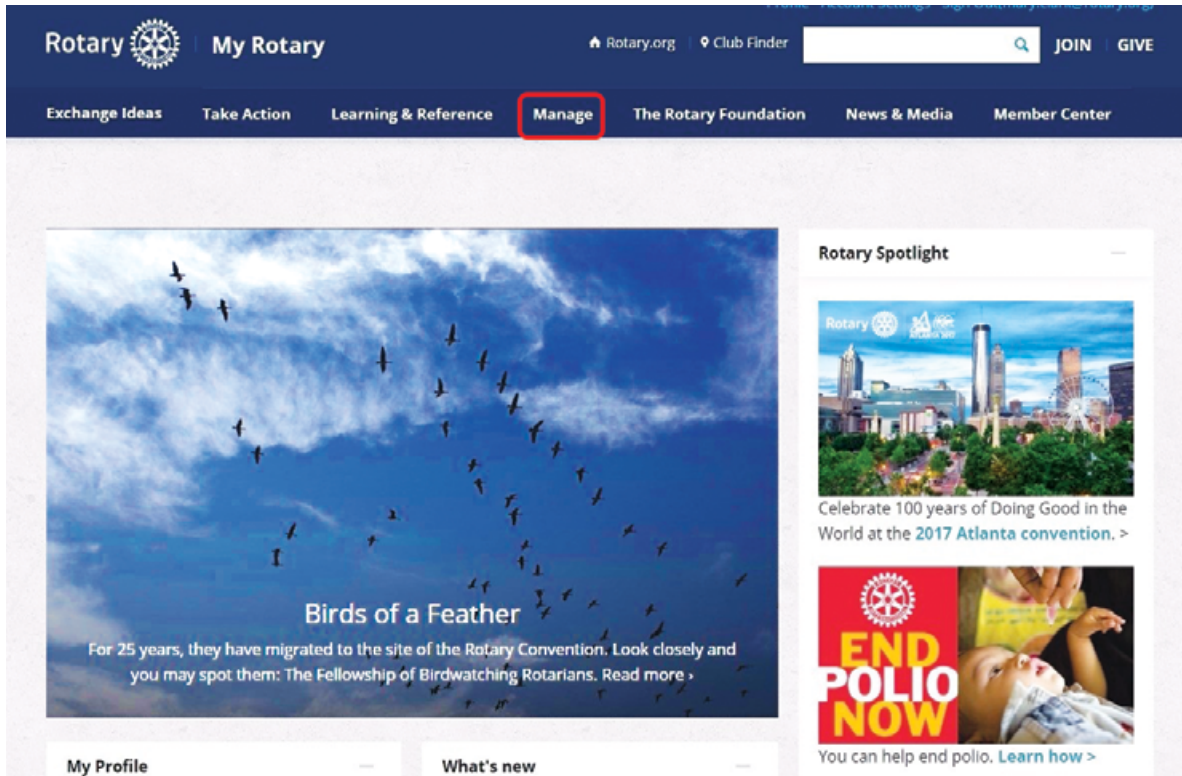
- Set goals and report them to the Foundation by early May
- Appoint a club Rotary Foundation committee chair before the district assembly
- Develop a plan for achieving Foundation goals by 1 July

## DISTRICT TRAINING ASSEMBLY

Club leaders prepare for their year in office and build their leadership team at this assembly. As a district Foundation committee chair, you help the district trainer with the Foundation sessions to meet the needs of district clubs. The [District Training Assembly Leader's Guide](#) includes session topics that you can adapt.

## ONLINE RESOURCES

Many resources are available to help you in your role as part of the committee. Become familiar with them so that you can conduct district business efficiently and direct clubs to these resources.



[My Rotary](#) gives you customized access to a variety of information. You can:

- Qualify the district to apply for Rotary grants
- Apply for district and global grants in the [Grant Center](#)
- View monthly contribution, SHARE, and PolioPlus reports
- View Rotary Club Central for club and district progress toward goals
- Secure resources for projects at [Rotary Ideas](#)
- [Contribute](#) to The Rotary Foundation

The governor-elect or governor will report district appointments on My Rotary, allowing district leaders to access role-based information there. Club presidents or secretaries can assign club Rotary Foundation chairs to ensure their access to Foundation information.

All Rotarians can register at [My Rotary](#) to update their personal contact information and view their contribution and recognition history.



# FOUNDATION FUNDING

Your committee encourages strong participation in The Rotary Foundation programs and initiatives. Annual giving and major giving contributions come from Rotarians and friends of Rotary to support the Foundation. The SHARE system transforms those contributions into grants and programs to support humanitarian service.

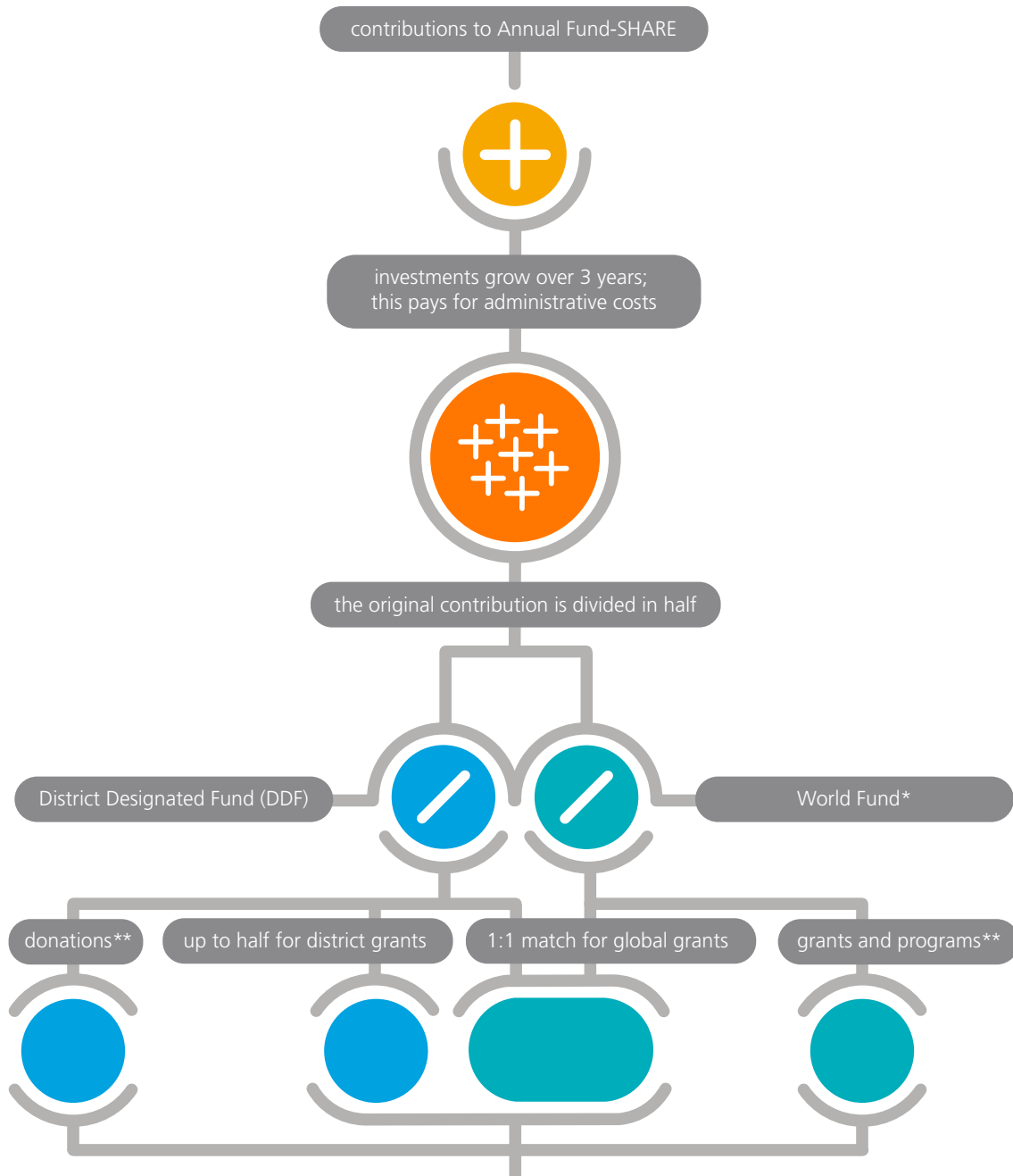
## THREE-YEAR FUNDING CYCLE

The Foundation operates on a three-year funding cycle designed to give districts time to plan and select projects and to enable the Foundation to use the investment earnings to pay for administrative and fund development costs.

Your district's Annual Fund-SHARE contributions are invested for three years. After this time, 50 percent of your donation is divided into the World Fund and the other 50 percent is available as District Designated Funds (DDF) for your district to use. The Foundation uses the part credited to the World Fund to pay for grants and programs available to all Rotarians. The district uses the DDF to participate in grants and programs. Up to 5 percent of the World Fund portion is used to support administrative costs.

For example, 50 percent of Annual Fund-SHARE contributions in 2017-18 will result in District Designated Funds available for use in 2020-21.

# (the SHARE system)





## DISTRICT DESIGNATED FUND PLANNING

Each year, your district will receive a SHARE kit. It includes a SHARE System Report, a list of Trustee-approved spending options, and donation forms. The report shows the DDF amount available for your district to spend in the coming Rotary year.

Your committee is responsible for determining which Rotary Foundation grants and programs most interest your district's club members. One way to determine this is to survey clubs.

With this information, the committee — in consultation with the district governor, governor-elect, and governor-nominee (if known) — decides how the district will use its DDF. The district Rotary Foundation committee also is responsible for maintaining accurate records of DDF use.

After your district decides how DDF will be used, the district Rotary Foundation committee chair and the district governor both need to authorize the use of DDF based on this decision. The Foundation deducts money from the district's fund when applications are approved or donations are made.

See the District Designated Fund Allocation Policy worksheet at the end of this chapter for items to consider when developing your district's procedure for allocating funds.

### SHARE AND DDF OPTIONS

Districts can spend DDF on:

- District grants
- Global grants
- Donations
  - PolioPlus
  - Rotary Peace Centers
  - Endowment Fund (including peace centers and areas of focus)
  - World Fund
  - Other districts

In choosing any of these options, remember:

- Any unused DDF from the previous program year will automatically be included in the DDF total available for global grants and donations.
- The DDF balance from the previous year does not factor into the amount available for district grants.
- Up to half of the year's DDF can be used directly for district grants.

Districts have online access to an updated report of their DDF balance throughout the program year. Rotary explains [how to find the report](#), which reflects only approved and submitted grants.

## FUNDING FOR GLOBAL GRANTS

DDF contributions for global grants are matched 100 percent from the World Fund. Cash donations receive a 50 percent match from the World Fund. In addition to Annual Fund-SHARE contributions three years prior, funding options for global grants include:

- Annual Fund — areas of focus funds
- World Fund
- Cash for specific global grants
- Endowment earnings designated for specific uses
- Term gifts

The grants subcommittee is responsible for administering the district policy on DDF allocations for clubs and the district.

Use the worksheet on the next page to plan with your committee.

Email the SHARE coordinator with questions about your DDF at [share.mailbox@rotary.org](mailto:share.mailbox@rotary.org).

## DISTRICT DESIGNATED FUND ALLOCATION POLICY WORKSHEET

The district decides how District Designated Funds will be used — for district and global grants or donations to PolioPlus, peace centers, or other districts. As district Foundation committee chair, you ask clubs for guidance on the policy to foster their participation in Foundation grants. The grants subcommittee should share the district's policy with clubs early so they can prepare to meet district due dates.

When forming a policy, consider:

How much DDF is available?

What are your district's funding priorities?

What are your club members' interests?

How can you allocate DDF to maximize the amount that the World Fund will match?

What are your district's due dates for accepting requests for district and global grant funds?

What is your district policy for district grants versus global grants?

How can you encourage more spending of DDF in your district?

Do you require clubs to qualify to receive district grant funds?



# ROTARY FOUNDATION GRANTS AND PROGRAMS

Your members contribute their skills, expertise, and financial support to Foundation programs that benefit global communities. The Rotary Foundation offers grants that support projects, scholarships, and training that Rotarians organize around the world. There are two grant types: district and global. Your district must qualify to participate in these grants and must qualify any clubs that wish to apply for global grants. See chapter 6 for more about qualification.

## DISTRICT GRANTS

District grants fund small-scale, short-term activities that address needs in your community and abroad. Your district chooses the activities you will fund with these grants. Use district grants to fund a variety of district and club projects and activities, including:

- Humanitarian projects, including service travel and disaster recovery efforts
- Scholarships for any level, length of time, location, or area of study
- Vocational training teams, consisting of professionals who travel abroad, either to teach local professionals about a particular field or to learn more about their own

Find more information on district grants on [Rotary.org](https://www.rotary.org).

## GRANT PLANNING

Districts may use up to 50 percent of their District Designated Fund to receive one district grant annually. This is calculated based on the amount of DDF generated from a district's Annual Fund giving three years prior, including Endowment Fund earnings.

If your district requests less than this amount for its grant, it can use the remaining funds for global grants, PolioPlus, Rotary Peace Centers, or donations to other districts. Funds that roll over to the following year cannot be used for district grants.

Your district administers district grants. Clubs may submit funding requests to the district for projects and activities that relate to the Foundation's goals, including:

- Service projects
- Scholarships
- Vocational training

### Benefits of District Grants

- Clubs have access to DDF allocation.
- Districts have flexibility for project funding.
- District grant funds can go to local and international projects.
- Clubs can team with other clubs for larger projects.
- Districts have quick access to funds, with easy application and reporting stages.

## BUSINESS CYCLE

The Foundation committee works with the district governor and the grants subcommittee chair to create the district grant spending plan, based on requests from district clubs. The spending plan is submitted as part of the online application for the district grant.

Your team will submit and authorize the application through the [Grant Center](#) at My Rotary. Ideally, district grants have a two-year process: the first year is for planning, and the second year is for payment and activity.

### Payment

Funds are issued once the spending plan is approved and all prepayment requirements have been met, including the submission of overdue reports or the closing of previous district grants. Districts cannot apply for a district grant after 15 May each Rotary year.

Your district receives one block payment for the approved amount of the district grant between 1 July and 15 May. All previous district grants must have closed before the new payment, and your district must be current on reporting for all district-sponsored grants from the Foundation.


## Reporting

Your district needs to submit a final report to the Foundation within 12 months of the grant payment. This report includes a final list of funded activities, using the same format as the district's spending plan.

On the final report, note any changes in the project's funding details from your original spending plan. Submit the final report once you have fully distributed district grant funds to individual projects.

If you submit your report immediately after disbursing funds, any funds for uncompleted projects must go back to the Foundation because we can provide funds only for grants that are reported. Once a club has spent the funds, it submits a report to the district. The district collects and keeps the clubs' reports and any required receipts.


We require districts to report to their clubs annually on their use of DDF. To encourage transparency and oversight, all members of the district should review this report to see that funds were spent according to district-specific guidelines.

Rotary  **TAKE ACTION:** [www.rotary.org/grants](http://www.rotary.org/grants)

# TURN YOUR VISION INTO REALITY WITH A ROTARY GRANT

**DISTRICT GRANT**  
Help a community  
Flexible short-term activities

**GLOBAL GRANT**  
Make a bigger impact  
Sustainable long-term projects & scholarships

 + 

## DISTRICT GRANT PROCESS WORKSHEET

Use these questions to determine your district grant process. Ideas from various districts are listed for reference.

Question	Best Practices	Our District's Process
How will you encourage participants?	Hold grant fairs or survey clubs to identify projects and determine how to meet clubs' financial needs.	
How much of the district funds will you reserve for district activities versus club activities?	<p>Ask clubs to request DDF, then work with your committee to determine how much is available for district activities.</p> <p>Organize a project in which all clubs can participate at various levels. Give this project funding priority.</p>	
What types of activities will be funded (scholarship, vocational training, or humanitarian projects)?	Set criteria for grant funding (such as preference for international projects) and provide it to the clubs in advance.	
Will you ask clubs to contribute to the project?	<p>Depending on whether the project is local or international, require a match from the club.</p> <p>Set a minimum and maximum DDF allocation for each club and a minimum project size. Multiple clubs can work on the same project.</p> <p>Ask clubs to contribute 20 percent of the project cost, or to match the DDF portion.</p>	
Will your district add requirements to the district grant?	<p>Require clubs to appoint a club Rotary Foundation committee chair and be up-to-date on grant reporting.</p> <p>Require that clubs qualify and be current on dues.</p> <p>Solicit more proposals than you can support, and limit funding to one proposal per club.</p>	

Question	Best Practices	Our District's Process
What criteria will you use for scholarships?	Award flat grants. The amount covers tuition and travel, or any area or level of study. Support local scholarships only. Develop a scholarship application.	
What criteria will you use for vocational training?	Award flat grants or flexible award amounts. Determine if vocational training team applicants will be accepted for cultural exchange or specific area of focus. Support both local and international vocational training teams. Determine how often and in what format vocational training teams should report to the district and clearly state the requirements.	
What are your district's due dates for club requests for district grant funds?	Complete the process two months before the start of the Rotary year so that the funds can be distributed in July.  Wait until club leaders are in office before the process begins.	
How will you inform clubs about the district grant process?	Articles in newsletters and district website. At PETS and district assemblies. At grant management seminars.	
How will you notify clubs that will not receive funding for their proposals?	Send a note to each club president, explaining why the club didn't receive the grant and what the club could do in the future to improve its chances.	



## GLOBAL GRANTS

Rotary's global grants increase our ability to address community challenges worldwide. Global grants support large international activities with sustainable, measurable outcomes in Rotary's **areas of focus**. Your district or clubs' grant sponsors can form international partnerships that respond to community needs. Also, global grants fund projects and activities that:

- Include plans for success after grant funds have been spent
- Actively involve Rotarians and community members
- Meet the eligibility requirements in the grants **terms and conditions**

Rotary's **areas of focus** are:

	<b>Peace and conflict prevention/resolution</b>
	<b>Disease prevention and treatment</b>
	<b>Water and sanitation</b>
	<b>Maternal and child health</b>
	<b>Basic education and literacy</b>
	<b>Economic and community development</b>

Global grants provide a minimum World Fund award of \$15,000 for a minimum project budget of \$30,000. The World Fund award is based on a 100 percent match of District Designated Fund allocations or a 50 percent match of cash contributions.

Global grants need two primary sponsors: a host partner in the country where the activity will take place, and an international partner outside the country. Sponsors can be clubs or districts, and both must qualify to receive Rotary grants. To reach the minimum project budget, primary sponsors often team with other clubs and or districts.

Global grants support:

- **Humanitarian projects** that provide sustainable, measurable outcomes in the benefiting community.
- **Scholarships** for graduate-level students whose field of study and professional goals further one of the areas of focus.
- **Vocational training** by professionals traveling abroad to build skills within their profession or to teach professionals in communities about a particular field.

## The Power of International Partnerships

### Participants:

- Build understanding, goodwill, and peace
- Apply learning from previous projects
- Share resources and expertise to strengthen projects

## GLOBAL GRANT CYCLE

### Application

Global grant applications are accepted on a rolling basis throughout the year. Applications are submitted online in the [Grant Center](#). Foundation staff review applications to ensure they are complete and comply with the guidelines. If the grant is approved, sponsors receive approval notification and payment instructions.

### Payment

When both sponsors authorize the agreement, and when all associated cash contributions are received, the grant payment is processed. Large projects receive installments based on the spending plan.

### Reporting

Progress reports are due to the Foundation at least every 12 months for the life of the project, counted from the first payment. A final report is due within two months of the project's completion. Progress reports and final reports are submitted through the Grant Center.

NOTE: The Foundation cannot accept new grant applications if either grant sponsor has overdue reports.

## ROTARY PEACE FELLOWSHIPS

This fellowship program supports the Foundation's focus on world understanding and peace. The program provides peace fellowships to students pursuing either a master's degree in such fields as international development, peace studies, and conflict resolution, or a professional development certificate in peace and conflict studies.

Districts are encouraged to nominate qualified candidates for the world-competitive selection of up to 100 peace fellows each year. Candidates have until 31 May to submit applications to their district. Districts submit endorsed applications to the Foundation by 1 July. Districts that contain conflict regions are urged to seek strong candidates to address situations during and after the conflicts.

Encourage the subcommittee responsible for Rotary Peace Fellowships to develop a marketing strategy for selecting qualified applicants. Districts should start recruiting and interviewing eligible candidates as early as January.

For details, see the [Rotary Peace Centers Program Guide for Rotarians](#).

The district should form a selection committee to interview and endorse applicants. It should include at least the district governor and one of the following: the peace fellowship subcommittee chair, the district Rotary Foundation chair, or the grants subcommittee chair.

## FUNDING PEACE FELLOWS

Funding peace fellows is a global effort. All districts should make donations from their District Designated Fund to support the peace centers program. Donations are not linked with a specific applicant selected by the district. This funding approach ensures a balanced, competitive selection process for the top candidates worldwide, regardless of a district's ability to fund the fellowship.

[Peacebuilder Districts](#) support the peace centers by allocating a minimum of \$25,000 in DDF donations each year. They continue to donate \$25,000 annually to maintain their standing.

## ROTARY FOUNDATION ALUMNI

More than 125,000 people have received program awards from the Foundation since 1947. Former participants increase Rotary's capacity for service and can be powerful advocates for the Foundation and potential donors, so it's important for district Foundation committee chairs to maintain contact and foster opportunities for them to engage with Rotary.

Alumni can help your district by:

- Connecting with districts from different countries for service and fellowship
- Telling clubs and the media how their experiences changed their lives
- Promoting program opportunities to other participants
- Advising on selection and orientation, and hosting programs
- Joining or forming an alumni association
- Becoming members or donors

Under Rotary grants, former scholars and vocational training team participants who received global (or packaged) grant funding are Rotary Foundation alumni. Rotarians who funded scholarships or vocational training teams with a district grant are invited to provide the Foundation with information about the grant recipients so that they may be recognized as Rotary Foundation alumni too.

Email updated contact information for alumni in your area to the Foundation's Alumni Relations staff at [alumni@rotary.org](mailto:alumni@rotary.org).



## FUNDRAISING

Contributions to The Rotary Foundation support efforts to build stronger, healthier, and more peaceful communities. Foundation activities would not be possible without the financial support of Rotarians and friends of Rotary.

The Rotary Foundation committee oversees the district's fundraising strategy and helps clubs set and meet contribution goals for the Annual Fund, the Endowment Fund, and PolioPlus.

### ANNUAL FUND

Contributions to the [Annual Fund](#) are the primary funding source for Foundation grants and programs. Maintaining steady support for the Annual Fund allows your district to do good locally and globally.

Your district Rotary Foundation committee members should help inspire every Rotarian to support the Foundation by telling members of its impact and advocating for Foundation activities.

Annual Fund gifts can be directed to SHARE, the World Fund, or an area of focus fund. Donors can support the fund through recurring or one-time gifts of cash or stock.

Contributions	
<b>Annual Fund-SHARE</b>	At the end of every Rotary year, these contributions are directed into two funds: the World Fund and the District Designated Fund. Rotary districts allocate DDF to district and global grants, or donations.
<b>Annual Fund-World Fund</b>	Contributions made directly to the World Fund provide the Foundation's portion of funding for approved grants and other program support. Trustees make them available as the matching part of global grants.
<b>Annual Fund-areas of focus</b>	Contributions are directed to one of our six areas of focus. These contributions count toward a club's annual giving goal and per-capita calculations. They are not included in a district's SHARE calculation and do not generate DDF.

The designations in the previous table are also eligible for all Annual Fund recognition opportunities such as Paul Harris Fellow, Paul Harris Society, Major Donor, and Arch Klumph Society, and they count toward all [club recognition](#) opportunities.

## ENDOWMENT FUND

Contributions to the Endowment Fund are invested to preserve and increase the principal. Each year, part of the earnings supports grants and programs.

Endowment Fund donations often are major outright gifts, bequests, or life-income agreements. Because Endowment Fund gifts can be complex, you, as a district Foundation committee chair, should work closely on them with your regional Rotary Foundation coordinator, endowment/major gifts adviser, and Foundation staff.

For news stories and updates, sign up for the quarterly [Giving & Grants e-newsletter](#).

## POLIOPLUS FUND

We use contributions to the PolioPlus Fund solely for achieving the worldwide eradication of polio, and we will need funds until we achieve that goal. We ask Rotarians to continue contributing to PolioPlus until worldwide polio eradication is certified.

## FUNDRAISING GOALS

Your district's annual fundraising goal is the total of the club Foundation goals entered in Rotary Club Central. We encourage clubs to set goals for the Annual Fund, PolioPlus, and Endowment Fund for the coming year. The governor-elect and district Rotary Foundation committee should work with clubs to set and enter club goals. Clubs can track their progress toward goals via Rotary Club Central and the Club Fundraising Analysis [report](#) available on Rotary.org.

The district should work with clubs to set these goals:

- Reaching \$100 per capita. If the district already raises \$100 per capita, consider a percentage increase.
- Increasing the number of Paul Harris Fellows, Paul Harris Society members, Benefactors, or Bequest Society members.
- Planning at least one public fundraiser to support polio eradication or one of the areas of focus.
- Identifying, cultivating, and soliciting a specific number of potential donors capable of contributing major gifts of \$10,000 or more.

## GIVING OPPORTUNITIES

Donors can choose to support the Foundation in many ways. The Rotary Foundation recognizes that not all options are appropriate for each region of the world. District Foundation committee members adapt these suggested types of gifts and commitments as needed. Every donor is unique, so take the time to cultivate prospective donors and help them decide which option works best for them.

- [Online giving and recurring giving](#)
- [Bequests](#)
- [Employer matching gifts](#)
- [Naming opportunities](#)
  - Term gifts
  - Endowed funds
- [Memorial and tribute gifts](#)

For details on establishing an endowed fund, contact your [endowment/major gifts adviser](#) or Foundation staff.

## RECOGNITION OPPORTUNITIES

Recognition is one of the best ways to thank individuals who generously support the Foundation. It provides incentives for additional giving and can inspire others to give as well. The district Foundation committee should thank donors at a club meeting and consider recognizing new Paul Harris Fellows at a district or multiclub event.

Here are some of the most common levels of individual **recognition**:

- **Every Rotarian, Every Year** recognizes donors who have supported The Foundation at any level during the Rotary year.
- **Sustaining Member** recognizes individuals who contribute \$100 or more each year to the Annual Fund.
- **Paul Harris Fellow** recognition is given to anyone who contributes (or in whose name is contributed, using recognition points) a gift of \$1,000 or more cumulatively to the Annual Fund, PolioPlus, or an approved global grant. **Multiple Paul Harris Fellow** recognition is given at subsequent \$1,000 levels.
- **The Paul Harris Society** recognizes individuals who contribute \$1,000 or more each year to the Annual Fund, PolioPlus, or an approved global grant.

Endowment Fund gifts do not earn recognition points but may count toward Arch Klumph Society membership, Major Donor recognition, Benefactor recognition, or Bequest Society membership.

Donors receive **recognition points** for contributing to the Foundation’s Annual Fund, PolioPlus, or an approved grant. They receive one recognition point for every U.S. dollar they contribute to these designations. The donor can transfer recognition points to help others become, or name others as, a Paul Harris Fellow or Multiple Paul Harris Fellow.

## GLOBAL GRANTS ENDOWED AND TERM NAMING OPPORTUNITIES

All endowed funds in the chart are established within the Endowment Fund. Gifts are tracked individually and named after the donors at their discretion.

### Endowed Fund

\$25,000 or more can direct spendable earnings either to SHARE or to the World Fund

\$25,000 can support an area of focus

\$250,000 can support an area of focus and specify a district where the funds will be used

\$500,000 can support an area of focus and specify where the earnings will be used and by which district

\$1 million can specify the country that will conduct projects in a particular area of focus, or name a district to participate in a global grant

### Term Gift

\$15,000 can support an area of focus

\$30,000 can support a specified district’s projects within an area of focus

## ROTARY PEACE CENTERS ENDOWED AND TERM NAMING OPPORTUNITIES

All endowed funds in the chart are established within the Endowment Fund. Gifts are tracked individually and named after the donors at their discretion.

### Endowed Fund

\$25,000 bears the donor's name and provides general support to the program

\$100,000 funds an annual seminar at a peace center

\$250,000 funds one [certificate-program](#) fellow about every year

\$500,000 funds a fellow every three to four years or when sufficient spendable earnings have accrued

\$750,000 supports one two-year fellow every three years

\$1 million funds a visiting lecturer to teach courses and serve as a mentor for fellows

\$1.5 million funds a fellow every year

### Term Gift

\$75,000 pays for one two-year fellowship

## Gift Planning

Donors may wish to plan their giving to the Foundation for tax and financial reasons. Gift planning establishes an agreement or commitment during a donor's lifetime that benefits the Foundation in the future.

For specific questions, contact the Fund Development staff at [planned.giving@rotary.org](mailto:planned.giving@rotary.org).

## DONOR ADVISED FUNDS (USA ONLY)

Rotarians, clubs, and districts can support the Foundation and other charitable organizations of their choice through The Rotary Foundation Donor Advised Fund. An individual or Rotary-affiliated group can establish a donor advised fund, then recommend grants to fund Foundation activities and other approved charitable organizations. The Foundation handles administration, investment, and accounting for the fund. It is a great alternative to forming a separate foundation.

Each donor advised fund is invested separately and professionally managed, offering the potential for contributions to grow, resulting in larger charitable gifts.

For details, see our [guide on donor advised funds](#).



Find fundraising event ideas and tools at Rotary's Brand Center.

## SPECIAL FUNDRAISING EVENTS

As a committee member consider using special events, such as district conferences or Foundation seminars, to raise funds for the Foundation by recognizing substantial contributions or outstanding service to Rotary.

Some special events may focus on Rotarians and their spouses, while others may involve those outside Rotary and promote the Foundation. Consider these ideas and other appropriate ways to thank donors:

- Ask permission to print donors' names in club or district communications.
- Arrange a special program to recognize donors publicly (e.g., a presentation or dinner for a Paul Harris Fellow or Benefactor).
- Call donors to express thanks for their gifts.
- Update donors on the district's Foundation activities.

Some clubs also use Paul Harris Fellow recognition to honor local, national, or world leaders who have shown commitment to the Foundation's goals and purposes. This recognition serves three purposes: It honors a deserving individual, gives important support to Rotary programs, and provides favorable public attention.

The Foundation respects donors' requests to remain anonymous and avoid public recognition but appreciates the opportunity to thank them publicly for their generous contributions. Sometimes public recognition prompts others to consider similar gifts.

## FUNDRAISING TIPS

- **Information is key.** People donate when they know what we are accomplishing around the world. Promote our success in writing, in person, and on social media to attract new donors.
- **Everyone has a different motive for giving.** Take time to learn more about an individual's experiences and desires. Using the same approach for everyone is less effective.
- **You can never say thank you enough.** Stay in touch after you say thanks the first time — the district's actions over the next year can influence additional gifts.
- **Help is available.** Use the resources described in [The Rotary Foundation Reference Guide](#). Work with staff teams assigned to your zone.

The Foundation Trustees have created several [service awards](#) and other recognition opportunities to honor Rotarians who help make the Foundation what it is. These awards can motivate individuals and clubs to donate.

## REPORTS

Your district's contributions to the Foundation support Rotary's work around the world. As a committee chair, use reports to monitor and share your district's progress toward the annual goal.

To see historical and current giving information, you can review monthly contribution reports; Every Rotarian, Every Year eligibility reports; and the Club Fundraising Analysis on the [report menu](#) at Rotary.org. To help you understand the reports, tutorial documents are available. Use the [Contribution and Recognition Reports Users Guide](#) for instructions on how to run reports.

Find details on Foundation reports in [The Rotary Foundation Reference Guide](#).



Districts in India have different MOU procedures. After each district officer completes the online qualification process, the District Qualification Record must be printed, signed, and sent to Rotary's South Asia Office. Once the signed records are received, staff will confirm the authorization and qualify the district.

## THE DISTRICT MEMORANDUM OF UNDERSTANDING

Your district has a direct role in managing Rotary grant funds and must qualify to participate in district or global grants. To prepare, districts first complete the online qualification process through the [Grant Center](#) and agree to implement the [district memorandum of understanding \(MOU\)](#).

Complete the online district qualification process with your district governor and district governor-elect. Incoming officers will have access to the online qualification process two months before the new Rotary year. A district that is already qualified keeps that status as long as the incoming officers complete the online process by 1 July.

Print and read the district memorandum of understanding while reviewing the summaries, best practices, and discussion questions in this chapter. If you have questions about the MOU or would like to share your district's grant management practices, send them to [qualification@rotary.org](mailto:qualification@rotary.org).

## SECTION 1 SUMMARY: DISTRICT QUALIFICATION

Districts are solely responsible for administering district grants, so establish measures that ensure compliance with Foundation policies and that ensure clubs receive appropriate training and resources. Such measures establish stewardship controls and allow districts to maintain qualified status.

### DISTRICT QUALIFICATION: WHAT TO CONSIDER

What is your timeline for completing the district's online qualification process?

What is your timeline for implementing the requirements of the MOU?

## SECTION 2 SUMMARY: DISTRICT OFFICER RESPONSIBILITIES

The governor, governor-elect, and the district Rotary Foundation committee chair are responsible for meeting the requirements outlined in the MOU.

District officers are also responsible for preventing and disclosing any potential conflicts of interest. An undisclosed conflict of interest blocks transparency, leaving the Foundation and Rotarians vulnerable to potential misuse of grant funds.

### BEST PRACTICES

- Clearly outline the roles and responsibilities related to district qualification, assigning responsibilities to subcommittees as appropriate.
- Assign past governors to randomly review Rotary grants to ensure compliance with stewardship measures and management practices.

### What is a conflict of interest?

A conflict of interest exists if a Rotarian or an associate will benefit financially or personally from the grant award or activities. Financial benefits could include receiving grant funds for being a project manager or receiving grant funds as a vendor for the project. Personal benefits could include receiving a promotion, getting business referrals, or gaining social standing.

The benefit can be direct, going to a Rotarian involved in the grant, or it can be indirect, going to an associate of the Rotarian. Associates can include family members, friends, other Rotarians, personal acquaintances, colleagues, and business partners.

Avoid conflicts of interest to protect everyone involved in the grant project. Perceived conflicts of interest may not involve any actual benefit, but they can still affect future funding or donations. An actual or perceived conflict of interest does not necessarily disqualify a Rotarian from participating in Rotary grants. Eligibility for participation is determined case by case when the conflict is disclosed.

## DISTRICT OFFICER RESPONSIBILITIES: WHAT TO CONSIDER

Which district Rotary Foundation leaders are responsible for district qualification, how will qualification be promoted to clubs, and who should be contacted for more information?

Who will be responsible for implementing each section of the MOU?

How will the district ensure that conflicts of interest are disclosed?

## SECTION 3 SUMMARY: CLUB QUALIFICATION

Districts develop and manage the club qualification process with resources provided by the Foundation, including the [Grant Management Seminar Leader's Guide](#). Clubs must qualify each year to apply for a global grant. Districts decide whether clubs must qualify to receive district grant funds.

Districts may develop additional qualification requirements for clubs, but these must be reasonable, achievable, and fair. Districts maintain records of club qualification, including grant management seminar attendance sheets and signed club MOUs.

To qualify, a club must:

- Send at least one member to the district's grant management seminar. Make sure grant sponsors and project team members attend.
- Agree to the club MOU through the signatures of the club's president and president-elect.

### BEST PRACTICES

- Assign oversight of the club qualification process to the stewardship subcommittee.
- Develop a procedure for notifying the district Rotary Foundation committee chair when clubs have achieved qualified status.

## CLUB QUALIFICATION: WHAT TO CONSIDER

Will your district have additional qualification requirements for clubs? If yes, what will they be?

Will your district require clubs to qualify to receive district grant funds?

What are your district's proposed dates for a grant management seminar or seminars? Where will they be held? Who will conduct them?

What is the plan for promoting grant management seminars to clubs?

What is your district's plan if a club wishes to qualify but is unable to attend a grant management seminar?



## SECTION 4 SUMMARY: FINANCIAL MANAGEMENT PLAN

Develop a financial management plan that provides effective oversight, good stewardship, and consistent administration of funds. The plan should include detailed, district-specific procedures that are reviewed regularly.

### BEST PRACTICES

- Involve Rotarians with an accounting or auditing background in developing the financial management plan.
- Provide a detailed, easy-to-understand financial management plan, so that even Rotarians without a financial background can follow procedures.
- Compare your financial management plan with other districts' to share ideas.

## FINANCIAL MANAGEMENT PLAN: WHAT TO CONSIDER

How will you track your district's process for approving and disbursing district grant funds and expenditures for district-sponsored global grants?

What reporting process will you use for district grant funds distributed to clubs and the district?

What kind of system will the district use for recording income and disbursements of grant funds?

Who will record this information?

Who will monitor this person's work? How frequently will it be reviewed?

## DISTRICT FINANCIAL MANAGEMENT PLAN WORKSHEET

Use this worksheet to assess your district's financial management procedures and decide if it needs new ones. Include all funds for district and global grants.

### FINANCIAL MANAGEMENT PLAN PROCEDURE (MOU)

#### 1. Maintain a standard set of accounts that includes a complete record of all receipts and disbursements of grant funds.

**Example of how measure can be implemented:** Use a spreadsheet to record all grant funds received and expenditures, each on its own line and labeled with a transaction number. Label original invoices and receipts with the transaction number listed on the spreadsheet and save them in the district's document file for the grant. Send copies of the spreadsheet and supporting documents to the project partner.

What is our district's current procedure?

How can we improve our procedure?

#### 2. Disburse grant funds as appropriate.

**Example of how measure can be implemented:** Funds for district grants are paid by check two weeks after the district receives them in its bank account. Funds for global grants are paid two weeks after an invoice is received from the vendor. Cash is used for payments only when using a traceable method is not possible.

What is our district's current procedure?

How can we improve our procedure?

**3. Maintain separate duties for handling funds.**

**Example of how measure can be implemented:** One person approves the planned grant expenditures. Two others write and sign the checks.

What is our district's current procedure?

How can we improve our procedure?

**4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records of items that are purchased, produced, or distributed through grant activities.**

**Example of how measure can be implemented:** Record each item, along with its price and current owner, on a spreadsheet, and save the original invoices and receipts in the district's document file for the grant. Send a copy of the records to the project partner.

What is our district's current procedure?

How can we improve our procedure?

**5. Ensure that all grant activities, including the conversion of funds, comply with local laws.**

**Example of how measure can be implemented:** Designate someone to monitor compliance.

What is our district's current procedure?

How can we improve our procedure?

## SECTION 5 SUMMARY: ANNUAL FINANCIAL ASSESSMENT

Districts annually assess their financial management plan to ensure that proper controls are in place to manage grant funds. This assessment needs to review financial transactions for district grants and district-sponsored global grants and is separate from the review of the district's RI finances. The assessment should be performed at minimal cost and does not need to be a formal audit of the district's grants. Assessment results need to be communicated to clubs.

Districts may choose either an independent firm or an audit committee of three district members to conduct the assessment. Districts with an established audit committee for their annual statement and report of district finances may use the same committee for this annual assessment, provided that there are no conflicts of interest.

### BEST PRACTICES

- Appoint Rotarians from another district to conduct your financial assessment to save on the cost of hiring an independent firm.
- Exchange financial assessment services with another district.
- Have the stewardship subcommittee receive and approve the annual financial assessment and distribute it to clubs.

## ANNUAL FINANCIAL ASSESSMENT: WHAT TO CONSIDER

When will your district conduct its annual financial assessment?

Who will conduct the assessment?

Who will approve the annual financial assessment procedures presented by the independent firm or audit committee?

How will the results of the assessment be presented to clubs?

## AUDIT COMMITTEE APPOINTMENT CHECKLIST

If your district decides to go with a district audit committee, use the space below to suggest committee members. Then, review these questions to help you choose at least three members.

Does the audit committee meet these requirements?

- Members are active Rotarians in good standing
- One member either is a past district governor or has audit experience

Name: \_\_\_\_\_

Do the proposed committee members have any conflicts of interest? These Rotarians cannot serve on the audit committee because it would present a conflict of interest:

- District governor
- District Rotary Foundation committee chair
- District treasurer
- Member of district Rotary Foundation grants subcommittee
- Member of district Rotary Foundation stewardship subcommittee
- Member of district finance committee
- District bank account signatory
- Member of a grant project committee
- Recipient of a Rotary Foundation grant

## SECTION 6 SUMMARY: BANK ACCOUNT REQUIREMENTS

Districts maintain a district-controlled low- or no-interest bank account to receive grant funds. Each open, district-sponsored grant should have its own account that is used solely for receiving and disbursing grant funds.

Your district needs to have a succession plan for the account's signatories, to ensure a smooth transition of information and documentation when signatories change.

### BEST PRACTICES

- If one person makes payments electronically, maintain a paper trail showing that both signatories approved the payment.
- If the district must use a current account because local laws prohibit establishing a separate grant account, ensure that grant funds are properly tracked.
- Request grant funds from the Foundation only when a project is ready to be implemented, so that the funds do not sit idle in a bank account.
- Use a checking account that records disbursements and document transactions on bank statements.
- Make payments directly to the vendor or service provider, and always request and maintain receipts.



## BANK ACCOUNT REQUIREMENTS: WHAT TO CONSIDER

Who will be the signatories on the bank account?

Does your bank allow your district to open multiple accounts?

Do your country's laws allow you to open a separate account for each grant?

What controls will your district implement to ensure that grant funds are not commingled?

Who will maintain financial records, such as bank statements and canceled checks?

What is your district's policy on selecting bank account signatories?

Who are the current signatories? Who is the primary signatory?

Do the signatories serve a specific term? If yes, what is the policy for setting their term?

What is your district's procedure for changing bank account signatories?

What is the bank's procedure for changing or removing bank account signatories?

Will your district or club need to change its procedure for transferring custody of the grant bank account? If yes, what changes will you make?

## SECTION 7 SUMMARY: REPORT ON USE OF GRANT FUNDS

Districts will report to their clubs how their District Designated Fund is used each year. Reporting DDF use ensures greater transparency and accountability between your district and its clubs. This also fosters districtwide knowledge of grant activities and enables the Foundation to reduce its reporting requirements for district grants.

Districts also complete all Foundation reporting requirements for district grants and district-sponsored global grants. Submit progress reports every 12 months from the time a grant is paid until the final report is accepted. The final report is due within two months after completing the grant project. Failure to report on grants could prevent a district and its clubs from participating in Rotary grants.

NOTE: Your district does not need to conduct the annual financial assessment before reporting to clubs how DDF was allocated and spent.

### BEST PRACTICES

- Collect detailed reports from clubs on the use of district grant funds.
- Use a spreadsheet to track DDF allocations.
- Have the stewardship subcommittee check the status of open grants to track reporting due dates.

### REPORT ON USE OF GRANT FUNDS: WHAT TO CONSIDER

Who in the district will track the use of DDF throughout the year?

How will you encourage clubs to submit reports on time?

## SECTION 8 SUMMARY: DOCUMENT RETENTION

Your district will establish a system to retain documents on qualification and Rotary grants. The system can combine electronic and physical files. Documents that need to be retained include bank statements, receipts, club qualification materials, and MOU procedures.

Maintaining documents helps your district comply with laws, ensure transparency, and better prepare for grant reporting, audits, and financial assessments. By maintaining these documents, the district can quickly respond to requests by the Foundation or Rotarians.

You will want to keep certain documents in their original, physical form, such as contracts, legal agreements, and documents with original signatures. Documents originally in an electronic format may be kept electronically. If you're unsure whether you should keep a document, it's always better to keep it.

Districts have several options for setting up a document retention system. If your district has several grants, you may want to store documents in a filing cabinet or on a computer with electronic files.

Grant-related documentation saved on the online application system, such as the grant application and report, does not need to be saved in your district's document retention system.

See the Sample Document Retention File List at the end of this section for help in developing your district's document retention system.

### BEST PRACTICES

- Maintain physical files in a single location.
- For easy sharing, make electronic copies that can be emailed or are easily accessible through a shared network. Back up electronic files regularly. Keep extra copies and originals in separate locations.
- Use a company that offers free online storage services so documents can be uploaded and accessed remotely, allowing multiple people to share and edit files as needed.
- Adapt the document retention sample file lists, and share your versions with your clubs to help them with their document retention requirements.

## DOCUMENT RETENTION: WHAT TO CONSIDER

What type of system will you have — physical, electronic, or a combination of the two?

Who will have access to the document retention system?

How will you catalog what is in your document retention system?

## SAMPLE DOCUMENT RETENTION FILE LIST

This list can help your district develop a document retention system, organized into sections with possible folders and subfolders. Your needs will depend on the types of grants your district manages, so add or remove sections as necessary.

### Documents needed for global grants and district grants

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

### Documents needed for district qualification

- Financial management plan and related procedures
- Bank information
  - \_\_\_ Account details
  - \_\_\_ Bank statements
  - \_\_\_ List of signatories
  - \_\_\_ Bank procedure for changing signatories
- Legal documents
- General ledger and statement of accounts
- Document retention procedures
- Succession plans
- Correspondence on qualification
- Annual financial assessment results
- Reports on the use of DDF
- Reports of misuse of grant funds
- Other documentation

### Documents needed for club qualification

- Supplementary club qualification requirements
- Signed club MOUs
- Grant management seminar
  - \_\_\_ Materials
  - \_\_\_ Attendance sheets
- Correspondence on club qualification
- List of qualified clubs
- Other documentation

## SECTION 9 SUMMARY: METHOD FOR REPORTING AND RESOLVING MISUSE OF GRANT FUNDS

Districts must actively work to prevent instances of misuse and mismanagement of funds, and they must investigate any allegations. A system to track reports of misuse or mismanagement helps districts respond promptly and fairly. The tracking system could be as simple as maintaining an email address for receiving reports of misuse and a spreadsheet to track investigations.

Districts should set guidelines for consistent and fair investigations. But because each situation is unique, procedures may need to adjust as an investigation moves forward.

All reports of misuse or mismanagement, whether potential or substantiated, must be reported to the Foundation. The Foundation will work with the district to resolve the issue appropriately.

Periodically review grant projects within the district to prevent cases of misuse. Document best practices to share with other project sponsors, and offer guidance to those being audited.

Maintain detailed records of any investigation to provide transparency and ensure that evidence supports the investigation findings.

### BEST PRACTICES

- Designate someone trusted by Rotarians to discuss any concerns about management of grant funds.
- For any allegation, record this information:
  - Grant number and information
  - Project description
  - Primary target of investigation, with district and club affiliation
  - Summary of the report of misuse
  - Actions taken with relevant dates
  - Next steps in investigation
- If misuse is reported, stop payment until the report has been investigated.
- Do not approve new grant applications for anyone involved with reported misuse until the situation is resolved.

**METHOD FOR REPORTING AND RESOLVING MISUSE  
OF GRANT FUNDS: WHAT TO CONSIDER**

Who should receive reports of misuse of grant funds?

How will reports be tracked?

What steps will the district take to determine whether the report of misuse is substantiated?

Who will investigate reports of misuse? What procedures will you have to conduct the investigation?



# RESOURCES

## DISTRICT AND ZONE SUPPORT

**Regional Rotary Foundation coordinators** can help with your district Rotary Foundation seminar, setting goals, and finding resources to reach goals.

**Rotary public image coordinators** can provide expertise in promoting awareness of your fundraising efforts and humanitarian projects.

**Rotary coordinators** can provide expertise in promoting the Foundation as a benefit to members.

**Endowment/major gifts advisers** work with district leaders to personalize plans for identifying, cultivating, and soliciting major gifts.

**District international service chairs** motivate clubs to become involved with **international service projects** and call attention to members with expertise in Rotary's grants and areas of focus.

**End Polio Now Zone coordinators** provide leadership and foster awareness, advocacy, and financial support activities to work toward a polio-free world.

**District alumni chairs** work with regional Rotary Foundation coordinators to hold alumni events and scholar orientations, develop alumni associations, and keep your alumni active in Rotary.



## PUBLICATIONS BY TOPIC

Rotary Foundation materials and publications are available for districts to distribute at Foundation events such as fundraisers and training seminars. Many resources can be ordered online at [shop.rotary.org](https://shop.rotary.org).

### Grants

- [Club Memorandum of Understanding](#)
- [District Memorandum of Understanding](#)
- [District Rotary Foundation Seminar Leader's Guide](#)
- [A Guide to Global Grants](#)
- [The Rotary Foundation Reference Guide](#)

### Fundraising

- [Connect for Good](#) brochure
- [Contribution and Recognition Reports Users Guide](#)
- [Every Rotarian, Every Year](#) brochure
- [Your Rotary Legacy](#) brochure
- [Ways to Give](#) brochure

## ONLINE RESOURCES

- [Awards and recognition](#) page
- [End Polio Now](#) page
- [Fundraising](#) page
- [Lifecycle of a Project](#) — resources to ensure that your projects and grants succeed
- [Newsletters](#) — sign up for informative e-newsletters such as Reconnect, Giving & Grants, Rotary Service, or Rotary Leader
- [Paul Harris Society](#) page
- [Reports](#) — Club Recognition Summary, Club Foundation Banner Report, Club and District Fundraising Analysis, Program Participants and Alumni by District
- [Rotary Brand Center](#) — features standardized materials, presentations, brochure and sign templates, and more; includes Rotary Foundation logos for your business cards and district communications
- [Rotary Club Central](#) — for setting and reporting goals
- [Rotary Discussion Groups](#) — discuss topics with members and friends of Rotary
- [Rotary Ideas](#) — find resources for projects or grants, including partners or contributions
- [Rotary International and The Rotary Foundation Annual Report](#)
- [My Rotary](#) — find publications and announcements, and manage district information
- [Rotary Showcase](#) — share your project with Rotarians and the public

## RI SECRETARIAT SUPPORT

- [Areas of focus managers](#)
- [Rotary grant officers](#)
- Annual giving officers
- [Endowment/major gifts advisers](#)
- [Rotary's Support Center](#): Rotarians outside North America should contact their [international offices](#). Within North America, phone: +1-866-9ROTARY (1-866-976-8279)



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