



2019-20 Grants Management for 2020-2021

Rotary Foundation VISION

*Together, we see a world where people unite
and take action to create lasting change—
across the globe, in our communities,
and in ourselves.*



Purpose of this Qualifying Seminar

- Understand requirements of the 2 types of grants
- Learn how to manage a Rotary Foundation grant
- Comply with stewardship expectations
- Prepare clubs to implement the MOU & District Addendum
- Qualify clubs to receive grant funds

Our Foundation



Rotary Canada and Government of Canada – Update

- Partnership between Government of Canada and The Rotary Foundation Canada
- 2019-2020 is the 5th year of the 5-year agreement for \$1.2 million CDN annually
- Application details *trfcanada.org* GOC tab
- Global Grants only (just 5 areas of focus)

Grant Basics



Areas of Focus



Peacebuilding & Conflict Prevention



Disease Prevention & Treatment



Water, Sanitation & Hygiene



Maternal & Child Health



Basic Education & Literacy



Community Economic Development

Grant Policy Statements



- The goals are to increase efficiency in grant processing and ensure quality of funded projects;
- The content of each policy statement is intended to represent eligible and ineligible activities;
- Eligible activities reflect those that Rotary clubs and districts have most often implemented;
- Project planning is a bottom-up and host club/ district-driven process;
- All grant requests must comply with the policy statements related to each area of focus **which have been updated.**

Grant Basics



- **Training** local leaders in the Area of Focus;
- **Supporting** communities and regions affected by the Area of Focus;
- Supporting **studies for career-minded professionals** related to the Area of Focus.

Examples of Eligible Projects



- **Community activities targeting non-Rotarian participants:** conferences, trainings, screenings, etc.
- **Facilitating workshops** addressing community needs in the Area of Focus
- **Strengthening the ability of communities** to develop, fund and maintain systems in Area of Focus
- **Vocational training teams** supporting the activities
- **Scholarships** for graduate-level study in programs related to the Area of Focus

Grants Management



Types of Grants

Rotary Foundation District Grants

Rotary Foundation Global Grants



Rotary Foundation District Grants



District Simplified Grants

- Local or International Projects
- Humanitarian, Educational, Travel,
- Disaster Recovery
- No International Partner Required
- DDF Match *(total available to be determined)*
 - \$0.50 : \$1 up to \$2500 *(you spend first, then reimbursed by District)*
- No World Fund or TRF matching

District Matching Grants

- International project
- Requires a qualified Rotary Partner
- Grant limit \$10,000 (\$1 for \$1 by District)
(you receive your money before you start the project)
- NO World Fund Match

Note: Simplified and Matching Grants can support projects in other District communities i.e. US club and Iqaluit

District Grants

District grants are funded solely by DDF generated from a district's Annual Programs Fund giving from three years prior, including Endowment Fund SHARE earnings.

Districts can request up to 50% of their DDF each year based on a submitted spending plan.

Any unused district grant funds are returned to the Foundation and credited back to the district's DDF balance. DDF will continue to rollover to a district's balance for the following year under Global grants. Rollover DDF will not be used in the calculation of the district grant amount.

District Grant Funding Example

D7040 Annual Fund Donations

- 2017-2018 = \$166,504 + Endowment Fund earnings
- 2020-2021 DDF = \$83,252+
- 2018-2019 = \$149,305 + Endowment Fund earnings
- 2021-2022 = \$74,626 +

New for 2020-2021 Rotary Year District Grants

- If a club is considering *ONLY* a DISTRICT Simplified or DISTRICT Matching Grant, **only two (2) of the following** will need to **annually** attend a District 7040 Grants Management Seminar:
 - sitting President
 - President-Elect (if not the sitting President)
 - Treasurer (Club or Project)
 - Community Service Chair
 - Foundation Chair
 - International Service Chair

District Application

- Districts may apply for 1 district grant per Rotary year called a Spending Plan. Prior to submitting their application, districts should decide what activities they plan to support with district grant funds – this is comprised of *your* projects.
 - **Club Applications are due no later than April 30th in order for the District to submit the Spending Plan to TRF on time.**
- The District Governor, District Rotary Foundation Committee Chair, and District Grants subcommittee chair will submit the application online.

Elements of Club Application

- Club Name
- Project Name
- Project Objective
- Which Area of Focus is addressed by project?
- Community or Neighborhood served?
- Number of Beneficiaries
- Project Starting and Ending Dates
- Sustainability
- Partners?

Let's practice!

Elements of Club Application

- Rotarian Involvement, doing what and how many?
- Budget: Labor, Supplies and Materials, Equipment, other, and Total
- Amount of Grant requested
- Signatures and contact information
- Understanding:
 - Must keep receipts, club retains originals
 - Copies of receipts must be submitted with **Final Report due by May 30th**
 - Requests/application must be signed and signing confirms acceptance of Terms and Conditions of DG; grant funds must be returned upon failure to comply.

Payment

- Districts will receive one block payment for the total approved amount of the district grant usually near the end of the first quarter.
- **All previous district grants must be closed** before a new payment will be made, and districts must be **current on reporting for all grants: district and global grants.**

District Final Annual Report

- Districts must submit a final report to the Foundation within 12 months of payment of the grant.
- This report must include a final list of funded activities and be submitted in the same format as the district's Spending Plan.
- Some changes in project funding may occur between when a district submits its original spending plan and when it submits the final report. Districts must have requested these changes from TRF and note them on the report.

District Final Annual Report

- Districts may submit their final report once they have fully distributed their district grant funds to the individual projects.
- These projects do not need to be complete before a district reports to the Foundation.
- Districts are also required to report annually on their use of district grant funds to their member clubs.

Timeline

- February 1, 2020 – Call for applications for 2020-2021 projects
- April 30, 2020 – **Application Deadline** for 2020-2021 projects
- May 30, 2020 – Deadline for current year (2019-2020) **project reports due**
- June 30, 2020 – Deadline for 2019-2020 District Simplified & District Matching Grant Final Reports to TRF from District.
- ~July 15, 2020 – District submits Grant request and spending plan to TRF for **all** 2020-2021 projects
- ~August 31 - October 31, 2020 – Spending Plan accepted and final award

Rotary Foundation Global Grants



Global Grants

- Long-term projects
- Sustainable outcomes
- Larger grant awards aligned with Areas of Focus
- World Fund match in addition to DDF
- Canadian clubs eligible to apply for matching funds – Child & Maternal health preferred; Peace & Conflict Resolution excluded

Developing an Eligible Global Grant

- Assessment of needs – *submission required*
- Choose area of focus
- Select goals
- Determine sustainability
- Complete your proposal & submit to Grants Chair
- Submit your application (after approval from Grants Chair)

Criteria for Global Grants

- Host Rotary clubs or district and international partner
- Area of focus
- Community need – **Community Assessment required with grant submission** (*revised*)
- Community participation
- Strengthen knowledge, skills, resources
- Long-term benefit /Sustainable
- Measurable results
- US\$30,000 minimum budget

Global Grants

Minimum Grant\$15,000

- Minimum Project Budget\$30,000
- Six Areas of Focus
- International partner (D7040 club) must provide at least 30% of funding
- International & Host Rotary Partners
- World Fund Match:
 - \$1 : \$1 District Funds (DDF)*
 - \$0.50 : \$1 Club Generated Funds
- 5% of cash contributions

* *Up to specified maximum, i.e. \$15,000 – may vary each year*

Global Grant Financing Sample

- Project Financing:

- Your Club monies = \$10,000 *(could include another D7040 club \$)*
- Matched by DDF = 10,000 *(if available from D7040)*
- Our DDF matched by World Fund = 10,000
- Your Club matched by World Fund = 5,000
- Host Club monies = 500 *(any amount-provides ownership)*
- Host District DDF = 250 *(based on above)*
- Host District matched by World Fund = 250 *(based on Host Club \$)*
- Host Club matched by World Fund = 250 *(based on Host Club \$)*
- TOTAL for PROJECT = \$36,250 TRF contribution \$15,500 (min 15,000)
- 5% on cash (\$10,500) = 525

TOTAL GRANT APPLICATION = \$36,775

...Non-Rotarian monies = any amount (not matched)

Cash sent directly to a project bank account is not subject to the additional 5 % assessment.



Rotary Canada and Government of Canada

We don't know if this will continue

- Partnership between Government of Canada and The Rotary Foundation Canada
- 5 year agreement for \$1.2 million CDN annually (2015-2020)
- Application details *trfcanada.org* GOC tab
- Global Grants only (5 areas of focus)

Global Grant Funding – Canadian Clubs

- Restrictions –
 - no scholarships
 - no construction activities of any kind
 - no purchase of vehicles
 - no purchase of major medical equipment
- Canadian Rotary club cash and DDF will be matched 1:1 (TRF Canada forwards these funds)
- Must take into account
 - gender equity;
 - environmental sustainability
 - good governance

Global Grant Funding – Canadian Clubs

- A. District 7040 Canadian Club \$10,000
- B. DDF (D7040) \$10,000
- C. GOC Funds (A + B) \$20,000
- D. TRF World Fund (A+C @.5) \$15,000
- E. TRF World Fund (B @ 1) \$10,000

- Total available for project \$65,000

Financing Guidelines

- Contributions raised by Rotarians
- Funds cannot be raised from beneficiaries in exchange for a grant
- Funds cannot come from other grants
- Contributions credited to donor

Conflict of Interest

- Exists when a Rotarian benefits financially or personally from a grant
- Benefit can be direct (the Rotarian benefits) or indirect (an associate of the Rotarian benefits)

Resources to Find Partners

- [Rotary Ideas](#), a platform where you can request partners, materials, or international support and contributions
- [Rotary Discussion Groups](#), a forum for clubs to exchange project ideas and request help
- [Rotarian Action Groups](#), consisting of Rotary members and others who are experts in a particular field and help clubs and districts with their projects
- [Intercountry committees](#), networks of Rotary clubs or districts in two or more countries that work together on service projects, new club sponsorships, and other activities
- [Project fairs](#), regional events that Rotary districts host to encourage international friendship and collaboration
- [Rotary Fellowships](#), independent social groups with a shared interest in a hobby, recreational activity, or profession

Implementation

- Communication!
- Financial management plan
- Recordkeeping
- Following original plan

Evaluation

- Assists with reporting
- Improves future projects
- Based on goals
- On-going process
- Identifies successes

Sustainable Projects

- These projects/programs give a community the skills and knowledge to maintain project outcomes for the long term, after grant funds have been expended.

Qualities of Sustainable Projects

- Community fit/Needs assessment
- Materials/Technology available
- Funding
- Knowledge – expands knowledge
- Motivation/Commitment – partners & recipients
- Increases capacity
- Evaluation

Measurable Outcomes

- Put a plan in place before implementation
- Establish baseline data
- Determine quantitative and qualitative measures



Global Grant Reporting

- Progress report 12 months after funds received
- Every 12 months until project is complete
- Final report submitted within 2 months of project completion

Global Grant Reports: *Content*

- How partners were involved
- Type of activity
- Evaluation of project goals
- How area of focus goals were met
- How funds were spent
- Number of beneficiaries and how they benefited

Application Process

ROTARY.ORG > MY ROTARY > THE ROTARY
FOUNDATION > APPLY FOR GRANTS

The screenshot shows the Rotary.org website interface. At the top, there's a navigation bar with the Rotary logo and 'My Rotary' text. Below this is a secondary navigation bar with links like 'Exchange Ideas', 'Take Action', 'Learning & Reference', 'Manage', 'The Rotary Foundation', 'News & Media', and 'Member Center'. The 'The Rotary Foundation' link is highlighted. Below the navigation bar, there's a section titled 'Apply for Grants' with sub-links: 'District Grants', 'Global Grants', and 'Grant Application Tool'. To the right of this section, there's a 'Give' section with sub-links: 'Ways to Give', 'Planned Giving', and 'Donor Recognition'. Further right, there's an 'About' section with sub-links: 'Foundation Centennial', 'Foundation Reports', and 'History'. Below these sections, there's a large banner image showing a man in a red shirt standing next to a large iron lung replica. The text on the banner reads: 'What does it feel like to be in an iron lung? Rotarian builds his own iron lung replica to teach a new generation about polio Read more >'. To the right of the banner, there's a smaller image of a man in a hat and a woman, with text: 'Celebrate with us in Atlanta! Register for the convention by 31 March and save. >'. Below the banner, there's a 'My Club Snapshot' section and a 'What's new' section. The 'What's new' section has a link: 'President-elect Ian H.S. Riseley chose'. At the bottom right, there's a 'END POLIO NOW' banner with a link: 'You can help end polio. Learn how >'. The website URL 'https://my.rotary.org/en' is visible in the browser address bar.

Application Process

1. Club qualifies
2. Club completes first step of draft application - the District proposal electronic to Grants Chair – **District committee approves proposal**
3. Club submits application to TRF – online – *all the details!*
4. District authorizes application online
5. The Rotary Foundation reviews for approval

Club Qualification Requirements

- Any club considering a GLOBAL GRANT will have the **sitting club President, and two (2)** of the following annually attend a District 7040 Grant Management Seminar:
 - President-elect
 - Treasurer (Club or project)
 - Foundation Committee Chair
 - International Service Committee Chair or
 - the Project Lead.
- Submit signed club MOU to DRFC
- Reporting is current and Club is in good standing with RI

Maintaining Qualification

- Follow terms of Club MOU & Addendum
- Appoint club member/committee to manage club qualification which includes Foundation Goals entered into Rotary Club Central
- Fully implement stewardship practices to prevent misuse of funds
- Qualification is required **annually**

To Learn More About Global Grants...



- Learning Center
 - 2 hours 45 minutes
- These courses look at a grant from start to finish. It's best to take these courses **before** you start thinking about the type of global grant activity you want to do.
- <https://learn.rotary.org/members/learn/lp/101/Grant%2520Management%2520Seminar>

Comparisons

	District grants	Global grants
What they support	Mission of The Rotary Foundation	Six areas of focus
Impact length	Short-term	Long-term
Minimum budget	None	US\$30,000
Scholarship types available	None in D7040	Graduate-level, international
Who administers them	District	The Rotary Foundation
Where funding comes from	District Designated Fund	Annual Fund, donations to specific grants, endowment earnings, term gifts

Foundation Committee Structure – 2019-2020

(Operates in conjunction with the DG and DGE)

- Chair PDGBonnie Black
- Stewardship Committee PDGPeter Bashaw,
Doug Rowlands and Barbara Fisk
- Grants PDG Bette Miller
- Scholarships PDGKatie Burke
- Polio Eradication TBD
- Annual Fund PDGReid Asseltine
 - Paul Harris Society Walt Mulyca
- Endowment Fund PDGSue Bellor

TRF Club Memorandum of Understanding



Terms of Qualification

- Qualification is valid for **one** Rotary year
- **Entire club is responsible**
- Disclose potential conflicts of interest
- Accept TRF Terms and Conditions
- Cooperate with all audits
- Proper use of grant funds
- Grant Reporting - timely
- Potential Disqualification

District Addendum

- Club Leadership Responsibilities
- Financial Management
- Use of Grant Funds
 - General
 - Permitted Uses
 - Prohibited Uses

Club Qualification Checklist

- What MOU requirements does your club already implement?
- What requirements does your club need to implement?
- *Is the original signed hard copy of the MOU & Addendum filed with the DRFC?*
- What type of club members would be good choices to help implement the club MOU?

Maintaining Qualification

- Follow the terms of the club MOU
- Fully implement stewardship and grant management practices to prevent misuse of funds
- Appoint a club member/committee to manage club qualification
- Comply with Grant Reporting requirements
- All positions must qualify annually**

Financials

Why Have Records?

- Subject to audit & laws
- Backup to all of the work!
- Protection of Rotarians and Club
- Public confidence – in Rotary
- You are comfortable with the data
- Satisfy Club, District and TRF

Records

- Manual
- Electronic
 - Excel
 - Prepared accounting system (*i.e. Quickbooks or Simply Accounting*)
- Get advice from accountant or similar project leader
- Retain for 7 years

Backups

- Print out monthly records
- Electronic backups on flashdrive (check it!)
- Stored in more than one place (one could be the Cloud)
- Duplicate stored in safety deposit or other secure site in addition to club office (could be the Cloud)

MOU Financial Management

Parts 3 & 4 of Club MOU

- *Financial Management – Part 3*
- *Document Retention – Part 4*

MOU Financial Management

Financial Management – Part 3

- Separate bank account with 2 signatories
- Non-interest-bearing
- A financial management plan to include the following:
 - Maintain a standard set of accounts: complete record of all receipts and disbursements, and all expenditures equal to or over US\$75 or more (or those of any amount required by applicable law).

MOU Financial Management

- Disburse grant funds, as appropriate, directly to Rotarians, vendors, and beneficiaries as approved in the grant application.
- District Grants and Global Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for grant activities or to return funds to the District or TRF
- Maintain separate statements of income and expenses, noting interest earned and recoveries.

MOU Financial Management

- Maintain a general ledger that separates funds according to each project.
- Establish an inventory system for the control of assets and equipment purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
- Perform **monthly** bank reconciliations
(District Audit Committee can request at any time)

MOU Financial Management

- Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
- Ensure all grant activities, including the conversion of funds, are in accordance with local law.

MOU Financial Management

- **Rotary exchange rates**
 - As of 1 July 2019, Rotary International exchange rates are based on the prevailing market rate as of the first of each month.
 - As a result, the rates are no longer publicized to Rotary members prior to the effective date.
 - The change is the best way to ensure a true exchange rate to all our members worldwide. For questions or concerns please contact treasury@rotary.org.

MOU Financial Management

Document Retention – Part 4

- A. The club must create a document maintenance system or club archives to maintain original documents for a minimum of seven years or longer, if required by applicable law, including, but not limited to:
- 1. Documents relating to qualification.
 - 2. All records and documentation of policies and procedures required by the club MOU.
 - 3. Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence
- B. Documents must be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the district upon request or in the case of an audit.

Project Oversight

- Should be conducted by committee of responsible Club members with regular reports to entire Club membership.
- Project plans should include a series of “checks and balances” to ensure transparency
- Reporting for each Grant year is posted on the District website

Stewardship

The District Rotary Foundation

Stewardship Committee is responsible for annually assessing the district's financial management plan and its implementation in accordance with section IV of the District Memorandum of Understanding (MOU).

Committee members:

- play a key role in financial oversight
- meet with the District Rotary Foundation Committee Chair and the District Grants Subcommittee Chair to decide on an action plan for the District's annual assessment and random club assessments.

Auditing

This plan should include:

- Examination of a sample of disbursements and reconciliation to supporting documentation
- Review of expenditures
- Identification of financial management procedures
- Review of bank reconciliations
- Development of a report on the findings of the assessment
- Additional financial reviews as deemed necessary by the Audit

Questions?

- Contact:
 - DRFC Chair, PDG Bonnie Black
bonnie.black@rotary7040.com
 - Grants Chair, Bette Miller
bette.miller@rotary7040.com