



**Grants Steering Committee**

The purpose of the Grants Steering Committee is to assist the DG, DRFCC and Grants Subcommittee Chair in carrying out their grant-related duties and responsibilities. This shall include allocation of the District Designated Fund (DDF), Grants Policies and Procedures, year-end decisions concerning DDF and Stewardship Issues.

The Grants Steering Committee Members for 2019-20 shall be the 2019-20 officers: District Governor (DG), District Rotary Foundation Committee Chair (DRFCC), District Grants Subcommittee Chair (DGSC), District Governor Elect (DGE), the District Governor Nominee (DGN), and Immediate Past District Governor (IPDG). Voting members shall be the DG, DGE, IPDG, DRFCC and DGSC. The DRFCC shall serve as chair.

If the DRFCC and/or the DGSC are in their first year of service, the immediate past chair in each case will also serve on the Committee.

Officers referred to in this policy shall be the 2019-20 officers.

**Policy Approval and Plan for District Designated Fund (DDF)**

While the 2019-20 DG and DRFCC authorize the use of DDF in 2019-20, decisions regarding the allocation of DDF and the grants policies for the year shall involve the DGE, as well as the full Grants Steering Committee, with input from the District Rotary Foundation Committee.

The GSC shall meet prior to the first Grant Management Training (GMT) for the coming year, to discuss the DDF allocation and policies. For 2019-20, the first GMT will be October 2018.

The GSC will provide information on which Rotary Foundation approved DDF options are of most interest to Rotarians in the Clubs through reviewing the Clubs' annual spending plans, assessing multiple Club support of proposed grants, inviting comments through the District website, newsletter, or other suitable means.

The approved policies will be posted on the District website and shared at Grant Management Training.

Specific allocations, including the total dollars requested for the District Block Grant, may be amended based on the Club spending plans received by the District Grants Subcommittee Chair on or before May 15, 2019. This information and final allocations shall be communicated to all Club Presidents Elect no later than June 30, 2019 and will also be posted on the District Website at that time.

The District Rotary Foundation Committee Chair (DRFCC) is responsible for maintaining accurate records to plan for and track the District's DDF funds. The approved distribution and use of DDF shall be posted on the District website.

### **Club Qualification**

The following summarizes the actions that Clubs must take to complete the qualification process, implement the Club MOU, and maintain qualified status. Clubs should refer to the **Club MOU and D5190 Addendum for the complete list** of qualification requirements.

- A. In order for Clubs to participate in District and/or Global Grants, Clubs must be qualified.
- B. In addition to implementing the terms of the Club Memorandum of Understanding (MOU), Clubs must take the following actions to successfully complete the qualification process.
  - 1. The Club must return a signed copy of the Club MOU, including this D5190 Addendum, to the District, keeping a copy for their records.
  - 2. Requirements for Training and Signing the MOU
    - a. For Global Grants, including Global Scholarships (see also Additional Policies below):
      - i. President and President Elect must sign
      - ii. President and President Elect must have attended GMT and have current qualification
      - iii. One Club member must attend training each year
    - b. For District Grants, including District Scholarships:
      - i. President must sign, have attended GMT, and have current qualification
      - ii. President Elect must sign, have attended GMT\* and have current qualification
      - iii. \*If President Elect has not signed and/or has not attended GMT, an Additional Trained Member with current qualification must sign on the Addendum
  - 3. The club shall comply with requirements to be a “club in good standing,” which means all dues and other financial commitments to Rotary International and District 5190 are current, club is current on IRS tax filings, current on any and all grant reports, has established an Annual Fund goal and recorded it in Rotary Club Central.
  - 4. Clubs with ongoing Global Grants must maintain qualification throughout the life of the grant.
- C. For District Grants, the Club Memorandum of Understanding will apply with the exception of Section 4, Bank Account Information. Although recommended, no separate bank count will be required for District Grants. Separate accounting is required however. All aspects of Section 4, Bank Account Information are required for a Global Grant.

### **Implementing and Maintaining Qualification – refer to Club MOU for a complete listing**

- Ensure Club officers understand they hold primary responsibility for club qualification and the proper implementation of TRF grants
- Establish a succession plan for Club leadership to ensure that information and documents related to qualification are retained
- Open a Club bank account for grant funds\* and select two members in good standing prepared to act as signatories, in accordance with MOU section 4. *\*District Service Grants do not require a separate bank account, although separate accounting is required.*
- Establish a financial management plan that will include
  - Maintaining a standard set of accounts
  - Disbursing funds in a timely and direct manner
  - Maintaining separate statements of income and expenses
  - Maintaining a general ledger
  - Establishing an inventory system
  - Ensuring that grant activities conform to local law
  - Clearly defining roles and separating duties of Rotarians handling grant funds
  - Performing monthly bank reconciliations
  - Planning for transferring the custody of the bank account(s)
- Establish a document retention system in a location accessible and available to Club members, District personnel and TRF that maintains all required documents for a minimum of five years (or longer if required by local law), including
  - Original documentation for District and global grants
  - Club qualification documents
  - Documented plans and procedures
- Fulfill The Rotary Foundation (TRF) and District reporting requirements for all grants.
- Report suspected misuse to the District Stewardship Chair.

### **Global Grants**

Rotary Foundation Global Grant proposals and applications are accepted by the Rotary Foundation on a rolling basis throughout the year without District review, although the District has final approval of DDF funds requested. Therefore, it is strongly suggested that members consult with the District Grants Committee (District Grants Subcommittee Chair or member of the Grants committee) throughout the process to help the Club through both the proposal and application process and to allow for better planning of DDF allocations. Additionally, D5190 requires the Club's Primary Contact on a Global Grant to have attended Grant Management Training prior to submission of the Global Grant. Grant Management Training is valid for 36 months.

### **District 5190 'Global Grant' Criteria**

- Grant applications will be approved in order of completed request for authorization by a

qualified club, fulfilling all District and TRF requirements, including being in good standing for grant funding.

- Qualification of proposing Club, confirmed by the District
- Any supporting Clubs requesting a DDF match must be qualified and in good standing
- Club's Primary Contact has attended Grant Management Training within the last three years or has served as primary contact on more than one approved and closed global grant
- Adherence to Project requirements
  - Have a long-term, sustainable impact
  - Include activities that clearly fit into one of Rotary's areas of focus policies
  - Invest at least \$30,000 within a community
  - Address an important need identified by the community itself
  - Strengthen the community's capacity to meet its own needs
- Adherence to the Terms and Conditions for The Rotary Foundation Global Grants
- If one or more grants are ready for DDF authorization at the same time and there is insufficient DDF to fund all requests, preference will be given to:
  - Grants sponsored by D5190 Clubs and/or District
  - Grants sponsored by Clubs that have not received DDF funding for other global grants in the current year
  - Grants that involve multiple D5190 Clubs as participants

#### **Global Grant Allocations For 2019-20:**

- The District will use DDF to match Club(s) contributions to global grants 1:1, subject to availability of funds, with the exception of Global Scholars.
- For Global Scholars, Clubs contribute \$2000 or more and the District will match with \$15,000 DDF, subject to availability of funds. The estimated total funding in this category is \$30,000.
- Recipients of Global Scholarships cannot be Rotarians, children or grandchildren of a Rotarian or of an employee of a Rotary Club or District.

#### **District Grants (District Service Grants - DSGs)**

The goals of the District Grant program are to:

- Generate increased participation by Rotarians, both in giving to TRF and in putting that money to work by investing in strong projects with lasting impact
- Support Club engagement and participation in District Grant-funded projects
- Encourage and facilitate collaboration among District 5190 Clubs

Annually the DG and DRFCC shall create, in conjunction with Grants Steering Committee as previously described, the DDF allocation plan for the year including but not limited to matching and maximum dollar amounts for both individual and multi-Club projects, various types of scholarships and any special projects.

Applications for District Service Grants shall be submitted via the District Website through the ClubRunner Grants module. The District Grants Subcommittee Chair and at least one member of the District Grants Committee shall review all applications and recommend approval based on District Grant criteria via the Activity Log within the Grants module. Upon receiving the Grants Subcommittee Chair's recommendation for approval, the District Rotary Foundation Chair shall review and, if in agreement, submit approval via the Grant Module, which will then begin the funding process.

All District Grants must be fully closed out with final report no later than 15 May.

### **District 5190 'District Grant' Criteria**

District Grant requests for DDF matching grants will be evaluated and recommended on the following:

- Completed Grant applications recommended for approval shall be approved by the DRFCC on a first come first served basis, subject to available funding
- Grant applications may be submitted from 1 May to 31 October
- District Scholarship applications are due 30 April
- 31 October deadline may be extended if there are unallocated funds
- Adherence to TRF Terms and Conditions for Rotary Foundation District Grants, including active participation of Rotarians and alignment with TRF mission
- Recurring projects are only allowed once every 3 years, regardless of primary club sponsor
- Projects may be presented in distinct phases over a maximum of 2 years
- Recipients of District Scholarships, including REGL Scholarships, cannot be children or grandchildren of a Rotarian or of an employee of a Rotary Club or District.
- Qualification of proposing Club, or Clubs for a multi-Club project, confirmed by the District
- Details supplied in the Club's annual spending plan (submitted on or before May 15th)

### **District Grant Allocations For 2019-20:**

- 10% of the District's DDF Allocation for 2019-20 will be allocated to the Clubs in proportion to their giving three-years previously. The allocation will be taken from the District's Block Grant. Clubs will receive these funds to be used for an approved

District Service Grant, in addition to other DSG funding.

- The District will match Club contributions 1:1 up to \$2000 for an individual Club project and 1:1 up to \$2000 for each participating Club in a multi-Club project.
- Projects also include these activities funded with the same 1:1 match up to \$2000

**Project Fairs** District grant funding may now be used toward the costs of traveling to and participating in Rotary project fairs to find project partners.

**Community Needs Assessment** District grant funding may now be used toward the costs of traveling to and participating in the community needs assessment for planning a global grant

- For District Scholarships, the Club contributes \$1000 or more and the District will match \$2000. Estimated total funding in this category will be \$14,000.

**Clubs may receive total District Grant matching funds up to \$ \$2000, plus their Bonus DDF**

**Allocation**, used in any combination of projects, scholarships, community needs assessment and project fairs, unless it is determined on or after October 31, 2019 that there are unallocated funds available, in which case, the District will notify all Clubs of the availability of funds. Also on October 31, 2019 (or after – same as above), any **Unallocated Bonus DDF Allocation will be returned to the District Grant pool of available funds.**

### **Challenges**

Any challenge to the allocation of DDF or approval/rejection of District or Global Grants must be submitted in writing to the District Governor and the District Subcommittee Grants Chair within 30 days of the grant approval/rejection or allocation notice being posted on the District website. The District Governor may review the challenge personally, or may direct mediation or arbitration as considered appropriate. The decision of the District Governor shall be final.