

District 7390 Grant Committee Guidelines

Approved March 7, 2016

Revised January 7, 2020

(Revisions are listed at the end of this document)

Resources and References: (found at <https://www.rotary.org/myrotary/en/take-action/apply-grants/grant-process>) Para a thru l below are hotlinks to the source documents.

- a) District Qualification Memorandum of Understanding
 - b) Club Qualification Memorandum of Understanding
 - c) Terms and Conditions for Rotary Foundation District Grants and Global Grants
 - d) Global Grant Monitoring and Evaluation Plan Supplement
 - e) Rotary Grants staff contact sheet
 - f) Grants Travel Request
 - g) Cadre of Technical Advisers
 - h) Rotary Grants - presentation
 - i) 10 Ways to Improve Your Global Grant Application
 - j) Payment Guidelines
 - k) Payment Guidelines Frequently Asked Questions
 - l) Lead Your District: Rotary Foundation Committee (300)
1. **Responsibilities:** These guidelines are provided to facilitate the preparation, submission, and approval process of District Grants (locally known as District Club Grants (DCG) throughout the rest of this document, Global Grants (GG), and Scholarships (GGS) within the District 7390 (referred to as the District henceforth). Nothing in these guidelines is meant to override the procedures and policies established by Rotary International (RI) or The Rotary Foundation (TRF).
 2. **Procedures:** The District Grants Committee is one of several committees under the purview of the District Rotary Foundation Committee Chair (DRFCC). The District Grants Committee serves as a conduit between the District and The Rotary Foundation regarding the grants process. The Rotary Foundation (TRF) allows this committee to be organized in a variety of ways so long as it serves its basic function as follows:
 - a) Establish a district policy for the distribution of grant funds for clubs and the district
 - b) Ensure the maintenance of proper records of grant activity
 - c) Ensure good stewardship and grant management
 - d) Establish and maintain a grant record-keeping system
 - e) Distribute applications and select qualified persons for Rotary Peace Fellows
 - f) Conduct orientations upon arrival and before departure of Rotary Peace Fellows, scholarship recipients, and vocational training team members
 3. **District Grants Committee:** To accomplish the above requirements, the District 7390 Grants Committee is composed of a District Club Grants sub-committee to administer District Club Grants, a Global Grants sub-committee, and a Global Grant Scholarships sub-committee.
 - a) Composition: The District 7390 Grants Committee shall have the following composition of members:
 - District Governor Elect (Chair)
 - District Rotary Foundation Committee Chair (DRFCC)
 - District Governor Nominee

- District Governor Nominee Designee (when selected, but non-voting)
 - Global Grants Sub-committee Chair (or 2 co-chairs)
 - District Club Grants Chair (or 2 co-chairs)
 - Scholarship Chair
 - District Governor (*Ex officio*, non-voting)
 - The Immediate Past District Governor
 - Up to five members from the sub-committees
- b) The District Grants Committee composition will include members from at least five of the eight district groups. Other than the DRFCC, members are appointed by and serve at the pleasure of the District Governor. Appointment is made in the month preceding the District Governor's term of office.
- c) Members have no term limits, but may be removed and replaced at any time by the District Governor.
- d) The DRFCC is appointed by the sitting DG at the time a vacancy occurs. The DRFCC must be a Past District Governor (PDG), must undergo special training by TRF, and must agree to a three-year term.
- e) The District Grants Committee will meet at the call of the chair, but will meet at least monthly. Meetings may be in-person or through the use of virtual meetings via electronic means such as GoToMeeting and Skype. Voting may be either in person or through electronic means during virtual sessions or by e-mail, as determined and authorized by the District Grants Committee Chair. Minutes of all District Grants Committee meetings shall be the responsibility of the Chair.
4. **Allocation Committee:** The Allocation Committee is a separate standing committee. Because it has a direct impact on the Grants Committee and their members almost completely overlap, its composition and purpose are listed here. It is composed of the District Governor, District Governor Elect (Chair), Immediate Past District Governor, District Polio Plus Chair, Sub-committee chairs from the District Club Grants, Global Grants, and Scholarship sub-committees, District Governor Nominee, and the DRFCC. The Allocation Sub-committee shall be responsible for the allocation of the District Designated Funds (DDF). The Rotary Foundation will notify the district of the amount of DDF available for the coming year. The Allocation Committee will determine the sources of funds and vote on the allocation of funds not later than the June 30th immediately preceding the start of the new Rotary Year for the use of these funds.
5. **District Club Grants Sub-committee:** The District Club Grants Sub-committee shall be responsible for the equitable allocation of its portion of DDF to the District clubs. These allocations are known in District 7390 as District Club Grants or DCGs. The sub-committee chair, co-chairs, or committee members will communicate with clubs and ensure that clubs are aware of the criteria used to determine successful completion of a club project in order to receive its share of DDF reimbursement. The use of a checklist for this purpose will establish these criteria. Successfully completed club applications shall be recommended by the sub-committee chair to the District Grants Committee. The District Grants Committee will approve club projects by a majority vote of the quorum present. The specific administration, procedures, and checklist are found at Appendix A.
6. **Global Grants Sub-committee:** The Global Grants Sub-committee shall be responsible for vetting Global Grant applications prepared by clubs. The Sub-committee shall ensure that the submitting club is "qualified" in accordance with the criteria set forth by The Rotary Foundation and under the purview of the DRFCC. Grant applications submitted by clubs that are not "qualified" will not be approved for submission to The Rotary Foundation. The Sub-committee will assist clubs in preparing applications to support projects that serve the objectives of one or more of The Rotary Foundation's six "Areas of Focus". The Sub-committee shall ensure that the Global Grants application has a reasonable chance of approval by meeting the minimum criteria for success through use of a checklist. The District Grants Committee will approve Global Grants projects by a majority vote of the quorum present. The specific administration, procedures and checklist are found in Appendix B.
7. **Global Grant Scholarships Sub-committee:** See Appendix C

8. **Record Keeping:** The use of any and all monies by The Rotary Foundation, Districts and Clubs is a sacred trust. All expenditures must withstand rigorous scrutiny as to its use and purpose. These expenditures are subject to audit by The Rotary Foundation at all times and without warning. Consequently, record keeping is extremely important and access to these records must be immediately available upon request. Therefore, each sub-committee outlined in this guideline shall ensure that all approved project records, receipts, expenditures, and reports for which monies were expended are archived upon completion or termination. Archival records shall be delivered to the District 7390 office either in paper or electronic form. The district office shall maintain all archived reports for a period of not less than three years and be available at all times for audit.
9. **Communications with The Rotary Foundation:** The Rotary Foundation and District 7390 encourage communication regarding Global Grant policies, procedures, eligibility, and paperwork. Rotarians should seek answers to questions related to GG on-line, through procedural manuals, or through telephone or email contact with TRF. The only exception to this policy shall be that, once a number has been assigned, any communication with TRF regarding that specific project shall be limited to the grant writer, GG subcommittee member assigned to that grant proposal, the District 7390 Grant Committee Chair, the DRFC and the DG. Owing to the uniqueness and details of scholarships and fellowship applications, the Scholarship Sub-committee may communicate with TRF at any time. Since the DG and the DRFC have a fiduciary responsibility to TRF and to the district, no global grant will be authorized by the DG or the DRFC without a recommendation from the Global Grants sub-committee and approval by the full District 7390 Grants Committee.

Appendix A – District Club Grants Sub-committee

1. **Responsibilities:** The District Club Grants Sub-committee ensures the equitable distribution, access, completeness, and administration of District Club Grants.
2. **Procedures:** The following procedures are set forth to allow clubs access to district funds for local and international projects administered at the District-level:
 - a. **Application:**
 - i. Any club within the district may apply for a single DCG in an amount not to exceed the amount as determined annually by the District Grants Committee.
 - ii. The DCG sub committee will review the DCG requests for completeness, appropriateness and meeting TRF standards.
 - iii. The club may request funding for multiple projects under one DCG request, however the total request may not exceed an amount determined annually by the Grants Committee.
 - iv. Clubs may submit a joint request with an unlimited number of other clubs for a DCG in an amount not to exceed five times the amount determined for an individual club for that Rotary year. (This paragraph revised September 12, 2016)
 - v. Clubs may submit a joint request with another club in addition to their own request, if the club does not meet the annual maximum allotment with their individual request. The total request, including their own request and the joint request with another club, may not exceed the annual maximum allotment.
 - vi. Clubs wishing to apply for a DCG must submit a DCG Intention Form to the DCG sub-committee no later than a date announced by the DCG sub-committee each Rotary Year. The DCG sub-committee will review the DCG Intention Form for appropriateness and will provide feedback to the club on how to proceed.
 - vii. Clubs must submit DCG applications to the DCG sub-committee no later than a date announced by the DCG sub-committee of each Rotary Year. The DCG sub-committee will review the DCG request for completeness, appropriateness, and suitability for promoting the objects of Rotary. The DCG sub-committee may either return the DCG request to the club for further action or may submit the request to the District Grant Committee for approval.
 - viii. Under no circumstances will a club be reimbursed for the following expenditures:
 1. Direct contributions to another not-for-profit organization, except that club's foundation.
 2. Any expense incurred prior to TRF's approval of the spending plan.
 3. Any expenditure not substantiated by an original receipt.
 - ix. Clubs will be reimbursed in an amount up to half the club's expenditure, but not to exceed the maximum amount determined by the District Grants Committee.
 - b. **Reporting:**
 - i. Clubs must have a signed Memorandum of Understanding (MOU) on file with the District office in order to request a District Club Grant. A copy of the MOU is found at Annex A to this Appendix.
 - ii. Clubs must submit a progress report to co-chairs by email, unless project is complete, no later than December 31st of the project year. Clubs must submit a final project report by email to co-chairs, form located on District website, no later than May 31st of the year following approval or 2 months following completion of the project.
 - iii. Clubs which do not submit a final report will not be eligible for another DCG or participate in another club's DCG until such time as they do submit a final report or that DCG is rescinded by District Grant Committee.
3. **Organization:** There shall be 5 members of the District Club Grants Sub-committee, which includes the chair or co-chairs and three or four members at large.

DISTRICT 7390 CLUB FOUNDATION - DISTRICT CLUB GRANT (DCG) REVIEW CHECKLIST

PREFACE: " THE ROTARY FOUNDATION (TRF) FUNDS DISTRICT GRANTS AND GLOBAL GRANTS. DISTRICT GRANTS (DCG'S) ARE BLOCK GRANTS TO DISTRICTS THAT FUND SCHOLARSHIPS, PROJECTS AND TRAVEL THAT ALIGN WITH THE MISSION OF TRF, WHICH 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."

Grant Name:	
Club:	
Year:	
Reviewer:	
Date:	

TRF Requirements for all Foundation Grants:

	YES	NO	COMMENTS
1. Does the DCG address an issue in support of the mission of TRF?			
Health			
Education			
Poverty			
2. Does the DCG fall within one of RI's six areas of focus?			
Peace and conflict prevention/resolution			
Disease prevention and treatment			
Water and sanitation			
Maternal and child health			
Basic education and literacy			
Economic and community development			
3. Does the DCG include active participation of Rotarians (a TRF requirement)?			

DCG Application Process:

1. Has the Club submitted a complete DCG Intention Form by the deadline?		
2. Has the Club filed a Memorandum of Understanding (MOU) with the District Office for the current year's Grant?		
3. Has a member of the Club, who also signed the DCG Application, received District Grant Training within the past 12 months?		
4. Has the Club submitted a DCG application that is complete, appropriate and suitable for promoting the objectives of Rotary by the deadline?		

	YES	NO	COMMENTS
5. Does the application include a detailed budget and estimated costs from supplier(s) for each item costing more than \$1,000?			
6. Is the DCG project different from the prior year's project? (unless approved by the DCG Subcommittee in advance)			
<u>DCG Progress and Final Report Review:</u>			
1. Has the Club complied with the following?			
a. No direct contributions in support of the project to another nonprofit			
b. No DCG expenses incurred prior to notification of TRF Spending Plan approval			
2. Has the Club submitted a Progress Report if the project has not been completed by 12/31 of the grant year (2/15 for prior years)?			
3. Has the Club submitted a complete and timely Final Report (NLT 5/31) or within 2 months following completion of the project?			
4. Does the Final Report include?			
a. Receipts for all grant purchases			
b. Copies of cancelled checks or redacted credit card receipts that tie to purchases			
c. A copy of the cancelled check indicating reimbursement from the Club (if a personal check or credit card was used to pay for items)			
d. Details of publicity for the project (local media, etc.)			
e. Description of Rotarian involvement in the project			
5. Has a paper or electronic copy of all related DCG documents been retained in the District 7390 office?			

DCG Approval of Final Report and Reimbursement:

YES	NO
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COMMENTS

1. Has the Club's Final DCG Report been presented to and approved by the District Grant Committee?

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2. Has a check been issued to the Club(s) for one half of the DCG expenses (as approved in initial DCG application) up to annual maximum per Club?

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3. Has the Club reimbursement check stub, indicating Payee and Amount Paid, been retained and subsequently matched with the District bank statement to assure that the check has cleared?

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Rev 2/25/19 NSM

Appendix B –Global Grants Sub-committee

1. **Purpose:** “Doing Greatest Good in the World” is the purpose for Global Grants. The District 7390 Global Grants Sub-committee encourages clubs to develop projects and assists in the application process. It will determine that the submitting club meets district qualifications and that the application is complete.
2. **Responsibilities:**
 - Confirm club meets District 7390 qualifications:
 - Memorandum of Understanding (MOU)
 - District Training
 - Ensure that each relevant application question is answered
 - Ensure the proposed project fits into an Area of Focus. Only one Area of Focus is recommended, but multiple areas shall not be prohibited.
 - Verify that budget is supported by *pro forma* invoices; three recommended.
 - Verify that funding model supports budget
 - DG Incentive Grant (medium projects) \$30,000-\$40,000 total project cost
 - Global grant traditional for larger projects
 - Provide review to District Grant Committee within two weeks following submission to GG sub-committee.
 - Global Grant sub-committee members will not vote at Global Grants or District Grants Committee meetings on applications submitted by or participated in by that person’s club.
3. **Organization:**

There shall be five members of the Global Grants Sub-committee, appointed or whose term is extended by the District Governor for his/her year of service. The members are district Rotarians, who have experience with Global Grants, and offer this experience to clubs to assist in the application process. The Sub-committee will give initial review to the application, will give advice to enable the club to have reasonable expectation of success, and will (or will not) recommend District approval. The District Grants Committee will determine amount of funding by the district (DDF) and will authorize the application. A final decision on the application will be made by The Rotary Foundation.
4. **Procedures:** Rotary Clubs may submit a Global Grant application at any time of year. The Global Grants Sub-committee shall have a minimum of two weeks to review an application before submitting it to the monthly District Grants Committee meeting, at which the application will be approved/not approved by a majority vote of the quorum present. An approved application shall be forwarded to The Rotary Foundation by the authorization of the DRFCC and the DG.

Annex A to this Appendix provides a checklist to assist clubs in ensuring that the application is complete and meets minimum criteria for success. It will assist clubs as follows:

- Ensuring the grant application has addressed every question, but leaving the “how” it is addressed to the proposer. The GG Sub-committee questions need not be included in the proposal.
- Ensuring the grant fits into an area of focus. Only one area of focus is recommended, but multiple areas shall not be prohibited.
- Verifying the funding model and the budget (including *pro forma* invoices) and that they match each other.
- Knowing the level of giving for the proposing club and seeing that they meet district criteria (for example, The District Governor’s Incentive Grant).
- Verifying signatories, contact information, signed grant MOU, and club qualification

Annex A to Appendix B - Checklist for Global Grants
(approved by District 7390 Grants Committee on November 7, 2016)

Acknowledging that every grant is unique and no checklist could 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.

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

- Submit completed, signed **Memorandum of Understanding (MOU)** (copy to District office, copy to Global Grants Chair).
- Complete **Global Grant Intention Form**, submit to Global Grants Chairs.
- Indicate on Global Grant Intention Form who from the Club attended **Grants Training** in the past two years and when.
- Indicate on Global Grant Intention Form the amount given to TRF **Annual Fund** by the Club in the past two years.
- Work closely with Global Grants Committee member assigned to this project.
- Go on-line to enter information on **application**. Answer all questions.
- Complete **Needs Assessment** and upload on to the application, including the method used to determine need and the name and position of person(s) providing this information.
- Explain **Sustainability** plan (does project include---local materials, local funding, training, education, ownership, monitor, evaluate, measure?)
- Explain any **Conflict of Interest**.
- Select an **Area of Focus**. (Only one Area of Focus is appropriate.)
- Complete **budget** page listing all items to be paid by grant, including contingencies and signage.
- Upload three **pro forma invoices** for each item in budget.
- If major **equipment** is being purchased, upload verification of who will own equipment and the assurance that equipment will be maintained/secured.
- If travel is involved in VTT, upload **letter from local authorities** inviting VTT to the host community.
- Complete **Finance** page ensuring that budget and finance totals are equal. Explain funding method requested.
- Secure and upload **Memorandum of Understanding** from local Rotary Club and any cooperating organizations.
- Notify Global Grants Chair that the application is ready for official review. (If application is in complete order, the Committee will make every effort to review in two weeks.).
- Primary contacts in host and international clubs (District) should not authorize until approved by District Grants Committee.
- If using the District Governor's Incentive Plan, give Global Grants Chair a **check** payable to the **Rotary Foundation Annual Fund** in the amount of support from the Club.

Good luck! You have worked hard preparing this application!

Annex B to Appendix B – Global Grant Intention Form

District 7390 Global Grant Intention Form

To be completed by clubs as early as possible to assist District in budget process.

Rotary Year for which funds are requested_____

1. Rotary Club of _____

2. Name of Person Completing this Form_____

Contact information for person completing this form:

home telephone:_____ cell:_____ email:_____

3. Primary Contact for the project: _____
home telephone:_____ cell:_____ email:_____

4. Project Name_____

5. Place of Project_____

6. Host Rotary Club_____

Is club approved for Global Grant?_____

7. Primary Contact for project in Host Country_____

Email address for Primary Contact in Host Country_____

8. Brief Project Description_____

9. Additional Clubs in District #7390 participating in project

10. Additional Clubs (US and international) participating in project

11. AREA(s) OF FOCUS:

Please check those that apply

- _____ Peace and Conflict Prevention/Resolution
- _____ Disease Prevention and Treatment
- _____ Water and Sanitation
- _____ Maternal and Child Health
- _____ Basic Education and Literacy
- _____ Economic and Community Development

12. Have you completed the NEEDS ASSESSMENT? Yes No

13. If yes, please briefly describe the most immediate need to be covered by this Global Grant?

14. Have you defined the aspects of the project that will maintain SUSTAINABILITY? Yes No

15. Please explain briefly the sustainability plan for this Global Grant

16. Do you have a FINANCIAL PLAN in place? Yes No

17. Tentative Budget Details (May attach spread sheet if helpful)

18. Tentative Contributions:

Club contributions:

Name of club: _____ Amount: \$ _____ Request from District #7390 \$ _____

Name of club: _____ Amount: \$ _____ Request from District # _____ \$ _____

Name of club: _____ Amount: \$ _____ Request from District # _____ \$ _____

The Rotary Foundation match for club contributions: (50%) \$ _____

The Rotary Foundation match for district contribution: (100%) \$ _____

Other contributions \$ _____

Total of Club Contributions \$ _____

TOTAL \$ _____

19. Club members who attended approved district #7390 training

Name _____ when training taken _____

Name _____ when training taken _____

Name _____ when training taken _____

20. Club contributions to Annual Fund in fiscal year

Amount: \$ _____ fiscal year _____

Amount: \$ _____ fiscal year _____

21. Club President

Name Signature Date

Submit to:

Kathleen D. Stoup, Chair, Global Grant Committee:

Phone: 717-580-8270

Email: kathleenstoup@yahoo.com

Mailing Address: 12 Blue Mountain Vista, Mechanicsburg, PA 17050

And

Bob McClenathan, Co-Chair, Global Grant Committee:

Phone: 717-569-3336

Email: eyesspy@comcast.net

Mailing Address: 542 Randolph Drive, Lititz, PA 17543

Revisions to District 7390 Grant Committee Guidelines

Appendix A – District Grants Sub-committee

2. Procedures: a. Application: iv

Approved September 16, 2016

Annex A to Appendix B – Checklist for Global Grants

Approved November 7, 2016

9. Communications with The Rotary Foundation

Approved February 6, 2017