

District 7500 Rotary Foundation Grant Policy 2016/2017

The Future Vision Plan provides our district with more control of our District Designated Fund (DDF). DDF is 50% of our district's total Annual Program Funds raised three years prior, including Permanent Fund SHARE earnings. We will control our DDF through two types of grants offered by the Future Vision Plan: Rotary Foundation District Grants and Rotary Foundation Global Grants.

Rotary Foundation District Grants are block grants made to districts for up to 50% of their DDF. District Grant funds are managed by the district, and they may be used to fund educational, vocational, or humanitarian activities that are either local or international. District Grant projects do not require a partner club or district but they do require active Rotarian participation.

Rotary Foundation Global Grants are awarded by The Rotary Foundation and use World Fund monies to match 1:1 for DDF or 0.5:1 for cash. Clubs and districts apply for a minimum World Fund award of \$15,000 for a total project budget of at least \$30,000. In addition to active Rotarian participation, Global Grant projects require an international partner and a host partner. Global Grants may fund educational, vocational, or humanitarian activities. The activities must have long-term, sustainable, and measurable outcomes and must fall within one of the six areas of focus: peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development.

All activities funded with Rotary Foundation grant funds must adhere to the eligibility requirements set forth in the *Terms and Conditions for The Rotary Foundation District Grants and Global Grants*.

The district also requires that in order for clubs to be awarded grant funding they must be current with their payments (dues) to the district and to Rotary International by October 15, must submit their Annual Fund Goal Amount by October 31, and must be current with reports for previously awarded grants.

DISTRICT GRANT OVERVIEW

Each Rotary year, District 7500 may request up to 50% of its District Designated Fund (DDF) in one annual block grant called a District Grant. The remaining amount is allocated to the new Global Grants part of DDF.

District 7500 is responsible for administering the activities undertaken with district grant funds. The district may disperse these grant funds at its discretion for district-or club-sponsored activities, either local or international.

With the funding the district will receive from The Rotary Foundation for District Grants and the additional responsibility associated with that increase, District 7500 requires that a club be qualified by the district to receive District Grant funds.

A club is considered qualified when it agrees to and signs the club memorandum of understanding (MOU), two representatives attend a district Rotary Foundation grant management seminar organized by the district or participate in District Grant qualification webinar. It is recommended that the President Elect or designate and Rotary Club Foundation Chair attend the seminar. Both district and international dues must be current as of October 15, required grant reports must be current, and the Annual Fund Goal Amount must be submitted by October 31. Qualification is valid for one Rotary year and must be renewed annually.

District Grants (DG) will be used to fund smaller-scale Rotary club projects. *The minimum grant award for DG is \$500; the maximum grant award is \$2,500. The amount will be based upon the number of applications received.*

The Rotary Foundation requires active Rotarian participation in District Grant funded activities. To ensure active participation the district will require that clubs provide in their final report at least two examples of Rotarian involvement in the project, neither of which may relate to fundraising.

If a Club is going to pay grant related expenses directly to the benefitting agency because the agency will be able to make the purchase at a discounted price, the Club **MUST** submit receipts and all documentation for the purchases made. This documentation must be submitted with the final report to the District Grants Committee.

All district grants must be implemented within the Rotary year that it was funded. The final or progress report must be submitted to the Grants Committee no later than *April 30* of the implementation year. Failure to submit a final or progress report will make the club ineligible to apply for a grant the following Rotary year.

Clubs will be required to document any potential conflicts of interest. The club must comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of The Rotary Foundation Code of Policies.

DG Criteria and Guidelines

- ***Only clubs that have met their Annual Fund goal that was submitted last year will be eligible to receive District Grant Funds as the primary club applicant. It will be based upon the clubs giving as of June 30, 2016.***
- *Only qualified clubs will be eligible to receive District Grant funds as the primary club applicant.*
- *The proposed project may benefit local or international communities.*
- Clubs may apply for only one DG per Rotary year as the primary club.
- You will only receive funding for ONE specific project. No multiple projects will be considered.
- Club(s) must match 100% up to the maximum out of pocket funds of \$1,000 towards the funding of the project.
- *The minimum grant award will be \$500.*

- *The maximum grant award will be \$2,500.*

DG Business Cycle

Application

A club or group of clubs must submit an on-line application for the project. At least three Rotarians who are members of the primary club must be named as project contacts. Applications are due to the District Grants Chairperson on or before May 15 of the year preceding project implementation.

Funding

The District Grants Committee utilizes a competitive method of DG funds distribution. The committee weighs each application's merits in relation to the criteria and guidelines and the other applications submitted. The committee then funds those applications that adhere most closely to the grant criteria. The committee may or may not fund 100% of the requested amount. The committee may elect to not provide any funding to a project.

Notification of Award

The District Grants Committee will notify the club President, the club Grant Committee Chair and the club Foundation Chair by email of their funding award by *August 31 of the funding year*. In the event funding is not awarded, notification of non-award will also be made by email along with the reason(s) funding was not awarded.

Grant activity expense must not be incurred until after the District Grants Committee issues the award notification. The District Grants Committee will issue the award notification upon approval of the District Grant Spending Plan by The Rotary Foundation. The District Grants Committee expects to receive notification of approval around August 31st.

Scope/Budget Change

The District Grant Committee must be notified in writing should the project scope and/or project budget change during implementation of the project. Information to be provided shall include a detailed description of the scope/budget change, reason(s) for the change, and dollar amount (if applicable) of the change. Overall project scope and budget are two significant factors the District Grant Committee considers when awarding grant funds and therefore reserves the right to reduce the award amount after review of the change in scope and/or budget.

Reporting

A final report is due immediately upon completion of the grant activity or a progress report if the project is not complete by no later than April 30th. The DRFC Chair in addition to the Grants Chair and the District Grants Committee will review the final/progress report for program compliance. Failure to comply with the grant criteria will result in forfeiture of grant funding. Failure to submit timely progress and/or final reports may result, at the discretion of the District Grant Committee or District Rotary Foundation Committee, in forfeiture of grant funding.

The following items must be included with the Final Report:

- *For goods and services purchased by the club as part of the grant activity, include all invoices and corresponding cancelled checks, credit card receipts, register receipts, etc. Estimates and proposals are not acceptable documentation.*
- *For goods and services purchased by a club member as part of the grant activity, include all invoices and/or register receipts, and corresponding cancelled check reimbursing the club member.*

Record Keeping

Clubs are required to retain their progress and final reports with full supporting documentation, receipts, etc. for five years in case of an audit. Failure to produce required documentation in the event of an audit may result in the club or club(s) having to repay the grant amount plus any interest earned. Clubs are encouraged to maintain all documentation.

GLOBAL GRANT OVERVIEW

The balance of DDF not allocated to District Grants is used for Global Grants. The Rotary Foundation provides primary oversight of Global Grant activity and it uses the World Fund to provide 1:1 match of DDF contributions and 0.5:1 match of cash contributions.

TRF Global Grant Criteria and Guidelines

- Global Grant activities may be educational, vocational, or humanitarian.
- TMhe minimum award amount from the World Fund is \$15,000; which results in a minimum total financing of \$30,000.
- The grant activity must fall within one of the six areas of focus: peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development.
- The outcome must be long-term, sustainable, and measurable.
- The activities should stem from real community needs.
- The project must be sponsored by two Rotary clubs or districts: a host partner and an international partner.
- Both partners must be actively involved in the planning and implementing of all global grants.
- *Both partners must be qualified before TRF will review and approve the application.*
- *Clubs awarded a Global Grant must have at least two club members attend a Global Grant Management Seminar after grant award; one of those club members must be one of the named contacts on the grant application.*

The Rotary Foundation is sponsoring two types of global grants: Club- and District-Developed Global Grants.

Club- and District-Developed Global Grants are fully developed by the partners, partially funded by the sponsors and receive a match from TRF's World Fund.

Club- and District-Developed Global Grant Business Cycle

TRF will accept global grant applications on a rolling basis throughout the year. All applications are submitted online through the Rotary website. All Rotarians who are registered with Member Access will be able to gain access to the website and submit the application through the Global Grant portal.

Application

Rotarians will submit an online application that provides TRF with the detailed grant activity and budget information. Depending on the award amount or complexity of the project, The Rotary Foundation may request additional details. Additionally, global grants totaling \$100,000 or more will require the Trustees' approval. The application will require the following authorizations before it will be accepted by TRF.

Affirmation of the grant application by both the host and international primary contacts
Endorsement by both the host and international DRFCs confirming that the primary sponsoring clubs have been qualified and that the activities presented in the application are eligible to receive funding for any district contributing DDF to the project, certification from both the DG and DRFC for the use of their district's DDF. The participating Rotary Club Presidents must authorize the grant application as well. All authorizations are done online through the global grant portal through the Rotary website.

Payment

The Foundation will issue a payment of grant funds after the application has been approved by TRF, both sponsors have authorized the agreement, and all associated cash contributions have been received by TRF or sent directly to participating club. Proceeds will be sent by the TRF directly to the designated bank account that was submitted online to TRF.

Reporting

Reports showing measurable success of the grant activity will be due to TRF every 12 months from the first issued payment. A final report is due when the grant funds have been completely spent and the objectives of the activity have been met.

Interim progress reports will be due to the Global Grants Committee on a quarterly basis for the duration of the grant activity. Due dates for interim progress reports are 31-August, 30-November, 28-February, and 31-May. Interim progress reports will include at a minimum the following information:

- A summary of the status of the project to date.
- An accounting summary of the income and expenses to date along with supporting bank account statements.
- A summary description of the interaction and communication with the project partner.
- A look-ahead summary of the grant activity that will happen in the subsequent quarter.
- *Interim reports will be reviewed by the Global Grant Committee and the DRFC Audit Committee. Request for additional information/clarification about an interim report will be provided by the Global Grant Committee in writing to the project's District 7500 primary contact. Response to this request must be made back the Global Grant Committee in writing within 30 business days.*

District 7500 Global Grant Criteria and Guidelines

- District 7500 clubs that request DDF as part of their Global Grant project must submit their application to the Grants Committee for review and approval prior to submitting it online.
- District 7500 clubs that do not request DDF as part of their Global Grant project are required to submit their application to the Grants Committee for review prior to submitting it online.
- The international partner district is encouraged to contribute at least \$1,000 of their DDF to the project.
- The international partner club is encouraged to contribute at least \$100 cash to the project.
- Requests for DDF will be accepted on a first-come, first-served basis.
- The DRFCC and the DG must endorse all Global Grant applications.
- The district will not authorize a Global Grant project submitted by a club that is overdue on Foundation grant reporting to either TRF or the district until all reporting requirements are brought into compliance.

DISTRICT 7500 GRANT ALLOCATION

The District Governor Elect (DGE) in partnership with his or her District Rotary Foundation Committee Chair (DRFCC) will determine what percentage (up to 50%) of DDF that District 7500 will request for its block District Grant for the upcoming Rotary year. The balance of DDF will be allocated to Global Grants. The District Grant Spending Plan will be submitted to TRF by *August 1* of the implementation year.

The DGE and/or DRFCC will disclose to the Assistant Governors, Advocates, Club Presidents-Elect and the district membership the following information prior to the new Rotary year, but no later than May 15th.

- The amount of grant funds available for District Grants and Global Grants along with the rationale for the allocations.

District Grant Allocation

- *The amount of district grant funds allocated to District Grants.*
- *The amount of district grant funds designated for administrative fees (3% max).*
- *The amount of district grant funds designated as contingency (20% max). Use of contingency funds will be at the discretion of the DRFC.*

Global Grant Allocation

- The amount of global grant DDF that will be allocated to district-developed global grants along with a description of the project(s) that will be funded.
- The amount of global grant DDF that will be allocated to club-developed global grants.