

A GUIDE TO **GLOBAL GRANTS**

A GUIDE TO GLOBAL GRANTS



A GUIDE TO GLOBAL GRANTS

This is the 2025 edition of A Guide to Global Grants. It's for all Rotary members who are interested in applying for global grants. Members and leaders can also use this publication as a learning resource at grant management seminars. The information it contains comes from [The Rotary Foundation Code of Policies](#), [Terms and Conditions for Rotary Foundation Global Grants](#), [Areas of Focus Policy Statements](#), [District Qualification Memorandum of Understanding](#), and [Club Qualification Memorandum of Understanding](#). Any changes to those policies override statements in this publication.

QUESTIONS?

If you have questions about global grants, contact your district's leaders, such as the district Rotary Foundation chair and the district grants subcommittee chair. You can also consult experienced Rotary members who have worked with global grants or served as club Rotary Foundation chair. Members of your [district resource network](#) can also help you develop and enhance your global grant. Contact your district international service chair for help accessing the resource network.

The [Rotary Support Center](#) can answer general questions about grants and qualification. Our staff at Rotary headquarters and our international offices offer support in eight languages. Your district also has a [regional grants officer](#) who is available to answer questions about grants and assess project ideas before you start your application.

If you have questions about Rotary learning materials, send them to learn@rotary.org.

A GUIDE TO GLOBAL GRANTS



Click or tap a section to go directly to it. 

INTRODUCTION **4**

What Global Grants Support	5
Global Grant Requirements	6
Global Grant Lifecycle	7
Qualification	9

1 MAKE A SUSTAINABLE IMPACT **10**

Sustainability	11
Your Community's Priorities and Strengths	13
Making an Impact in Our Areas of Focus	14

2 PARTNER TO MAXIMIZE POSITIVE CHANGE **16**

Partnership Requirements	17
Sponsor Roles	18
Cooperating Organizations	19

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT **20**

Develop a Project Plan	21
Identify Measurable Outcomes	24
Create a Financial Plan	26
Raise Funds	27

4 APPLY FOR A GLOBAL GRANT **30**

Get Started	31
Grant Ineligibility	33

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT **34**

Project Implementation	35
Monitoring and Evaluation	36
Financial Transparency	36
Reviews, Visits, and Audits	41

6 REPORT YOUR PROGRESS AND OUTCOMES **42**

Reporting Requirements	43
------------------------	-----------

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS **44**

Finding Candidates and Sponsors	45
The Application Process	46
Funding and Payments	47
Before Departure	49
Host Counselor	50
Reporting and Connecting With Rotary	50

8 GET EXTRA SUPPORT **51**

A GUIDE TO GLOBAL GRANTS



INTRODUCTION

The Rotary Foundation helps Rotary members advance world understanding, goodwill, and peace by improving health, providing quality education, protecting the environment, and alleviating poverty.

INTRODUCTION



Click below to go to a page.

As Rotary members, we contribute our skills, expertise, and financial support to promote peace, fight disease, provide clean water, help mothers and children, support education, grow local economies, and protect the environment. Rotary's global grants support these efforts in communities worldwide.

This guide will help you plan a sustainable project, identify measurable and lasting outcomes, apply for a global grant, and manage your grant funds. Developing these kinds of projects and stewarding

grant funds responsibly are requirements for Rotary global grants. They are also important practices for any community or international service project that your club supports.

This guide will also help you support scholars through global grants.

Not every Rotary service activity is eligible for global grant funding from The Rotary Foundation. The following information will help you determine whether your initiative meets the requirements.

WHAT GLOBAL GRANTS SUPPORT

Global grants support international activities in Rotary's areas of focus:

- **Humanitarian projects** make sustainable, measurable differences that address priorities identified by community members.
- **Vocational training teams** improve job skills in a community through educational programs. They are groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own.
- **Scholarships** fund international, graduate-level study by people seeking a career in one of Rotary's areas of focus. (Refer to chapter 7 for information about scholarships.)

Make sure your idea is eligible for global grant funding before you submit your application. Refer to the [Terms and Conditions for Rotary Foundation Global Grants](#) and the [Areas of Focus Policy Statements](#) for a list of eligible and ineligible activities. You can work with members of your [district resource network](#) to refine your application. You can also ask your [regional grants officer](#) to conduct a preliminary review of your application and offer recommendations. It will save you time and effort.

INTRODUCTION

What Global Grants Support

Global Grant Requirements

Global Grant Lifecycle Qualification

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

INTRODUCTION



Click below to go to a page.

INTRODUCTION

What Global Grants Support

Global Grant Requirements

Global Grant Lifecycle Qualification

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

GLOBAL GRANT REQUIREMENTS

All activities funded through global grants have to comply with the [Terms and Conditions for Rotary Foundation Global Grants](#).

YOUR ACTIVITY NEEDS TO:

- ☐ Address an important priority identified by the community
- ☐ Have long-term, sustainable outcomes that can be measured
- ☐ Align with the goals of at least one of Rotary's [areas of focus](#)
- ☐ Have a minimum budget of US\$30,000
- ☐ Strengthen the community's ability to address its own priorities
- ☐ Involve active participation by local Rotary members



GRANT SPONSORS NEED TO:

- ☐ Become [qualified](#) every year
- ☐ Partner with a club or district in another country
- ☐ Actively involve the host community in planning and implementing the activity
- ☐ Develop a project plan that includes a budget and a financial management plan
- ☐ Apply for a grant through the [Grant Center](#)
- ☐ Stay up to date in reporting for all active grants
- ☐ Limit their role as primary sponsors to no more than 10 active grants at a time

FOR HUMANITARIAN PROJECTS AND GRANTS THAT INVOLVE VOCATIONAL TRAINING TEAMS:

- ☐ Conduct a community assessment before applying and include the results in your application
- ☐ Measure progress toward the project goal

! If your activity doesn't fit these criteria, it may be eligible for a [district grant](#) or other funding options. Contact your district leaders for more information.

! Contact the district Rotary Foundation chair of your project's prospective partner club or district to find out if it's qualified.

A
GUIDE
TO
GLOBAL
GRANTS

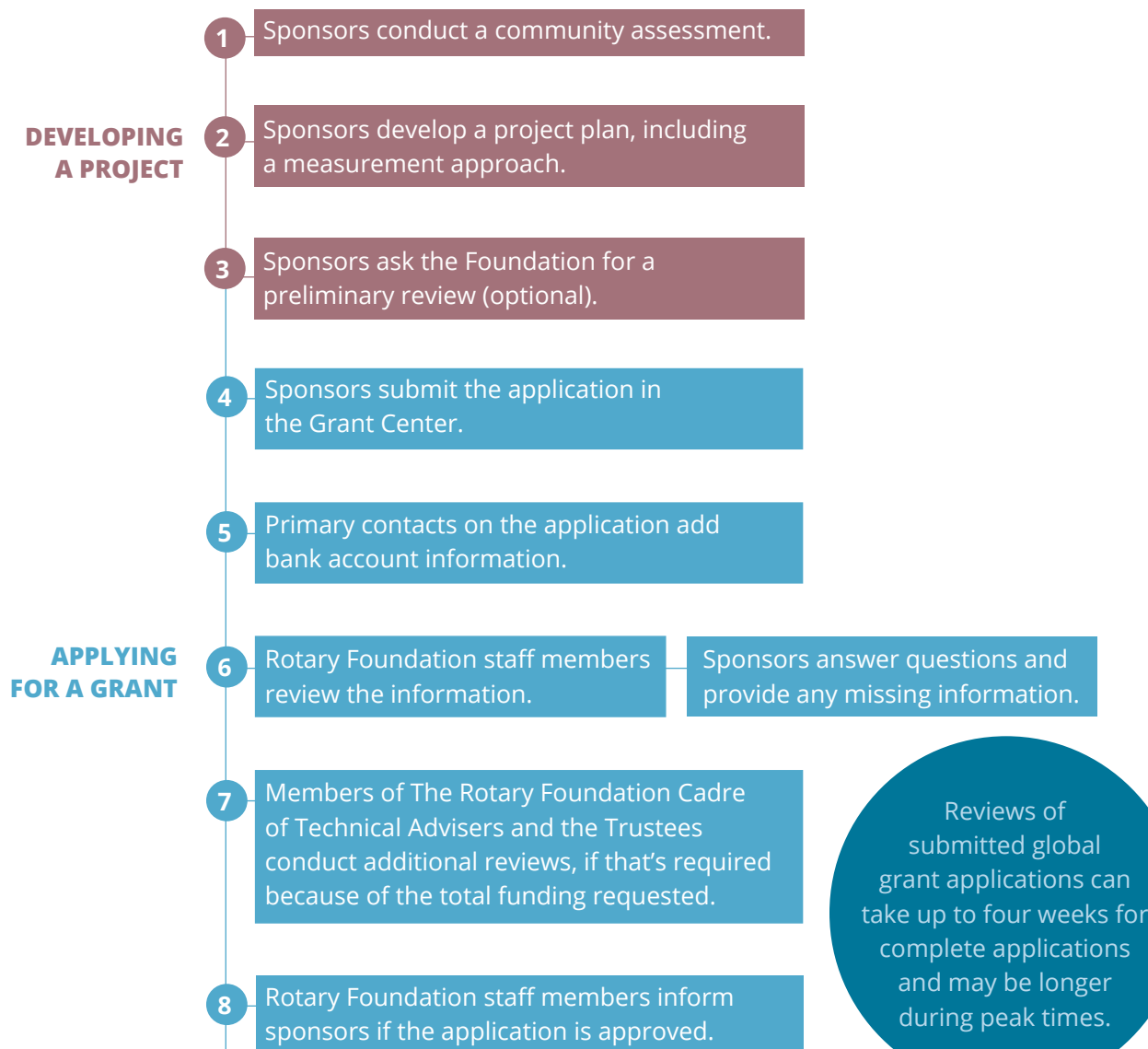
Rotary

INTRODUCTION



Click below to go to a page.

GLOBAL GRANT LIFECYCLE



INTRODUCTION

What Global Grants Support
Global Grant Requirements

Global Grant Lifecycle
Qualification

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

INTRODUCTION



Click below to go to a page.

MANAGING PAYMENTS

9 Sponsors submit cash contributions to the project and fulfill the payment contingencies.

10 Foundation staff members process the grant payment.

Grant funds typically take up to two weeks to arrive in the project bank account after all the payment requirements have been met.

11 Rotary members, community residents, and any partner organizations implement the project. Members, residents, or partners collect data to show the project's outcome.

IMPLEMENTING THE PROJECT & REPORTING ON IT

12 Sponsors submit reports in the Grant Center every 12 months while the project is being implemented and two months after it's complete.

13 Rotary Foundation staff members review the reports.

Sponsors answer questions and provide any missing information.

14 The Rotary Foundation accepts the final report and closes the grant.

Foundation staff members review submitted reports within eight weeks of receipt. It can take longer during peak times and if a report isn't complete when it's submitted.

INTRODUCTION

What Global Grants Support
Global Grant Requirements

Global Grant Lifecycle
Qualification

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

INTRODUCTION



Click below to go to a page.

QUALIFICATION

At Rotary, we want every grant to demonstrate that we're ethical, responsible leaders who use our donors' money wisely and avoid causing or continuing harm to local communities. Rotary's commitment to ethical project implementation and sound financial management makes it easier for all of us to find donors, partners, and communities that want to work with us.

Districts need to be [qualified](#) for their clubs to participate in global grants. Clubs that want to apply for a global grant also need to be qualified. By qualifying your club each year and developing a [stewardship plan](#), you agree to follow Rotary's financial and grant management practices. Qualifying your club for global grants has three steps:

1

Complete a grant management seminar. Rotary members who plan to apply for a global grant should participate in a grant management seminar. If the members involved in the project cannot take part, another club member may attend. At least one representative from your club needs to participate. [Grant management seminar](#) courses are also available in [Rotary's Learning Center](#). Your district might opt to supplement or even replace in-person seminars with these courses.

2

Complete the [club memorandum of understanding](#). The MOU is an agreement between your club and district that outlines the Foundation's minimum requirements for managing grants, which include maintaining a written financial management plan. Your club president and president-elect review the MOU, sign it, and submit it to your district.

3

Agree to any additional qualification requirements set by your district. Rotary's policies establish a shared standard for all clubs. Contact your district Rotary Foundation chair to find out if your district has any additional requirements. Districts cannot require any financial contributions to the Foundation as a requirement of club qualification.

Complete these steps annually to stay qualified.

INTRODUCTION

What Global Grants Support

Global Grant Requirements

Global Grant Lifecycle

Qualification

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

A GUIDE TO GLOBAL GRANTS



1

MAKE A SUSTAINABLE IMPACT

At Rotary, we want our efforts to have a positive, lasting effect long after a vocational training team returns home, a scholar finishes their studies, or a project's activities are completed.



INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

Sustainability

Your Community's
Priorities and
Strengths

Making an Impact in
Our Areas of Focus

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

SUSTAINABILITY

Sustainability means different things to different organizations.

For Rotary, sustainability means the capacity for outcomes to be maintained locally and to serve the community's continuing priorities.

How can you make your project sustainable?
Be sure to:

- **Learn about the community.** Host sponsors should work with members of the community to identify their priorities and collaborate on solutions that build on community strengths and align with local values and culture.
- **Encourage local engagement.** It's a true sign of a project's success when community members embrace the project as their own. Partnering with community members to assess their priorities and designing projects that address them lead to the most effective projects and the most sustainable outcomes. Identify key community members who can advocate for lasting improvements.
- **Provide learning opportunities.** A project's success depends on people. By incorporating learning and community outreach, you strengthen community members' ability to meet project objectives. Make sure you have a plan to transfer knowledge to community members. Collaborate with local organizations to provide these learning opportunities.
- **Buy local.** Purchase equipment and technology from local sources whenever possible. Make sure that spare parts are available locally, too. Make sure that community members can operate, maintain, and repair equipment on their own. Compensate your project's vendors appropriately so they have an incentive to continue providing supplies.
- **Find local funding.** Getting funding locally from governments, nongovernmental organizations, hospitals, companies, and other organizations integrates your project into the local community and supports your project's long-term success.
- **Measure your success.** Gather baseline data before you begin the project to determine the starting levels that you'll measure your progress against. Include clear and measurable outcomes in your project plan and decide how you'll collect data throughout your project and afterward. Involving the community in this process can make data collection easier, help you adjust the project plan in response to any issues that the data reveals, and strengthen local capacity to continue measuring after the grant activities are complete.

Global grants require all of these sustainability practices. In your application, you'll explain how your project will include each of them.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

Sustainability

Your Community's
Priorities and
Strengths

Making an Impact in
Our Areas of Focus

2 PARTNER TO MAXIMIZE
POSITIVE CHANGE

3 PLAN YOUR GLOBAL
GRANT-FUNDED PROJECT

4 APPLY FOR A
GLOBAL GRANT

5 IMPLEMENT, MEASURE,
AND EVALUATE
YOUR PROJECT

6 REPORT YOUR PROGRESS
AND OUTCOMES

7 SUPPORT SCHOLARS
THROUGH GLOBAL
GRANTS

8 GET EXTRA SUPPORT

SUSTAINABILITY

For Rotary, sustainability means the capacity for outcomes to be maintained locally and to serve the community's continuing priorities.

Learn about the community

Work with community members to identify priorities and collaborate on solutions that build on community strengths and align with local values and culture.



Encourage local engagement

Identify key community members who can be involved from the beginning in developing the project and advocating for lasting improvements.



Provide learning opportunities

Help community members learn what they need to know to maintain the project outcomes.



Buy local

Purchase equipment and technology from local sources and ensure that community members can maintain the equipment.



Find local funding

Get local funding through governments, hospitals, companies, and other organizations to integrate the project locally and ensure long-term support.



Measure your success

Develop clear and measurable project outcomes and determine how you will collect your data before, during, and after the project.





YOUR COMMUNITY'S PRIORITIES AND STRENGTHS

Making sure that projects meet the priorities of the local community and build on its strengths makes them more likely to be supported and continued by local community members after the grant has ended. It also ensures that the projects will work within the local culture and the community feels engaged in them from the beginning.

Because local participation and support are so important to a project's success, clubs and districts that want to apply for a global grant to support a humanitarian project or a vocational training team need to conduct a community assessment before submitting the application. Rotary expects the host sponsor — ideally in partnership with the international sponsor and perhaps a local nongovernmental organization — to conduct the community assessment.

These assessment results need to be included in the grant application. This establishes from the beginning that the project decisions are based on data, which gives the project credibility. It is also one of Rotary's criteria for a project's sustainability.

To get a thorough understanding of an issue, involve different groups — people of all genders, elders and youths, leaders and marginalized community members, traditional healers and experienced hospital administrators. Listening to these diverse perspectives helps your club learn about a community, recognize its strengths, and understand how you can use those strengths to address significant community priorities related to one of Rotary's areas of focus.

Here's how you can get started:

Decide how you want to structure the assessment. The [Conducting Community Assessments](#) handbook offers guidance on how to involve people in identifying priorities and designing a project.

Using the assessment's results, determine whether you can address the priorities through a global grant. You may have to consider the scope and budget. When you've identified a possible project, make sure that:

- It adheres to Rotary's global grant guidelines
- It's technically feasible
- You and your partner club are qualified to address this priority through your collective expertise and resources, including technical experts in your [district resource network](#)
- The issues aren't already being addressed by another organization

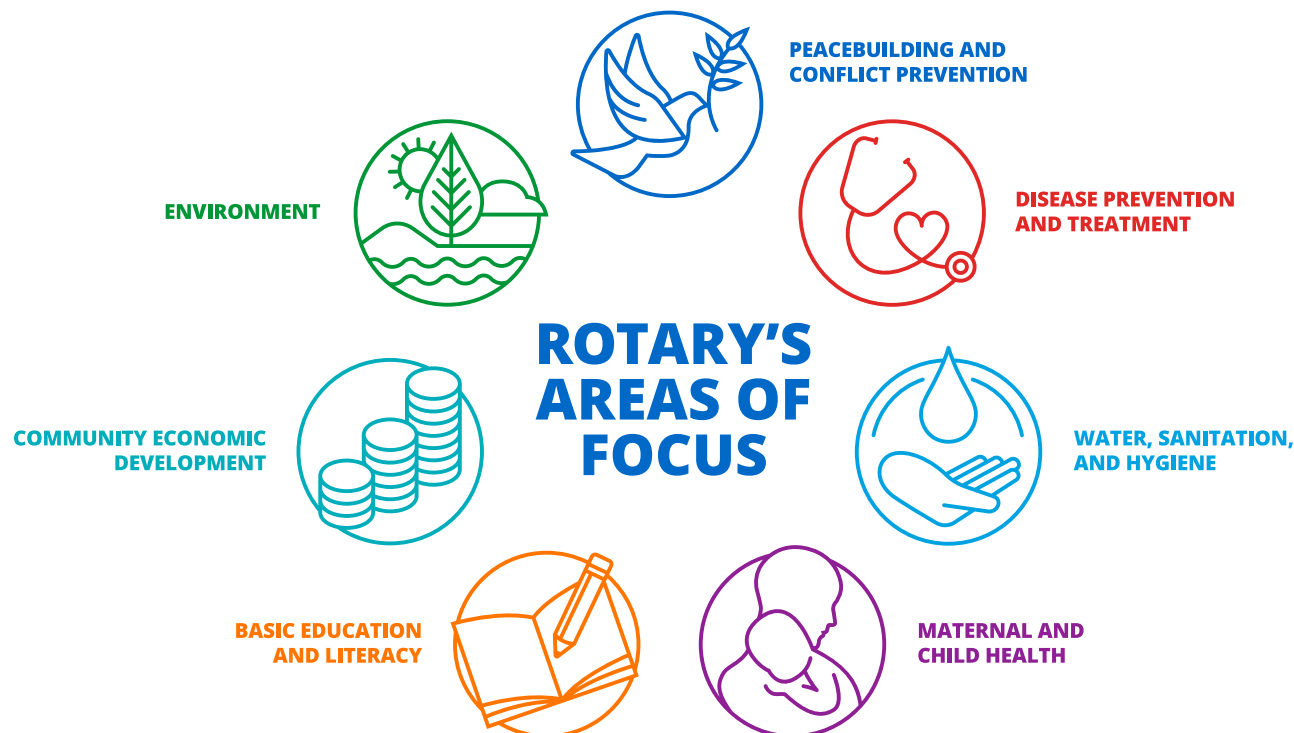
After you've completed the assessment and chosen a suitable goal and a project plan that will achieve it, you're prepared for an effort that will make lasting improvements in the lives of community members.

Complete the [Global Grants Community Assessment Results](#) form and include it in your global grant application.

 You can use [district grant funds](#) to conduct a community assessment. Ask your district leaders if funds are available. But remember that global grant funds cannot be used for community assessments.



MAKING AN IMPACT IN OUR AREAS OF FOCUS



Communities around the world have plenty of challenges. To focus Rotary's efforts, The Rotary Foundation has chosen several areas where members can contribute to lasting change. These areas of focus help us align our work in communities and maximize our global impact.

Using the results of your community assessment, identify which area of focus aligns most with the community's priorities.

After you've identified the area of focus you want to work in, think about the change you want to make



INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

Sustainability
Your Community's
Priorities and
Strengths

Making an Impact in
Our Areas of Focus

2 PARTNER TO MAXIMIZE POSITIVE CHANGE**3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT****4 APPLY FOR A GLOBAL GRANT****5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT****6 REPORT YOUR PROGRESS AND OUTCOMES****7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS****8 GET EXTRA SUPPORT**

in the community and set an overall goal aligned with the area you've identified. This will help you develop a project that will have the greatest long-term positive change.

Next, review the guidelines for that area of focus, which contain details about Rotary's goals, eligible and ineligible grant activities, the information needed in a community assessment, and much more.

- [Peacebuilding and conflict prevention](#)
- [Disease prevention and treatment](#)
- [Water, sanitation, and hygiene](#)
- [Maternal and child health](#)
- [Basic education and literacy](#)
- [Community economic development](#)
- [Environment](#)

Use these guidelines to help decide whether a global grant is the right source of funding for your project and to determine what activities to implement to achieve your main goal.

Learn more about each area of focus by completing the [Rotary's Areas of Focus](#) course in the [Learning Center](#).

Consider sponsoring a Rotary Community Corps, a team of local volunteers who can advise on and assist with the project. They can help conduct community assessments, build local capacity, and oversee the project's continuation after the grant is complete.

A GUIDE TO GLOBAL GRANTS



2

PARTNER TO MAXIMIZE POSITIVE CHANGE

Collaboration is as much a part of Rotary as service is. We bring together leaders within our community and worldwide to exchange ideas and take action. We believe the best collaborations take place when leaders from different communities and different cultures work together. That's why we've made international partnerships a required element of global grants.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE
IMPACT

2 PARTNER TO MAXIMIZE
POSITIVE CHANGE

Partnership
Requirements

Sponsor Roles

Cooperating
Organizations

3 PLAN YOUR GLOBAL
GRANT-FUNDED PROJECT

4 APPLY FOR A
GLOBAL GRANT

5 IMPLEMENT, MEASURE,
AND EVALUATE
YOUR PROJECT

6 REPORT YOUR PROGRESS
AND OUTCOMES

7 SUPPORT SCHOLARS
THROUGH GLOBAL
GRANTS

8 GET EXTRA SUPPORT

PARTNERSHIP REQUIREMENTS

To apply for a global grant, two or more clubs or districts need to work together.

- The **host sponsor** is the partner in or near the community that's implementing the project or where the scholar will study.
- The **international sponsor** works with the host sponsor, but it's located outside of the host sponsor's country.

All sponsors need to be [qualified](#) to participate in global grants and have a grant committee of at least three active members responsible for managing the project. Contact the district Rotary

Foundation chair for a prospective sponsor to find out whether it is qualified.

Rotaract clubs can apply for global grants to support their service efforts in their own communities or abroad. To be eligible to sponsor a global grant, a Rotaract club needs to have previously partnered with a Rotary club or district on a global grant-funded project. For global grants, if one sponsor is a Rotaract club, the other needs to be a Rotary club.



Rotary's [Service Project Center](#) is a great place to find project partners. You can also contact your district international service chair for help finding partners.



SPONSOR ROLES

Host and international sponsors have different responsibilities. However, the roles of each sponsor also depend on the clubs involved, the community's strengths, and the nature of the project. As in all good relationships, communication is the key.

Host sponsor

- Initiates the project
- Conducts a community assessment
- Manages project implementation and budget
- Provides local assistance and support to vocational training teams and scholars during their time abroad
- Receives project funds

International sponsor

- Provides financial assistance, technical support, and other guidance
- Performs project tasks that can be done remotely
- Prepares any vocational training teams or scholars for travel and study abroad

Both sponsors

- Develop a project plan and apply for the global grant
- Have project committees that collaborate and maintain regular contact with each other
- Partner with a cooperating organization (a nongovernmental organization, community group, or government entity) if needed
- Collect data throughout the project to measure outcomes
- Submit project reports in the [Grant Center](#)
- Cooperate with audits or site visit evaluations required by the Foundation

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

Partnership Requirements

Sponsor Roles

Cooperating Organizations

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT



Click below to go to a page.

COOPERATING ORGANIZATIONS

Collaborating with another organization can enhance the quality and effectiveness of your project. A cooperating organization can help ensure the project's sustainability and provide technical expertise, advocacy, training, education, or other support.

If you work with a cooperating organization, you'll need to submit additional documentation with your application.

Although other organizations and volunteers may play a large role, the Rotary sponsors are ultimately responsible for the financial management of the grant and for ensuring that the project achieves its intended results.

Global grant funds cannot be given to a cooperating organization in a lump sum and should remain in the grant bank account until they are needed to reimburse the organization for approved purchases or services.

INTRODUCTION

1 MAKE A SUSTAINABLE
IMPACT

2 PARTNER TO MAXIMIZE
POSITIVE CHANGE

Partnership
Requirements
Sponsor Roles

Cooperating
Organizations

3 PLAN YOUR GLOBAL
GRANT-FUNDED PROJECT

4 APPLY FOR A
GLOBAL GRANT

5 IMPLEMENT, MEASURE,
AND EVALUATE
YOUR PROJECT

6 REPORT YOUR PROGRESS
AND OUTCOMES

7 SUPPORT SCHOLARS
THROUGH GLOBAL
GRANTS

8 GET EXTRA SUPPORT

A GUIDE TO GLOBAL GRANTS



3

PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

A thorough project plan gives your project a base for success. Clearly assign responsibilities. Collect baseline data and decide how you'll measure the results of your project. Create a realistic budget and financial management plan.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

Develop a Project Plan

Identify Measurable Outcomes

Create a Financial Plan

Raise Funds

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

DEVELOP A PROJECT PLAN

Collaboration is essential to developing your project plan. The sponsor partners should work together and agree on how to manage each part of the project and how to follow Rotary's global grant guidelines. At the very least, your plan should document:

- The positive change you want to make in the community
- Measurable inputs, outputs, and outcomes of the project
- Actions needed to implement each step of the project
- Assignment of responsibilities so that all tasks get completed
- Ongoing monitoring and data collection in the host community
- Possible alternate approaches if activities do not yield the desired positive change

Partner with community members early in the planning process and ask for their help conducting the community assessment. They should create the project plan with you. The most successful plans allow Rotary members and community members to take action together. That collaboration — and the active involvement of Rotary members — should be clear to anyone who reviews your project plan.

CREATE A TIMELINE

With so many tasks and responsibilities to remember, a timeline helps you and your partners make sure that everything is done in a timely manner and no tasks are forgotten. Think about how much time is needed for each step of your project's planning, implementation, and follow-up.

After you've completed your community assessment, take the next steps to plan your project. Include events and tasks such as:

- Project committee meetings
- Learning opportunities
- Major meetings with the host community and cooperating organizations
- Follow-up on meetings, conversations, and agreements
- Communications to sponsors, community members, cooperating organizations, and any other groups involved in the project
- Project implementation milestones and benchmarks
- Ongoing monitoring and measurement throughout the project
- Evaluation in the middle and at the end of the project

 The [Service Project Center](#) has resources to help you throughout your project.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

Develop a Project Plan

Identify Measurable Outcomes

Create a Financial Plan

Raise Funds

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

WORK AS A TEAM

The host and international sponsors each need to have a project committee of at least three Rotary members. Having a project committee ensures that you have team support for your project. You all know the details of the project. You make decisions together. And you make sure you're meeting your goals and following your budget.

Each sponsor designates one primary contact to be responsible for all grant-related correspondence with Rotary. Also make a communication plan to keep your club members and district leaders informed. Ultimately, the sponsor clubs and districts, not individuals, are responsible for the outcome of a project.

PLAN FOR CONTINUITY

Every Rotary year, your club or district leadership changes. When you form your committee, identify leaders who are committed to the project and expect to be able to stay involved throughout the grant. Ensure that incoming club presidents are aware of the project and have an active My Rotary account. At times, project committee members become unable to serve, so establish a process for replacing them if necessary and document the procedure in your club or district's stewardship plan. Be sure to inform your [regional grants officer](#) of any changes to the project committee members so the grant record can be updated.

DECIDE WHO WILL DO WHAT

Now that you have your project leaders in place, divide the key tasks from the project plan among

them and others. Assign tasks to members of your team, cooperating organizations, community members, and others.

Other essential responsibilities include financial management, data collection for monitoring and evaluation, community outreach, and project promotion using social media. Document those responsibilities and ask the assigned person to take responsibility for each task.

By assigning responsibilities at the beginning, you can save time later, ensure the jobs are done, and let your project committee focus on the overall outcome of your project.

AVOID CONFLICTS OF INTEREST

Rotary members are leaders within their communities. They may be members of the board of a hospital, owners of a local company, or the heads of a cooperating organization. While it's important to have community leaders involved in your project, no one who would gain financially or personally may serve on your project committee. Even the appearance of a conflict of interest can interfere with the success of a project. To ensure transparency, ask members of the sponsor clubs or districts if they have any relationships to the vendors, cooperating organizations, and community members involved in the project that could be considered a conflict. Disclose all potential conflicts of interest on your application. The regional grants officer might ask you to update the project committee if a conflict of interest is identified.

Learn more about the conflict of interest policy in the [Terms and Conditions for Rotary Foundation Global Grants](#).



Click below to go to a page.

GET EXPERT ADVICE

Rotary members have professional expertise. We apply that knowledge to look at challenges in new ways. We also know when we need help from an expert. Project committees could ask any of the following groups for expert advice:

- Qualified club members (for example, consult a civil engineer for a water project)
- Cooperating organizations that have the technical expertise and resources to help you develop and implement the project
- District international service chairs, who can connect you with members of the [district resource network](#), who have Rotary grants expertise in your project's areas of focus

- A [Rotary Action Group](#) related to your project
- [Regional grants officers](#), who can advise you on project design and assess grant ideas for eligibility
- The [Cadre of Technical Advisers](#), whose members offer professional skills and technical expertise in the areas of focus and financial management to members who are planning and implementing projects

You can find more resources in section 8, Get Extra Support.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

Develop a Project Plan

Identify Measurable Outcomes

Create a Financial Plan

Raise Funds

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

Develop a Project Plan

Identify Measurable Outcomes

Create a Financial Plan

Raise Funds

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

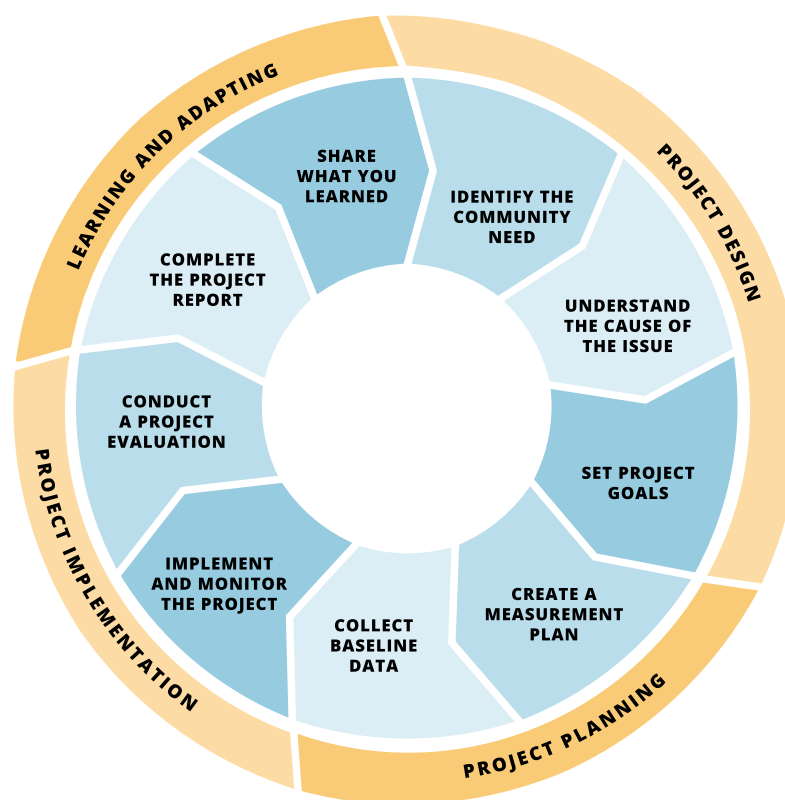
8 GET EXTRA SUPPORT

IDENTIFY MEASURABLE OUTCOMES

When you measure your success, you can show that you made a difference. Rotary's reputation as an effective and committed humanitarian service organization depends on your club and the thousands of other clubs that contribute to our global impact. We want to measure the good we do in the world, so we've built it into our global grant requirements. Measuring your results also makes it easier to publicize what you've accomplished.

Measurement is the process of assessing specific indicators, or measurable data points, using standard methods that allow you to share specific results. Collecting and using measurements helps you track the progress of your project, adjust course if necessary, and provide evidence of your success.

MEASUREMENT AS AN ESSENTIAL PART OF THE PROJECT



Learn more about using measurement in your service projects to demonstrate your results in the [Rotary Impact Handbook](#).



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

Develop a Project Plan

Identify Measurable Outcomes

Create a Financial Plan
Raise Funds

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

You also need to determine how change can be measured. Identify indicators (measurable data points) and develop your evaluation plan, which you'll include in your grant application. Here are some things to remember:

- Be specific about the community groups involved in the project and the positive outcome you expect to achieve together.
- Use your community assessment to establish baseline data and set benchmarks to measure your progress during and after the project.

- Identify your assumptions and allow flexibility in your plan to make changes as you evaluate the project's progress.
- Specify your measurement methods.
- Create a timeline for collecting data and identify who will be responsible for doing so.

You can budget up to 10% of the project budget to pay for monitoring and evaluation expenses.

HERE'S HOW YOU CAN GET STARTED:

Begin with the goal you identified with the community and use the [building blocks to impact](#) to help identify the components you need in your project to reach that goal.

BUILDING BLOCKS TO IMPACT

INPUT

The funding, time, training, or other materials that we invest in a project.

OUTPUT

The immediate results of activities that have taken place, such as the number of people trained or the amount of materials delivered.

OUTCOME

The intermediate results of our actions, such as changes in attitude or behavior in the target population.

IMPACT

The positive, long-term change resulting from our actions. These are measurable improvements that wouldn't have occurred otherwise.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

Develop a Project Plan
Identify Measurable Outcomes

Create a Financial Plan

Raise Funds

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

CREATE A FINANCIAL PLAN

Before you receive grant funds, you have to develop your financial management plan. Your plan helps you manage funds well, provide oversight, promote transparency, and reduce errors and any misuse of funds.

The financial management plan shows how you will:

- Pay suppliers directly
- Keep thorough financial records
- Manage a sponsor-controlled bank account

- Decide where grant funds will be sent
- Ensure transparency in how funds are managed

Mismanaging funds directly violates The Four-Way Test and Rotary's mission and values. Clubs and districts that mismanage grant funds jeopardize the credibility of Rotary and the Foundation. If funds are misused, the sponsors are responsible for repaying them in full to The Rotary Foundation. The sponsors risk suspension from all Rotary Foundation activities or termination.

!
You can learn more about stewardship in the [District Stewardship Planning Guide](#) and the [Club Stewardship Planning Guide](#).



If you have concerns that Rotary grant funds are being misused, write to stewardshipdepartment@rotary.org.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

Develop a Project Plan
Identify Measurable Outcomes

Create a Financial Plan
Raise Funds

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

DEVELOP A BUDGET

When developing your budget, consider the goals of the project and the fundraising resources of the sponsors. Make a preliminary budget, discuss how much is available in District Designated Funds (DDF) and cash, and adjust the budget as needed. You'll need to submit a detailed, line-item budget with the application.

Remember that your budget cannot include construction of new buildings, such as schools or hospitals, or items that will be owned by a Rotary district, club, or member after the grant is complete. And don't forget that you may allocate up to 10% of the budget for project management, contingency, and monitoring and evaluation. For more information on eligible costs, review the [Terms and Conditions for Rotary Foundation Global Grants](#).

For sustainability, purchase equipment and other goods locally, if possible, and in consultation with the host community so that the equipment can be operated, maintained, and repaired after the project is completed.

When projecting the cost of goods and services, gather at least three bids for each major expense to ensure that you receive the highest quality at the best price. During the competitive bidding process, identify any Rotary members associated with a bidding vendor and disclose that in the application. Make sure that the Rotary member is not on the project committee to avoid a conflict of interest. When selecting a vendor, document the reason for your selection and keep records of all bids. You may need to include this information in your application.

RAISE FUNDS

Global grants are a combination of funds provided by clubs and districts and matching funds from The Rotary Foundation. These matching funds enable Rotary members to do more thanks to the generous contributions of members from around the world. Global grant projects have a minimum budget of US\$30,000. Sponsors can finance global grant projects and activities with:

- **District Designated Funds** — Matched at 80% by the World Fund. The maximum World Fund match is US\$400,000; there is no minimum.

- **Rotary member cash contributions** — Outright gifts to The Rotary Foundation from Rotary members or funds raised by Rotary members. Individual Rotary members' cash contributions should be included with cash from their club or district. Cash contributions are not matched by the World Fund.
- **Nonmember cash contributions** — Donations to the project account or to The Rotary Foundation from other organizations or groups (not including cooperating organizations or groups that will benefit from

Effective financial management practices:

- Keep grant funds in the project account.
- Pay vendors directly or reimburse others only after getting a receipt.
- Keep a ledger of project expenses.



Click below to go to a page.

INTRODUCTION

- 1 MAKE A SUSTAINABLE IMPACT
- 2 PARTNER TO MAXIMIZE POSITIVE CHANGE
- 3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT
 - Develop a Project Plan
 - Identify Measurable Outcomes
 - Create a Financial Plan
 - Raise Funds
- 4 APPLY FOR A GLOBAL GRANT
- 5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT
- 6 REPORT YOUR PROGRESS AND OUTCOMES
- 7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS
- 8 GET EXTRA SUPPORT



Review the [Endowed and Directed Gifts for Global Grants FAQ](#) to learn more about these types of gifts.

the project). These contributions are not matched by the World Fund.

- **Directed gifts** — Directed gifts are used in US\$15,000 increments and do not receive a World Fund match. Donors cannot have a conflict of interest as defined in the Foundation's conflict of interest policy.
- **Endowment earnings** — Earnings from an endowed fund are available in increments of US\$15,000 or more to the district specified by the donor and do not receive a World Fund match.
- **Rotary donor advised fund contributions** — These funds are available only in the United States.

CONTRIBUTIONS AND PAUL HARRIS FELLOW RECOGNITION

All cash contributions to The Rotary Foundation that are to be applied to a global grant require an additional contribution of 5% to pay for the costs associated with processing these funds. You can give cash online through the [donation page](#) by selecting Global Grants or [send this form and your contribution](#) to The Rotary Foundation. Make sure to include the correct grant number. Use the [global grant calculator](#) to figure your grant financing automatically. When you apply for a global grant, the [Grant Center](#) will also make calculations as you enter information, including the amount that can be requested from the World Fund. Both will display the total amount required to fully fund the project.

Points for Paul Harris Fellow recognition will be awarded on the full amount of any cash contributions to the Foundation. Tax receipts, where applicable, will also be provided for the total amount of the cash contribution.

If you deposit cash directly into a project bank account, the additional 5% isn't required. Let the Foundation payment coordinator know the amount of cash — if any — that is being sent directly to the project account or indicate the amount being sent directly to the project along with a copy of the bank statement when you enter the bank details in the Grant Center. These contributions don't generate Paul Harris Fellow recognition points, and the Foundation doesn't issue tax receipts for them.



A minimum of 15% of all grant contributions that fund humanitarian projects need to come from outside the project country. Remember to wait until the application has been approved to send your cash contributions to the Foundation.

The Rotary Foundation never asks for funding from the community it serves through a global grant-funded project. We don't collect funds from community members in exchange for receiving the grant.

Community involvement is important. When you're developing a project plan with the community, identify the long-term costs after the grant-funded activities are complete. Sponsor clubs can suggest that local residents contribute to a community account to encourage ongoing support of the project and build community engagement, but the collected funds should not pay for costs that are included in the grant budget. Any funds collected from the community should provide additional services. For example, each household that receives a tube well could be charged US\$1 a month for repairs after the grant is closed.

Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

Develop a Project Plan
Identify Measurable Outcomes
Create a Financial Plan

Raise Funds

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

A GUIDE TO GLOBAL GRANTS



4

APPLY FOR A GLOBAL GRANT

To apply for a global grant, sign in to My Rotary and go to the [Grant Center](#). If you don't have a My Rotary account, follow our [guide](#) to create one.



GET STARTED

Discuss your proposed project and funding options with your district Rotary Foundation chair before you begin a global grant application. Your district may be able to provide District Designated Funds or other support or expertise.

USING THE GRANT CENTER

When you and your club are ready to apply, go to the [Grant Center](#) on My Rotary. The [How to Use the Grant Center guide](#) offers step-by-step instructions for completing your application.

The Rotary Foundation accepts applications throughout the year. Allow plenty of time to complete the application and obtain approvals from your club and district. If your project involves international travel, submit your application at least 90 days before travel begins.

Applications for scholars who will begin their studies in August, September, or October need to be submitted by 30 June.

Within the application, you'll be asked to describe:

- The project's objectives
- Project activities
- The project plan and schedule
- Community priorities
- How your project aligns with an area of focus
- Cooperating organizations and partners (if any)
- Volunteer travel (if any)
- Rotary member participation
- The project budget
- Financing
- Sustainability
- Monitoring and evaluation plan

Make sure your project plan is clear by asking someone who isn't involved in the project, such as a member of the [Cadre of Technical Advisers](#) or of a [Rotary Action Group](#), to read your application before you submit it. Doing this will ultimately save you time and effort.

 Tips for applying for grants:

- Give specific answers to the questions.
- Describe your intended outcomes.
- Use clear language.
- Show how your project aligns with the Foundation's mission.

 You can use the [global grant application template](#) to prepare your responses before you start working on the actual grant application.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

 Get Started
Grant Ineligibility

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

Get Started

Grant Ineligibility

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

REVIEWS AND APPROVALS

Club and district officers have different levels of access to your grant application. Some are required to authorize it in the [Grant Center](#) at certain stages.

This table shows who in both sponsors' clubs and districts can review and edit your application and who needs to authorize it.

	Review application	Edit application	Authorize application
Primary project contact	•	•	•
Club president	•	•	•
Secondary contact	•	•	
District Rotary Foundation chair	•	•	•
District governor	•	•	• *
District stewardship subcommittee chair	•	•	
District grants subcommittee chair	•	•	
District scholarship subcommittee chair	•	•	

*Only if District Designated Funds are used for the grant



WHAT HAPPENS NEXT?

After your completed application has been submitted, it will be reviewed by your [regional grants officer](#) and other staff members if necessary. Most global grant applications are reviewed within four weeks. Depending on the amount of funding requested, some applications require additional review or an in-person visit by a member of the Cadre of Technical Advisers and a review by the Trustees. Refer to the [Terms and Conditions for Rotary Foundation Global Grants](#) for details.

If additional information is needed, your [regional grants officer](#) will contact you to get a better understanding of the project. They may also recommend ways to enhance your project plan. Be sure to respond to these requests for information quickly to avoid delays.

Your regional grants officer is your main Rotary contact and will help you throughout the duration of the grant.

GRANT INELIGIBILITY

If your grant application doesn't meet global grant requirements, it will be declined. In some cases, before a formal decision is made, your regional grants officer will explain why the application is ineligible and suggest the changes you would need to make to meet the grant requirements. In instances when the changes cannot be made to align with global grant requirements, your application will be declined.

Grant applications are most often declined because:

- The project doesn't fit any of the goals of Rotary's areas of focus
- The project has a high risk of failure or isn't sustainable

- The project benefits another organization's programs
- A community assessment was not conducted

Remember that having an application declined doesn't mean that the project is not an important service initiative. It just means that the project doesn't fit our criteria for funding. Rotary members do service in a lot of ways, and Rotary Foundation global grants are just one possible funding source.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

Get Started

Grant Ineligibility

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

5

IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

Rotary honors the commitments we make to our communities. Just as it is important to plan your project, it's also important to follow through with your plan and take responsibility for the results.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

Project Implementation

Monitoring and Evaluation

Financial Transparency

Reviews, Visits, and Audits

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

PROJECT IMPLEMENTATION

It's crucial that you implement your project according to your project plan because your partners and The Rotary Foundation have agreed upon it and are working within that plan. If challenges arise, communicate with all involved parties to address them promptly and collaboratively. Any changes to your plan or budget need to be approved by your regional grants officer.

As you implement your project, keep reviewing your project plan with your project committee and team. Keep track of the project's progress and get feedback from community members about project activities. Delegate tasks and regularly check in with club partners, cooperating organizations, and the community to identify and resolve issues before they threaten the success of your project. You should also provide regular updates to your fellow club members.

It's best to have an email list that includes the following people: all grant sponsors, cooperating organizations, involved community members, club members, and other interested parties. Keep everyone informed of progress, challenges, and outcomes throughout your project.

At a minimum, the host and international sponsors need to:

- Communicate with each other and the host community regularly about the grant-funded project
- Contact their regional grants officer as soon as questions arise
- Get preapproval from each other and Rotary for any changes to the project's scope or budget
- Report to the Foundation every 12 months (For grants paid to clubs and districts in India, sponsors need to report by each 31 May on all their grant activities through 31 March of that year.)

Make sure that the scholars and vocational training team members take their predeparture orientation courses in the [Learning Center](#).



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

Project Implementation

Monitoring and Evaluation

Financial Transparency

Reviews, Visits, and Audits

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

MONITORING AND EVALUATION

Monitoring and evaluation is the systematic process of gathering and tracking data to assess the progress and performance of your project. It helps you stay on track, measure your achievements, and identify any changes necessary in how you're implementing the project to get better outcomes.

You'll monitor the progress of your project from start to finish, as detailed in your project plan. This

keeps the project on track by reminding everyone of its desired outcome and checking that the activities taking place are resulting in measurable progress toward that goal. When problems are discovered, you can resolve them quickly, learn from them, and adjust your approach to the rest of the project. Integrate what you learn into your future projects to increase sustainability and success, and share your experience with other Rotary members.

FINANCIAL TRANSPARENCY

A financial management plan helps you keep track of grant funds, promotes transparency to all involved, and safeguards against misuse. It also facilitates reporting. The financial management plan is a guide for keeping records.

Tracking your finances and overall progress will help you monitor your budget, evaluate your success after the project is completed, and have all of your project information ready for grant reporting. Make sure everyone involved in the project keeps receipts, financial documents, and communications in a secure location that Rotary members have access to.

MANAGE GRANT FUNDS

The Rotary Foundation recommends that grant funds be managed by the host sponsor, unless there is a reasonable business purpose for managing the funds internationally. If there are

project expenses in the host and international sponsor countries, grant payments may be divided and sent to both sponsors.

The sponsor must maintain a bank account that is used solely for receiving and disbursing Foundation grant funds. If possible, each open grant should have its own account. Grants are not intended to produce interest income for clubs, so keep grant funds in an account that earns no interest or has a low interest rate. Any interest earned must be documented and used for eligible, approved grant activities, or returned to the Foundation.

All grant payments will be made directly from this account. A checking account allows for flexibility in making the multiple disbursements that may be needed for grant transactions and ensures that bank statements will be available.

Review the qualification MOUs for [clubs](#) and [districts](#) regularly to make sure that you're adhering to Foundation stewardship requirements.

A GUIDE TO
GLOBAL GRANTS

Rotary 



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE
IMPACT

2 PARTNER TO MAXIMIZE
POSITIVE CHANGE

3 PLAN YOUR GLOBAL
GRANT-FUNDED PROJECT

4 APPLY FOR A
GLOBAL GRANT

5 IMPLEMENT, MEASURE,
AND EVALUATE
YOUR PROJECT

Project
Implementation
Monitoring and
Evaluation

Financial
Transparency

Reviews, Visits, and
Audits

6 REPORT YOUR PROGRESS
AND OUTCOMES

7 SUPPORT SCHOLARS
THROUGH GLOBAL
GRANTS

8 GET EXTRA SUPPORT

The bank account and the name on the account should identify the club or district that is sponsoring the grant, and two Rotary member signatories are required for all transactions. Be sure the signatories on the account do not have any conflicts of interest. And to increase transparency, one of the signatories should not be a member of the project committee.

Have a succession plan for transferring control of the project bank account in case a signatory becomes unable to perform their duties. If account signatories change, be sure to notify your regional grants officer.

FOLLOW LOCAL LAWS

Although The Rotary Foundation attempts to follow international guidelines, laws in some countries and regions may be more stringent than Foundation requirements. Both the international and host sponsors need to be aware of and comply with local laws. Conversely, if local laws are less stringent, the club still has to meet Foundation requirements.

Grants awarded to clubs or districts in Argentina, Brazil, and India have special fiscal reporting requirements. Refer to the grant [terms and conditions](#) for more information.

Situations in which local laws are not compatible with Foundation requirements (for example, regarding bank account naming) are handled individually. Contact your [payment coordinator](#) for more information.

TRANSFER AND DISBURSEMENT OF FUNDS

After your global grant application is approved, sponsors need to complete the payment requirements outlined in the approval notification, for example:

- Submit cash contributions to The Rotary Foundation or deposit them directly into the project account (where allowed).
- Complete any payment contingencies that were included in your approval letter.

The approval notification also provides important information about making travel arrangements and getting travel insurance, in addition to the most up-to-date terms and conditions of your grant.

The Foundation sometimes pays large grant awards in installments, depending on the project's budget and implementation plan. The funds need to be managed and distributed by a project sponsor; they may not be turned over to non-Rotary partners or entities to disburse. If a partner organization incurs expenses, the project sponsors should reimburse the organization from the project account after receiving a receipt.

If some funds have not been spent and need to be returned, refer to the [guidelines for returning grant funds](#) for more details.

Grant agreements are made only between the Foundation and sponsors, and they are subject to the laws of the State of Illinois (because The Rotary Foundation is an Illinois corporation) and of the United States. Grant sponsors are also expected to follow the laws of their own countries.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

Project
Implementation
Monitoring and
Evaluation

Financial
Transparency

Reviews, Visits, and
Audits

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

KEEP FINANCIAL RECORDS

Follow your budget to use grant funds for their stated purposes and in a timely manner, and keep detailed records as you do so. For most grants, a single-entry financial journal or ledger is a sufficient accounting method.

Pay project-related expenditures by check or another traceable method. Keep original receipts for all expenditures above US\$75. If one person makes electronic payments, keep paper records showing that the payment was approved by both signatories. Save detailed receipts, and record transactions in a ledger. For each transaction, the

ledger should note the date, the amount, who was paid, and the reason for the transaction. Transactions may include income, such as interest earned and funds that were returned to the grant account.

Cash transactions are strongly discouraged, but if they can't be avoided, maintain a receipt book confirming cash payments, with all receipts made out to the sponsor managing the bank account and signed by the vendor or service provider.

All cash transactions have to be approved by both sponsors. You can use signed vouchers to document them.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

Project Implementation
Monitoring and Evaluation

Financial Transparency

Reviews, Visits, and Audits

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

RETAIN DOCUMENTS

Maintain detailed records to comply with the club or district MOU, local laws, and standard business practices. Make copies of all documents so that project activities can continue uninterrupted if there is a fire or other catastrophe.

If local laws require you to submit original information to the Foundation, you still need to keep copies of these documents. Hard copies of all documents need to be stored in a secure location that Rotary members have access to.

KEEP THESE DOCUMENTS FOR YOUR RECORDS:

- ❑ All grant correspondence, including email documentation about the community, including:
 - The community assessment
 - Any cooperating organization memoranda of understanding
 - Any additional agreements with institutions, groups, or implementing partners involved in the project, such as local municipalities or government agencies
- ❑ Vendor documentation, including:
 - Bids
 - Contracts
- ❑ Grant-related documentation, including:
 - Scholar and vocational training agreements
 - Receipts and invoices
 - Bank statements and other financial documentation
 - Inventory lists
 - Photos



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

Project Implementation
Monitoring and Evaluation

Financial Transparency

Reviews, Visits, and Audits

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

8 GET EXTRA SUPPORT

Retain all documents in a location that is known and accessible to more than one person. Keep all original grant-related documents, including statements and receipts, for at least five years after the grant is closed or longer if required by local law. Scholars and vocational training team members need to submit receipts for expenses of US\$75 or more that are included in your grant budget.

TRACK INVENTORY

Establish an inventory system to track equipment and other assets purchased, produced, or distributed through the grant, identifying the person or entity that possesses the items. Clubs and districts aren't allowed to own grant assets,

which need to legally belong to a non-Rotary group. A record of where grant assets are located also helps both the sponsors and the community even after the project is implemented. 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 water quality.



Click below to go to a page.

REVIEWS, VISITS, AND AUDITS

In addition to helping Rotary members plan projects, the Foundation's [Cadre of Technical Advisers](#) helps steward grant funds by evaluating proposed and approved global grant projects for the Foundation's Board of Trustees. The Cadre may conduct these types of evaluations:

- **Technical review** — This evaluation of the technical feasibility of a project is based only on the application and done only during the application review period.
- **Site visits and audits** — Cadre members visit global grant projects that are receiving more than US\$50,000 from The Rotary Foundation to evaluate the project planning, implementation, and results. They may also visit grant projects of all sizes for a financial audit. Cadre visits usually last three days but can take place virtually when necessary. The Foundation pays for the Cadre adviser's travel costs. During a site visit, the adviser collects information by observing the project site and meeting with the grant sponsors, community members, cooperating organizations, and others involved in the planning and implementation. The Cadre member will share feedback on the project's strengths and challenges and suggestions for improvement.

Rotary's Stewardship department will contact you with more details if a Cadre member has been assigned to visit your project. Grants used exclusively for a vocational training team or scholarship are exempt from these requirements. Review the [Terms and Conditions for Rotary Foundation Global Grants](#) and [Site Visits: What Project Sponsors Should Know](#) for more information. Write to cadre@rotary.org with questions about the Cadre.

INTRODUCTION

1 MAKE A SUSTAINABLE
IMPACT

2 PARTNER TO MAXIMIZE
POSITIVE CHANGE

3 PLAN YOUR GLOBAL
GRANT-FUNDED PROJECT

4 APPLY FOR A
GLOBAL GRANT

5 IMPLEMENT, MEASURE,
AND EVALUATE
YOUR PROJECT

Project
Implementation
Monitoring and
Evaluation
Financial
Transparency

Reviews, Visits, and
Audits

6 REPORT YOUR PROGRESS
AND OUTCOMES

7 SUPPORT SCHOLARS
THROUGH GLOBAL
GRANTS

8 GET EXTRA SUPPORT

6

REPORT YOUR PROGRESS AND OUTCOMES

Rotary needs to know how your project is doing so that we can measure and publicize the positive change we make in the world. Our credibility as a service organization depends on good stewardship of funds and effective project management. Reporting on your grant maintains your accountability to Rotary and to the community that will be affected by the project.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE
IMPACT

2 PARTNER TO MAXIMIZE
POSITIVE CHANGE

3 PLAN YOUR GLOBAL
GRANT-FUNDED PROJECT

4 APPLY FOR A
GLOBAL GRANT

5 IMPLEMENT, MEASURE,
AND EVALUATE
YOUR PROJECT

6 REPORT YOUR PROGRESS
AND OUTCOMES

Reporting
Requirements

7 SUPPORT SCHOLARS
THROUGH GLOBAL
GRANTS

8 GET EXTRA SUPPORT

REPORTING REQUIREMENTS

Both host and international sponsors are responsible for reporting on the use of grant funds. Grant reports are submitted online through the [Grant Center](#). The report asks questions about progress toward achieving your objectives, how Rotary members are participating in the project, expenditures, financial management, and more. Complete bank statements for all project-related transactions need to be submitted with the report.

REPORTING TIMELINE

You'll submit a report within 12 months of receiving the first grant payment and every 12 months thereafter. Final reports are due within two months of the project's completion. Some countries have additional reporting requirements. Refer to the [Terms and Conditions for Rotary Foundation Global Grants](#) for more information.

You'll find all your due dates for global grant reports listed on the My Grants page in the Grant Center. Two months before a grant report is due, the primary contacts will receive a reminder email.

Sponsors with overdue reports will receive reminders from the Foundation. Zone, district, and club leaders receive copies of the letters to alert them to any problems and allow them to work together to fulfill the reporting requirements. Grant sponsors that have overdue reports won't be awarded new grants until all previous reporting requirements are fulfilled and risk being suspended from future participation in Rotary grants if any reports are overdue by more than two years.

For grants that support scholars and vocational training teams, the sponsors are responsible for the use of grant funds by scholars and team members and for reporting to the Foundation. Scholars and vocational training teams need to give the sponsors receipts for expenses of more than US\$75. Inform scholars or team members of their responsibilities and maintain regular contact with them to ensure that grant funds are being spent as approved.

 The Rotary Foundation recognizes districts that achieve at least 90% compliance with grant reporting requirements during each Rotary year.

7

SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

Through global grants, Rotary members can support future leaders in fields related to the areas of focus. Global grant scholarships fund full-time, in-person graduate-level coursework or research outside the applicant's home country for at least one academic year.



Click below to go to a page.

INTRODUCTION

1 MAKE A SUSTAINABLE
IMPACT

2 PARTNER TO MAXIMIZE
POSITIVE CHANGE

3 PLAN YOUR GLOBAL
GRANT-FUNDED PROJECT

4 APPLY FOR A
GLOBAL GRANT

5 IMPLEMENT, MEASURE,
AND EVALUATE
YOUR PROJECT

6 REPORT YOUR PROGRESS
AND OUTCOMES

7 SUPPORT SCHOLARS
THROUGH GLOBAL
GRANTS

Finding Candidates
and Sponsors

The Application
Process

Funding and
Payments

Before Departure

Host Counselor

Reporting and
Connecting With Rotary

8 GET EXTRA SUPPORT

FINDING CANDIDATES AND SPONSORS

Global grant scholars plan to pursue a career related to one of Rotary's area of focus, and their educational goals should support this career interest and show a long-term commitment to measurable, sustainable change. Be sure that a candidate's previous work or volunteer experience, academic program, and career plans are strongly aligned with one of Rotary's [areas of focus](#).

Districts and clubs often organize a selection committee to help make decisions about scholarship candidates. You may want to use the [sample candidate application](#). Give the candidate a copy of the [Terms and Conditions for Rotary Foundation Global Grants](#) and the [Areas of Focus Policy Statements](#), and be sure that they understand the relevant sections. You can ask your [regional grants officer](#) for a preliminary review of a completed candidate application template to ensure the candidate's eligibility.

After you have nominated a candidate, provide them with a clear timeline and information about the online global grant application process (through the [Grant Center](#)). Be certain to manage the candidate's expectations because no scholarship will be awarded until the Foundation approves the grant.

The club or district in the scholar's home country is usually the international sponsor. The host sponsor is generally the club or district in the country where the academic institution is located.

In many cases, the international sponsor funds the scholarship and selects the candidate. In these cases, the international sponsor contacts the district where the scholar will be studying to seek a host sponsor. Be sure to leave enough time to identify a host sponsor and request the names of the three members who will serve on the host grant committee. Contact the Rotary Foundation chair and the scholarship subcommittee chair in the district where the academic institution is located to help you find a host sponsor. If you don't receive a response after several attempts, inform your [regional grants officer](#).

If the host sponsor in the same country as the academic institution funds and selects the candidate, it needs to identify an international sponsor — often from the candidate's home country.

Consider working with universities to identify candidates, such as outstanding foreign undergraduates seeking funding to enter or continue a relevant graduate-level program.



Click below to go to a page.

THE APPLICATION PROCESS

Applications for scholarship candidates who will begin their studies in August, September, or October need to be submitted to the Foundation by 30 June. Applications for the rest of the year are accepted on a rolling basis. Submit applications at least three months before the scholarship candidate's

intended departure date to allow adequate time for Foundation review and processing.

Here's a sample timeline to sponsor an outgoing scholarship candidate who plans to depart on 1 August:

November to March	Organize a selection committee.
	Recruit scholarship applicants.
	Conduct interviews and select candidates.
	Review and confirm your selection.
March to April	Ask your regional grants officer to conduct a preliminary review.
	Contact the district where the academic institution is located to seek a host sponsor. If you don't receive a response after several attempts, inform your regional grants officer .
	Identify a host sponsor, the primary contact, and two secondary contacts.
	Start the application process in the Grant Center .
1 May	Have the candidate complete their scholar profile.
	Submit the application to the Foundation (three months before departure).
May to July	Provide sponsor bank information and two signatories.
	Receive notice that the grant is approved, along with the letter of financial guarantee.
	Receive the grant payment.
	Conduct an orientation seminar for the scholar.
1 August	Transfer grant funds to the scholar.
	The scholar departs.
6-12 months from payment	Submit the progress report or final report. Do so well before the due date to stay current.
2 months after completion	Submit the final report.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

Finding Candidates and Sponsors

The Application Process

Funding and Payments

Before Departure

Host Counselor

Reporting and Connecting With Rotary

8 GET EXTRA SUPPORT



Click below to go to a page.

Global grant scholarship applications are submitted in the [Grant Center](#). The sponsor clubs or districts create the initial application, adding the scholarship candidate's name and email address and selecting **Notify Scholarship Candidate**. The candidate will receive an email instructing them to [create a My Rotary account](#). They should do so using the same email address that the sponsor club used in the application. Then, the candidate needs to complete the scholar profile in the [Grant Center](#).

Candidates need to provide proof of university admission with the application. Conditional admission is acceptable only if the school requires a guarantee of financial support or completion of an undergraduate degree. It's not acceptable if admission is contingent on the candidate improving their language score.

FUNDING AND PAYMENTS

Global grant scholarships have a minimum budget of US\$30,000 and a maximum World Fund award of US\$400,000. A grant sponsor can use a combination of District Designated Funds (DDF), cash, and directed gifts and endowment earnings to fund a scholarship. Contributions may

come from a single sponsor. The Foundation will provide an 80% World Fund match for all DDF contributions. There is no minimum World Fund match. DDF is drawn from the fund for the year in which the application is approved.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

Finding Candidates and Sponsors

The Application Process

Funding and Payments

Before Departure

Host Counselor

Reporting and Connecting With Rotary

8 GET EXTRA SUPPORT



Click below to go to a page.

When you prepare the budget, use the table below to determine which items are eligible or ineligible for grant funding.

Eligible for funding:	Not eligible for funding:
• Passport/visa • Inoculations • Travel expenses (as specified in the Terms and Conditions for Rotary Foundation Global Grants) • Tuition • School supplies, including computers • Books • School fees, including any health insurance required by the academic institution • Room and board • Household supplies • Language training courses (but not if university admission is contingent upon the candidate improving their language skills) • Local transportation expenses • Fees related to attending domestic or international conferences, such as registration fees and room and board • Fieldwork expenses related to the academic program or research	• Expenses incurred before the application is approved, such as enrollment deposits • Vehicles and related expenses • Expenses for spouses and dependents • Housing or living expenses in the home country during the scholarship period • Taxes owed as a result of receiving the scholarship • Medical and dental care • Furniture • Personal garments and accessories • Costs associated with owning a pet • Entertainment • Personal travel • Expenses related to Rotary events

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

Finding Candidates and Sponsors

The Application Process

Funding and Payments

Before Departure

Host Counselor

Reporting and Connecting With Rotary

8 GET EXTRA SUPPORT



Click below to go to a page.

Determine which sponsor will receive payment from the Foundation. Establish a bank account with two Rotary members as the signatories (members of the sponsor district or club). The bank account name should include the district number for a district-sponsored grant or the club name

for a club-sponsored grant. After submitting the application, enter the bank information in the [Grant Center](#). Tell the scholar how grant payments will be made. If there will be installments, discuss how those payments will be made.

BEFORE DEPARTURE

Scholars are required to complete an online orientation before they depart, which they can access through Rotary's [Learning Center](#) (after signing in to My Rotary). We also encourage sponsors to offer an in-person orientation session for outbound scholars and consider offering one for inbound scholars. Make sure the host sponsor knows the scholar's arrival date and flight information.

All travel arrangements are the scholar's responsibility. Provide the scholar with information about the Rotary grants travel policies as specified in the [Terms and Conditions for Rotary Foundation Global Grants](#). Scholars may choose to work with Rotary International Travel Service (RITS®) or to make their own travel arrangements. More information is available on the [grants travel](#) page.

Scholars are responsible for obtaining travel insurance. More information is available on the [grant travel insurance](#) page.



For most scholars studying in the U.S.: Under U.S. law, The Rotary Foundation is required to withhold tax from global grant scholarships awarded for study in the U.S. on any expenses beyond tuition, books, necessary equipment, and fees. Clubs and districts should advise scholars to limit their budgets to those tax-exempt expenses. This requirement doesn't apply to U.S.-bound scholars from Japan, Canada, and Germany, who are funded through associate foundations in those countries. Please seek local tax expertise for additional information or assistance.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

Finding Candidates and Sponsors

The Application Process

Funding and Payments

Before Departure

Host Counselor

Reporting and Connecting With Rotary

8 GET EXTRA SUPPORT



Click below to go to a page.

HOST COUNSELOR

The primary contact for the host sponsor, as listed in the grant application, is assumed to be the host counselor. This person is also the primary contact for the scholar in the host country. They can assist with:

- Locating housing, particularly if university housing isn't available
- Arranging a welcome for the scholar
- Inviting the scholar to club meetings or district conferences

- Encouraging the scholar to participate in local service activities or cultural events
- Providing practical assistance as needed

At the end of the scholarship period, the host counselor should meet with the scholar to make sure that all final tasks (such as moving out of their housing and closing their bank account) have been completed.

REPORTING AND CONNECTING WITH ROTARY

The host sponsor, international sponsor, and scholar should work together to complete the required reports in the [Grant Center](#). The sponsors or scholar can initiate the report. Progress reports are due within 12 months of the first grant payment being made, and final reports are due within two months of the end of the scholarship period.

The report summarizes the scholar's studies or research, the relationship to the selected area of focus, and the scholar's Rotary and community involvement. It also includes a statement of income and expenses. The sponsor that received grant funds also needs to provide bank statements from the grant bank account with each report. The scholar needs to provide receipts to their sponsor

for any expense of US\$75 or more. The sponsor district or club can also require additional reporting requirements as it sees fit.

After the scholar completes their report authorization, both sponsors are responsible for theirs.

Although the scholarship period ends, the relationship between Rotary and the scholar should not. Ask the scholar to keep their contact information current in My Rotary and invite them to speak about their experiences at club meetings and district conferences. Encourage the scholar to participate in Foundation alumni activities in their local district and in Rotary scholar groups on social media that are specific to their area of focus.

INTRODUCTION

1 MAKE A SUSTAINABLE IMPACT

2 PARTNER TO MAXIMIZE POSITIVE CHANGE

3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT

4 APPLY FOR A GLOBAL GRANT

5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT

6 REPORT YOUR PROGRESS AND OUTCOMES

7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS

Finding Candidates and Sponsors

The Application Process

Funding and Payments

Before Departure

Host Counselor

Reporting and Connecting With Rotary

8 GET EXTRA SUPPORT

A GUIDE TO **GLOBAL GRANTS**



8

GET EXTRA SUPPORT

The true strength of Rotary comes from our relationships and shared knowledge. When we need extra support or ideas, we can rely on district and zone leaders, Rotary specialists, and each other to find solutions.



Click below to go to a page.

INTRODUCTION

- 1 MAKE A SUSTAINABLE IMPACT
- 2 PARTNER TO MAXIMIZE POSITIVE CHANGE
- 3 PLAN YOUR GLOBAL GRANT-FUNDED PROJECT
- 4 APPLY FOR A GLOBAL GRANT
- 5 IMPLEMENT, MEASURE, AND EVALUATE YOUR PROJECT
- 6 REPORT YOUR PROGRESS AND OUTCOMES
- 7 SUPPORT SCHOLARS THROUGH GLOBAL GRANTS
- 8 GET EXTRA SUPPORT

If you need help with a grant application, project, or activities, remember these resources:

[Rotary's Service Project Center](#) — This hub for service activities is where you can find ideas to apply to your projects, seek partners, and share your success.

District Rotary Foundation committee — The members of your district Rotary Foundation committee and the grants, scholarships, and vocational training team subcommittees can offer advice and guidance throughout your grant.

District international service chairs — Your DISC can connect you with members of the [district resource network](#), who can advise you as you plan your project.

[Cadre of Technical Advisers](#) — These Rotary members offer their time and expertise in our areas of focus and financial auditing to guide Rotary members on the best practices for their projects. Cadre advisers may evaluate a project's feasibility, sustainability, finances, and management at the request of the Foundation or clubs and districts.

[Regional grants officers](#) — Regional grants officers review your applications and administer your grants. They can also evaluate grant ideas for eligibility before you begin the application process.

Regional Rotary Foundation coordinator — Your RRFC knows how other clubs and districts implement their projects and can recommend ideas and approaches that succeed.

Rotary Support Center — Staff members at Rotary headquarters are available to answer your questions. Write to rotarysupportcenter@rotary.org or call +1-866-9-ROTARY (+1-866-976-8279) toll-free in the U.S. and Canada. If you live outside North America, contact the [international office](#) that serves your area.

ROTARY INTERNATIONAL

One Rotary Center 1560 Sherman Avenue
Evanston, Illinois 60201-3698 USA