Annex A to Appendix B - Checklist for Global Grants
(approved by District 7390 Grants Committee on August 28,2026

Acknowledging that every grant is unique and no checklist can be totally complete, the below checklist serves as an aid to clubs to facilitate preparation of Global Grant Applications in accordance with policies of TRF. Required support forms can be found on the District's "Grants" Clubrunner page (https://www.rotary7390.org/page/grants). Contact information for the District Global Grants Chair(s) can also be found there.

Clubs are asked to check each line as an item is completed:

Exploration (5 months prior to submission of Application):

- Review **Terms and Conditions for Rotary Foundation Global Grants.**
- For District 7390, if asking to allocate DDF to other Districts, Review the **District 7390 Policy for Allocation of DDF**
- For District 7390, if planning a VTT, review the **District 7390 VTT Guidelines**.
- Identify and connect with a Host Rotary Club in the country you're interested in doing the Grant in.
- For District 7390, complete a **Global Grant Intention Form** and submit to the District 7390 Global Grants Chair(s). The Chair(s) will assign a District Global Grant Committee member to help with your project. Work closely with this person.
- Work with your chosen Host Rotary Club to complete a community needs assessment and document it on the **Global Grants Community Assessment Results** form.

Preparation:

- The Host and International Club must ensure one member of each their clubs has completed their districts's Grant Training and is a member of this specific global grant committee, as required by the Rotary Foundation.
- The Host and International Club must complete and submit a **Memorandum of Understanding (MOU)** to their respective Districts (for 7390, send copy to District office and copy to Global Grants Chair).
- If you are working with a non-Rotary organization the Host and International Club must complete a **Cooperating Organization Memorandum of Understanding (CO-MOU)** with the outside organization. We also highly recommend the Host and International Club complete a CO-MOU to delineate the tasks between thr two clubs.
- As identified by the **CO-MOU**, that club should go on-line to "**My Rotary"** (https://my.rotary.org/en) to start entering information in for the **Grant Application**.
- Answer all questions on the form and submit all required attachments.
- Expect the on-line Application form to ask you to:
    - Explain Sustainability plan (does project include---local materials, local funding, training, education, ownership, oversight, evaluation, measurement.?)
    - Explain any Conflict of Interest.
    - Select an Area of Focus. (Only one Area of Focus is appropriate.)
    - Complete a budget page listing all items to be paid by the grant, including contingencies and signage.
    - If major equipment is being purchased, upload verification of who will own equipment and the assurance that equipment will be maintained/secured.
    - If training is involved, document a full training plan.
    - If travel is involved in VTT, upload a letter from local authorities inviting the VTT to the host community. **Note, District 7390 restricts a club to only having one open VTT at a time**.
    - Complete Finance page ensuring that budget and finance totals are equal. Explain funding method requested. Include 5% service charge for cash (club/individual) contributions.

    - Upload **all forms (i.e. Community Assessment, MOUs, Training Plan, etc)**
    - The Host Club needs to create a Bank Account specifically for project and upload bank information on the application.
- Once the application is complete but not "Authorize", notify the District Grant Committee the application is ready for review. Note: **DO NOT CLICK "AUTHORIZE" (which locks the application for editing) until instructed by the District Grant Foundation Committee Chair**
- For District 7390, if application is in complete order, the Committee will make every effort to review it within two weeks.
- Once all District signatures are complete, the Application is automatically delivered to the Rotary Foundation for review (Note, this review can take2-3 months to complete).

Execution:

- Once the Rotary Foundation receives the Application, expect an email to the clubs project committee introducing the Foundation's single-point-of-contact to them. Expect to work with that individual throughout the review of your Application and subsequent approval and execution of your project. They usually Cc all emails from the TRF to the Clubs and the District Foundation Chair. However, it is your responsibility to ensure the District Grant Committee is aware of how the project is going.
- Once the project is approved by the Foundation, **expect to complete yearly progress reports until the project is fully completed.**
- If you run into any issues, ensure you notify your Rotary Foundation Point-of-Contact and District Grant Committee lead.
- As you work to balance your budget near the end of your project, the Foundation usually will allow you to use excess funds that total $1,000 USD or less for additional work that is in-line with the original projects focus. However, if more than $1,000 USD, work with your Foundation Point-of-Contact as to what to do with the excess funds.

Completion:

- **Once the project is complete you are expected to submit a Final Report within 2 months**. If you run into a delay, ensure you notify your Foundation Point-of-Contact and your District Grant Committee lead immediately.

Questions? Contact the District 7390 Global Grants Committee. We're here to help throughout the process. Good luck!