


The
Rotary
Foundation



Grants Management Seminar

District 5495 The Rotary Foundation

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The Rotary Foundation Mission

The mission of The Rotary Foundation of Rotary International is to *enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.*

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7 AREAS OF FOCUS

-  Peace and Conflict Resolution
-  Disease Prevention and Treatment
-  Water, Sanitation and Hygiene
-  Maternal and Child Health
-  Basic Education and Literacy
-  Economic and Community Development
-  Supporting the Environment



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Rotary Foundation – Programs

- Project Grants
 - Funding for Club Projects:
 - Global Grants
 - District Grants
 - Scholarships
 - Vocational Training Teams
- Polio Eradication
- Rotary Peace Centers
- Disaster Response
- Programs of Scale




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Types of GRANTS

Today We are Focusing On:

District Grants
Administered by the District Foundation Committee
➤ Tom McLarty

Global Grants
Administered by The Rotary Foundation Staff
➤ Dale Gray

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DISTRICT GRANT ACTIVITIES

- Must include active Rotarian participation
- Adhere to stewardship guidelines
- Clubs Apply through the District
- Must Align with the Foundation's mission




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SCHOLARSHIPS

Scholarships can be funded by:

- Global Grants

Larger \$\$ but have specific requirements

- District Grants

Smaller \$\$ but more flexible





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VOCATIONAL TRAINING TEAMS

Traveling Teams of Professionals:



- *Learn about their vocation Or Teach other professionals about their vocation.*
- *Can be funded through either by District or Global Grants (requirements differ).*



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Disaster Response Grants

Disaster response grants support relief and recovery efforts in areas that have been affected by natural disasters within the past six months.

Grants of up to US \$25,000 are awarded by The Rotary Foundation to districts located in the affected area only. The funds can be used to provide basic items such as water, food, medicine, and clothing.

Districts apply for the grants, manage the funds, and submit reports explaining how the funds were used. Clubs within the district can participate in implementing grant-funded activities.




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Programs of Scale Grants

Every year, The Rotary Foundation awards a \$2 million grant to one project that aligns with one or more of Rotary's areas of focus. The grant will support project activities for three to five years.



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How are Grants Funded?

Grant Funding =

- Club \$
- Individual \$
- Rotary Foundation (TRF) \$

- Grants are provided as a conditional "match" to cash contributions.




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Two sources of TRF \$ for Grants

- District Designated Fund (DDF)
Controlled and distributed by D5495 Foundation Committee
- World Fund
Controlled and distributed by TRF Trustees



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Grant Funding and "Share"

- Local and international **GRANTS** are funded through the **SHARE** system:

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SHARE SYSTEM

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SHARE SYSTEM

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How Can My Club Qualify for Grants?

1. TRAINING
2. ACCEPTANCE of SEWARDSHIP
3. GIVING

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Requirement One: TRAINING

Two club members must attend

Grant Management Seminar

Recommended:

1. Club President Elect
2. Club Rotary Foundation Chair

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Requirement Two: STEWARDSHIP

Stewardship is the responsible management and oversight of grant funds, including:

- Standard business practices
- Rotarian supervision
- Financial records review
- Oversight of funds
- Reporting of irregularities
- Timely submission of reports


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Acceptance of Stewardship: A signed Memorandum of Understanding (M.O.U.)

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Report of Misuse of Grant Funds
8. District 5495 Addendum

*Required by
Rotary International*




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MOU – Club Qualification

- A. Upon successful completion of the qualification requirements, the club will be **qualified for one Rotary year**.
- B. The club **must comply** with MOU, additional district requirements, and all applicable TRF policies.
- C. The **club is responsible for the use of funds** for club-sponsored grants, regardless of who controls the funds.
- D. **Qualification may be suspended or revoked** for misuse or mismanagement of grant funds.
- E. The club must **cooperate with** any financial, grant, or operational **audits**.



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MOU – Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one **club member** to implement, **manage**, and maintain **club qualification**.
- B. Ensuring that all TRF grants **adhere to stewardship** measures and proper grant management **practices**.
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that **avoids** any actual or perceived **conflict of interest**.



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Conflict of Interest

- Any potential conflict of interest must be **reported to TRF and District Foundation Committee**.

Potential Conflicts 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)**.



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MOU – Financial Management Plan

The club must have a **written*** financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds.
- B. Disburse grant funds, as appropriate.
- C. Maintain segregation of duties for handling funds.
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
- E. Ensure that all grant activities, including the conversion of funds, comply with local law.

* A template club financial management plan is available from the District.



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MOU – Bank Account Requirements

In order to receive Global Grant funds, the club must have a dedicated bank account* that is used solely for receiving and disbursing TRF grant funds.

The club bank account must:

- A. Have a minimum of two Rotarian signatories.
- B. Be a low- or noninterest-bearing account
- C. Interest earned must be documented and used for eligible expenses.
- D. A separate account should be opened for each club-sponsored grant.
- E. Grant funds may not be deposited in investment accounts.
- F. Bank statements must be made available.
- G. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.



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MOU – Report on Use of Grant Funds

- The club must adhere to all TRF reporting requirements.

Grant reporting is a key aspect of grant management and stewardship.

Reports inform TRF of the grant's progress and how funds are spent.



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MOU – Document Retention


The club must establish and maintain appropriate recordkeeping systems to preserve important documents and support transparency.

A. Documents that must be maintained include, but are not limited to:

- Bank information, including copies of past statements
- Club qualification documents including a copy of the signed club MOU
- Documented plans and procedures, including:
 - Financial management plan
 - Procedure for storing documents and archives
 - Succession plan for bank account signatories and retention of information and documentation
 - Information related to grants, including receipts and invoices for all purchases

B. Club records must be accessible and available the club and district.

C. Documents must be maintained for a minimum of five years.



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MOU –Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district.

This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.




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District Addendum to M.O.U.

1. Appoint a Club Rotary Foundation Chair to a 3-year term.
2. Have at least two members attend the District Foundation Grants Seminar annually.
3. Be current on its RI and District dues, and in good standing with the District, Rotary International, and The Rotary Foundation.
4. Be current on all required tax returns for the Rotary Club and any associated Club Foundation.
5. Have established and reported an annual giving goal to the District Foundation Chair for the current year and for the next year (Rotary Club Central).
6. Have contributed to the Rotary Foundation Annual Giving Fund in the previous year or the current year.
7. Have, by January 1st of each year, reported its Club President-Elect to the District and to Rotary International.
8. Be current on all Rotary Foundation Grant reports.




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Important "Must Reads"

- "Grants Terms and Conditions"
- "District Grant Guidelines"
- "Guide to Global Grants"
- "MOU and District Addendum"


All on the District 5495 website



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District Grants



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DISTRICT GRANTS




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FEATURES OF A DISTRICT GRANT

A single block grant from TRF, awarded annually to the District for club and district projects.



- TRF Funds distributed by the District (guidelines vary by District)
- Local or international activities
- Local decision making with flexible guidelines
- Smaller, shorter term activities and projects

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DISTRICT GRANT ACTIVITIES

- *Must include active Rotarian participation*
- *Adhere to stewardship guidelines*
- *Clubs Apply through the District*
- *Must Align with the Foundation's mission*



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DISTRICT GRANTS; Design and Planning

Everything you need to know..

...is in [2024-25 District Grants Guidelines](#) (Download from rotary5495.org)

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DISTRICT GRANTS; Design and Planning

Financial

- District will match Club funds 2:1
- Maximum DDF awarded for single club request is \$2500

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DISTRICT GRANTS; Design and Planning

Financial

- District will match Club funds 2:1
- To obtain the maximum match, the minimum club contribution is \$1250

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DISTRICT GRANTS; Design and Planning

- Two-Tiered District match based on giving
 - \$1000 Maximum for clubs which have given something in 2021-22 or 2022-23
 - \$2500 Maximum for clubs which have given \$100 or more per capita (average giving).

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DISTRICT GRANTS; Application

Rotarygrants.org

Step-by-step instructions are in the Guidelines document

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Welcome to the Rotary Grants Website!

Select one of the Website Sections

Global Grants | **District Grants**

Global Grants | District Grants | Legacy Matching Grants | Help | About This Site | Contact Us

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Welcome to the Rotary District Grants Website

Look below for a list of project. Use the search feature to find a specific project. Click on My Account to login and see your own projects.

Rotary Year 2021-22

#	Title	Country	Location	District	Club	Amount	Status
1	B-3117 Drinking Water in Schools	India	Rhodrai, India	5790	Lewellee	\$30,000	Fully Pledged

1 project \$30,000 total budget

Main List | Submit Project | Pledge Support | FAQs | About This Site | Global Grants

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Submit a Project

Please read carefully before submitting a project. Projects on this website are usually submitted by a Rotarian from the project primary club. You can submit a new project to be published on this website. You should do so if you want to go through your district approval process. Your project will be included in the Main List and anybody can review the project description. You will be notified by email when your project has moved to the next level in the approval process, or when you are requested to do something. When submitting a new project, make sure you include a complete description. Only projects with a detailed description will be accepted on this site. Give us an email address that you check very often, as this is the only way you will be notified when changes are made to your project. You can submit pictures and other supporting documents to describe your project. Before you begin, please be familiar with the Terms and Conditions of Rotary Foundation District Grants and Global Grants.

Submit a New Project

Main List | Submit Project | Pledge Support | FAQs | About This Site | Global Grants

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Your Information

Submit a New Project

Project Title: _____ Rotary Year: 2021-22

Areas of Focus (Check all that apply, if any):

- Fundraising and fund-raising
- Disease prevention and treatment
- Water, sanitation and hygiene
- Maternal and child health
- Basic education and literacy
- Community economic development

Activity Type: Select an ACTIVITY

Project Summary: Short description of the project. The project description should provide information about what activity is being funded, who is benefiting from the activity, and the name of the location of the project or activity, including the city or county. For example, "The computers provided to schools for children in Delhi, India, District 5790."

Project Description: You should include what needs have been identified, how the project will meet those needs, and the timeline for your project. Please specify what the project focus will be and how club members will be involved.

Project Contact Person: District Number: _____ Rotary Club of: _____ Contact Name: _____ Email: _____

Project Budget: Total Request: _____ Club Contribution: _____ District Contribution (DDP): _____

Payment Information: This is the information to provide to your District Leadership to send the check payment after the project is approved. Grant/Pledge Number: _____ Make checks payable to: _____ Address: _____ City: _____ State: _____ Zip: _____

Check this box to certify that this project fits within the guidelines of the Rotary Foundation Mission Statement. The success of The Rotary Foundation is to create opportunities to advance peace and understanding, global and local peace through the improvement of health, the support of education, and the alleviation of poverty.

Cancel Submit Save

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DISTRICT GRANTS; Application

Project Description:

- List the Rotary Clubs involved in the project if it is a joint club project.
- Include a concise description of the project objectives including how the project will benefit the community and/or improve lives.
- Describe specific Rotarian activities.
- Describe how the public will know this is a Rotary-Sponsored project.
- If the project involves a cooperating organization, provide the name(s) of the organization(s).

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This screenshot shows the 'Administration' tab for project P-3721. The page includes a navigation menu with 'Main Link', 'Submit Project', 'Pledge Support', 'Help', 'About This Site', and 'Global Grants'. The 'Administration' tab is highlighted. Below the navigation, there are sections for 'Project Description' (Country, Area of Focus, Location, Activity Type, Summary), 'Project Contact Person' (District, Primary Contact, Email), and 'Project Status' (Proposed, Review, Published). A red circle highlights the 'Administration' tab in the navigation menu.

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This screenshot shows the 'Rotary District Grants Website Login' page. It features a login form with fields for 'Email Address' and 'Password', and a 'Log In' button. Below the login form, there are links for 'Forgot Your Password?' and 'Forgot Password?'. The page also includes a footer with 'Main Link', 'Submit Project', 'Pledge Support', 'FAQs', 'About This Site', and 'Global Grants'.

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This screenshot shows the 'Update Project Information' page for project P-3721. The page includes a navigation menu with 'Main Link', 'Submit Project', 'Pledge Support', 'Help', 'About This Site', and 'Global Grants'. The 'Update Project Information' section is highlighted. Below this, there are sections for 'Project Status Information' and 'Project Status' (Proposed, Review, Published). A red circle highlights the 'Update Project Information' section in the navigation menu.

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This screenshot shows the 'Upload Project Documents' page for project P-3721. The page includes a navigation menu with 'Main Link', 'Submit Project', 'Pledge Support', 'Help', 'About This Site', and 'Global Grants'. The 'Upload Project Documents' section is highlighted. Below this, there are instructions for uploading documents, including a 'Select the PDF File to upload' section and a 'Name' field. A red circle highlights the 'Upload Project Documents' section in the navigation menu.

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This screenshot shows the 'History Log/Email Communication' page for project P-3721. The page includes a navigation menu with 'Main Link', 'Submit Project', 'Pledge Support', 'Help', 'About This Site', and 'Global Grants'. The 'History Log/Email Communication' section is highlighted. Below this, there are sections for 'Add People to the Distribution List' and 'Remove from the Distribution List'. A red circle highlights the 'History Log/Email Communication' section in the navigation menu.

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DISTRICT GRANTS; Application

Application is complete when:

- Online application is correctly completed and signed
- Club is qualified



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DISTRICT GRANTS; Application

Second and third applications:

- Will be funded if possible
- Identify your club's first priority project in the application.




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DISTRICT GRANTS: TIMELINE

- Applications due:
 - **May 31, 2024**
- The committee meets and submits the "Spending plan" to TRF before:
 - **June 30, 2024**
- Money should arrive in
 - **July 2024**
- Project *final report* due:
 - **April 30, 2025**




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DISTRICT GRANT : Final Report

- All projects must be completed and reported by **April 30, 2024**
- Report form is available on the District website
- Upload in PDF format to the project page:
 - A completed and signed **final report form**
 - Copies of all "paid" receipts
 - Project photos (preferred, not required)




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DISTRICT GRANT : Troubleshooting



- Deadlines
 - Application
 - Previous reports
- Guidelines
- Qualification
 - MOU
 - Giving
 - training
- Project start and end dates
- Pay attention to website emails



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Questions?

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Session 3

Global Grants



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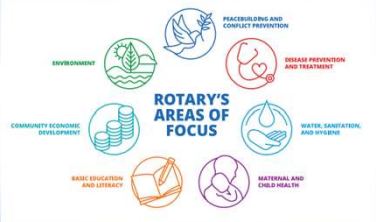
<p style="text-align: center;">Host sponsor</p> <ul style="list-style-type: none"> • Initiates the project • Conducts a community assessment • Manages project implementation and budget • Provides local assistance and support to vocational training teams and scholars during their time abroad • Receives project funds 	<p style="text-align: center;">International sponsor</p> <ul style="list-style-type: none"> • Provides financial assistance, technical support, and other guidance • Performs project tasks that can be done remotely, as well as participating in service during site visits • Prepares any vocational training teams or scholars for travel and study abroad
<p style="text-align: center;">Both sponsors</p> <ul style="list-style-type: none"> • Must be qualified to participate in a global grant • Develop a project plan • Have project committees that collaborate with each other • Partner with a cooperating organization (a nongovernmental organization, community group, or government entity) if needed • Submit project reports in the Grant Center 	




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Global Grant projects must align with an Area of Focus:



ROTARY'S AREAS OF FOCUS



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Goals:


- Community funding to cover operations and maintenance*
- Local Capacity development*
 - Technical skills
 - System operations
 - Accounting skills
 - Leadership skill
- Transparency*

A primary goal of the Rotary Foundation is to develop projects and programs which are larger in scope and self sustaining.

Clubs and Districts are encouraged to work together on fewer but more impactful projects.

Community Needs Assessment is critical for sustainability.

Clubs and Districts are encouraged to work with other agencies to combine resources. But to receive grant funds, projects must be Rotarian led.



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Community Needs Assessment (NOT AN OPTION)

1

Choose a project that is based on the community's need

2

Assess resources of the community, your clubs and potential partners (local NGOs, Government agencies)

3

Talk to multiple levels of stakeholders in the community

4

Review and complete the Community Needs Assessment form (found on the District and Rotary International web sites).



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Conflicts of Interest

Rotary wants both of the Clubs to disclose conflicts of interest

But the TRF understands the reality of the 3rd world.

In many 3rd world programs, the Rotarians are also local business leaders – disclosure is not the same as prohibited.

3 bid for pricing is best practice but not practical in a remote village – just explain why your pricing is favorable – less transport costs, creates jobs and capacity building.



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Rotary is focused on Behavior Change

HYGIENE PROMOTION FOR BEHAVIOR CHANGE

Schools

Teacher training on how to deliver hygiene education in and outside the classroom

- Handwashing
- Menstrual hygiene
- Safe water storage
- Disease transmission
- Dental hygiene
- Personal care
- Curriculum development and integration of WASH/WRM messaging**

Cooks

- Safe food handling and preparation
- Safe water storage

O&M training for maintenance staff or teachers responsible for WASH services

- Safe cleaning and care of latrines
- Basic plumbing for handwashing stations

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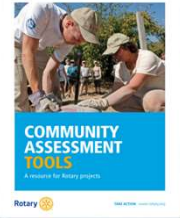
Resource:

Community Assessment Tools *manual*

Tips for conducting a community assessment

Recommended stakeholders

Methodologies



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GLOBAL GRANT FINANCING EXAMPLE
2022-2023 Model

SOURCE OF FUNDS	AMOUNT	DISTRICT MATCH (0%)	TRF MATCH (80% of DDF only)	TOTAL
Clubs / Individual Contributions	\$12,000			\$12,000
District Contributions (DDF)	\$10,000		\$8,000	\$18,000
TOTAL				\$30,000

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Summary of Successful Global Grant Projects

- Meet real community needs identified by community **assessment**
- Need careful **planning**
- Must be **sustainable** for global projects
- Requires proper **stewardship** of funds
- Have measurable **outcomes**

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Part 3.2

Okay Now You are Ready to **Apply for a Global Grant**

District 5510 Grant Management Seminar

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Global Grant Process

Online Application through RI website

Involves Rotary clubs in at least two countries: Host Sponsor Club & International Sponsor Club

Minimum budget of US \$30,000.

Application can be kept in *draft status* for 12 months

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Submit for approval to TRF

- Approval can take months – don't promise fast \$\$\$
- Keep 'contributing' clubs informed of approval progress
- TRF may ask for clarifications or modifications
- Upon approval, clubs listed for cash will receive TRF communication to send funds, but project sponsors are ultimately responsible for clubs to honor pledged contributions

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Financial Management Plan as required in M.O.U.



- Separate bank account for Global Grant funds (if allowed)
- Controls on Distribution of funds – 2 signatures
- Use checks/bank cards to track funds. Copy cash transaction receipts with cell phone.
- Detailed ledger (sent with reports)
- Include local laws

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District Resource:
Financial Management Plan Template

Clubs in District 5495 are free to use or adapt this document to make your own Club's Financial Management Plan. Your club's plan needs to be consistent with the Rotary Foundation Club Memorandum of Understanding, Grant Terms and Conditions, and the Grant Management Manual.


Ask the DRFC for this template!

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Record Keeping: Document Retention

- Provide access to records for all members
- Retain for a minimum of five years
- Make copies
- Scan and store on the cloud (ClubRunner, DropBox, Google Drive, etc.).



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Types of Documents to Keep

KEEP THESE DOCUMENTS FOR YOUR RECORDS:

- All grant correspondence, including email
- Beneficiary documentation, including:
 - The community assessment
 - Any cooperating organization memoranda of understanding
 - Any additional agreements with beneficiary institutions or groups or implementing partners such as local municipalities or government agencies
- Vendor documentation, including:
 - Quotes
 - Contracts
- Grant-related documentation, including:
 - Scholar and vocational training agreements
 - Receipts and invoices
 - Bank statements and other financial documentation
 - Inventory
 - Photos

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Global Grant Reports to TRF

Progress reports

- 12 months following approval
- Every 12 months through the life of the grant

Final report within 2 months of completion

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Global Grant Report Content

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



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Global Grant Resources



A Guide to Global Grants



Areas of Focus Policy Statements



Rotary's Areas of Focus




Terms and Conditions for Rotary Foundation District Grants and Global Grants




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Rotary  District 5495 Rotary Foundation Committee (DRFC)

Global Grants Document Download

Useful Links


- Rotary Grants Center
- Rotary Global Grants Page

Club Qualification Documents

- Club Financial Management Plan Template
- Club Qualification Requirements 2021-22
- DRFC Memorandum of Understanding (MOU)

About Global Grants

- Guide to Global Grants
- Terms and Conditions
- Areas of Focus Policy Statements
- Community Assessment Tools
- Community Assessment Tools
- Global Grants Calculator
- How to Use the Rotary Grants Center
- Disaster Response Grants Terms and Conditions



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District 5495 Website

www.rotary5495.org
gdalegray@gmail.com

Global Grants Chair
 Grantologist
 TRF Cadre Member



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Questions?



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