

The  
**Rotary**  
Foundation

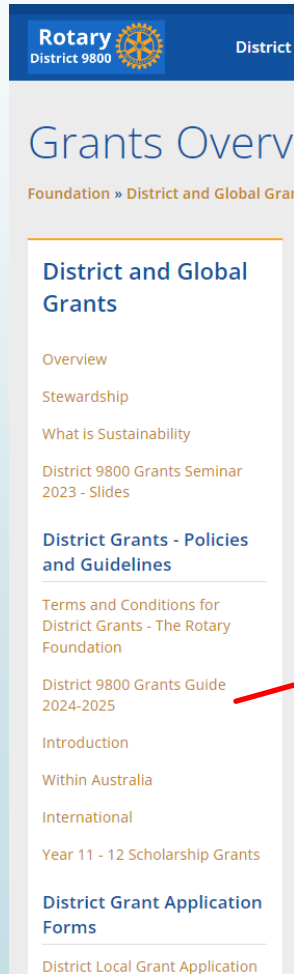


# District Grants Seminar

# 2025

# Where to Get More Information?

## The District 9800 Website



The Rotary Foundation  
Rotary District 9800

### A GUIDE TO DISTRICT GRANTS

District 9800 Grants are available to support Rotary projects anywhere within Australia and overseas.

#### TYPES OF GRANTS

1. **District Grants – Local Within Australia (DGL).** Are available for small community projects that may be delivered in the club's local community, or anywhere within Australia.
2. **School Scholarships – Year 11-12.** Available to support clubs that offer scholarships for deserving disadvantaged students embarking on Year 11 studies in 2025 (see separate Guidelines).
3. **District Grants – International (DGI).** Are for projects overseas, or projects in Australia that benefit either a country other than Australia or a person who is neither a citizen nor a resident of Australia.
4. **District Grants – International Scoping (DGS).** Are designed to fund an investigation into the potential for a project in a country other than Australia, where a potential Global Grant application is intended.

#### CLUB ELIGIBILITY

*To be considered for a District Grant your District 9800 Rotary Club must:*

1. Be current in payment of dues to Rotary District 9800 and Rotary International
2. Have no outstanding Reports for District or Global Grants
3. Have had at least one club member attend a District Grants Seminar in July 2024

# Why Bother with A Foundation Grant?

1. Leverage club funding – Increase project impact
2. Encourage collaboration
  - Greater skills bank
  - Improved quality of projects
  - Grow your Rotary network
  - Strengthen member commitment
  - Strengthen Rotary
3. Provide a robust project governance structure
  - Increased trust and confidence in Rotary

# Humanitarian Grants

**The amount of funding available for Grants each year is dependent upon the volume of your club and individual donations three years prior**

- 25% of the Annual Fund Share contributions available for District Grants
- 25% of the Annual Fund Share for D9800 support for Global Grants
- Balance available to the World Fund

} District  
Designated  
Fund (DDF)

# Types of Foundation Humanitarian Grants

## The Three Types of District Grant in D9800

1. District Grants Local within Australia (DGL)
2. District International Grants (DGI)
3. District Youth Grants including Year 11-12 Scholarship Grants

# District Grants

**District Grants are administered by the District 9800 Grants Committee under the supervision of The Rotary Foundation in compliance with the Terms & Conditions of The Rotary Foundation and District 9800 Policy**

- For smaller, relatively short-term Rotary projects
- Local With Australia or International
- Easy application process
- Clubs must be qualified

# District Grants

## Clubs Must Be Qualified to be Considered for a D9800 Foundation District Grant

- Be current in payment of dues to Rotary District 9800 and Rotary International
- Have no overdue reports on District or Global Grants
- Have at least one club member attend the most recent Foundation Grants Seminar
- Be a District 9800 Rotary Club

# Types of Grants

## District Grants

- Managed by the lead club in accordance with the grant conditions
- Minimum Grant A\$1,000
- Attract matching Foundation Grants from the District managed 'Block Grant'
- District 9800 can apply for 'Block Grant' funding only once per year (known as 'The Spending Plan')



# District Grants

## General Conditions

- **Compliance** with The Rotary Foundation T&Cs
  - **Support** the Mission of The Rotary Foundation
    - **“To enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.”**
  - **Actively engage Rotarians** in the Project
  - **NOT Supporting** donations to other organisations
  - **Discrete** project with a defined completion date.
  - **Sustainable** without ongoing Rotary Foundation funding.

# District Grants

## District Grants – General Conditions

- Grant approval from The Rotary Foundation must be obtained before committing funds. This is sought through the D9800 Humanitarian Grants Committee
- D9800 grant funding matches funding from D9800 clubs only
- Rotarian, Rotary club or Rotary entity may not be the beneficiary of a grant.
- Projects must commence within 12 months of grant approval by TRF and must be completed within 24 months of approval
- Publicity plans must be included with the application

# District Grants

## District Grants – General Conditions

- Funding is limited
- Priority is given to grant applications or Grant Intention Forms received by September 30<sup>th</sup> and included in the 'Block Grant' application
- Grant applications received after September 30<sup>th</sup> and not included in the Block Grant can be funded only if funds are available.
- Grants are paid after final report received

# District Grants

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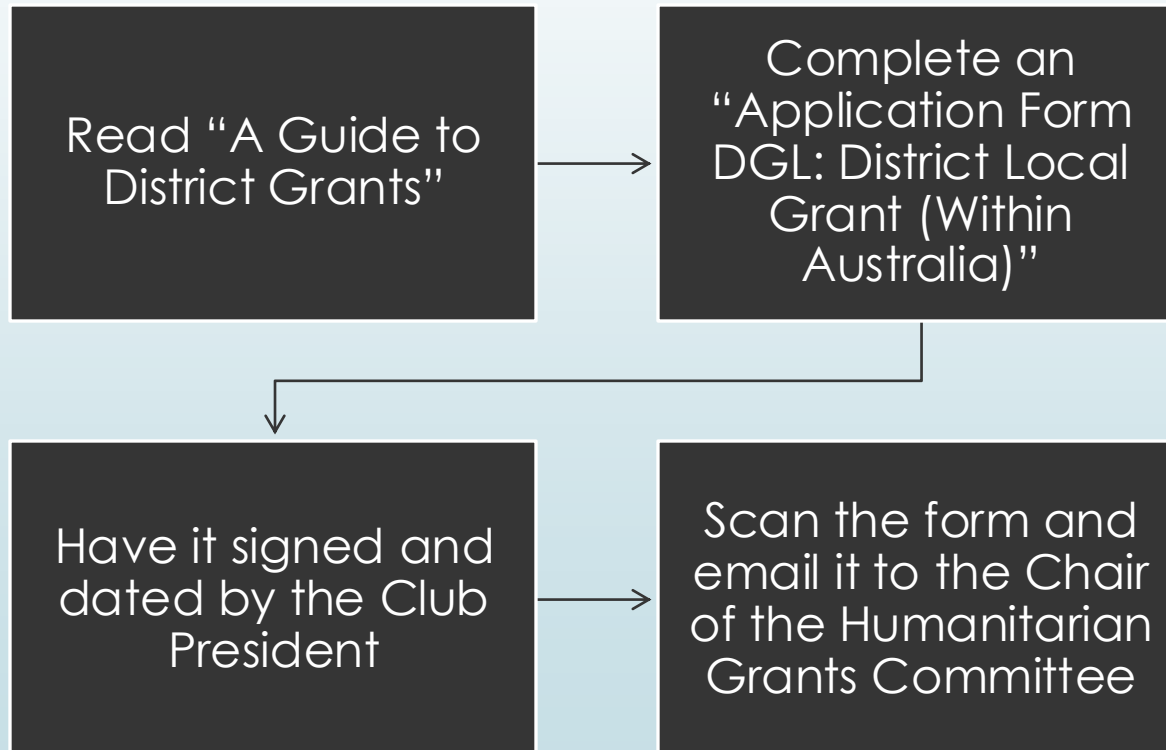
## District Grants Local Within Australia (DGL)


- For small community projects delivered anywhere within Australia
- Active Rotarian engagement is essential.
- Larger grants are available where more than one club is actively and financially engaged
- MOU may be requested, when partnering with government or commercial entities
- Grant funding is offered to match D9800 club funding on a \$1:\$1 basis. Limit \$5,000 single club, \$10,000 multi-club



# District Grants

## District Grants Local Within Australia (DGL) How to Apply



The Rotary Foundation 

**APPLICATION FORM**  
**DGL: DISTRICT LOCAL GRANT (Within Australia)** Rotary District 9800

Please complete all sections of this application. Attach additional pages as needed.  
***Incomplete applications will be returned.***

Email the application form as a signed and scanned .pdf document.  
**handwritten applications will not be considered**

Email: [foundation.grants@rotary9800.org](mailto:foundation.grants@rotary9800.org)

PLEASE read: "A Guide to District9800 Foundation Grants" before completing this application available along with other information at <https://rotarydistrict9800.org.au/SitePage/foundation>

**1. PROJECT TITLE**

**2. PROJECT DESCRIPTION**

a) **Briefly describe the project**  
(describe the project, its objectives and how they will be implemented)

# District Grants

## District Grants Local Within Australia (DGL) Your application must be accompanied by:

1. Budget worksheets in support of the total planned budget.  
quotes encouraged
2. Your Promotional Plan, internally and importantly, externally.
  - Promoting Rotary, your club and The Rotary Foundation
  - Promotion by Program Partners is especially valued
  - TRF acknowledgement: “This project was/is being delivered with the assistance of a District Grant from The Rotary Foundation”.
  - Posters to include The Rotary Foundation logo.
  - Fixed assets must bear a plaque acknowledging the contribution of Rotary and The Rotary Foundation

# District Grants

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## District International Grants (DGI)

- For discrete projects
- Australian citizens may not be a beneficiary
- Require an international partner – Overseas Rotary District or Club preferred
- within one of the seven Areas of Focus of The Rotary Foundation
- Must be accompanied by a fully executed Letter of Participation (LOP) and quotes and budget worksheets
- Grant funding is offered to match D9800 club funding on a \$1:\$1 basis. Grant limit A\$5,000. Funding may be increased for multiple club involvement.



# District Grants

## District International Grants (DGI)

 **APPLICATION FORM**

**DGI: DISTRICT INTERNATIONAL GRANT** Rotary District 9800

Please complete all sections of this application. Attach additional pages as needed.  
*Incomplete applications will not be considered.*

Email the application form as a signed and scanned .pdf document.  
**handwritten applications will not be considered**

Richard Blakeman. Email: [foundation.grants@rotary9800.org](mailto:foundation.grants@rotary9800.org)

PLEASE read: "A Guide to District 9800 Foundation Grants" before completing this application  
available along with other information at <https://rotarydistrict9800.org.au/SitePage/foundation>

**1. PROJECT TITLE**

**2. PROJECT DESCRIPTION**

a) **Area of Focus** and Country where Project will take Place


TRF Area of Focus:	
Country:	

b) Briefly describe the project  
(describe the project, its objectives and how they will be implemented)

District 9800 TRF International Grant Application 2022-23 Page 1

### Areas of Focus

- Promoting peace
- Fighting disease
- Providing clean water, sanitation and hygiene
- Saving mothers and children
- Supporting education
- Growing local economies
- Protecting the environment

 **LETTER OF PARTICIPATION  
DISTRICT INTERNATIONAL GRANT**

(please delete headings that are not applicable)

BETWEEN	DISTRICT 9800 CLUB	named:	
and	HOST ROTARY CLUB	named:	
and	COOPERATING ORGANISATION	named:	

SUBJECT	Grant Title:	
	Project Location:	

**PURPOSE OF THIS DOCUMENT**

A **cooperating organisation** is any reputable non-Rotary organisation that provides expertise, infrastructure, advocacy, training, ~~education~~ and/or other support for the grant project. Cooperating organisations must comply with all reporting and auditing activities required by the Rotary Foundation and ~~provide all resources and assets of suchness~~. This document serves to establish a framework of cooperation and agreement between the ~~affiliated~~ ~~Rotary Club(s)~~ ~~and~~ ~~the~~ ~~cooperating~~ ~~organisation~~ ~~as~~ ~~it~~ ~~pertains~~ ~~to~~ ~~the~~ ~~implementation~~ ~~of~~ ~~a~~ ~~project~~ ~~financed~~ ~~by~~ ~~a~~ ~~Rotary~~ ~~Foundation~~ ~~Grant~~.

**PRIMARY CONTACTS FOR EACH PARTICIPATING ENTITY**

Contact for DISTRICT 9800 CLUB

Name	
Email	

Contact for HOST ROTARY CLUB

Name	
Email	

Contact for COOPERATING ORGANISATION

Name	
Email	

**UNDERSTANDINGS**

- All parties affirm that this Grant is initiated, controlled, and managed by the Rotary Club(s) and /or District(s) involved in the project
- The Rotary Club(s) affirm that the Cooperating Organisation (if applicable) is reputable and responsible and acts within all governing laws or the project country

Page 1 of 1



# District Grants

## District International Grants (DGI) How to Apply



APPLICATION FORM  
DGI: DISTRICT INTERNATIONAL GRANT

Please complete all sections of this application. Attach additional pages as needed. Incomplete applications will not be considered.  
Send the application form as a signed and scanned pdf document.  
Handwritten applications will not be considered.  
Contact Information: Email: [Foundation.grants@rotary.org](mailto:Foundation.grants@rotary.org)

PLEASE read "A Guide to District 9800 Foundation Grants" before completing this application website along with other information at <https://www.rotary.org/en/our-foundation>

1. PROJECT TITLE

2. PROJECT DESCRIPTION

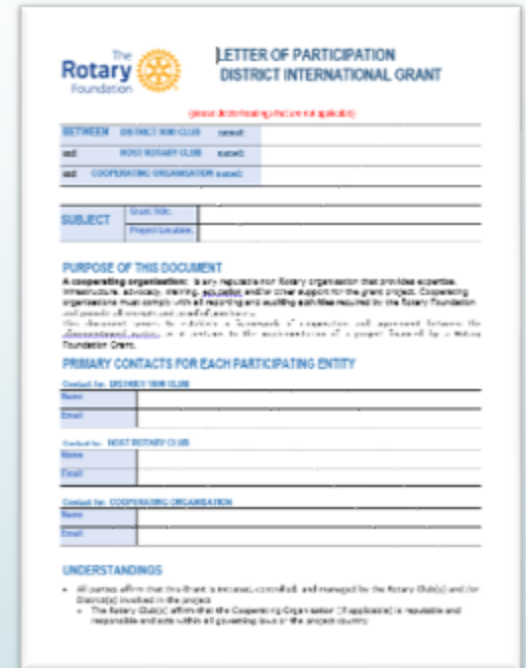
a) Area of Focus and Country where Project will take Place

Area of Focus:

Country:

b) Briefly describe the project (Describe the project, its objectives and how they will be implemented)

1. Read 'A Guide to District Grants'
2. Complete an 'Application Form DGI: District International Grant '
3. Have it signed and dated by the Club President
4. Complete a Letter of Participation
5. Have it signed by the representatives of all partners in the project
6. Email them to the Chair of the Humanitarian Grants Committee



The Rotary Foundation  
LETTER OF PARTICIPATION  
DISTRICT INTERNATIONAL GRANT

(Print & attach to application)

BETWEEN DISTRICT NAME CLUB NAME

and DISTRICT NAME CLUB NAME

and COOPERATING ORGANIZATION NAME

SUBJECT

Purpose of this document

A cooperating organization is any organization that provides expertise, materials, services, training, supplies and/or other support for the grant project. Cooperating organizations must agree with all reporting and auditing with the required to the Rotary Foundation and provide all necessary proof of activities.

The document serves to define a Statement of Understanding of cooperation and agreement between the District and the cooperating organization in relation to the implementation of a project funded by a Rotary Foundation Grant.

PRIMARY CONTACTS FOR EACH PARTICIPATING ENTITY

Contact for DISTRICT NAME CLUB

Name

Email

Contact for COOPERATING ORGANIZATION

Name

Email

UNDERSTANDINGS

- All parties agree that this grant is received, controlled, and managed by the Rotary Club(s) and/or District(s) involved in the project.
- The Rotary Club(s) efforts as the Cooperating Organization (Cooperating Organization) is responsible and responsible and acts within all governing laws in the project country.

# District Grants

## District International Grants (DGI)

**Your application must be accompanied by:**

1. The International Letter of Participation (LOP)
2. Quotes and/or budget worksheets in support of the total planned budget
3. Your Promotional Plan, internally and importantly, externally.
  - Promoting Rotary and your club
  - Promoting the Rotary Foundation. “This project was/is being delivered with the assistance of a District Grant from The Rotary Foundation”.

# District Grants

## 4

### District Year 11-12 Scholarships

#### 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.
- **THESE ARE UNDER REVIEW**

# District Grants

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### Youth Service

District Grants are available to match club contribution in support of:

- RYLA
- Sponsorship of MUNA teams
- Rotary Youth Exchange
- Rotaract Programs



# Grant Supported Projects

Club	Country	Description (AoF)	Project Total A\$	Block Grant DDF A\$
Essendon	Kenya	Ruben Clinic Equipment - Kenya	21,000	7,000
Caroline Springs	Timor Leste	Scoping Visit- Timor Leste	5,500	2,750
Essendon	Australia	Sensory Room for children and adults	2,860	1,430
Central Melbourne	Australia	Silk Miller Scholarship	11,600	3,000
Brighton	Australia	Public access defibrillator at Brighton Beach	5,470	2,735
Flemington Kensington	Australia	Mental Health First Aid - Horn of Africa Community	6,000	3,000
Flemington Kensington	Somalia	Medical Equipment-Jarriiban University Hospital Somalia	23,500	5,500
Brighton North	Australia	Mental Health First Aid for Year 9 students	12,000	6,000
Malvern	Australia	Workshop with the National Youth Choir of Australia	4,900	2,500
Melbourne Passport	Cambodia	Cambodia 4 Schools WASH	25,000	8,000
Keilor East	Cambodia	Water Filtration and Rubbish Incineration	25,000	8,000
Essendon	Australia	Thermals and Jackets for Melbourne's homeless	3,000	1,500
Brighton North	Cambodia	Thmor Chul School Education and Sanitation Project	24,600	8,000
Werribee	Philippines	WASH Project Ibona Elementary School	14,327	4,776
Glenferrie	Sierra Leone	Toilet Blocks for the Aladura Primary School	25,000	8,000
17 Clubs	Australia	Year 11-12 Scholarships	42,500	21,250

# District Grants – Approval Timetable

## Grant applications received between before September 30<sup>th</sup>

- Reviewed by D9800 Grants Committee at monthly meeting
- Will be funded from the Block Grant while funds last.
- Otherwise, club will receive an acknowledgement that the Committee has accepted the application for inclusion in the 'Block Grant' (Spending Plan) for the next year.
- Submitted with the Block Grant in November
- Club advised of outcome by end of November together with Stewardship Requirements.

# District Grants – Approval Timetable

## Club considering a grant but not ready to apply by September 30<sup>th</sup>

- Don't have all the ducks in a row but are pretty certain it will go ahead this Rotary year
- Submit a Grant Intention Form by September 30<sup>th</sup>
- If your form is convincing, it will be included in the Block Grant submission in November to 'reserve' funds for you when you are ready to apply.
- You must lodge a formal application by June 30<sup>th</sup>, or the funding will lapse.

# District Grants – Approval Timetable

## Grant applications received after November 1<sup>st</sup>

- Reviewed by D9800 Grants Committee at monthly meeting
- If accepted by the Grants Committee, they will be submitted to The Rotary Foundation for approval if 'contingency' funds are still available
- If contingency funds are not available, they will be held back for submission in the next Rotary year



# Applications for Grants

## Grant Governance – The District Humanitarian Grants Committee

- District Foundation Grants Chair
- District Foundation Chair
- District Foundation Stewardship Chair
  - District Governor
  - District Governor Elect
  - District Governor Nominee
  - District Governor Nominee Elect

**Supervised by The  
Rotary Foundation  
in Evanston IL**

Meet on the first Monday of every month to consider grant applications

# Promotion a Key Project Deliverable

SHINE a LIGHT on ROTARY

Rotary



UNITE  
FOR  
GOOD

The  
**Rotary**  
Foundation



The  
**Rotary**  
Foundation



# Stewardship

Of Grant Funds from The Rotary Foundation



# What is Stewardship?

**Stewardship is the responsible management and oversight of grant funds. It ensures that funds are used properly and benefit the populations in need.**

## **Stewardship involves:**


- Report tracking
- Routine monitoring
- Ensuring guidelines followed
- Document retention
- Maintain TRF Seminar attendees' lists
- Ensuring Qualification of Clubs & Districts
- Maintaining trust

# District Grant Report Form

On completion of your project,  
complete and return the  
District Grant Report Form to  
D9800 Foundation Grants Stewardship  
via email:

[foundation.stewardship@rotary9800.org](mailto:foundation.stewardship@rotary9800.org)

**Final reports must be submitted  
within one month of the  
scheduled completion date of  
your project**



ROTARY INTERNATIONAL  
DISTRICT 9800

**District Grant Final Report 2024-2025**

Complete and Return this form to D9800 Foundation Grants Stewardship Chair via email to – [foundation.stewardship@rotary9800.org](mailto:foundation.stewardship@rotary9800.org)

For further information firstly refer District Foundation website  
<https://rotarydistrict9800.org.au/sitepage/foundation>

& then if you still have questions contact Grant Stewardship Chair  
[foundation.stewardship@rotary9800.org](mailto:foundation.stewardship@rotary9800.org)

**Your complete District Grant report must be submitted within one month of the completion of your project.**

**GRANTS ARE PAID AFTER THE FINAL REPORT AND RECEIPTS ARE RECEIVED**

Payment of District Grants are authorised after the final District Grant report together with all required receipts and information, and evidence of the delivery of the promotional plan, is delivered to and accepted by the Humanitarian Grants Committee.

Plus FOR DISTRICT INTERNATIONAL SCOPING GRANTS a completed Community Assessment form is required on the prescribed form [available here](#)

District Grant No.	DGL/I/S:	Rotary Club:
Project Title		

**A. Project Description** (What, When, Where & Who)

1. Briefly describe the project. i.e. What was done, when and where project activities took place, and who were the beneficiaries?

Also, detail any changes from what was detailed in your Grant Application form.

Final Report Form: D9800 Rotary Foundation District Grants 2024-2025

Page 1 of 8

# District Grant Report Form 2024 – 2025

In your report, describe:

- **The project**
  - what was done and how it was done?
- **Rotarian engagement**
  - how many Rotarians, what they did?
- **The benefit delivered to the recipients**
  - How many benefited and how?
  - The long-term benefits of the project to the beneficiary community
- **Sustainability**
  - how will it be maintained without ongoing Rotary Foundation support?
- **The involvement of other partners**
  - what they did, how it contributed
- **Publicity**
  - what has been delivered internally and externally

**And Funding:**

- **Where the money came from.**
- **How it was spent**





# District Grant Report Form

## Include with your report:

- **All receipts (or invoices if accompanied by bank transfer as proof of payment)**
  - Addressed to the Rotary Club
  - Describing what was provided
  - Overseas projects funds may be dispersed by the overseas partner
    - Receipts (or invoices with proof of payment) must be provided **together with an additional receipt from the partner** for the reimbursement of funds
- **Examples of internal and external publicity**
  - Describing the project and the role of Rotary and the Rotary Foundation
  - Links to social media and website posts are acceptable.
  - Include logos where possible – **brand** the project
    - **“This project was (is being) delivered with the assistance of a grant from The Rotary Foundation”**
- **Signed declaration by the project lead**



# Grant Payments

## Grant Governance – The District Foundation Stewardship Committee

- District Foundation Stewardship Chair
- District Foundation Grants Chair
- District Foundation Chair

Review reports for compliance and approve grant payment within a few days of their submission

The files of the D9800 Humanitarian Grants Committee are audited annually to ensure compliance with the terms and conditions of The Rotary Foundation



# District Grants – The Grant Payment Process

- The

## Club Completes Project

- Completes project implementation and promotion of project

## Club Submits Final Report

- Final implementation report
- Final Project Promotion Report
- Receipts
- Submitted to Stewardship Chair

## Reports Reviewed

- Reports reviewed and verified by Stewardship chair
- Payment of Grant Recommended to Grants Committee

## Payment Approved

- Grants Committee receives and reviews Stewardship Chair recommendation
- Advises Club of imminent payment

## Payment of Grant

- Grants Committee Chair and District Foundation Chair process payment
- Payment is made to Lead club

Projects must be completed within 24 months of the date grant is approved

# Grant Intention Form

- ▶ Lodge by September 30<sup>th</sup> 2025
- ▶ For grants to be included in the 2025-2026 Block Grant

## District Grant Workshop

- Late August 2025
- Via Zoom
- How to lodge a successful District Grant Application
- How to successfully acquit a District Grant without drama

**Further details** <https://rotarydistrict9800.org.au/sitepage/foundation>

**REMEMBER: WE ARE HERE TO HELP YOU SUCCEED**

CONTACT Mark Stephens. [Foundation.grants@rotary9800.org](mailto:Foundation.grants@rotary9800.org)