



Rotary District 9800 Year 11-12 Scholarship Grants 2021-2022



Thursday November 19th, 2020

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

BEFORE IT ALL BEGAN

Guidelines for Clubs

Explaining what it's all about Alfie

Sent to all clubs in D9800 when invited to apply

Acquittal Process

- The school is required to submit an Acquittal Report to the club scholarship, and at the end of the second and final year.
- The club is required to forward the Acquittal Report to the Chair Stewardship Committee by November 30th for each year of the email address: foundationstewardship@rotarydistrict9800.org.au
- The Acquittal Report has three components:
 - The Report
 - The Financial Statement
 - An official receipt from the school for \$1,000 in reference to the *Scholarship Grant*.
- Unspent monies are to be turned to the District 9800 Rotary Foundation by December 15th each year of the scholarship period. Bank account necessary.

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

Description

- 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 D9800 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*

Purpose

- 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 Awards

- 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.
- Awards are intended for motivated, promising students entering Year 11 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
- 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.

Financial Governance

- It is important that clubs make all requirements known and understood to the school officers involved before the scholarship is presented. The school will need to plan accordingly both to determine recipients and to administer and account for the scholarship satisfactorily.
- Schools will be required to furnish a financial report as part of the acquittal process.

Year 11-12 Rotary Foundation Scholarship 2021-2022

May 2020

Year 11-12 Rotary Foundation Scholarship 2021-2022

May 2020

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 OR COLLEGE

SCHOOL CONTACT INFORMATION (Name and mobile)

Have you discussed the following items with the School?

	YES	NO
The Purpose and Guidelines for the Scholarship, especially the repeat of it for 2022		
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 Rotary Club to report on the scholarship when the scholarship is fully spent, or at year end.		
How many Students has the school decided will be supported by the scholarship?	1	2

Your Club Support of the Scholarship

	YES	NO
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 Grant for the same student(s) next year?		

CLUB AUTHORISATION

CLUB BANK DETAILS

Account Name

Account Number

Contact Name

Email

Mobile

President's Name

Signature

Date

Forward to Richard Blakeman foundationgrants@rotarydistrict9800.org.au

The Grant Administrator retains accountability for the life of the grant

ADMINISTRATION

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The Application - APPROVED

The Grant Administration for Rotary Clubs is sent out to clubs whose application has been successful.

It is intended as a reference document that explains the purpose of the Year 11-12 Scholarship program, and the process for applying for and managing a grant

Grant Administration for Rotary Clubs

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District 9800
Scholarship
Grant

GRANT ADMINISTRATION
FOR ROTARY CLUBS

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

Application for a Grant – Close November 30th 2020

- Ten grants of \$1,000 payable in two instalments are available for D9800 clubs in 2020
- Contact your target school early and ask them to identify a suitable scholarship recipient as soon as possible, but no later than November 15th 2020
- Explain the guidelines to the school, as set out in the *Rotary D9800-Scholarship Grant-Guidelines-Clubs*
- Club to submit the following forms with the application:
 1. District 9800 Foundation Scholarship Application Form 2021-2022.docx
- Scan the completed and signed form and email it to the Chair of the Humanitarian Grants Committee Richard Blakeman at:
foundationgrants@rotarydistrict9800.org.au
- Submit the form no later than November 30th 2020
- 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.

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 Oct 2020.pdf*
 2. *Rotary D9800-Scholarship Grant-Interim Report-2021.docx*
 3. *Rotary D9800-Scholarship Grant-Final Report-2022.docx*
 4. *Rotary D9800-Scholarship Grant-Acquittal Statement-2021-22.xlsx*
- Diarise to ensure that the school is followed up in November 2021 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 2020, for the 2021 school year

Acquittal Process – End of First Year of the Grant

- Receive and verify the Acquittal Report from the school in November 2021. The Acquittal Report must contain the following properly completed documents:
 1. *Rotary D9800-Scholarship Grant-Interim Report-2021.docx*
 2. *Rotary D9800-Scholarship Grant-Acquittal Statement-2021-22.xlsx*
 3. *Schools Receipt for \$1,000 first year grant payment*
 - Forward the documentation to the Chair of the Foundation Grants Stewardship Committee Katrina Flinn: foundationstewardship@rotarydistrict9800.org.au by November 30th, 2021
 - Make the payment of the second instalment of \$1,000 for the 2022 school year directly to the school in early December 2021 after confirming that the same student(s) is progressing to Year 12.
- Year 11-12 Rotary Foundation Scholarship 2021-2022 May 2020

Acquittal Process

- The school is required to submit an Acquittal Report to the scholarship, and at the end of the second and final year.
- The club is required to forward the Acquittal Report to the Stewardship Committee by November 30th for each year email address: foundationstewardship@rotarydistrict9800.org.au
- The Acquittal Report has three components:
 1. The Report
 2. The Financial Statement
 3. An official receipt from the school for \$1,000 in the Scholarship Grant.
- Unspent monies are to be turned to the District 9800 Rotary December 15th each year of the scholarship period. Bank necessary.

ADMINISTRATION

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The Application - APPROVED

You will be provided with a letter template which you can use 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.....

re: Rotary Foundation Scholarship 2021-2022

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 Scholarship for 2021- 2022.

The Scholarship will provide \$1,000 for each of the two-year duration, the first instalment is payable immediately, and the second instalment will be made in November 2021 upon receipt of the required interim report.

The purpose of the scholarship is to encourage talented and motivated young people facing financial barriers to successfully complete 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 2021. A suitable candidate will demonstrate, as assessed by the school, motivation and potential for further study that, without the scholarship, may not eventuate. The scholarship is intended to assist the student's Year 11 studies and encourage completion of Year 12.

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.
- The administration of the scholarship is the responsibility of the school
- Payments are made by Rotary to the school, not the student.
- Payment will be made electronically to the school by your sponsoring Rotary club. The first instalment of \$1,000 will be paid now.
- The school is required to provide an Interim Progress Report by November 30 2021, 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 2022 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 2021, once the Progress Report, Acquittal Statement and school's receipt are received by the club.
- Any unspent funds must be returned to the Rotary Club of XXXXXX

A form of statement that meets the needs of The Rotary Foundation is attached. This can be completed manually, or via an MS Excel spreadsheet or similar.

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

Yours sincerely



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The Application - APPROVED

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

This fully explains the grant rules and acquittal reporting requirements.

Guidelines 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 and a 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 Acquittal Report to the sponsoring club in November of the first year of the scholarship, and again in November of the second and final year.
- The Acquittal Report has three components:
 1. The Report
 2. The Financial Statement
 3. An official receipt from the school for \$1,000 in reference to the *Rotary Foundation Year 11-12 Scholarship Grant*.
- Unspent monies are to be turned to the sponsoring Rotary Club by December 15th of each year of the scholarship period.



ADMINISTRATION

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Interim
Report Due
December
3rd 2021

Interim Report

Forms to be supplied to the school when the first scholarship instalment is paid i.e. December 2020

MS Word Document

Completed by **the School** at the end of 2021 and submitted **via the club** to the District Foundation Grants Stewardship Committee



D9800 Foundation Scholarship 2021-22

Interim Report – November 2021

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)

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
3rd 2021

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 3rd 2021

Date 12/12/2020	
Number 123456	
Amount \$1,000	
AUBURN HIGH SCHOOL	
Description	Rotary Club of Auburn Scholarship Institute # 21
Received from	Rotary Club of Auburn
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 3rd 2021

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.

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

Encourage schools to spend the full scholarship



INTERIM REPORT

Required by December 3rd, 2021

ADMINISTRATION

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Final Report
Due
December
2nd 2022

Final Report

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

MS Word Document

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



D9800 Foundation Scholarship 2021-22

Final Report – November 2022

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)

Confirmation and Claim

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



ADMINISTRATION

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**Final Report
Due
December
2nd 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 Final Report and the Final Acquittal statement by December 2nd 2022

Date 12/12/2021	
Number 789123	
Amount \$1,000	
AUBURN HIGH SCHOOL	
Description	Rotary Youth Leadership Scholarship - 2022
Received from	Rotary Club of Portland
Received by	Robin Hood
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 2nd 2022

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



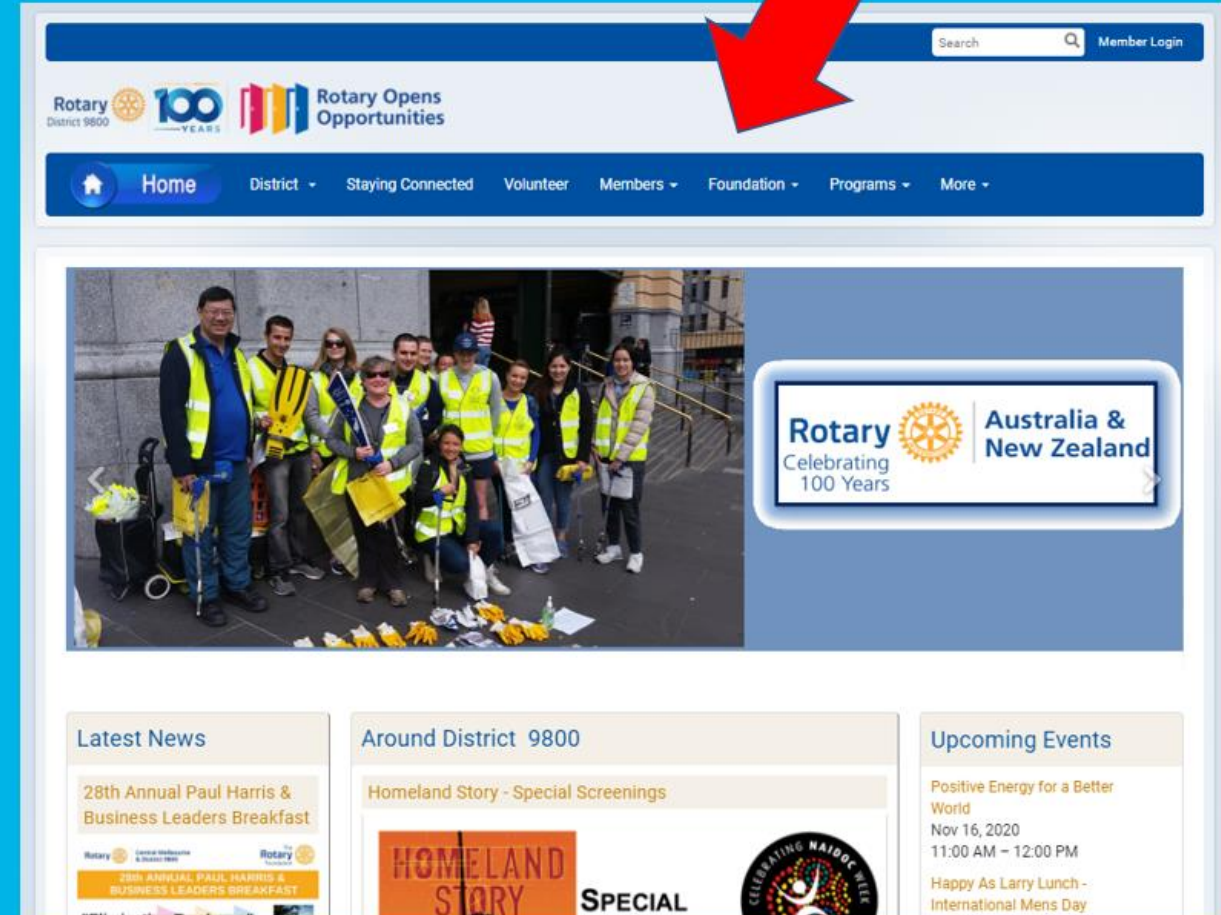
FINAL REPORT

Required by December 2nd, 2022

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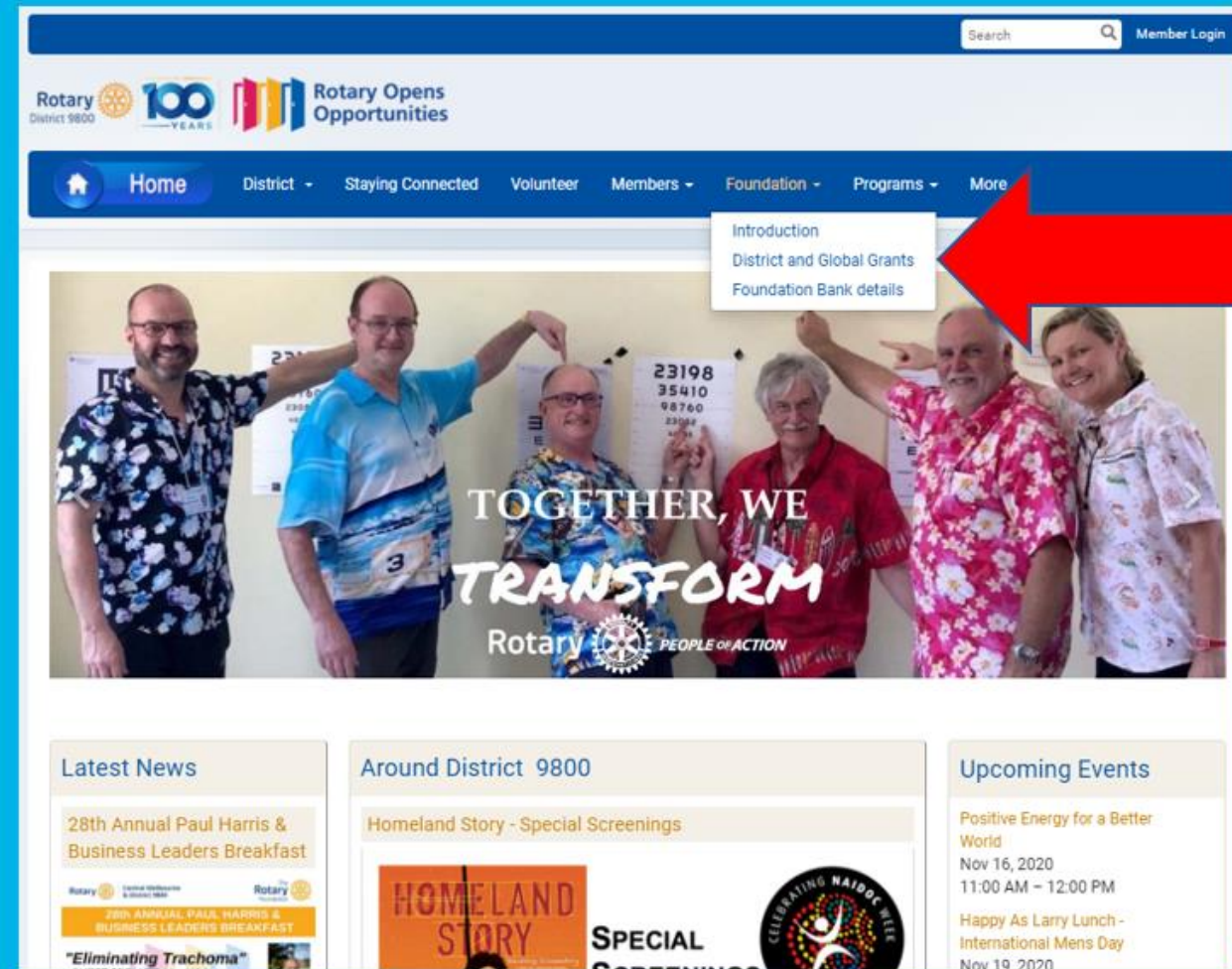
Guidelines and Documents
are Available on the D9800
Website!



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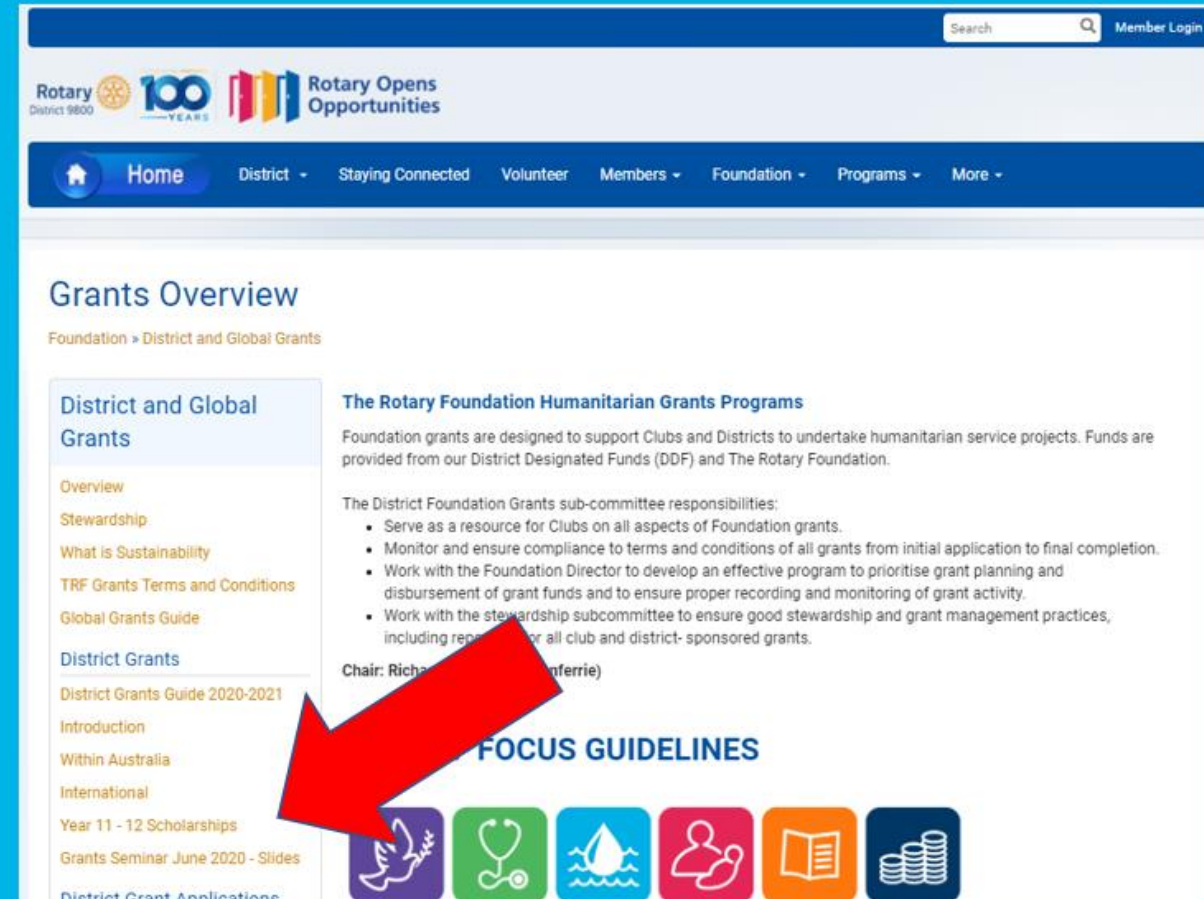
Guidelines and Documents
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Guidelines and Documents
are Available on the D9800
Website!

- SCHOLARSHIP GRANT –
GUIDELINES – CLUBS
- APPLICATION FORM
- SCHOLARSHIP GRANT –
ADMINISTRATION PROCESS –
CLUBS
- 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