



GRANTS RESPONSIBILITIES BY LEADER

District Governor

QUALIFICATION

- Work with the district Rotary Foundation chair to [qualify](#) your district to receive Rotary Foundation grants by authorizing the [District Memorandum of Understanding](#) (MOU) in the [Grant Center](#). (This should be done at the end of your governor-nominee year or the start of your governor-elect year.)
- Help implement and review the District Memorandum of Understanding every year.
- Assist with grant management seminars, which are part of club qualification. To become qualified, clubs must attend a grant management seminar and agree to the [Club Memorandum of Understanding](#).

GLOBAL GRANTS

- Monitor all grant participation in your district. (As governor, you can view all the global grants that are being sponsored by your district and its clubs in the [Grant Center](#).)
- Decide, in consultation with the district Rotary Foundation chair and the governor-elect, how to distribute District Designated Funds (DDF) and authorize the use of funds. (You'll be notified by email when DDF authorization is needed.)

DISTRICT GRANTS

- In consultation with the district Rotary Foundation chair and the district grants subcommittee chair:
 - Solicit clubs' proposals for district grants, review them, and decide which projects to fund.
 - Complete, authorize, and submit the district grant application in the [Grant Center](#).
 - Distribute district grant funds to clubs and collect reports from them.
 - Complete the district grant report in the [Grant Center](#).

RESOURCES

- Information on My Rotary about [district grants](#) and [global grants](#)
- [A Guide to Global Grants](#)
- [Learning Center](#) courses and learning plans:
 - District Governor Basics
 - District Governor Intermediate
 - Rotary Foundation Basics
 - Grant Management Seminar
 - Grant Management Recertification



GRANTS RESPONSIBILITIES BY LEADER

District Rotary Foundation Chair

QUALIFICATION

- Work with the district governor to [qualify](#) your district to receive Rotary Foundation grants by authorizing the [District Memorandum of Understanding](#) (MOU) in the [Grant Center](#). (This authorization should be completed as soon as your district Rotary Foundation chair term starts, or even before.)
- Help implement and review the District Memorandum of Understanding every year.
- Organize grant management seminars. To become qualified, clubs must attend a grant management seminar and agree to the [Club Memorandum of Understanding](#). Districts may use the [Grant Management Seminar Learning Plan](#) in Rotary's Learning Center to either replace or supplement in-person training.
- Report to the district governor on all district Foundation activities monthly, including qualification status of clubs and the district.

GLOBAL GRANTS

- Monitor all grant participation in your district. (As district Rotary Foundation chair, you can view all global grants sponsored by your district and its clubs in the [Grant Center](#).)
- Review global grant applications from your district or its clubs in the Grant Center. Confirm that clubs that apply for global grants are qualified and that their activities are eligible for funding. (You'll be notified by email when your authorization is needed.)
- Decide, in consultation with the governor, governor-elect, and district Rotary Foundation committee members, how to distribute District Designated Funds (DDF) and authorize the use of funds. (You'll be notified by email when DDF authorization is needed.)
- Authorize the legal agreement for district-sponsored global grants.
- Authorize reports on district-sponsored global grants.
- Report to your member clubs on the use of all District Designated Funds.
- Connect clubs with local resources, including the Cadre of Technical Advisers and the district resource network, to help them plan successful projects.

DISTRICT GRANTS

- In consultation with the district governor and the district grants subcommittee chair:
 - Solicit clubs' proposals for district grants, review them, and decide which projects to fund.
 - Complete, authorize, and submit the district grant application in the [Grant Center](#).
 - Distribute district grant funds to clubs and collect reports from them.
 - Complete the district grant report in the [Grant Center](#).

- Report to your member clubs on the use of all District Designated Funds.

RESOURCES

- Information on My Rotary about [district grants](#) and [global grants](#)
- [A Guide to Global Grants](#)
- [Learning Center](#) courses and learning plans:
 - Rotary Foundation Basics
 - District Rotary Foundation Committee Intermediate
 - Grant Management Seminar
 - Grant Management Recertification



GRANTS RESPONSIBILITIES BY LEADER

District Stewardship Subcommittee Chair

QUALIFICATION

- Work with the district Rotary Foundation chair to [qualify](#) clubs to receive global grants.
- Help implement and review the [District Memorandum of Understanding](#) every year, including the development of the financial management plan.
- Assist with grant management seminars.

GLOBAL GRANTS

- Monitor all grant participation in your district to ensure proper stewardship, strong financial management, and timely reporting to The Rotary Foundation. (As district stewardship subcommittee chair, you can view all global grants sponsored by your district and its clubs in the [Grant Center](#).)
- Help review grants if stewardship issues are raised by the district or at the request of Foundation staff.

DISTRICT GRANTS

- Monitor grants to ensure proper stewardship, strong financial management, and timely reporting to The Rotary Foundation.

RESOURCES

- Information on My Rotary about [district grants](#) and [global grants](#)
- [A Guide to Global Grants](#)
- [Learning Center](#) courses and learning plans:
 - Rotary Foundation Basics
 - District Rotary Foundation Committee Intermediate
 - Grant Management Seminar
 - Grant Management Recertification



GRANTS RESPONSIBILITIES BY LEADER

District Grants Subcommittee Chair

QUALIFICATION

- Work with the district Rotary Foundation chair to [qualify](#) clubs to receive global grants.
- Help implement and review the [District Memorandum of Understanding](#) every year, including establishing and maintaining appropriate grant management recordkeeping systems.
- Assist with grant management seminars.

GLOBAL GRANTS

- Monitor all grant participation in your district. (As district grants subcommittee chair, you can view all the global grants that are being sponsored by your district and its clubs in the [Grant Center](#).)
- Conduct orientation (at the multidistrict level, when possible) for all scholar and vocational training team participants before their departure or upon their arrival, in consultation with district scholarship subcommittee chair.

DISTRICT GRANTS

- In consultation with the district governor and the district Rotary Foundation chair:
 - Solicit clubs' proposals for district grants, review them, and decide which projects to fund.
 - Complete, authorize, and submit the district grant application in the [Grant Center](#).
 - Distribute district grant funds to clubs and collect reports from them.
 - Complete the district grant report in the [Grant Center](#).

RESOURCES

- Information on My Rotary about [district grants](#) and [global grants](#)
- [A Guide to Global Grants](#)
- [Learning Center](#) courses and learning plans:
 - Rotary Foundation Basics
 - District Rotary Foundation Committee Intermediate
 - Grant Management Seminar
 - Grant Management Recertification



GRANTS RESPONSIBILITIES BY LEADER

Club President

QUALIFICATION

- Complete the grant management seminar or have another club member do so. (Ideally, the president will complete the seminar as well as any club member that is planning to apply for a global grant.)
- Read and agree to the [Club Memorandum of Understanding](#).

GLOBAL GRANTS

- Monitor all grant participation in your club. (As a club president, you can view any global grants that are being sponsored by your club in the [Grant Center](#).)
- Authorize the legal agreement for any grants that your club sponsors.
- Authorize reports for club-sponsored grants.

DISTRICT GRANTS

- Work with club members to submit district grant requests to the district.
- Help implement district grant-funded activities.
- Make sure that district grant reports are submitted to the district.

RESOURCES

- Information on My Rotary about [district grants](#) and [global grants](#)
- [A Guide to Global Grants](#)
- [Learning Center](#) courses and learning plans:
 - Club Rotary Foundation Committee Basics
 - Rotary Foundation Basics
 - Grant Management Seminar
 - Grant Management Recertification