



How to register a new RAWCS project

To register a new project you must have the full support of a Rotary Club from an Australian Rotary District.

The Project Manager must be an active member of the sponsoring Rotary Club.

All project registrations are now exclusively online. Please commence your application on this page:

<http://rawcs.org.au/register-projects/>

Please ensure you read all the requirements in the Project Criteria before you proceed to registration.

Remember to save your application often – especially before moving to the next page. All red asterisks must turn to green ticks before you submit the application.

Don't be impatient – wait for the save or submit to finalise before leaving the page or logging off.

Register your Project

RAWCS Projects are registered for these purposes:

RAOAF – Rotary Australia Overseas Aid Fund is an Overseas Aid Fund to provide sustainable development aid in developing countries as identified by the Department of Foreign Affairs or short term relief for disasters.

Click [here](#) to read to Overseas Aid Fund Criteria.

Register Overseas Aid Fund
Project

RABS – Rotary Australia Benevolent Society is a Public Benevolent Fund to register projects within Australia to enable Rotary Clubs and District to provide assistance to people in need within their local or wider community.

Click [here](#) to read the Rotary Australia Benevolent Society Criteria

Register Benevolent
Society Project

RACG – Rotary Australia Compassionate Grants program manages Dick Smith's \$1,000,000 donation to be distributed to disadvantaged Australians identified by local Rotary clubs or Rotary districts as being worthy of financial assistance.

Click [here](#) to read the Rotary Compassionate Grant Criteria.

Register Compassionate
Grants Project

RARF – Rotary Australia Relief Fund is a Level 2 Deductible Gift Recipient (DGR) fund to enable collection of funds that are not directed at specific projects.

Level 2 DGR Funds CANNOT be spent directly but must be transferred to Level 1 DGR Projects (ie. RAOAF, RABS and RACG Projects).

RARF is administered on a National basis, fully utilising the RAWCS website and our online donation facility to minimise administration costs.

Click [here](#) to read the Relief Fund Criteria.

Register Rotary Australia
Relief Fund Project

For help to register a project please contact your RAWCS District Chair or Regional Chairman. [Click](#) to find out more.



RAOAF Project Registration

Use this page to register your **Rotary Australia Overseas Aid Fund (RAOAF)** project. The overseas aid fund (ABN 21 388 376 554) is a registered deductible gift recipient.

Start

Click on 'Start' above to commence the process of registering a new RAOAF project.

Continue

Click on 'Continue' above to continue the entry of a previously saved RAOAF project registration form.

RAOAF Project Registration

Project Name:

Project Description:

Club or District Project: ☒ Club ☐ District

Registration

Summary

Rotary

Details
















Funding

Teams

MoU

To register a project, each of the steps below must be completed:

To register a project, each of the steps below must be completed:

- | | | |
|---|---|------------------------|
| 1. Registration instructions read: |  | View |
| 2. Project criteria read: |  | View |
| 3. 'Summary' tab completed: |  | |
| 4. 'Rotary' tab completed: |  | |
| 5. 'Details' tab completed: |  | |
| 6. 'Funding' tab completed: |  | |
| 7. 'Teams' tab completed: |  | |
| 8. 'MoU' tab completed: |  | |
| 9. Submitted for approval: |  | Submit |
| 10. Signed by Project Manager: |  | |
| 11. Signed by Club President: |  | |
| 12. Signed by RAWCS District Chair: |  | |
| 13. Signed by RAWCS Regional Chair: |  | |
| 14. Signed by Partner Clubs: |  | |
| 15. Signed by National Project Manager: |  | |

[Save](#)[Save & Exit](#)[Exit](#)

Registration

Summary

Rotary

Details

Funding

Teams

MoU

Location & Country:

*

Please select ...

▼ *

Objective:

A brief summary

Sponsor Club -

Rotary Club:

Rotary Club of

*

District:

*

President's Name:

*

President's Email:

*

Project manager -

Must be a Rotarian from the sponsoring Rotary club.

Name (Title/First/Last):

*

*

Phone (Private/Business/Mobile):

District: *

President's Name: *

President's Email: *

Project manager -
*Must be a Rotarian from the
sponsoring Rotary club.*

Name (Title/First/Last): *

*

Phone (Private/Business/Mobile):

Email: *

Deputy project manager -


Name (Title/First/Last): *

*

Phone (Private/Business/Mobile):

Email: *

Project Committee -
*A committee of at least one other member from the sponsoring Rotary Club
must be nominated here. Other members can be non-Rotarians.*

Committee Member Name	Actions
	

[Save](#) [Save & Exit](#) [Exit](#)

District: *

President's Name: *

President's Email: *

Project manager -
*Must be a Rotarian from the
sponsoring Rotary club.*

Deputy project manager -

Name (Title/First/Last): *

New committee member

First Name:

Last Name:

Phone (Private):

Phone (Mobile):

Email:

*

*

*

*

Project Committee -
*A committee of at least one other member from the sponsoring Rotary Club
must be nominated here. Other members can be non-Rotarians.*

Actions	
	+

Registration	Summary	Rotary	Details	Funding	Teams	MoU
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Rotary elsewhere - ☐ Project has Rotary partner(s):

If other Rotary Clubs or Districts from elsewhere in Australia or the world is also partnering in the project, include that club's details here.

Project partner - ☐ Project has partner organisation:

This is any organisation you will be partnering with - ie the organisation that will be receiving volunteers and/or funding from this project.

Recipient Country Rotary - ☐ Rotary Club in project locality:

Where there is a Rotary Club in the locality of the project, include that club's details here.

Save	Save & Exit	Exit
------	-------------	------

Summary

Districts from
r the world
, include the

you will be
organisation
ers and/or

Rotary -
Club in the
clude that c

New Rotary Partner

Rotary Club:

District:

Contact name:

Street address:

Town/Suburb/City:

State/Postcode:

Phone:

Email:

ill be
ation that
d/or

Project has partner organisation: ☒

Organisation name:

*

Contact name:

*

Street address:

*

Locality/State/Postcode:

*

Please select ... ▼

*

*

Phone:

*

Email:

*

/ -
in the
that club's

Rotary Club in project locality: ☐

will be receiving volunteers and/or funding from this project.

Recipient Country Rotary -
Where there is a Rotary Club in the locality of the project, include that club's details here.

Rotary Club in project locality:

Rotary club:

District:

Contact name:

Street address:

Town/City:

Phone:

Email:

Who has been contacted at other Rotary Clubs that operate in the same location to coordinate activities:



Registration	Summary	Rotary	Details	Funding	Teams	MoU
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Local authorities -
List all relevant local authorities or organisations who have been or will be consulted.

Intended start date:

Expected completion date:

Itemised budget:

Date funding available:

Financial manager -

Same as project manager: ☐

Financial manager name:

Phone:

Email:

Tax deductibility required:
Does this project require tax deductibility for donated funds? If any donation is to be made to the "Rotary Australia Overseas Aid Fund" this answer should be yes.

Authority/Organisation	Consulted?	Actions
		+

☐ Yes ☐ No

What will be provided to the
Project by -

Sponsor club:

Partner club(s):

Recipient country partner:

Recipient country Rotary club:

Other partners and sponsors:

Other agencies:

What plans have been made to train and involve local
nationals?

Have you considered the current infrastructure and if it will be sufficient to sustain the project when completed?

Please comment: e.g. water, power, sanitation, transport access, phone signal, etc.

Supply details of arrangements that will apply when the project is completed

Ownership of facility:

Who will own the facility?

Fit out, furniture:

Who will fit out and supply furniture to complete facility?

Supply of electricity:

e.g. connection to grid, solar, generator, other, none

Who will pay power:

Who will pay for electricity?

Water supply:

e.g. mains, tank, pump, hand carry, none

Consumables:

Who will supply consumables?

Who will hire staff:

Who will hire staff?

Who will hire staff:

Who will hire staff?

Who will pay staff:

Who will pay staff?

Maintenance:

Who will carry out maintenance?

Cleaning:

Who will clean facility?

Sanitation:

e.g. sewer, septic, bio or pit?

Who will provide regular reports to the Project Manager?

Who from the recipient organisation will report on the project?

Does your project include sending donated items from the public or RAWCS Donations in Kind stores?

☐ Yes ☐ No *

Who will provide regular reports to the Project Manager?

Does your project include sending donated items from the public or RAWCS Donations in Kind stores?

Other information:

Who from the recipient organisation will report on the project?

☐ Yes ☐ No *

Save

Save & Exit

Exit

Registration	Summary	Rotary	Details	Funding	Teams	MoU
Provide information on how funding will be raised -		By individuals:	<div></div>			
		Rotary:	Rotary Club, District or Rotary Foundation grant			
		Non-Rotarian organisation:	An organisation possibly formed for this project			
		Corporate sponsorship:	<div></div>			
		Government grant:	<div></div>			
		Other:	<div></div>			

Rotary:

Rotary Club, District or Rotary Foundation grant

Non-Rotarian organisation:

An organisation possibly formed for this project

Corporate sponsorship:

Government grant:

Other:

Will donations be made to your "Rotary Australia Overseas Aid Fund" project account?

☐ Yes ☐ No *

Save

Save & Exit

Exit

Registration

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MoU

Volunteer teams -

for projects planning to send project volunteer teams of single volunteers on survey or inspection of projects.

☒ Yes ☐ No ✓

Do you require volunteers to contact the Project Manager offering their services?

☐ Yes ☐ No *

Are volunteers to be supplied only by your sponsoring Rotary Club?

☐ Yes ☐ No *

Maximum number of volunteers on each team:

 *

Estimated number of teams to complete the project:

 *

Do volunteers require special qualifications or experience?

☐ Yes ☐ No *

Accommodation - What facilities are available?

Who will provide it?	<div></div>
Is there a cost to the volunteer?	<div>If no cost, give reasons why not</div> <div></div>
Is it suitable for both males & females?	<div></div>
Who will provide the food and be responsible for preparation and cooking?	<div></div>
How will volunteers travel to the project site?	<div></div>
What is the distance between accommodation & project site?	<div></div>
Will the site be prepared prior to the arrival of the RAWCS volunteers?	<input type="radio"/> Yes <input type="radio"/> No *
Is access to the site difficult?	<input type="radio"/> Yes <input type="radio"/> No *

Is access to the site difficult?

☐ Yes ☐ No *

What steps have been taken to ensure a safe working environment for the volunteers?

What first aid & medical facilities are available locally?

Is electricity available at the project site?

☐ Yes ☐ No *

Are power tools available at the project site?

☐ Yes ☐ No *

What is the availability (rent, hire, loan) of large tools & equipment?

What is the availability (rent, hire, loan) of large tools & equipment?

Are there any secure areas available for storage? ☐ Yes ☐ No *

Are there any covered areas available for work? ☐ Yes ☐ No *

Will the RAWCS volunteers have an opportunity to experience local customs?

Save

Save & Exit

Exit

Registration	Summary	Rotary	Details	Funding	Teams	MoU
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Does a Memorandum of Understanding apply? ☒ Yes ☐ No ✓

A MoU is required when the project benefit will be delivered by a third party organisation.

MOU activity:

Description of the activity or activities subject to the MoU *

MOU goods/services:

Description of the goods or services to be provided by the partner organisation *

MOU document:

Upload

MOU document:

MOU template:

Upload

Do you need assistance drafting your MoU document? Follow these steps:

1. Click the 'create' button to use our template to create the MoU document for you.
2. Change the created document to suit your needs.
3. Print the MoU and then get the necessary signatures on it.
4. Scan the signed MoU and upload it using the 'upload' button above.

Create

Save

Save & Exit

Exit

Memorandum of Understanding

Between

Rotary Club of

and

Santa Isabel Vocational Training Centre

This Memorandum of Understanding (MoU) details the terms and understanding between the Rotary Club of and the Santa Isabel Vocational Training Centre for labour building materials funding.

Background

To build a vocational training center.

Duration

This MoU shall become effective upon signature by the authorized officials from the Rotary Club of and Santa Isabel Vocational Training Centre and will remain in effect until modified or terminated by either partner by mutual consent. This MoU may be terminated by either partner giving 28 days notice in writing of their intention to withdraw to the other partner.

In any case, this MoU will terminate automatically when the applicable RAWCS Project is classified as completed.

Purpose

This MoU enables Santa Isabel Vocational Training Centre to provide workshop equipment on behalf of Rotary Club of to satisfy the aims of Vocational Training Center, Garanga, Santa Isabel, Solomon Islands.

Financial

Funding for the agreed goods and services to be provided will be transferred to Santa Isabel Vocational Training Centre by Rotary Club of through the RAWCS Project Account to pay invoices properly presented.

Santa Isabel Vocational Training Centre will be responsible for providing the goods and services and providing proof of delivery of these services together with detailed Invoices made out to Rotary Australia World Community Service. The invoices are to be emailed to Rotary Club of together with proof of delivery of the goods and services.

Rotary Club of will satisfy itself that the goods and services invoiced are part of the agreed goods and services and will then ensure that the invoices are presented to the RAWCS National Administrator for payment.

Santa Isabel Vocational Training Centre will be responsible for keeping detailed records of the goods and services authorized, invoiced and paid.

Reporting

Santa Isabel Vocational Training Centre will provide progress reports on the delivery of the agreed goods and services to Rotary Club of at mutually agreed intervals of not less than three calendar months.

Vocational Training Centre if and as they become available and then only to provide agreed goods and services that fall within the Project description.

Dispute Resolution

All disputes are to be provided in writing and are to be considered by the Board of Rotary Club of in the first instance. If the dispute cannot be resolved, it shall be referred to the RAWCS National Projects & Volunteers Manager for action.

Contact Information

Rotary Club of

Project Manager: Sam Hogg

Address:

Telephone:

Email:

Non-Rotary Partner Organisation

Santa Isabel Vocational Training Centre

Partner Representative Name: Ime Barker

Position:

Address: Ocean Drive Garanga 0000

Telephone: 56458900

Email: imebarker@paradise.si

(Rotary Club Project Manager)

(Date)

(Non-Rotary Partner Organisation)

(Date)

Once completed remember to SAVE. Do a final check to ensure all red asterisks have turned to green ticks.

When satisfied, click on SUBMIT on the first page and wait until the program notifies you that it has submitted to the National Projects Manager and the other signatories for their approvals.

Once signed by all the signatories the project will be registered and you will be notified by email.



If you have any problems or questions please contact your RAWCS District Chair or Regional Projects Manager.

Their contact email addresses are listed on our website at:

<http://rawcs.org.au/about-us/>