



**DISTRICT 9910**

**ROTARY FOUNDATION DISTRICT GRANTS PACKAGE 2024-25**

**Included in this package is :**

**TERMS AND CONDITIONS FOR DISTRICT GRANTS 2024-2025**

**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING 2024-2025 ( due prior to or at the time of applying for a grant )**

**DISTRICT GRANT APPLICATION FORM 2024-2025**

**( due by 30 September 2024 )**

**DISTRICT GRANT INDIVIDUAL PROJECT FINAL REPORT 2024-2025**

**(due 1 August 2025 )**

## DISTRICT 9910

### TERMS AND CONDITIONS FOR

## ROTARY FOUNDATION DISTRICT GRANTS 2024-25

### Objective

The objective of a **Rotary Foundation District Grant** is to enable Clubs to support the Rotary Foundation's mission; *(enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty)* by supporting clubs to carry out a small project which address an immediate need that has been identified in their local community, or overseas .

**This year District 9910 has as its main objective for District Grants to strengthen Rotary's profile in the club's local community through the funding of a local project.**

District Grants are funded by the Rotary Foundation and will generally match Club contributions at 100% ("dollar for dollar").

District 9910 will have available up to NZ\$38,000 (19 x \$2000 grants) for distribution as District Grants in the 2024-25 Rotary year.

### How To Apply

Clubs must be qualified to receive District Grants. Requirements for qualification are:

1. A Club representative must have attended a Rotary Foundation seminar , or have completed the Rotary Online Grant Management Seminar, or be an active member of the District Rotary Foundation Committee
2. Clubs must submit a signed Club Memorandum of Understanding
3. Clubs must have contributed to the Foundation Annual Fund at least once over the past three years
4. Clubs must have entered their Rotary Foundation goals on [www.rotary.org](http://www.rotary.org)
5. All Rotary International and District dues must be paid up to date
6. Qualification is required for each Rotary year

Complete the **District Grant Application Form 2024-25** and send it to Peter Garnett – [pgarnett.rotar@gmail.com](mailto:pgarnett.rotar@gmail.com)

**Applications for District Grants for the 2024-25 Rotary year will close on 30<sup>th</sup> September 2024.**

## **District Grant Guidelines**

- Any Club applying for a grant must have a signed MOU with the District and be qualified
- Email applications are preferred
- The project budget must show how the project is to be fully funded
- Clubs will generally match any grant application request \$ for \$
- Grants will be capped at \$2000 per grant.
- A clear audit trail **MUST** be maintained for all grants. Receipts for goods and services must be retained for submission with the project completion report.
- Applicants will be notified of their successful application preferably before 30 October 2024, and all declined applications will be notified.
- Clubs requiring more information before lodging an application should contact a member of the Grants Committee, who will be happy to help or advise.
- District Grant projects must be completed within the current Rotary year (before 30 June 2025), and the final report submitted by 1st August 2025 to 9910 District Grants Sub Committee Chair. Projects must not commence prior to the receipt of grant funds awarded.

## **Selection Criteria**

Selection criteria of the Club District Grant application will be applied as follows:

1. The project should be seen and promoted as a Rotary project with the objective of increasing the profile of your club within your community. The grant may not be used to partially fund a project which is not 100% identifiable as a Rotary project. The Rotary logo should always be displayed.
2. The project should, wherever possible, involve the active participation of Club members.
3. The Club should have effective control of the funds and arrange purchase of equipment and services.
4. Receipts for goods and services (and in the name of the sponsoring club) must be retained for submission with the project completion report.
5. District Grant funds should not simply be handed over to another/alternative charitable (fundraising) organization.
6. Grants should be allocated to new specific projects rather than to support an existing on-going programme.
7. Grants should not be used for excessive support of any one beneficiary.
8. Projects should be sustainable and able to continue independently without the on-going support of the Rotary Foundation.
9. Portable electronic devices will not be considered.
10. Grants must produce a tangible asset and may not be used to fund events.
11. Only one grant per Club will be made unless the total of all applications is undersubscribed. If a club does submit 2 applications these applications should be ranked in priority by the Club.

## **Handover of funds**

Once the District Grant project has been approved, the funds will be applied for from TRF in Australia. Once these are received the club should request payment of the funds by the

District 9910 TRF Treasurer and provide their bank account details so that the funds can be deposited directly into the club's project account.

## Reporting

Once the project is completed, the Club must complete a two page report about the project (with photos) including financial receipts for goods and services which must be sent to District 9910 TRF District Grants Sub Committee Chair by 1st August 2025.

For further information contact:

### **Peter Garnett – District Grants Sub Committee Chair 2024-25**

- Email: [pgarnett.rotary@gmail.com](mailto:pgarnett.rotary@gmail.com)
- Ph : 027 220 5137

### **The following are examples of previously approved District Grants**

Portable Lower Abdominal Scanner  
Waterfall Track Project  
Special Equipment for Special Needs School  
Replacement Mini Van for De Paul House  
Solar Ice Making Equipment – Vanuatu  
Farm Water project – Noumea  
Fitness Equipment for at risk children  
Projector for Hospice  
Shade umbrella for Hospice  
Rebuilding a school garden  
School Bike storage facility  
Community events noticeboard  
Purchase of van for KiwiHarvest to establish KH on the North Shore  
Community Petanque court  
Schools Dictionary Project  
Sound System  
Chiller  
Trees for Survival  
Purchase of Seabin  
Atlas programme  
School Desks  
Equipment for Tongan Disabilities centre  
Water fountain for kindergarten  
BBQ Table Tops  
Resuscitation equipment  
Kea Club uniforms  
Garden Tunnelhouse for school  
Emergency Housing equipment  
Rainwater Harvest Project in Vanuatu  
Gardens for new housing subdivision  
Security fencing, new seating etc for primary school  
Far North vulnerable family project  
Exercise equipment for transition centre  
Dictionaries and Duffy books for low decile school



## DISTRICT 9910 – THE ROTARY FOUNDATION

### CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING 2024-2025

*Rotary Club of \_\_\_\_\_,*

#### 1. Club Qualification

To participate in Rotary Foundation District Grants, the Club must agree to implement the financial and stewardship requirements in this Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one Club member to the training on Rotary Foundation Grants.

In addition, the Club must be up to date with all financial commitments to the District and Rotary International. These include RI Club Invoices and annual District Dues.

By completing these requirements, the Club becomes qualified and eligible to participate in the TRF grant program.

- a. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- b. To maintain qualified status, the Club must comply with this MOU, any additional District requirements, and all applicable TRF policies.
- c. The Club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- d. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- e. The Club must cooperate with any financial, grant, or operational audits.

#### 2. Club Officer Responsibilities

The Club Officers hold primary responsibility for Club qualification and the proper implementation of TRF grants.

Club Officer responsibilities include:

- a. Appointing at least one Club member to implement, manage, and maintain club qualification
- b. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- c. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

### **3. Financial Management Plan**

The Club must have a written financial management plan to provide consistent administration of grant funds. The financial management plan must include procedures to:

- a. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- b. Disburse grant funds, as appropriate
- c. Maintain segregation of duties for handling funds
- d. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- e. Ensure that all grant activities, including the conversion of funds, comply with local law

### **4. Bank Account Requirements**

**In order to receive District grant funds the club must bank the funds directly into its Charitable Trust Bank Account.**

- a. The bank account must
  - i. Have a minimum of two Rotarian signatories from the club for disbursements
  - ii. Be a low- or noninterest-bearing account
- b. Any interest earned on grant funds must be documented and used for eligible, approved grant activities, or returned to TRF.
- c. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- d. Bank statements must be available to support receipt and use of TRF grant funds.
- e. The Club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

### **5. Report on Use of Grant Funds**

The Club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

### **6. Document Retention**

The Club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- a. Documents that must be maintained include, but are not limited to:
  - i. Bank information, including copies of past statements
  - ii. Club qualification documents including a copy of the signed club MOU
  - iii. Documented plans and procedures, including:
    - a) Financial management plan

- b) Procedure for storing documents and archives
  - c) Succession plan for bank account signatories and retention of information and documentation
  - d) Information related to grants, including receipts and invoices for all purchases
- b. Club records must be accessible and available to Rotarians in the Club and at the request of the District.
- c. Documents must be maintained for a minimum of seven years, as required by local law.

**7. Reporting Misuse of Grant Funds**

The Club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the Club that does not tolerate the misuse of grant funds.

**Authorization and Agreement**

*This Memorandum of Understanding is an agreement between the Club and the District and acknowledges that the Club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of \_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2024-2025 \_\_\_\_\_ and will notify Rotary International District 9910 of any changes or revisions to club policies and procedures related to these requirements.*

Club President
Term 2024 -25
<b>Name:</b>
<b>Signature:</b>
<b>Date:</b>

Club President - Elect or Rotary Foundation Chair
Term 2024 -25
<b>Name:</b>
<b>Signature:</b>
<b>Date:</b>

**Please email a scanned copy to Peter Garnett at [pgarnett.rotary@gmail.com](mailto:pgarnett.rotary@gmail.com)**



**THE ROTARY FOUNDATION - DISTRICT 9910  
DISTRICT GRANT APPLICATION 2024-2025**

**Applicant Club Name** \_\_\_\_\_

**Project Details**

<b>Name of Project:</b>	
<b>Project Start Date:</b>	<b>Project End Date:</b>
<b>State the purpose of this project:</b>	
<b>How will this project meet the needs of the community:</b>	



List any co-operating organisations: (attach copy of letter of endorsement)

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**Budget**

Item to be purchased	Supplier	Cost (NZ\$)
	<b>Total</b>	

**Financing**

Rotary Club/District/Co-Operating Organisation	Contribution(NZ\$ )
<b>Total TRF District Grant applied for</b>	
<b>Total</b>	

Note: You are required to account for the spending (including receipt(s)) of the monies and provide a project report and expenditure report on the project at its completion.

Signed \_\_\_\_\_

Name \_\_\_\_\_

President, Rotary Club of \_\_\_\_\_

Date \_\_\_\_\_

**Please scan and email the completed District Grant Application, on or before 30 September 2024, to:**

Peter Garnett  
Chair, District 9910 District Grants Sub Committee 2024 - 2025  
Email: [pgarnett.rotary@gmail.com](mailto:pgarnett.rotary@gmail.com)  
Mob: 027 220 5137

If scanning is not possible, then mail the application to  
Peter Garnett, PO Box 100-804, Wairau Valley, Auckland 0627

## District Grant Individual Project Report 2024-2025

Please return this completed form by 1 August 2025 to your District Rotary Grants Sub-Committee Chairman Peter Garnett, at email: [pgarnett.rotary@gmail.com](mailto:pgarnett.rotary@gmail.com)

Do not send this form directly to TRF.

Rotary Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

Progress report  Final report

### Project Description

1. Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?

2. How many people benefited from this project? \_\_\_\_\_

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

4. How many Rotarians participated in the project? \_\_\_\_\_

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

### Financial Report (District must retain receipts of all expenditures for at least five years)

Currency Used: \$NZ Exchange Rate: N/A = 1 USD

#### 7. Income

Sources of Income		Amount
1. District Grant funds received from the District		
2. Other funding (specify)		
3.		
<b>Total Project Income</b>		

#### 8. Expenditures (please be specific and add lines as needed)

Budget Items	Name of Supplier		Amount
1.			
2.			
3.			
4.			
5.			
<b>Total Project Expenditures</b>			

### Certifying Signature

By signing this report, I confirm that to the best of my knowledge these District Simplified Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

Certifying Signature  
Print name,

Date: \_\_\_\_\_

Rotary title,  
\_\_\_\_\_

Club \_\_\_\_\_

.....  
**To be completed by the  
District Rotary District  
Grants Sub-Committee**

**Chair:** District Grant # \_\_\_\_\_