



Rotary District 9800 Year 11-12 Scholarship Grants

2022-2023

Richard Blakeman

Chair Humanitarian Grants Committee



Thursday November 24th, 2021

CONGRATULATIONS!

WE WILL COVER

- Objectives
- The Rules
- Administration
- Accountability
- Reporting

OBJECTIVES OF THE GRANT PROGRAM

- To encourage talented and motivated young people facing financial barriers to successfully complete their Year 11 and Year 12 secondary education
- To build stronger relationships between clubs and their local schools.



THE RULES

- Each scholarship is to be for \$2,000 over two years (11 and 12), made up of a Club contribution of \$1000 and a matching \$1000 Foundation Grant
- The scholarships are to be used for the same student(s) each year



THE RULES

- Scholarships are to be awarded only to Australian institutions, for use within Australia.
- Scholarships are to be paid directly to the school.
- The scholarship can benefit one or two students, as determined by the school.
- Awards are intended for talented and motivated, financially disadvantaged students entering Year 11.
- Applicants must be able to demonstrate a talent or potential in a specific area that, given an opportunity, could develop further
- The scholarship can be used for textbooks and stationery, uniforms, camps, excursions, computers, Myki tickets, musical instruments and tuition costs and other course related costs
- The school will need to account for the full \$1,000 at the end of each year so that a statement of expenses can be provided for each student
- Upon approval of an Application, the grant will be paid electronically to the club so that the full scholarship can be formally presented by the club to the school. **A receipt from the School must be obtained.**
- Clubs should be sensitive to the fact that some students may shun recognition of receiving charity, so anonymity of beneficiaries may have to be observed. Please discuss this with your school officer.

THE RULES - GOVERNANCE

- Clubs must make sure all requirements are known and understood by the school officers involved before the scholarship is presented. The school will need to plan accordingly both to determine recipients and to administer the scholarship such that reporting and evidence of expenses, acceptable to the Foundation, can be provided.
- When the scholarship is fully spent, or at the end of the school year, the school's statement of expenditures for each student in the prescribed format must be obtained for your club's reporting on the grant. If any of the scholarship money remains unspent, it must be returned. Please encourage schools to utilise the full scholarship.
- Grant payment will be made in two instalments of \$500 in December each year, the first on grant approval and the second after all reporting requirements in respect of year 1 of the grant have been met by the Club and School

ADMINISTRATION

THE RULES

Guidelines for Clubs

Explaining what it's all about Alfie

A link sent to you in the email advising of the approval of your grant

Copies available on the District website

<https://rotarydistrict9800.org.au/sitepage/district-and-global-grants/year-11---12-scholarships>

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Overview

- Up to 10 District 9800 Foundation Scholarship Grants of \$1,000 will be available each year.
- Each scholarship offered to a school is to be for \$2,000 over two years (11 and 12), made up of a Club contribution of \$1000 and a matching \$1000 District Foundation Scholarship Grant.
- The scholarships are to be used for the same student(s) each year, (see below).
- Applications for a scholarship are to be made using, *District 9800 Foundation Scholarship Application*

Objectives – Year 11-12 Scholarship Program

- To encourage talented and motivated young people facing financial barriers to successfully complete their Year 11 and Year 12 secondary education.
- To build stronger relationships between clubs and their local schools.

Guidelines for Awarding and Administering Scholarships

- Scholarships are to be awarded only through Australian schools, for use within Australia.
- Scholarships are to be paid directly to the school.
- The scholarship can benefit one or two students, as determined by the school. If the school elects to support two students, both students receive a scholarship for \$500 for each of years 11 and 12.
- Awards are intended for motivated, promising students entering Year 11 in 2022 who are considered by the school to be financially disadvantaged.
- The scholarship can be used for textbooks and stationery, uniforms, camps, excursions, computers, Myki tickets, musical instruments and tuition costs and other course related costs

ADMINISTRATION

1. THE APPLICATION
2. INTERIM REPORT
3. INTERIM ACQUITTAL STATEMENT
4. SCHOOL RECEIPT FOR PAYMENT 1
5. FINAL REPORT
6. FINAL ACQUITTAL STATEMENT
7. SCHOOL RECEIPT FOR PAYMENT 2
8. GUIDES AND GUIDELINES AND OTHER STUFF

The Application

Completed by the Club and submitted to the District Grants Committee

Payment of the first grant instalment of \$500 grant is paid to the club when approved

Payment of the first \$1,000 of the Scholarship is paid by the club to the school in December 2020

Please complete all information using Word

ROTARY CLUB	
SCHOOL	

School Contact Information

NAME			
POSITION			
EMAIL		MOBILE	

Have you discussed the following items with the School?

Yes
✓

The purpose and guidelines for the scholarship, including the repeat of it for 2023	
The need for the school to fully account for the scholarship	
The school has assessed the student(s) as talented and motivated but financially disadvantaged.	
The need for the school and Rotary Club to report on the scholarship when the scholarship is fully spent, or at the end of Year 11 and again at the end of Year 12?	
How many students has the school decided will be supported by the scholarship? (Max. 2)	

Your Club Support of the Scholarship

Yes
✓

Will your club have \$1000 over the next 2 years (\$500 per year) available to fund the scholarship?	
Has your club committed to repeating this Scholarship for the same student(s) in 2023?	
Does the Rotarian named here as Club Contact take responsibility for administering the grant over the 2-year period 2022 and 2023?	

CLUB AUTHORISATION

CLUB BANK A/C	BSB	ACCOUNT NUMBER	
CLUB CONTACT	NAME	EMAIL	MOBILE
PRESIDENT'S NAME			
PRESIDENT'S SIGNATURE		DATE	

Forward to Chair Humanitarian Grants Committee foundation.grants@rotary9800.org

The Club Contact is the Grant Administrator and retains accountability for the life of the grant



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The Application - APPROVED

You were provided with a letter template which can be used to let the school know that the scholarship grant has been approved. It also explains the school's responsibilities in administering the grant.

Dear Sir/Madam.....

Dear XXXXXX

re: Rotary Foundation Scholarship 2022-2023

This is to confirm that the Rotary Club of XXXXXX, in conjunction with The Rotary Foundation, is pleased to grant to your school a special Rotary Year 11-12 Scholarship for 2022- 2023.

The Scholarship will provide \$1,000 for each of the two-year duration, the first payment of \$1,000 will be paid before the end of this school year, and the second instalment will be paid in November 2022 upon receipt of the required interim report.

The purpose of the scholarship is to encourage talented and motivated young people facing financial barriers to complete successfully their Year 11 and Year 12 secondary education. The scholarship is to assist a suitable student (or two students), nominated by the school as a worthy recipient, who will start Year 11 in 2022. A suitable candidate will demonstrate, as assessed by the school, motivation and potential for further study that, without the scholarship, may not eventuate.

There is no requirement to tell the student that they are the recipient of a Rotary scholarship, or that they are the recipient of any assistance at all. The decision as to what information to pass on is at the discretion of the school.

For clarity, the specific conditions are:

- At the discretion of the school, the scholarship can be used for textbooks and stationery, uniforms, camps, excursions, computers, Myki tickets, musical instruments, tuition costs, and other course related costs.
- Payments are made by Rotary to the school, not the student.
- The expenditure is to be made by the school. Scholarship funds are not to be paid to the student or the student's family, except as reimbursement for approved expenses when supported by a receipt.
- The administration of the scholarship is the responsibility of the school.
- Payment will be made electronically to the school by your sponsoring Rotary club. The first instalment of \$1,000 will be paid before the end of this school year.
- The school is required to provide an Interim Progress Report by November 30 2022 on the correct forms in respect of the acquittal of the first year of the scholarship funds. The documentation requested comprises two forms provided by the District 9800 Foundation Grants Committee: 1. Interim Report, 2. Acquittal Statement, 3. school's receipt for \$1,000.
- A final report is required by November 30, 2023 comprising 1. Final Report, 2. Final Acquittal Statement, 3. The school's receipt for the second-year funding of \$1,000.
- Payment of the second instalment of the scholarship will be made in November 2022, once the fully completed Interim Report, Acquittal Statement and school's receipt are received by the club.
- Any unspent funds at the end of 2023 must be returned to the Rotary Club of XXXXXX

The required acquittal reporting forms accompany this letter.

The Rotary Club of XXXXXXXXX is very pleased to have the opportunity to work with the XXXXXXXXXX in providing this scholarship.

Yours sincerely



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The Application - APPROVED

You were provided with a one pager Guideline to provide to the school.

This fully explains the grant rules and acquittal reporting requirements.

Guidelines for Schools



District 9800
Scholarship
Grant

Foundation Scholarship
Governance for Schools

Congratulations from the Rotary District 9800 Foundation Committee for applying for a Foundation Scholarship. The Rotary Foundation is one of the top 10 charities in the world based on many aspects including accountability and the low level of administrative costs. Foundation does require that Schools and Clubs who are administering a Scholarship are accountable as to how funds have been spent. Reports at the end of each of the two school years covered by grant are required.

What does the Scholarship cover?

The scholarship can be used for textbooks and stationery, uniforms, camps, excursions, computers, Myki tickets, musical instruments and tuition costs and other course related costs.

Purpose

- To encourage talented and motivated young people facing financial barriers to successfully complete their Year 11 and Year 12 secondary education.
- To build strong relationships between local Rotary clubs and schools.

Guidelines for Awards

- Scholarships are awarded only through Australian schools, for use within Australia.
- Scholarships will be paid directly to the school.
- The scholarship can benefit one or two students, as determined by the school.
- Awards are intended for motivated, promising students entering Year 11 who are considered by the school to be financially disadvantaged.
- The school is required to account for the full \$1,000 at the end of each year (see Acquittal Process below).
- Upon approval of a Scholarship, one half of the grant (\$1,000) will be paid electronically to the school immediately. The second grant instalment of \$1,000 will be paid upon receipt of a fully completed acquittal report in respect of the first year of the grant period. The acquittal requirements are defined below.
- Rotary understands that some students may shun recognition for receiving what they may see as 'charity', so anonymity of beneficiaries is acceptable. The school may use its discretion in that regard.

Financial Governance

- Schools are required to keep a record of the expenses paid from scholarship funds and to certify to that expenditure as part of the Acquittal Process (see below)

Acquittal Process

- The school is required to submit an Interim Acquittal Report to the sponsoring club in November of the first year of the scholarship, and a Final Acquittal Report in November of the second and final year.
- Each Acquittal Report has three components:
 1. The Report
 2. The Financial Statement
 3. An official receipt addressed to the sponsoring club from the school for \$1,000 in reference to the *Rotary Foundation Year 11-12 Scholarship Grant* for each of the two years.
- Unspent monies are to be returned to the sponsoring Rotary Club by December 15th of the end of the second year of the grant.



ADMINISTRATION

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3. INTERIM ACQUITTAL STATEMENT

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5. FINAL REPORT

6. FINAL ACQUITTAL STATEMENT

7. SCHOOL RECEIPT FOR PAYMENT 2

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Interim
Report Due
December
10th 2022

Interim Report

Forms to be supplied to the school when the first scholarship instalment is paid i.e. December 2021

MS Word Document

Completed by **the School** by the end of November 2022 and submitted **via the club** to the District Foundation Grants Stewardship Committee

Due by
November
30th 2022



D9800 Foundation Scholarship 2022-23

Interim Report – November 2022

School: _____

- How have the Scholarship funds been used in the first year of the grant?

- How has the scholarship assisted the recipient's learning outcomes?

- Will the student(s) continue on to Year 12 studies? YES / NO

- The **school's receipt for the first \$1000** scholarship payment is attached. (This is the only receipt that we require from the school.)
- The **Grant Acquittal Statement** must accompany this form when submitted

Confirmation and Claim

Signed for School: _____	Confirmed Rotary Club of _____
Name: _____	Signed for Rotary _____
Job Title: _____	Contact Name: _____



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Interim
Report Due
December
10th 2022

School's Receipt

The only receipt that is required is the school's receipt for the scholarship payment

The receipt is to be sent to the Stewardship Committee Chair with the Interim Report and the Interim Acquittal statement by December 10th 2022

Date 12/12/2021	
Number 123456	
Amount \$1,000	
AUBURN HIGH SCHOOL	
Description	Rotary Year 11 - 12 Scholarship Payment - 2021
Received from	Rotary Club of Hawkesbury
Received by	Robin Hood
School Cashier	#73004387

TO RECAPITULATE!

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Three documents are required that make up the Interim Report, prepared and certified by the school, confirmed by and submitted to the District Stewardship Committee by December 10th 2022

1. The Interim Report
2. The Interim Acquittal Statement
3. The school's receipt for the first instalment of the grant.

Unspent funds to be returned to the club with the report, unless the scholarship recipient(s) is/are continuing.

50% of unspent funds to be returned to the District Foundation Committee.

Encourage schools to spend the full scholarship



INTERIM REPORT

Required by December 10th , 2022

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**Final Report
Due
December
10th 2023**

Final Report

Forms to be supplied to the school when the second scholarship instalment is paid i.e. December 2022

MS Word Document

Completed by **the School** at the end of November 2023 and submitted **via the club** to the District Foundation Grants Stewardship Committee

Due by
November
30th 2023



D9800 Foundation Scholarship 2022-23

Final Report – November 2023

School: _____

- How have the Scholarship funds been used in the second year of the grant?

- How has the scholarship assisted the recipient's learning outcomes?

- Will the student(s) continue on to tertiary education? YES / NO

- The **school's receipt for the second \$1000 scholarship payment** is attached. (This is the only receipt that we require from the school)
- The **Grant Acquittal Statement** must accompany this form when submitted

Confirmation and Claim

Signed for School: _____	Confirmed Rotary Club of _____
Name: _____	Signed for Rotary _____
Job Title: _____	Contact Name: _____



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**Final Report
Due
December
10th 2023**

School's Receipt

The only receipt that is required is the school's receipt for the scholarship payment

The receipt is to be sent to the Stewardship Committee Chair with the Final Report and the Final Acquittal statement by December 10th 2023

Date 9/12/2022	
Number 123456	
Amount \$1,000	
AUBURN HIGH SCHOOL	
Description	Rotary Year 12 Scholarship Payment - 2022
Received from	Rotary Club Hawthorn
Received by	Robin Hood #73004387
School Cashier	

TO RECAPITULATE!

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Three documents are required that make up the Final Report, prepared and certified by the school, confirmed by and submitted to the District Stewardship Committee by December 10th 2023

1. The Final Report
2. The Final Acquittal Statement
3. The school's receipt for the second instalment of the grant.

Unspent funds to be returned to the club with the report.

50% of unspent funds to be returned to the District Foundation Committee.

Encourage schools to spend the full scholarship



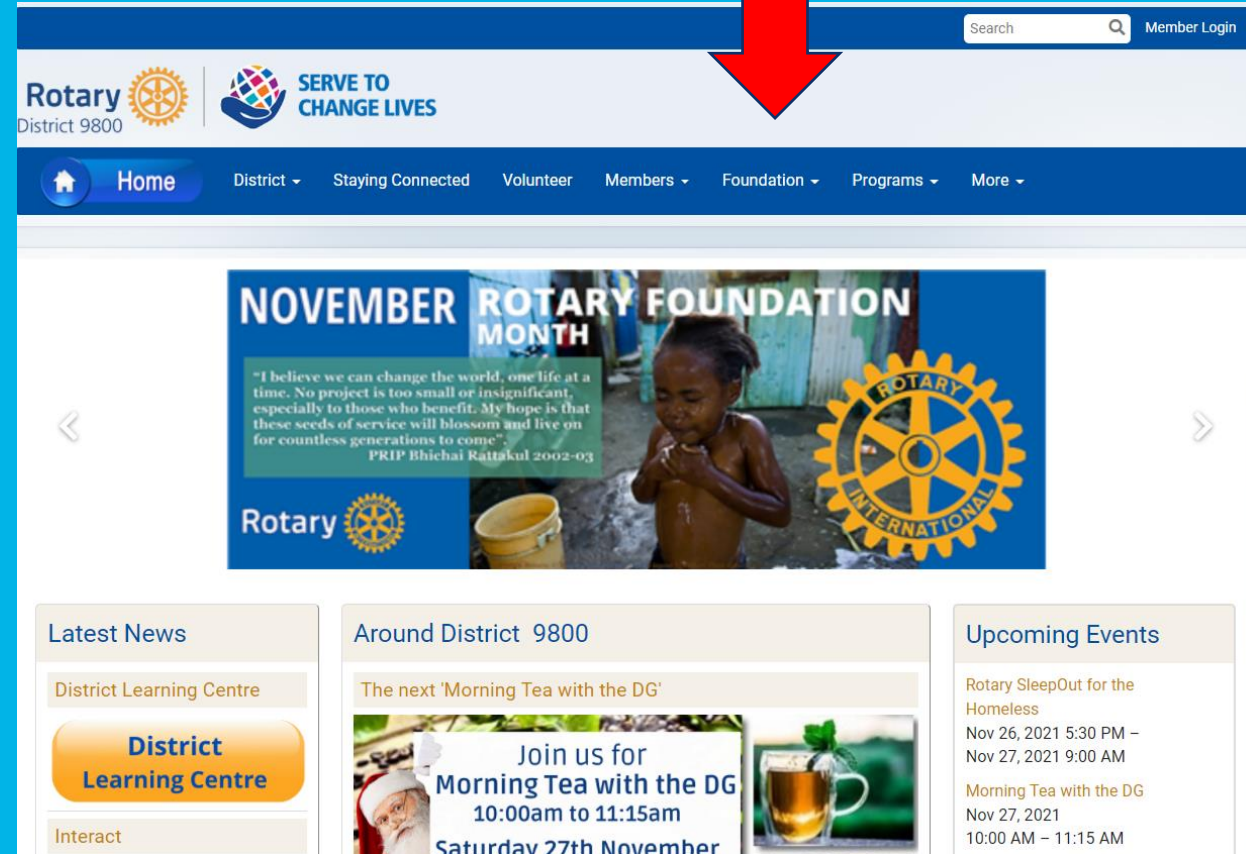
FINAL REPORT

Required by December 10th , 2023

ADMINISTRATION

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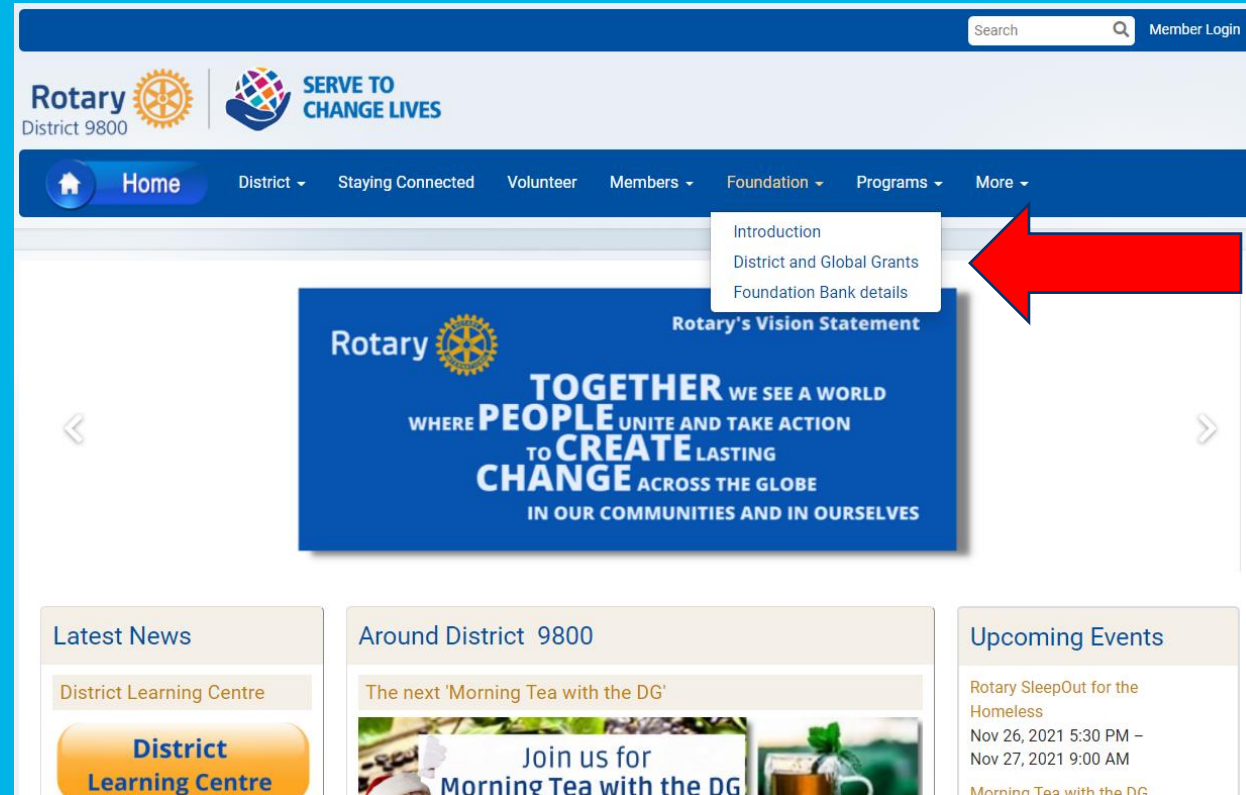
Guidelines and Documents
are Available on the D9800
Website!



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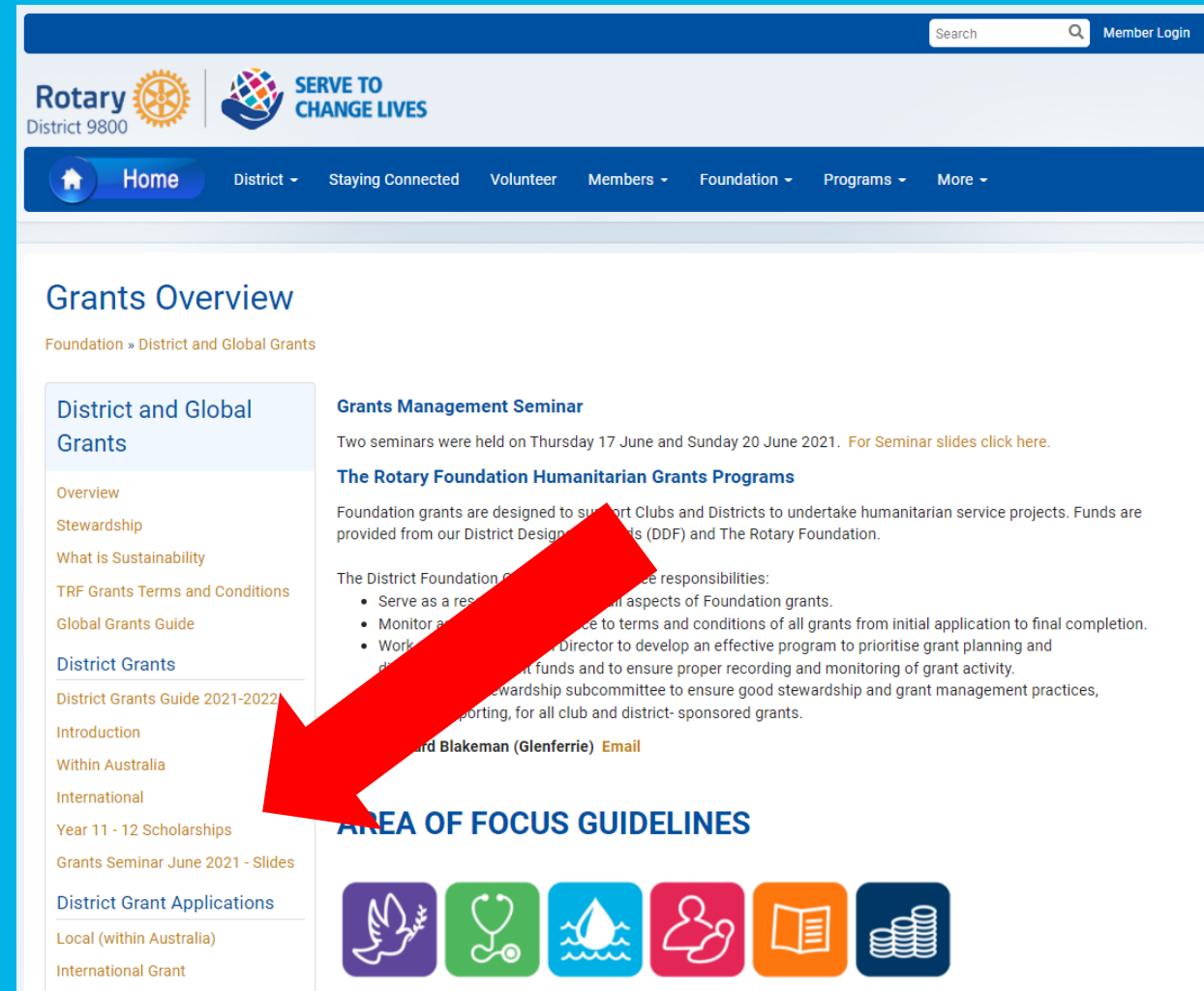
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Guidelines and Documents
are Available on the D9800
Website!



The screenshot shows the Rotary District 9800 website. The header includes the Rotary logo, the text 'District 9800', and the slogan 'SERVE TO CHANGE LIVES'. A navigation bar contains links for Home, District, Staying Connected, Volunteer, Members, Foundation, Programs, and More. The main content area is titled 'Grants Overview' and includes a breadcrumb trail 'Foundation » District and Global Grants'. A sidebar on the left lists various grant-related topics, with 'District Grants' highlighted. A large red arrow points to this sidebar. The main content area provides information about 'Grants Management Seminar', 'The Rotary Foundation Humanitarian Grants Programs', and lists responsibilities for the District Foundation Committee. At the bottom, there is a section titled 'AREA OF FOCUS GUIDELINES' with six icons representing different humanitarian areas: a dove, a stethoscope, a water drop, a person holding a child, an open book, and a stack of coins.

Rotary District 9800

SERVE TO CHANGE LIVES

Home District Staying Connected Volunteer Members Foundation Programs More

Grants Overview

Foundation » District and Global Grants

District and Global Grants

- Overview
- Stewardship
- What is Sustainability
- TRF Grants Terms and Conditions
- Global Grants Guide
- District Grants**
- District Grants Guide 2021-2022
- Introduction
- Within Australia
- International
- Year 11 - 12 Scholarships
- Grants Seminar June 2021 - Slides
- District Grant Applications
- Local (within Australia)
- International Grant

Grants Management Seminar

Two seminars were held on Thursday 17 June and Sunday 20 June 2021. [For Seminar slides click here.](#)

The Rotary Foundation Humanitarian Grants Programs


Foundation grants are designed to support Clubs and Districts to undertake humanitarian service projects. Funds are provided from our District Designated Funds (DDF) and The Rotary Foundation.

The District Foundation Committee has the following responsibilities:

- Serve as a resource for all aspects of Foundation grants.
- Monitor and ensure compliance to terms and conditions of all grants from initial application to final completion.
- Work with the District Director to develop an effective program to prioritise grant planning and distribution of funds and to ensure proper recording and monitoring of grant activity.
- Establish a Stewardship subcommittee to ensure good stewardship and grant management practices, including financial reporting, for all club and district-sponsored grants.

[Contact David Blakeman \(Glenferrie\) Email](#)

AREA OF FOCUS GUIDELINES



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-

Guidelines and Documents
are Available on the D9800
Website!

- SCHOLARSHIP GRANT
GUIDELINES FOR CLUBS
- APPLICATION FORM
- SCHOLARSHIP GRANT –
GUIDELINES SCHOOLS
- LETTER TO SCHOOLS TEMPLATE

WE HAVE COVERED

- Objectives
- The Rules
- Administration
- Accountability
- Reporting

SHINE a LIGHT on ROTARY

Rotary



THE WORLD
NEEDS MORE
#ROTARIANS

Rotary 



QUESTIONS