

## District 5690

*District Grants support the service activities or humanitarian endeavors in which the District wishes to engage. Each grant must adhere to the grant policies that govern all The Rotary Foundation (TRF) grant programs and respect the wishes of the receiving community. All sponsoring Clubs must be located within District 5690.*

### ***Appropriate Grant Implementation***

#### ***1. Requirements***

All District Grants (DG) activities must:

- ✓ Relate to the mission of The Rotary Foundation;
- ✓ Have active participation of Rotarians involved in the implementation of the project; the project cannot be a monetary donation only;
- ✓ Assist in the development of a stronger Rotary network by Clubs working together;
- ✓ **Must support** humanitarian efforts through local projects; i.e. **improvement of health, support of education, alleviation of poverty** and **the need of the receiving community**;
- ✓ Cannot **directly** benefit a Rotarian, a Rotarian's spouse/partner, an employee of a club, district or other Rotary entity, or of Rotary International, lineal descendant (child or grandchild by blood or legally adopted child, a spouse of a lineal descendant, or an ancestor, parent or grandparent by blood) of any living Rotarian or Rotary employee;
- ✓ Cannot duplicate any existing Rotary Foundation or other Rotary-sponsored programs;
- ✓ Exclude any liability to The Rotary Foundation, Rotary International, or the District, beyond the funding amount of the grant;
- ✓ Must be properly submitted. If these conditions are not met, the application will be returned with an explanation;
- ✓ Be consistent with the criteria, procedures, and policies of the Polio Plus program, the World Health Organization, and local Health Departments for projects involving vaccines and immunization;
- ✓ Attempt to create publicity that gives Rotary a positive public image and embellishes the ideals of world understanding, peace, and goodwill;
- ✓ Rotary emblem must be permanently and prominently displayed on all projects. **Projects signage cannot exceed \$500 of the approved grant request;**

#### ***2. Grant fund limitations***

Grant funds cannot be used:

- ✓ To reimburse clubs/districts or project(s) already undertaken and in progress, activities primarily sponsored by a non-Rotary organization, or for projects that are already completed. The

Foundation will only fund projects that have been reviewed and approved by the District Grant Selection Committee (DGSC) prior to their initiation. **No repeat projects will be accepted;**

- ✓ For purchase of land and buildings.
- ✓ For construction of any structure or additions to any structure in which individuals live, work or engage in any gainful activity, such as buildings, (schools, homes/low-cost shelters, and hospitals), containers, and mobile homes, or structures in which individuals carry out activity manufacturing, or processing activities, maintenance and/or storage.
- ✓ For renovation of structures, including the provision of new services or upgrade of utilities (i.e. – electrical & plumbing), in which individuals live, work or engage in any gainful activity such as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance and/ or storage.
- ✓ Ineligible expenditures include, but are not limited to:
  - Unacceptable construction and renovation – electrification – windows/doors – walls/roof – general refurbishment (carpet, paint, soundproofing) – heating/air- conditioning – repairs of utilities – plumbing – demolition - miscellaneous.
- ✓ For salaries, stipends or honorariums for an individual or individuals working for a cooperating organization or beneficiary;
- ✓ To support the operating or administrative expenses of any organization;
- ✓ For excessive support of any one beneficiary, entity, cooperating organization, or community;
- ✓ Project signage in excess of \$500;
- ✓ Operating, administrative, or indirect program expenses of another organization;
- ✓ For fundraising activities OR entertainment activities that do not include a humanitarian aspect;
- ✓ For expenses related to Rotary events such as district conferences or anniversary celebrations;
- ✓ For the construction of Habitat for Humanity house or Low Cost Structures;
- ✓ Unrestricted cash donations to a beneficiary or cooperating organization;

### ***Standard Grant Policies***

- ✓ Club must be qualified and are required to sign a Club Memorandum of Understanding (MOU);
- ✓ Failure to provide acceptable reports on previous District Grant projects in a timely manner may result in the sponsor club being ineligible for future project grants for two (2) years, and may result in the sponsors club having to return all funds to The Rotary Foundation, through the DGSC;
- ✓ On projects(s) that extend more than six (6) months from the date of issuance of grant funds, the sponsor club **must** submit an interim report (**Progress Report**) to the DGSC Chair;

- ✓ Projects need to be completed in the fiscal Rotary year District Grant funds were received; (i.e. 07-01-2017 completed by 06-30-2018);
- ✓ **Final Report(s)** must be submitted to the DGSC Chair within *one (1) month of completion of the project. All reports are due no later than 06-30 of that fiscal year.*

### 3. Cooperating Organizations:

A grant conducted in cooperation with another non-Rotary organization must meet the following conditions:

- ✓ The Rotary sponsor(s) must clearly demonstrate that the project is initiated, controlled and conducted by the Rotary club(s) or district(s) involved; Rotarians must participate in giving their time, resources, and personal involvement to the project;
- ✓ Both Rotary co-sponsors and the local Rotary clubs (where appropriate) must have knowledge and provide a letter of endorsement for the non-Rotary organization as reputable and responsible, and have determined that the organization is and acts within the laws of the project country;
- ✓ The non-Rotary organization cooperating in such projects must agree to participate and cooperate in any financial review of activities connected with the subject;

### 4. Stewardship of Rotary Foundation Funds:

Rotarians have entrusted the Rotary Foundation with their contributions with the faith and understanding that they will be used effectively and for the purposes for which they were given. All involved Clubs, districts and, others associated with the project are expected to:

- ✓ Treat Rotary Foundation's DG funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion and to be used only for the stated purpose, which shall be strictly interpreted;
- ✓ Assure competent and thorough oversight of the project with clear delineation of responsibility, which assumes the utmost care given the appearance that The Rotary Foundation funds are being used in an improper manner;
- ✓ Conduct all financial transactions and project activity relating to the grant at the level of standard business practice and always in consonance with the "Declaration of Rotarians in Business and Professions" and in the full spirit of the Four Way Test;
- ✓ Report immediately any irregularity in grant-related activity to the DGSC Chair, who is expected to immediately notify the District Rotary Foundation chair and the District Governor;
- ✓ Implement project(s) as approved by the DGSC in their grant award. Any deviation from the agreed terms or changes in the implementation of the project must receive prior written authorization from DGSC;
- ✓ Arrange for independent financial and performance reviews and/or audits in accordance with current **Foundation Code of Policies**.

### 5. Use of the Rotary Name and Emblem:

The following guidelines on the use of the "Rotary" name and emblem are RI policy. They must be followed when naming a project(s) any literature that is developed.

## **THE ROTARY NAME**

- ✓ The RI Board has determined that any use of the “Rotary” name without a further qualified, such as the name of a Rotary Club or a Rotary District, refers to the international association, **RI**.
- ✓ New project names or programs not under the exclusive control of RI, when using the name, “Rotary,” must include the name of the participating Rotary club(s) or district(s) and should use the name, “International”.
- ✓ If using the words, “Rotary,” and “Foundation,” these words must not appear together, but must be separated by additional identifying information, such as the name of the participating Rotary club(s) or district(s).
- ✓ Ongoing programs not under the exclusive control of RI and not conforming to these guidelines should be renamed to provide this additional identifying information (i.e. the name of the participating Rotary club(s) or district(s) must be included when using the name “Rotary”)
- ✓ The naming of any project that does not conform to the guidelines must receive specific RI Board approval.

## **THE ROTARY EMBLEM:**

- ✓ The Rotary Emblem, like the Rotary Name, represents the international association, RI.
- ✓ Whenever the Rotary Emblem is used for a project, program or activity not under the exclusive control of RI, the name of the participating club(s) or district(s) should also be used in addition to the emblem; should appear directly adjacent to the emblem; and be of a size of equal prominence to the emblem.
- ✓ Any reproduction of the Rotary Emblem must meet RI’s proper emblem specifications.
- ✓ Camera-ready art can be obtained through the [www.Rotary.org](http://www.Rotary.org) website.
- ✓ No alterations, modifications or obstructions on the Rotary Emblem are permitted. The emblem must be faithfully reproduced and always appear in its entirety.
- ✓ The RI Bylaws discourage any joint use of the RI Emblem with the emblem or logo of another organization (“The use of such name, emblem, badge or other insignia in combination with any other name or emblem is not recognized by RI”).