



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

Contents

[Overview](#)

[Objectives – Year 11-12 Scholarship Program](#)

[Guidelines for Awarding and Administering Scholarships](#)

[Applying for a Grant](#)

[Grant Approved – Communication with the School](#)

[Acquittal Process – End of Year 1, 2022](#)

[Acquittal Process – End of Year 2, 2023](#)

[Returning Unused Funds](#)

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

Grant Administration For Rotary Clubs

- The school is required to account for the full \$1,000 at the end of each year (see *Acquittal Process* below).
- Upon approval of an Application, one half of the grant (\$500) will be paid electronically to the club so that the full scholarship can be formally presented by the club to the school. The second grant instalment (\$500) 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.
- Clubs are to make the scholarship payment directly to the school, the first instalment of \$1,000 to be paid on approval of the grant, the second after receipt of the first year Acquittal Report (see below) and confirmation that the student will continue through to Year 12.
- Upon approval of a Grant, the club should advise the school in writing accordingly and send as an inclusion or attachment the *Rotary District 9800 Foundation Scholarship Guidelines for Schools*
- Some students may shun recognition for receiving what they may see as 'charity', so anonymity of beneficiaries is acceptable. Please discuss this with your school officer.

Applying for a Grant – Closes November 12th 2021

- Clubs must be qualified to apply for a District Grant. See: [District Grants Guide](#)
- Contact your target school early and invite them to participate. The school should preferably identify a suitable scholarship recipient before the end of the school year 2021
- Explain the *Guidelines for Awarding Scholarships* to the school, as set out above.
- Club to submit the following forms with the application:
 1. District 9800 Foundation Scholarship Application Form 2022-2023.docx
- Scan the completed and signed form and email it to the Chair of the Humanitarian Grants Committee Richard Blakeman at:
Foundation.Grants@rotary9800.org
- Submit the form no later than Friday November 12th 2021
- Priority will be given to clubs that have not participated in the Scholarship Grant program in the past two years. After that, to applications will be considered in chronological order. First come first served.
- Payment of the first \$500 of the District Foundation contribution will be made upon approval of your application by the Humanitarian Grants Committee and following your attendance at the Scholarship Grants Seminar on Wednesday November 24th 6:30 – 7:30pm

Grant Approved - Communication with the School

- Email the school using the suggested wording provided in the document *Rotary D9800-Scholarship Grant-Club Letter to School Template*
- Attach the following electronic files to your email:
 1. *Rotary D9800-Scholarship Grant-Guidelines-Schools Sep 2021.pdf*
 2. *Rotary D9800-Scholarship Grant-Interim Report-2022.docx*
 3. *Rotary D9800-Scholarship Grant-Final Report-2023.docx*
 4. *Rotary D9800-Scholarship Grant-Acquittal Statement-2022-23,xlsx*

Grant Administration For Rotary Clubs

- Diarise to ensure that the school is followed up in November 2022 for the Acquittal Report for the first grant year.
- Make the payment of the first instalment of \$1,000 for the Scholarship directly to the school in early December 2021, for the 2022 school year

Acquittal Process – End of **First** Year of the Grant

- The grant acquittal reports for the first year of the grant are provided by the school, through your club, to the Foundation Committee. **Reports must be submitted to the Foundation Committee on the correct forms no later than December 10th 2022.** There are three components:
 - The Acquittal Report
 - The Acquittal Statement
 - An official receipt from the school for \$1,000 in reference to the *Rotary Foundation Year 11-12 Scholarship Grant – Year 1*
- The club receives and verifies the acquittal report documents from the school in late November 2022. The Acquittal Report must contain the following properly completed documents:
 - *Rotary D9800-Scholarship Grant-Interim Report-2022.docx*
 - *Rotary D9800-Scholarship Grant-Acquittal Statement-2022-23.xlsx*
 - *Schools Receipt for \$1,000 for the first year grant payment*
- Forward the documentation to the Chair of the Foundation Stewardship Committee Foundation.Stewardship@rotary9800.org by December 10th, 2022
- Make the payment of the second instalment of \$1,000 for the 2023 school year directly to the school in before the end of the school year 2022, after confirming that the same student(s) is progressing to Year 12.
- The District Foundation Committee will process the payment of the second \$500 instalment of your grant upon receipt of the Acquittal Report for the first year of the grant.

Acquittal Process – End of **Second** Year of the Grant

- In late November 2023, receive from the school verify the **three** documents comprising the grant acquittal reports:
 - *Rotary D9800-Scholarship Grant-Final Report-2023.docx*
 - *Rotary D9800-Scholarship Grant-Acquittal Statement-2022-23.xlsx*
 - *Schools Receipt for \$1,000 second year grant payment*
- Forward the documentation to the Chair of the Foundation Stewardship Committee Foundation.Stewardship@rotary9800.org by December 10th, 2023

Returning Unused Funds

- Unused funds from the first year of the scholarship may be retained by the school and applied to expenses in the second year of the scholarship, provided the student beneficiary is progressing to Year 12.

Grant Administration For Rotary Clubs

- If the student elects not to proceed to Year 12, any unused funds are to be returned by the school to the club, and 50% of those funds must be returned to the District 9800 Foundation Grants Committee.
- Any unused funds from the \$2,000 scholarship at the end of the second year of the Scholarship, must be returned by the school to the club, and 50% of those unused funds must be returned by the club to the District 9800 Foundation Grants Committee **no later than December 15th 2023:**

Bank: Westpac

BSB: 033-181

A/C No: 361374

Ref: Your Grant No.

*Richard Blakeman
Committee Chair
Humanitarian Grants - District and Global
District 9800*

*E. Foundation.Grants@rotary9800.org
M. 0418 580 470*

