**Rotary District 5180 Global Grant and Global Grant Scholarship Policies and Procedures**

Rotary District 5180 incorporates those policies and procedures established by The Rotary Foundation (TRF) as prerequisites for grant approval. In addition to the TRF requirements, District 5180 has established the following policies to ensure all rotary clubs in the district have access to the District Designated Funds (DDF)

The DDF available for the current year will be split evenly between District and Global grants. Any funding not used for District Grants in the current year will be available for Global Grants in the next Rotary year.

To be eligible for DDF matching funds, clubs are required to complete the certification process by attending the nine module **Grant Management Seminar** (in the Learning Center) on Rotary International’s (RI) website and submit their diplomas and the signed Memorandum of Understanding (MOU) to the District Grants Subcommittee Chair before the deadline specified in the Application. Both the President Elect and one other club member, preferable the person administering the District Grant or Global Grant, must complete the training. In subsequent years, those who have completed this specific training need only to finish the single module **Grant Management Recertification** and submit the diploma.

**Global Grant Scholarships:** District 5180 also has three endowments that are available only for post-graduate (Master’s or PHD) scholarships in international study. Two of these are for outbound students and the third one is for in-bound students to one of our local Universities. (CSUS, UCD, William Jessup).

The application periods run from the **1st through the 31st of October** with the period of study starting in the following academic year. Each rotary club can submit one candidate to the District Scholarship Committee for consideration. The academic discipline or course of study must match one of the seven RI areas of focus. (Peace and conflict resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, Economic and community development, and Environment).

The following procedures apply to those clubs who will be taking on the role of the International Partner or Host for a Global Grant. There are no specific requirements for those clubs who are in the financial support role.

1. Club Qualification: Your club must be “Qualified” to assume the Host or International Partner role for a Global Grant. This means that at least two members of your club preferably the President and the grant primary contact need to attend and complete the on line Rotary International (RI) Grant Management Seminar and send your diploma to the District Grants Chair. It is also encouraged that all members of an individual club’s international committee be certified.
2. Rotary Club Partners: If you are the International partner for a grant, the “host” partner must be in the same country where the grant work is to be completed. Preferably, it should be in the same community. A Memorandum of Understanding (MOU) outlining responsibilities should be completed between the Rotary Host, International Partner and any other supporting organizations. A formatted MOU is available on the RI website.
3. Community Assessment: A Community Assessment should be completed before requesting a Global Grant Record. No Global Grant will be reviewed or approved by D5180 Foundation Chair nor RI unless this document is completed. A formatted Community Assessment is available on the RI website.
4. Separate Bank Account: A separate bank account must be maintained for each global grant where the club is the International Partner. The name of the account should reflect the specific global grant.
5. District International Service Committee (ISC) Review: Every Global Grant initiated must be reviewed by the ISC before it can be considered for District Designated Funds. This process will review the MOU, Community Assessment, Sustainability, Preliminary Budget, Area of Focus.
6. District Foundation Review: Once a Global Grant is reviewed by the ISC review team, it is placed on the District Foundation Report and eligible for District Designated Funds. The grant is reviewed every month as it passes through the Draft, Submitted, Authorized and Approved stages. Clubs have up to one year to navigate the grant through these four stages. District Designated Funds (DDF) are allocated to the grant based on the amount of D5180 funds available, size of grant and amount of district club(s) contributions. That match could be as much as 1:1. Before any DDF is authorized, club presidents from both Host and International Partner must complete and submit Legal Agreements. In addition, primary contacts from both Host and International Partner clubs must complete and submit authorizations. Both of these processes are completed through the RI website.
7. Approval of Grant: Once a grant is “Approved” by RI, the responsibility to transfer funding within D5180 will be the responsibility of the International Partner. The DDF allocated to the grant will come from RI foundation. These funds will not be sent until all other contributing clubs/partners/private donations have completed their transactions.
8. Status Reports: Depending upon the size and complexity of the grant, yearly status reports will need to be completed and submitted to RI on a timely basis. The International Partner will work with the Host club to draft and submit.