**Michael J. Collins**

District Rotary Foundation Chairperson, 2016-19 149 West 161st St., Galliano, LA 70354

Home: (985) 632-4247 Cell: (985) 696-4642

E-mail: mjc\_mdc@hotmail.com

**To**: 2017-18 Club Presidents

#### **Re**: District Grants

**Date**: March 18, 2017

Presidents of District 6200’s 2017-2018 Class:

Each year, our District makes available to its clubs District Grants, designed to fund smaller, short-term projects in your community or elsewhere in the world. You saw examples of these at your PETS training in Natchez. Your club’s Rotary Foundation Committee should take the lead in developing these projects, submitting grant proposals, and administering these grants.

For the 2017-2018 Rotary year, your District has reserved $68,000 in funding for District Grants. Your club is invited to use the attached documents, and the training provided to you during the Club Certification process, to access these funds for projects which your members wish to complete.

Enclosed with this letter, you will find: Grant Guidelines;

Club Application Checklist; Club Grant Application; Progress/Final Report form; Grant Terms and Conditions; Club Qualification Checklist;

Club Memorandum of Understanding, Worksheet and Resources Guide.

#### Only the Application Checklist, Grant Application and attachments to the application need be submitted to apply for a District Grant. The remaining materials are to assist and guide you in submitting your application(s). Please e-mail me if you would like a copy of the Club Grant Application in Microsoft Word format.

If your club’s Rotary Foundation Committee and those members who attended grant certification training are unable to assist you in submitting your application(s), please feel free to contact me or District Grants Committee Chairperson, DGND Harold Domingue or PDG Richard Churchman. You’ll find all our contact information on the attached forms.

Yours in Rotary Service,

*Mike*

Mike Collins, PDG

R.I. District 6200 Rotary Foundation Chair, 2016-19

***“Service Above Self”***

### The Rotary Foundation – District 6200 2017-18 District Club Grants Calendar of Important Dates

Please take note of the following calendar dates relating to the District 6200 Rotary Foundation Committee’s training, receipt, evaluation, and awarding of District Club Grants for the Rotary Year 2017-2018.

|  |  |
| --- | --- |
| March 17-18, 2017 | PETS – (President Elect Training Seminar) Distribution of criteria, forms, application and process which will be used to evaluate and award District Club Grants for the 2017-2018 year. Grant Management Seminar (Certification) - Natchez, MS. |
| March 31, 2017 | Grant Management Seminar (Certification) at District 6200 Conference in Zachary. |
| April 29, 2017 | An update on The Rotary Foundation will be offered at the DistrictTraining Assembly (DTA) in Lafayette. Grant Management Seminar (Certification) following DTA – Lafayette, LA. |
| May 05, 2017 | Deadline for submission of 2017-18 District Club GrantApplications. |
| July 1, 2017 | Clubs have completed entering their 2017-18 FoundationGiving goals into Rotary Club Central. |
| July 21-22, 2017 | Rotary Regional Leadership Seminar in New Orleans. (Open to all Rotarians) – Assistant Governor, Membership, Public Relations and Foundation training. |
| iAugust 05, 2017 | Foundation Seminar (Lafayette, LA) There will be an overview of Rotary Foundation grants, the District Grant package, and applicable deadlines. |
| October 07-10, 2017 | Rotary Zone Institute in Springfield, IL with extensive coverage of Rotary Foundation topics. |
| January 27, 2018 | An update on The Rotary Foundation will be offered at the Mid-Year Assembly in Lafayette. |
| March 01, 2018 | Final Reports for 2016-2017 club grants are due to the District Rotary Foundation Committee. |
| March 08-10, 2018 | PETS – (President Elect Training Seminar) Distribution of criteria, forms, application and process which will be used to evaluate and award District Club Grants for the 2018-2019 year. Grant Certification Training – Natchez, MS. |
| April 19-21, 2018 | District Conference, including Rotary Foundation topics, in Houma, LA. |
| May 05, 2018 | An update on The Rotary Foundation will be offered at the District Training Assembly (DTA) in Lafayette. Grant Management Seminar (Certification) following DTA Lafayette, LA. |
| May 11, 2018 | Deadline for submission of 2018-19 District Club Grants |

**The Rotary Foundation – District 6200 District Club Grant Guidelines Rotary Year 2017-18**

Now is the time for your Club to apply for a share of our District’s allocation of $68,000 in District Grant funds. The deadline for receipt of applications is Friday, May 05, 2017.

1. These guidelines seek to encourage our clubs to carry out humanitarian service and educational projects, and to continue their financial support for The Rotary Foundation, with a goal of each Rotarian in the District meeting the $100 annual giving level (Every Rotarian, Every Year). The District’s grant application procedures are set forth to help assure stewardship and accountability for Rotary Foundation funds entrusted to D6200 Rotarians and to establish financial guidelines for oversight of Rotary Foundation funds.
2. Where a conflict exists or develops between District 6200 guidelines and the policies, bylaws, or rules of The Rotary Foundation or of Rotary International, The Rotary Foundation or Rotary International policy will apply.
3. All qualified clubs are encouraged to submit a District Grant Application for no more than two projects proposed during the Rotary year. Clubs with two applications should rank them in order of priority. The applications will be reviewed by the District Grant Committee as a group. The Committee will give first preference to clearly qualified, complete applications submitted, after which any remaining applications will be reviewed and ranked by the Committee. Club contributions toward Foundation giving and club contribution to the project will be taken into consideration if the number of grants exceeds the funds requested. Unlike in the past few years, **the committee does NOT intend to offer a second round of grants**. This practice has resulted in considerable delays in receiving our District Grant and disbursing funds to our clubs.
4. *Grant awards to any one club on any one project will not exceed $2,000. Project budgets may exceed the $2,000, but any amount over the $2,000 should come from the club or other sources and should be noted in the grant application. Separate grants from the same club cannot fund the same project. However, two or more clubs can partner and combine their grants for one project. No club grant application shall exceed $2000 of foundation funding and no more than four (4) clubs may work together on any one specific project. No more than $5,000 will be awarded to any one club for 2017-2018 Rotary Year.* District Grants are intended to fund short-term, more modest endeavors, with total project budgets under $30,000. Projects with higher budgets should be funded by Global Grants.
5. Projects cannot start until the club receives funding from the District for the grant project. The check must be deposited in the grant account prior to spending any funds toward that specific grant. No reimbursements are allowed for funds spent prior to the deposit date.
6. Approved projects must be completed with a final report submitted to the District Grants Subcommittee not later than March 01, 2018.
7. Any number of the following factors (listed below) will be considered by the District Grant Committee in determining whether to award a grant.
	* percentage of club members with direct, hands-on involvement in the project;
	* number of persons directly benefitted by the proposed project;
	* sustainability of the proposed project;
	* long-term impact on the affected community;
	* degree to which the project conforms to District 6200 guidelines for District Grants;
	* the proposed project fits within one of The Rotary Foundation’s six Areas of Focus;
	* the proposed project benefits those in greatest need;
	* club is current on all grant reporting;
	* completeness and accuracy of the grant application;
	* prior year per capita support for the Rotary Foundation’s Annual Fund.

### The Rotary Foundation – District 6200 District Club Grant Checklist Rotary Year 2017-18

**PLEASE COMPLETE THIS FORM BY CHECKING THAT EACH STATEMENT IS TRUE. SUBMIT THIS COMPLETED FORM WITH YOUR DISTRICT CLUB GRANT APPLICATION.**

Grant Application:

* It completely describes the project, its location and objectives
* It explains the community need for the project, how it will improve the lives of the less fortunate
* It estimates of the number of people who will benefit
* It explains how our club members will be involved, beyond distributing or spending funds
* (For international projects) Communication and work responsibilities are described
* It explains how the project will proceed if only partial funding is available
* It lists at least two club contacts
* A copy of our Club's signed MOU is attached
* Letter(s) of support from project partner(s) are attached and their role is thoroughly explained
* A complete and itemized budget for the project is included or attached
* The project’s timetable is included, we understand the deadlines and will timely submit reports
* The club president has signed the application

The Rotary Foundation Terms and Conditions:

* The project supports service activities and humanitarian endeavors
* We will be responsible for overseeing funding and implementation of the project
* We will promote our club’s involvement with appropriate signage, labels, PR, etc.
* We will not establish a permanent foundation, trust or interest-bearing account
* The project does not directly benefit a Rotarian, spouse, lineal descendant or ancestor
* The project doesn’t duplicate an existing Rotary program, this project is a new clubeffort.
* This is not reimbursement for a project that is already in progress or alreadycompleted
* We are the primary sponsor of this project, not some other, non-Rotary organization
* We are not asking for funding to buy land or a building
* Our project involves a structure where individuals live, work or engage in some gainful activity
	+ Funds are for low-cost shelter for underprivileged families
	+ Funds will not be used to construct the structure
	+ Funds will not be used to renovate the structure
	+ Funds will be used to provide new services to the structure
	+ Funds will be used to upgrade the electrical or plumbing of the structure
* None of the funds will be used for salaries, stipends, or honorariums for project beneficiaries or individuals working for our project partners
* None of the funds will be used for travel expenses
* None of the funds will be used for post-secondary education activities
* Any uses of the name “Rotary” or Rotary’s symbols will comply with R.I. policies
	+ The sponsor club agrees to adhere to all stewardship requirements set forth in the Memorandum of Understanding
* The project addresses one or more of the Presidential Focus areas for this Rotaryyear.

Reporting:

* We will submit progress reports to the District Committee every three months
* We will submit a final report within 30 days of the project’s completion
* We will keep receipts for all expenditures
* We will submit independent financial audit results as requested by the District Committee

**The Rotary Foundation – District 6200 District Club Grant Application Rotary Year 2017-18**

***Please print or type all information and use additional sheets of paper if necessary****.*

*Incomplete applications will be returned with a brief explanation.*

1. Club(s):
2. Describe:
	1. the project:
	2. its location:
	3. its objectives:

Estimated Start Date: Estimated Completion Date:

1. Describe:
	1. how the project will benefit the community, and/or improve the lives of the less fortunate:
	2. the number of members of the community whose needs will be met by the implementation of this project:
2. Describe non-financial participation by Rotarians in the project (i.e., SPECIFIC Rotarian activities). What percentage of the club’s members will be DIRECTLY involved in carrying out the project?
3. If this is an international project, explain the ways in which the host and international partners will communicate and work together to implement this project?
4. District 6200’s Grants will provide funding for an acceptable project. If the District can supply only partial funding, please describe what effect this partial funding would have on your projectproposal what adjustments (scaling down of project and/or what other sources of money would be used, etc.).
5. How will the public know this is a Rotary-sponsored project? Provide details about the publicity the project will receive in a newspaper, radio, television, etc. and/or signage, display of the Rotary wheel, etc.:
6. Budget. Attach to this application a complete, detailed, itemized budget for the entire project, listing items to be purchased, vendor/contractor for each, and amounts. The District Grants Committee may request from you the supporting documentation utilized for the development of this budget. Include pro forma invoices for all itemscosting

$1,000 or more.

Total Project Cost: $ Club Contribution: $

Your Club’s 2016-17 Per Capita Giving to The Rotary Foundation Annual Fund: $

District Funds Requested: $

(Per Capita giving will be considered only if there are not enough funds to cover all eligible projects)

#### Timetable. Attach a proposed timetable for the implementation and completion of this project. Please note an approximate date by which the District Rotary Foundation Committee will receive a final report on the project. Use a separate page if necessary.

1. Project Contacts: Two Rotarians must be listed who will provide oversight and management of the project funds.

#### Name of Primary Contact Rotary Position/Title

#### Street Address City, State, Zip

#### Telephone Fax

E-mail

#### Name of Secondary Contact Rotary Position/Title

#### Street Address City, State, Zip

#### Telephone Fax

E-mail

1. Club Foundation Committee. Your club’s Foundation Committee will be responsible for the oversight of this grant and is your first contact for information about District Grants. To qualify for a District Grant, your club must have this committee, and must have at least two club members who have attended a Grants Management training within the two Rotary years prior to receiving the grant. Before submitting your application, read the Club Memorandum of Understanding and attach a signed copy to your application.

Name of your Rotary Club’s Rotary Foundation Chairperson

#### Street Address City, State, Zip

#### Telephone Fax

Signature

*12.* Cooperating Organizations: If any other organizations will be involved in the proposed project, list the name of each organization below. Attach to this application a letter of participation from each organization. The letter should specifically state how that organization will be involved in the project, its responsibilities, and how Rotarians will interact with the organization. (*By signing this application, your club certifies that the organization(s) are reputable, responsible, registered with the project country, and acting within the project country).*

#### 13. Club Authorization: All Rotary clubs/districts involved in this project are responsible to District 6200 and to The Rotary Foundation for the conduct of the project and for reporting on it. The signatures on the application confirm that the project sponsors understand and accept this responsibility. The signatures of the sponsors also affirm that all information in this application is true and accurate, to the best of their knowledge.

I hereby affirm that the club has voted to undertake the project proposed in this application as an activity of our club.

#### Club President (printed or typed) Club President-Elect (printed or typed) Club President (signature) Club President-Elect (signature)

Date Date

**GRANT APPLICATION RECEIVED**

Michael J. Collins, District 6200 Rotary Foundation Committee Chairperson Date

**ROTARY FOUNDATION COMMITTEE RESULTS:**

Approved: Amount: $ Denied:

Comments:

Michael J. Collins District 6200 Rotary Foundation Committee Chairperson Date

Harold L. Domingue, District 6200 Rotary Foundation Grants Sub-Committee Chairperson

Date

**DISTRICT GOVERNOR’S APPROVAL**:

As Governor of District 6200, I hereby affirm the use of US$ , of District Designated

Funds from my District’s District Grant Funds for this project. Martha D. Collins, District 6200 Governor Date

District Grant # (For Committee use only)

#### Rotarians completing a District Grant Application should return this form to The Rotary Foundation District 6200 Committee Chairperson. If you have questions about District Grants, please feel free to contact the District Rotary Foundation Committee Chair or District Grants Sub-Committee Chair at:

**The Rotary Foundation District Committee Chair Michael J. Collins, PDG**

**149 W. 161st St.**

**Galliano, LA 70354**

**Phone: 985-632-4247**

**Cell: 985-696-4642**

**E-mail:** **mjc\_mdc@hotmail.co****m**

**The Rotary Foundation District Grants Sub-Committee Chair, Harold L. Domingue, DGN**

**711 W. Pinhook Rd. Lafayette, LA 70503**

**Phone: 337-501-0534**

**E-mail:** **hdomingue@bellshouth.net**

Completed applications may be mailed, e-mailed, or faxed to:

**The Rotary Foundation District Grants Sub-Committee Chair Harold L. Domingue, DGN**

**711 W. Pinhook Rd. Lafayette, LA 70503**

**Phone: 337-501-0534**

**E-mail:** **hdomingue@bellshouth.net**

**\*(All grant communications are to be sent to the above address, NOT the District Office)**

**The Rotary Foundation – District 6200 District Club Grant Progress/Final Report Rotary Year 201*7*-1*8***

**Instructions**

*The Club must submit Progress Reports every three months during project implementation. The Final Report is due one month after completing the project or by March 01, 2017.*

**Project Information**

Name of Rotary Club:

* Progress Report Reporting Period From To .
* Final Report

**Community Impact**

1. Describe the project, its location and its objectives.
2. How has the project met the needs of the community or improve the lives of theless fortunate?
3. How many individuals benefited from this project?
4. How many Rotarians participated in the project?
5. What are the lessons learned by the Rotary Club and its membership?

**Financial Statement**

*Progress Reports*

Provide an itemized statement detailing how all grant funds have been expended to date.

*Final Report for District 6200 District Grant Awards*

Provide an itemized statement detailing how all grant funds were expended.

|  |  |
| --- | --- |
| Items Purchased/Project Expenses | Cost |
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| **Total Funds Expended** |  |

Use additional/separate pages if necessary.

If there are remaining funds, these funds **must** be returned to the District Rotary Foundation Committee.

**By signing this report, I confirm to the best of my knowledge that the District Grant Funds of $ , were spent per Trustee-approved guidelines and that all the information contained herein is true and accurate. Additionally, original receipts for all expenses incurred will be kept on file for at least three years in case they are needed for auditing purposes.**

#### Certifying Signature Date

Please print name, Rotary title and club name

*As part of our efforts to improve our grant program, we’d appreciate your feedback on the*

*following questions:*

1. **Project Sustainability ~ select all that apply**

The project will continue to function without Foundation funds.

* Equipment purchased with grant funds is being maintained with local materials and expertise.

If training was a component of the project, trainees are using their knowledge and skills.

This project has provided community members with the skills, knowledge, or institutions that will allow them to help themselves.

The community has initiated additional projects related to the same or similar initiatives.

The project has not been sustainable.

1. **Rotary Impact ~ select all that apply**

Club membership has increased as a result of this project.

Visibility of Rotary in our community has increased.

Our club’s awareness of the needs in our community has increased.

Volunteer activity in our club has expanded.

Our club is more active in pursuing Foundation Grants and Rotary Programs.

Participation in this District Matching Grant has not changed our club in any significant way.

1. **Suggestions**

Given your experience, do you have suggestions to improve the District Grants Program?

**Final Checklist before Submitting: Does your report include the following?**

Time period of reporting

Community impact

Rotarian involvement

Itemized report of expenses for all progress and final reports

Certifying signature

Return of surplus funds

Project sustainability

Rotary impact

ENGLISH (EN)



# TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT GRANTS AND GLOBAL GRANTS

## For grants awarded after 1 July 2013

The Rotary Foundation (TRF) may modify the terms and conditions of the grant at any time. Updates can be found on [www.rotary.org/grants](http://www.rotary.org/grants) or requested from [Rotary grants staff.](http://www.rotary.org/myrotary/en/document/6871) Terms and conditions for packaged grants may be found on the website.

1. **WHAT WE FUND**

The Rotary Foundation funds district grants and global grants. District grants are block grants to districts that fund scholarships, projects, and travel that align with the mission of The Rotary Foundation, 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. Global grants fund scholarships, projects, vocational training teams, and some travel within the six areas of focus that are sustainable, measurable, and host community-driven.

1. **ELIGIBILITY GUIDELINES**

All Foundation grant activities must:

* 1. Relate to the mission of The Rotary Foundation
	2. Include the active participation of Rotarians
	3. Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant
	4. Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities. Sponsors for projects and travel planned for countries sanctioned by the US Department of the Treasury Office of Foreign Assets Control may need to supply additional information.
	5. Only fund activities that have been reviewed and approved by TRF before their implementation. Grants may not be used to reimburse clubs or districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred. After grant approval, any changes to the original project plan must be pre-approved by TRF. TRF considers each semester of a degree program to be a new activity and therefore eligible for funding.
	6. Demonstrate sensitivity to the host area’s tradition and culture
	7. Comply with the [Conflict of Interest Policy for Grant Participants](https://www.rotary.org/myrotary/en/document/conflict-interest-policy-program-participants) as outlined in section 10.030 of [The](https://www.rotary.org/myrotary/en/document/757)

[Rotary Foundation Code of Policies](https://www.rotary.org/myrotary/en/document/757)

* 1. Comply with the [policy regarding the use of Rotary Marks](https://www.rotary.org/myrotary/en/document/guidelines-rotary-foundation-funded-project-signage) as outlined in section 4.090 of [The Rotary](https://www.rotary.org/myrotary/en/document/757)   [Foundation Code of Policies](https://www.rotary.org/myrotary/en/document/757)

##### District Grants

1. Support local and international projects, scholarships, vocational training teams, and related travel
2. May allocate up to 3 percent of the grant award for grant-related administrative expenses such as bank fees, postage, software, and an independent financial assessment
3. May allocate up to 20 percent of the grant for contingencies, but all projects and activities added to the grant post-approval must be pre-approved by TRF
4. May fund projects and activities in Rotary and non-Rotary countries and geographic areas where permitted by applicable governing laws and in accordance with Foundation policies
5. May fund scholar and vocational training team orientation and grant management seminars

##### Global Grants

1. Align with one or more of Rotary’s [areas of focus](http://www.rotary.org/myrotary/en/areas-focus)
2. Are [sustainable.](http://www.rotary.org/myrotary/en/document/638) Host communities must be able to address their own needs after the Rotary club or district has completed its work.
3. Are measurable. Sponsors select standard measures from the [Global Grant Monitoring and Evaluation](http://www.rotary.org/myrotary/en/document/667)  [Plan supplement,](http://www.rotary.org/myrotary/en/document/667) and may add their own measurements. Expenses to measure project outcomes are capped at 10 percent of the project budget.
4. Are host community-driven. The host community designs the grant based on local needs that they have identified.
5. May allocate up to 10 percent of the project budget for project management costs, which may include a project manager and project-specific overhead and administrative costs of cooperating organizations.
6. Support humanitarian and educational projects
7. Provide international scholarships to fund graduate-level coursework or research or its equivalent for a term of one to four academic years
8. Support vocational training teams that address a humanitarian need by providing or receiving professional training
9. Support travel for up to two individuals as part of a humanitarian project. These individuals provide training or implement the project should the host club confirm that their skills are not readily available locally.
10. Support communities in Rotary countries and geographical areas
11. Are sponsored by at least one Rotary club or district in the country or geographical area where the grant project will take place (primary host sponsor) and one or more outside that country or geographical area (primary international sponsor). An exception to this policy may be made for projects taking place in non-

Rotary countries where the RI Board is actively pursuing extension.

1. May allocate up to 10 percent of the project budget for contingencies to offer protection from price increases and/or currency fluctuations
2. **RESTRICTIONS**

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

* 1. Continuous or excessive support of any one beneficiary, entity, or community
	2. Establishment of a foundation, permanent trust, or long-term interest-bearing account. Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in section X.
	3. Purchase of land or buildings
	4. Fundraising activities
	5. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
	6. Public relations initiatives, unless they are essential to project implementation
	7. Project signage in excess of $500
	8. Operating, administrative, or indirect program expenses of another organization with the exception of expenses allowed within the project management allocation for global grants.
	9. Unrestricted cash donations to a beneficiary or cooperating organization
	10. Activities for which the expense has already been incurred
	11. Transportation of vaccines by hand over national borders
	12. Travel to National Immunization Days (NIDs)
	13. Immunizations that consist solely of the polio vaccine
	14. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows

##### Global grants

In addition to the restrictions listed above, global grants cannot fund:

1. [Rotary Youth Exchange,](https://www.rotary.org/myrotary/en/take-action/empower-leaders/start-exchange) [RYLA,](https://www.rotary.org/myrotary/en/take-action/empower-leaders/organize-ryla-event) [Rotary Friendship Exchange,](https://www.rotary.org/myrotary/en/document/146976) [Rotaract,](https://www.rotary.org/myrotary/en/take-action/empower-leaders/sponsor-rotaract-club) or [Interact](https://www.rotary.org/myrotary/en/take-action/empower-leaders/sponsor-interact-club);
2. International travel for youth under the age of 18, unless accompanied by their parents or guardians
3. New construction of 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 of structures in which individuals carry out manufacturing or processing activities.

1. Travel for staff of a cooperating organization involved in a humanitarian project
2. Activities primarily implemented by an organization other than Rotary
3. Humanitarian projects that consist primarily of research-oriented projects or datacollection
4. Humanitarian projects that consist solely of individual travel expenses
5. Undergraduate (Bachelor’s degree) studies
6. **HOW TO APPLY**

Apply for grants online at [www.rotary.org/myrotary/grants.](http://www.rotary.org/myrotary/grants)

In order to receive a grant from The Rotary Foundation, all primary sponsor districts involved must be qualified by The Rotary Foundation, and for global grants, all primary sponsor clubs involved must be qualified by their district. In addition, districts, clubs, and all grant committee members must be in good standing with Rotary International and The Rotary Foundation. Individuals prohibited from serving on a grant committee include RI fiscal agents, national treasurers, and officers and paid staff of a cooperating or beneficiary organization associated with the grant. When acting as a primary sponsor, each district and each club is limited to 10 open grants at a time.

##### District Grants

Districts must establish a grant committee of three Rotarians, including the district governor of the implementation year, the district Rotary Foundation committee chair, and the district grants subcommittee chair. These three committee members are responsible for authorizing and submitting the district grant application.

Districts may submit one application per Rotary year, and this application must include a spending plan. Any requests for an increase in the grant amount must be made before any portion of the grant has been paid by the Foundation. Districts may reserve up to 20 percent of their district grant funds for contingencies that may arise during the year; note this contingency fund on the spending plan and itemize contingency items when you submit your final report. All district grant applications must be received before 15 May of the Rotary year for which the funds are requested. (For example, applications for 2014-15 district grants must be received by 15 May 2015.)

##### Global Grants

Primary host and international sponsors must each establish a grant committee of three Rotarians for a global grant. Members of this grant committee must come from the primary sponsor club (if the grant is club-sponsored) or district (if the grant is district-sponsored). For club-sponsored grant applications, district Rotary Foundation committee chairs must confirm that the primary sponsor clubs are qualified.

Sponsors may include a budget line item for contingencies representing no more than 10 percent of the total

budget. Sponsors must report on the use of these funds or return them to the Foundation if they are not used.

Scholars and vocational training team members must submit individual applications to supplement the overall grant application. Grant sponsors should ensure that scholar and vocational training team applicants understand that their application must be approved by the Foundation before incurring any expenses or making travel arrangements. Applications are accepted on a rolling basis throughout the Rotary year; however, applications involving travel should be submitted 90 days prior to the travel dates. Note that:

* 1. If grant applications are not formally submitted within 12 months of initiation, the application will be canceled.
	2. If grant applications are not completed and approved within six months of submission, the application will be canceled.
	3. If payment requirements are not met within six months of approval, the grant will be canceled.
	4. If grants are not implemented within 12 months of payment, the grant will be canceled and the sponsors will be required to return the funds.

Additional criteria for scholarship applications:

1. Applicants must provide proof of university admission to a graduate-level program or letter of invitation to conduct postgraduate-level research when applying for the grant. Admission that requires a guarantee of financial support is acceptable.
2. Applicants must study outside of their home country.

Additional criteria for vocational training team applications:

1. Teams must be composed of at least two members with at least two years of work experience each in the area of focus and a Rotarian team leader who has a general level of Rotary knowledge, international experience, leadership skills, and some expertise within the area of focus. Non-Rotarians may serve as team leaders provided the sponsors establish the need for this in the grant application.
2. Rotarians and their family members may participate in a vocational training team as long as the team is providing training, not receiving training.
3. Relatives of a vocational training team member may participate on the same team if they meet eligibility requirements.
4. If more than one team is traveling under a single grant, the teams must share the same two primary sponsors and begin travel within one year of each other.
5. All team members must be approved by The Rotary Foundation prior to travel. Any alterations to team composition must be reported to, and approved by, The Rotary Foundation.

Global grant applications for projects requesting between US$50,001 and $100,000 from the World Fund will receive a technical review and interim site visit by The Rotary Foundation Cadre of Technical Advisers.

Scholarships and VTTs do not receive these additional reviews.

Global grant applications for projects requesting between $100,001 and $200,000 from the World Fund must be approved by the Trustees at one of their meetings. These applications will receive an advance site visit, audit and interim site visit by a member of the cadre. Grants that consist exclusively of a vocational training team or scholarship are exempt from this requirement. Global grant applications received by:

1. 1 June will be reviewed by the Trustees in October
2. 1 October will be reviewed in January
3. 1 December will be reviewed in April
4. 1 March will be reviewed in June
5. **TRAVEL POLICIES**

Airfare for any international travel funded by Rotary Foundation grants must be booked through [Rotary](http://www.rotary.org/myrotary/en/grants-travel-request)  [International Travel Services (RITS)/BCD](http://www.rotary.org/myrotary/en/grants-travel-request) (except district-grant funded youth exchange travelers) according to established travel policies. Domestic travel bookings are the responsibility of the grant traveler.

Rotary Foundation grants will cover the following budgeted expenses related to international travel:

* 1. Economy-class ticket(s)
	2. Transportation to and from airport and local travelrelated to grant implementation
	3. Cost of inoculations/immunizations, visas, and entry and exit taxes
	4. Normal and reasonable luggage charges
	5. RITS/BCD booking fees (ranges from US$50-US$70 perticket)

Rotary Foundation grants will not cover the following expenses related to international travel:

1. Expenses associated with optional stopovers before or after preapproved travel
2. Penalties resulting from changes in personal travel arrangements, including optional stopovers
3. Excess baggage charges, shipping charges, and any supplemental insurance

The club or district sponsoring the grant is responsible for maintaining emergency contact information and travel itineraries for all grant recipients traveling on grant funds. This information must be provided to the Foundation upon request.

Grant recipients are responsible for:

1. [Making travel arrangements through RITS/BCD.](http://www.rotary.org/myrotary/en/grants-travel-request) Failure to arrange travel promptly may increase the cost of travel or result in the cancellation of the grant.
2. Any expenses that exceed the approved travel budget, unless approved by the Foundation
3. Meeting all medical requirements for international travel.
4. Arranging and funding any personal travel. Such travel may take place for a maximum of four weeks at the end of the grant activities, after which grant recipients are expected to return home.
5. Abiding by RI country travel restrictions.

All individuals receiving grant funding for international air travel are required to make their travel arrangements through RITS/BCD Travel. When using RITS/BCD, there will be automatic coverage by an insurance policy that meets Rotary International’s travel insurance requirements. This coverage is only available for travelers who are essential to grant implementation. If receiving a grant without funding for air travel, completing the [travel report](http://www.rotary.org/myrotary/en/document/34176)  [form i](http://www.rotary.org/myrotary/en/document/34176)s required to activate insurance coverage. Domestic travelers also must complete the travel report form prior to their trip to receive insurance coverage. (Note: medical benefits are not available to domestic travelers; other travel accident benefits apply.) The club or district sponsoring the grant should ensure that all grant recipients are aware of their insurance coverage. Visiting the [grants travel insurance webpage i](https://www.rotary.org/myrotary/en/grants-travel-insurance)s strongly recommended. No grant funding will be provided for additional insurance coverage that is purchased by choice.

Healthcare professionals who will be providing services as part of the grant activities are expected to have a minimum of US$500,000 in professional liability insurance coverage (a.k.a. errors and omissions liability). This refers to coverage for that participant’s legal liability arising from their professional acts or omissions that cause harm to others. The participant is responsible for obtaining and paying for this coverage.

Rotary International contracts a global security advisory firm to maintain a [travel ban list](https://www.rotary.org/myrotary/en/document/751) of extremely dangerous countries. TRF-funded travelers are not permitted to travel to these countries due to safety concerns. If a country is added to the travel ban list while funded travelers are in-country, plans will be made for their immediate evacuation. Should the funded individual not defer travel to or evacuate from a country as instructed, it will result in TRF canceling the grant and any funds already issued would need to be returned to TRF.

Non-Rotarians receiving grant funding for scholarships, participation in vocational training teams, or travel to implement a humanitarian project are expected to:

1. Demonstrate knowledge of Rotary
2. Participate in an orientation session before departure (either [online](https://www.rotary.org/myrotary/en/secure/13161) or in person)
3. Participate in club and district activities as requested by their sponsors, such as speaking and presenting at club or district meetings and participating in service projects
4. Be proficient in the language of the host country
5. **HOW GRANTS ARE FUNDED**

##### District Grants

District grants are funded by The Rotary Foundation solely with allocations from the District Designated Fund (DDF). A district may apply for a single grant each Rotary year to support one or more projects using up to 50

percent of the district’s [SHARE allocation,](http://www.rotary.org/myrotary/en/annual-fund-and-share) which represents 50 percent of its annual giving from three years’ prior

plus any Permanent Fund-SHARE earnings.

##### Global Grants

Global grants are funded by The Rotary Foundation from the World Fund, and awards range from US$15,000 to

$200,000. The Foundation matches cash at 50 percent and DDF contributions at 100 percent. All global grants have a minimum budget of US$30,000.

The Foundation will match non-Rotarian contributions toward a grant, provided they do not come from a cooperating organization or a beneficiary of the project. Funds should never be collected from beneficiaries in exchange for receiving the grant or as part of the cash contribution for match.

At least 30 percent of contributions to global grants funding humanitarian projects must come from outside of the project country and host project district. Host sponsors for humanitarian projects are encouraged to contribute toward the financing of the grant.

Grant financing cannot be changed after approval. Paul Harris Fellow recognition credit will only be given for sponsor contributions sent to The Rotary Foundation and will not be granted for contributions sent directly to the project. Contributions sent prior to grant approval may not be available for that specific grant. All global grant contributions are considered irrevocable contributions to The Rotary Foundation and will not be refunded.

1. **COOPERATING ORGANIZATIONS**

Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchase as required. No more than six global grants may be approved in one Rotary year for projects involving a single cooperating organization. Universities hosting scholars are not considered a cooperating organization.

##### District Grants

All funding provided to cooperating organizations must be used for specific project expenses. The sponsoring district must maintain an itemized report of such expenses.

##### Global Grants

At the time of application, grant sponsors need to provide a [memorandum of understanding (MOU)](http://www.rotary.org/myrotary/en/document/633) signed by both primary sponsors and the cooperating organization. The MOU should include the following:

* 1. Verification from both primary sponsors that the grant is initiated, controlled, and managed by Rotary

clubs or districts

* 1. Endorsement from the primary sponsors affirming that the cooperating organization is reputable, responsible, and acting within all governing laws
	2. Grant implementation plan clearly delineating the activities of each party
	3. Agreement from the cooperating organization to participate in any financial review by the Foundation of activities connected with the grant
1. **PAYMENTS**

##### District Grants

Grant funds will be paid only to the district or district foundation bank account identified by the district at the time of application. District grant funds will not be released until the previous Rotary year’s district grant is closed. District grants are paid out at the current RI exchange rate at the time of payment. Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 15 May of the implementation year, the grant will be canceled.

##### Global Grants

Grant funds will not be released until sponsor contributions have been submitted to The Rotary Foundation, any payment contingencies have been met and the legal agreement has been authorized. Grant funds will be paid to the account provided in the application. Account signatories must be members of the sponsoring club or district. Grants will be paid out at the current RI exchange rate at the time of payment. If a grant project is canceled after the project sponsors receive payment, all remaining grant funds must be returned to the Foundation, where they will be credited to the World Fund.

The following points apply to global grants funded with cash contributions:

* 1. All grant-related transactions will be recorded using the current published monthly RI exchange rate, and all grant-related transactions will be officially communicated in US dollars.
	2. For the portion of the grant funded by cash contributions, sponsors will be shielded from currency exchange fluctuations in excess of 10 percent of the rate at time of approval. Conversely, TRF will not distribute currency gains to project sponsors in excess of 10 percent of the rate at time of approval.
	3. Project sponsors must contribute an additional 5 percent for cash contributions made to The Rotary Foundation for global grant applications submitted on or after 1 July 2015, to offset processing and administrative costs. Paul Harris Fellow recognition points will be awarded on the full cash contribution, and charitable tax receipts also will reflect that amount. The additional 5 percent is not matched by the Foundation. It also isn’t required for contributions sent directly to a project’s bank account; however, such contributions don’t generate Paul Harris Fellow recognition points, nor will the Foundation issue tax receipts for them.
	4. All cash contributions submitted to TRF in excess of the amount pledged to the grant will be transferred to World Fund.
	5. Contributions received for any grants that are canceled will be moved to the World Fund. Donors will have 90 days to notify TRF to transfer the contributions to an approved global grant or any TRF fund.
1. **REPORTING REQUIREMENTS AND DOCUMENTATION**

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress and final reports must be submitted online and all forms must be completed in their entirety for the report to be accepted. New grant applications will not be accepted by the Foundation if a grant sponsor has an overdue report for any Foundation grant. The Foundation reserves the right to review grants at any time, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.

The following reporting criteria also apply to grant recipients:

* 1. Unused grant funds must be returned promptly to The Rotary Foundation.
	2. Districts must report the use of grant funds to their member clubs in accordance with the terms of qualification.
	3. Grant sponsors must maintain copies of all receipts and bank statements related to grant-funded expenditures in accordance with the terms of qualification and any applicable local and international laws.
	4. Grant sponsors who fail to adhere to Foundation policies and guidelines in implementing and financing grant projects must return grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.

##### District Grants

These additional criteria apply to district grants:

1. Final reports documenting the disbursement of funds must be submitted to the Foundation within 12

months of receiving the payment, or within two months of the grant’s totaldisbursement.

1. All grant projects and activities funded by district grants must be completed within 24 months of disbursement by the Foundation or the local district to the club or project site.
2. Unused grant funds in excess of US$500 must be returned promptly to The Rotary Foundation and will be credited to the district’s DDF. Unused grant funds US$500 and below must be used for activities that meet the district grant eligibility requirements.

##### Global Grants

These additional criteria apply to global grants:

1. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter.
2. Final reports must be submitted within two months of completing the project.
3. Unused grant funds in excess of US$500 must be returned to The Rotary Foundation and will be credited to the World Fund. If grant funds remain after a project’s completion, the Foundation may approve their use for project-related expenses, such as additional project supplies.

Acceptable reports contain detailed accounts of the project’s implementation, including:

1. A description of how the project has advanced the goals of the selected area(s) of focus
2. An account of how the project achieved the specific objectives outlined in the application, including the relevant measures and data collected
3. An explanation of how the project’s outcomes will be sustained over time
4. A description of the participation of both host and international partners, as well as any cooperating organizations associated with the grant
5. The report should also include a detailed account of spending for the project and project account bank statements. Additionally, the Foundation may request that sponsors submit receipts in support of the report. Scholars and vocational training teams must provide receipts to their sponsors for expenses of US$75 and up.

The Foundation will close the grant once the project implementation is complete and sponsors have demonstrated that sustainability measures are in place to ensure that the local community will continue the project.

1. **MICROCREDIT**

The Rotary Foundation is committed to using microcredit programs to facilitate small, self-help enterprises. Clubs and districts applying for global grants are encouraged to partner with reputable and established cooperating organizations/microfinance institutions to administer loan programs as a way of undertaking sustainable development projects. However, microcredit programs funded by the Foundation must incorporate a component, such as training, that extends beyond the management of loan capital. In addition:

* 1. Clubs and districts that wish to use global grant funds to support a microcredit project must submit the [microcredit supplement form](http://www.rotary.org/myrotary/en/document/594) with the grant application.
	2. Microcredit activities must be supervised and controlled by the sponsoring club or district.
	3. Interest and fees generated by microcredit fund capital from The Rotary Foundation may be used for administrative expenses that directly support theproject.
	4. Grant sponsors must submit a microcredit supplement form with the final grant report.
	5. If a microcredit project is terminated before the Foundation’s reporting requirements are met, grant funds must be returned to The Rotary Foundation.
	6. The Rotary Foundation will not fund loan guaranty systems.
1. **SPECIAL CONSIDERATIONS FOR ROTARY FOUNDATION (INDIA)**

For general information about the Foreign Contribution Regulation Act (FCRA), go to <http://mha.nic.in/fcra.htm>; for registration forms, go to [http://mha.nic.in/fcra/intro/forms.html.](http://mha.nic.in/fcra/intro/forms.html)

In addition to all other terms and conditions, grants with full or partial payment to a Rotary club or district in India should follow these payment and reporting procedures to comply with GOI laws and the FCRA:

* 1. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the sponsors provide documentation showing that the bank account is registered under the FCRA or staff must determine that sufficient funds are available from contributions made within India. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when additional contributions are made and sufficient funds are available. The sponsors of grants must ensure funds are not co-mingled.
		1. District Grants - Payment is contingent upon the approval of a detailed spending plan that includes an itemized budget for each listed project or activity. Grant funds will be paid only to the district bank account. The name of the district bank account must be easily identifiable with both the district and the project. (A proper naming example is Rotary District 0000 District Grant 12345). District grant funds will not be released until the previous Rotary year’s district grant is closed. Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 15 May of the implementation year, the grant will be canceled.
		2. Global Grants - Grant funds will not be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.
	2. Progress reports on grant funds released to India through 31 March are due by 31 May of that same year. Final reports are due two months after the grant’s completion. Grant sponsors must ensure that funds received in a FCRA-registered bank account are not co-mingled withlocal funds.
	3. All progress reports must:
		1. Meet all general reporting requirements as listed in section IX.
		2. Show that a copy of the progress report filed electronically at [www.rotary.org/grants](http://www.rotary.org/grants) has been submitted to the South Asia Office.
		3. Include a utilization certificate if a portion of the grant amount has been used, along with statement of receipt and payment for the grant amount, certified by an independent chartered accountant (indicating membership number of the CA)
		4. If the grant funds were not used for any reason, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if the grant amount was received before March
	4. All final reports must:
		1. Meet all general reporting requirements as listed in section IX.
		2. Show that a hard copy of the final report filed electronically at [www.rotary.org/grants](http://www.rotary.org/grants) has been

submitted to the South Asia Office.

* + 1. Include the following:
			1. A utilization certificate along with statement of receipt and payment for grant amount, certified by an independent chartered accountant (indicating membership number of the CA)
			2. An original bank statement or bank passbook (or a photocopy certified as true copy by the bank manager or a chartered accountant)
			3. A bank reconciliation statement, if multiple grants were paid to a single FCRA account
			4. Originals or photocopies of bills of payment/expenses vouchers and, if only photocopies are provided, a written undertaking that “all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India)”
			5. Beneficiary information (for example, photographs, newspaper clippings, appreciation letter from beneficiary)
		2. Return of any remaining funds of any amount to the Rotary Foundation (India)
	1. A FCRA-registered club or district is responsible for furnishing FC-6 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timelymanner.

**The Rotary Foundation – District 6200 District Grant Club Qualification Checklist Rotary Year 201*6*-1*7***


#### The following checklist summarizes the actions that clubs must take to complete the qualification process, implement the club MOU, and maintain qualified status. Clubs should refer to the club MOU for the complete list of qualification requirements.

* 2 members of the club attend the grant management seminar conducted by the club’s

district.

* The club president and president-elect sign the club MOU and return the form to the district.
* The club follows any additional qualification guidelines, as determined by the district.

**Implementing and Maintaining Qualification**

* Establish a succession plan for club leadership to ensure that information and documents related to qualification are retained.
* Open a club bank account for grant funds and select two members in goodstanding prepared to act as signatories, in accordance with MOU section 4.
* Establish a financial management plan that will include:
	+ Maintaining a standard set of accounts
	+ Disbursing funds in a timely and direct manner
	+ Maintaining separate statements of income and expenses
	+ Maintaining a general ledger
	+ Establishing an inventory system
	+ Ensuring that grant activities conform to local law
	+ Clearly define roles and separate duties for Rotarians handling grant funds
	+ Performing monthly bank reconciliations
	+ Planning for transferring the custody of the bank account(s)
* Establish a document retention system in a location accessible and available to Rotarians that maintains all required documents for a minimum of five years(or longer if required by local law), including:
	+ Original documentation for district and global grants
	+ Club qualification documents
	+ Documented plans and procedures
* Fulfill Foundation and district reporting requirements for the use ofgrants.
* Report suspected misuse to the district.

**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING**

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**THE ROTARY FOUNDATION**

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds
8. **Club Qualification**

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district’s grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

* 1. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
	2. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
	3. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
	4. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
	5. The club must cooperate with any financial, grant, or operational audits.
1. **Club Officer Responsibilities**

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

* 1. Appointing at least one club member to implement, manage, and maintain club qualification
	2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
	3. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest
1. **Financial Management Plan**

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

* 1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
	2. Disburse grant funds, as appropriate
	3. Maintain segregation of duties for handling funds
	4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
	5. Ensure that all grant activities, including the conversion of funds, comply with local law
1. **Bank Account Requirements**

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

* 1. The club bank account must
		1. Have a minimum of two Rotarian signatories from the club for disbursements
		2. Be a low- or noninterest-bearing account
	2. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
	3. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
	4. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
	5. Bank statements must be available to support receipt and use of TRF grant funds.
	6. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.
1. **Report on Use of Grant Funds**

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management

and stewardship, as it informs TRF of the grant’s progress and how funds are spent.

1. **Document Retention**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

* 1. Documents that must be maintained include, but are not limited to:
		1. Bank information, including copies of past statements
		2. Club qualification documents including a copy of the signed club MOU
		3. Documented plans and procedures, including:
			1. Financial management plan
			2. Procedure for storing documents and archives
			3. Succession plan for bank account signatories and retention of information and documentation
		4. Information related to grants, including receipts and invoices for all purchases
	2. Club records must be accessible and available to Rotarians in the club and at the request of the district.
	3. Documents must be maintained for a minimum of five years, or longer if required by local law.
1. **Reporting Misuse of Grant Funds**

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

**Authorization and Agreement**

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of , the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year and will notify Rotary International District of any changes or revisions to club policies and procedures related to these requirements.*

|  |
| --- |
| **Club President** |
| **Term** |  |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

|  |
| --- |
| **Club President-elect** |
| **Term** |  |
| **Name** |  |
| **Signature** |  |
| **Date** |  |



# CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING WORKSHEET

## A Guide to Implementing Qualification Requirements

ENGLISH (EN)

Every year we serve communities around the world through thoughtfully planned out sustainable projects. Grant funds help us to support these projects, and are regulated through club qualification. You can use this worksheet to create a qualification implementation plan for your club, and ask your district about the official club qualification memorandum of understanding (MOU) for your club to participate in Rotary grants.

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| --- | --- |
| **MOU Section** | **Explanation** |
| **Club Qualification**To participate in Rotary grants, your club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district’s grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.1. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
2. To maintain qualified status, your club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
3. Your club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
4. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
5. Your club must cooperate with any financial, grant, or operational audits.
 | Qualification is the process that your club establishes to ensure compliance with Foundation policies, avoid misuse and mismanagement of grant funds, and ensure that their members have the appropriate training and resources. These measures establish proper stewardship controls and enable clubs to maintainqualified status. Clubs that fail to comply risk losing the ability to participate in the Foundation grants program. |
| **How will your club ensure that it complies with the MOU requirements?****How will you communicate the responsibilities for managing global grants to all members of the club?** |
| **Notes** |

|  |  |
| --- | --- |
| **MOU Section** | **Explanation** |
| **Club Officer Responsibilities**Your club officers hold primary responsibility for club qualification and the proper implementation of Rotary grants.Club officer responsibilities include:1. Appointing at least one club member to implement, manage, and maintain club qualification.
2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices.
3. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
 | Club officer responsibilities include implementing policies and procedures for qualification and grant management within the club. The officers must appoint at least one club member to manage the implementation of the club MOU.Club officers are also responsible for limiting and disclosing any potential conflicts of interest. An undisclosed conflict of interest impedes transparency, leaving the Foundation and Rotarians vulnerable to potential misuse. |
| **Who in the club will manage qualification?****What is your club's succession plan to ensure that if the designated person leaves, someone else can take over the job immediately?****Who in the club will ensure that there are no conflicts of interest when a project is planned?** |
| **Notes** |
| **Financial Management Plan**The club must have a written financial management plan to provide consistent administration of grant funds.The financial management plan must include procedures to:1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds.
2. Disburse grant funds, as appropriate.
3. Maintain segregation of duties for handling funds.
4. Establish an inventory system for equipment and other assets purchased with grant funds, and
 | Developing and implementing a financial management plan is essential to proper oversight, good stewardship, and consistent administration of grant funds.The financial management plan should include detailed, club-specific procedures that are reviewed regularly. |
| **Who will prepare and oversee the financial management plan?** |

|  |  |
| --- | --- |
| **MOU Section** | **Explanation** |
| maintain records for items that are purchased, produced, or distributed through grant activities.E. Ensure that all grant activities, including the conversion of funds, comply with local law. | **How will the plan be regularly monitored?****How will the club separate the responsibilities of approving and paying project expenses?** |
| **Notes** |
| **Bank Account Requirements**In order to receive grant funds, your club must have a dedicated bank account that is used solely for receiving and disbursing Rotary grant funds.1. The club bank account must
	1. Have a minimum of two Rotarian signatories from the club for disbursements.
	2. Be a low- or noninterest-bearing account
2. Any interest earned must be documented

and used for eligible, approved grant activities, or returned to TRF.1. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
2. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
3. Bank statements must be available to support receipt and use of TRF grant funds.
4. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.
 | Your club must maintain a low-interest or no-interest bank account that only the club controls in order to receive Rotary grant funds. Each open global grant for which the club receives funds should have its own account that is used solely for receiving and disbursing grant funds. By establishing a separate account, clubs are able to better manage the oversight and recordkeeping of grant funds.In addition, your club must have a succession plan for the signatories on the account to ensure a smooth transition of information and documentation when signatories change. |
| **Who will be responsible for managing the bank accounts used for grant funds?****Does your district require its clubs to have a separate bank account for district grant projects?****How will the status of the accounts be reported to the club board? To the full club?** |

|  |  |
| --- | --- |
| **MOU Section** | **Explanation** |
|  | **Notes** |
| **Report on Use of Grant Funds**Your club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant’s progress and how funds are spent. | Your club must fulfill all Foundation reporting requirements for global grants. Clubs must submit progress reports every 12 months from the time a grant is paid until the final report is accepted and final reports within two months of completing the grant project.In addition, clubs must meet their district’srequirements for reporting on district grant funds.Failure to report on grants can result in a club being unable to participate in the Rotary grants. |
|  | **Who will be responsible for reporting grant activity to the full club, the district, and the Foundation?****How will this report be incorporated into the****treasurer’s monthly report to the board?** |
|  | **Notes** |
| **Document Retention**Your club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and Rotary grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.1. Documents that must be maintained include, but are not limited to:
	1. Bank information, including copies of past statements.
	2. Club qualification documents including a copy of the signed club MOU.
	3. Documented plans and procedures, including:
 | Your club must establish a document retention system for documents related to qualification and Rotary grants. The system can be a combination of electronic and physical files that best fit the needs of the club.Documents that must be retained include bank statements, receipts, club qualification materials, and procedures relating to the MOU.Maintaining documents helps clubs comply with local laws, ensure transparency, and better prepare for grant reporting, audits, and financial assessments. By maintaining these documents, the club will be able to quickly respond to requests by the Foundation, the district or Rotarians. |

|  |  |
| --- | --- |
| **MOU Section** | **Explanation** |
| 1. Financial management plan.
2. Procedure for storing documents and archives.
3. Succession plan for bank account signatories and retention of information and documentation

4. Information related to grants, including receipts and invoices for all purchases1. Club records must be accessible and available to Rotarians in the club and at the request of the district.
2. Documents must be maintained for a minimum of five years, or longer if required by local law.
 | **Where will your club store its documents related to qualification and grant activity?****Will you use your club’s current archive system****or develop a new one?****Who will oversee this process?****How will you ensure that your club keeps [or *makes* or *maintains*, something to that effect] an inventory of grant assets?****According to local laws, how long must you retain documents?** |
|  | **Notes** |
| **Reporting Misuse of Grant Funds**The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds. | Because a great deal of effort, time, and dedication goes into fundraising and contributions, all Rotarians are responsible for ensuring that Foundation funds are used correctly. Immediately reporting problems and irregularities increases the likelihood of a timely resolution (which allows the community to still benefit from the project) and decreases the likelihood of the club being required to return funds. Your club is required report misuse or mismanagement of grant funds to its district. |
|  | **How do you ensure that all our your club members understand their responsibility for reporting suspected misuse or mismanagement of funds?** |

|  |  |
| --- | --- |
| **MOU Section** | **Explanation** |
|  | **Where has your district designated that reports should go to?** |
|  | **Notes** |
| **Authorization and Agreement** | The club MOU is a legal document between the club and the district. By signing this agreement, the club president and president-elect are authorizing it for one Rotary year; the club enters into a legal agreement with The Rotary Foundation to abide by all TRF and RI policies. |
|  | **How will you ensure that all of your club members understand their responsibility as outlined in this agreement?** |
|  | **Notes** |

ENGLISH (EN)



**CLUB MEMORANDUM OF UNDERSTANDING RESOURCES**

## A Guide to Implementing the Club Memorandum of Understanding

Your club’s application for global grants demonstrates a commitment to serving communities in need around the world. Rotary grants support sustainable projects in one of Rotary’s six areas of focus and the awarded funds carry great responsibility by sponsor clubs. The Club Memorandum of Understanding (MOU) outlines the requirements that your club must demonstrate in order to qualify for Rotary grants. You may use this guide in conjunction with the Club MOU worksheet.

### MOU SECTION 1: CLUB QUALIFICATION

Before applying for a global grant, your club must agree to implement the financial and stewardship requirements in this MOU provided by The Rotary Foundation (TRF) and to send at least one club member to the district’s grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in district grants. By completing these requirements, the club becomes qualified and eligible to participate in Rotary grants.

1. Upon successful completion of the qualification requirements, your club will be qualified for one Rotary year.
2. To maintain qualified status, your club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
3. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the

funds.

1. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
2. Your club must cooperate with any financial, grant, or operational audits.

##### Summary

Rotary clubs have significant responsibility for grant administration, so they must establish measures to ensure compliance with Foundation policies and avoid misuse and mismanagement of grant funds.

Applying such measures enables clubs to maintain their qualified status for participation in Rotary grants.

**Best Practices**

* Share the MOU with all club members involved in Rotary grants.
* Perform an annual review to make sure the club is meeting MOU requirements.
* Send more than one club member to a grant management seminar.

### MOU SECTION 2: CLUB OFFICER RESPONSIBILITIES

Your club officers hold primary responsibility for club qualification and the proper implementation of Rotary grants.

Club officer responsibilities include:

1. Appointing at least one club member to implement, manage, and maintain club qualification
2. Ensuring that all Rotary grants adhere to stewardship measures and proper grant management practices
3. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

##### Summary

Although your club officers may assign tasks to other club members, it is the president and president-elect who are responsible for ensuring compliance with the MOU, including implementing policies and procedures for qualification and grant management.

##### Conflicts of Interest

Mismanagement of grant funds can occur when there is a conflict of interest. A conflict exists if a Rotarian or associate (family member, friend, acquaintance, or colleague) could benefit financially or personally from the grant award or activities. Financial benefits include receiving grant funds for being a project manager or vendor; personal benefits include receiving a promotion, business referrals, or a boost in social standing.

Conflicts of interest can negatively affect project activities, future grant funding, and donations to the Foundation. Further, even perceived conflicts of interest that do not involve any actual benefit can affect future funding and donations. Perceived conflicts of interest must be identified and disclosed to clarify Rotarians’ involvement.

A conflict of interest, either actual or perceived, does not automatically disqualify a Rotarian from participation in Rotary grants. Eligibility is determined on a case-by-case basis.

**Best Practices**

* Clearly delineate the roles and responsibilities to club qualification, assigning each role to the club member most qualified for it.
* Assign a past primary grant contact to conduct reviews of open Rotary grants as a way to ensure that stewardship measures and grant management practices are being followed.

### MOU SECTION 3: FINANCIAL MANAGEMENT PLAN

Your club must have a written financial management plan to provide consistent administration of grant funds.

Your club’s financial management plan must include procedures to:

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds.
2. Disburse grant funds, as appropriate.
3. Maintain segregation of duties for handling funds.
4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
5. Ensure that all grant activities, including the conversion of funds, comply with local law.

##### Summary

Oversight requirements for Rotary grant funds go beyond those for funds from most private or corporate sources. Following your financial management plan is essential to proper oversight, good stewardship, and consistent administration of grant funds.

Your club’s financial management plan should include detailed, club-specific procedures that are reviewed regularly.

**Best Practices**

* Involve Rotarians who have an accounting or auditing background in the development of the financial management plan.
* Provide a detailed, easy-to-understand plan, so that even Rotarians without a financial background can follow it.
* Compare your plan with those of other clubs, and share best practices.

##### Financial Management Plan Worksheet

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure** | **Implementation** | **Current Procedure** | **Suggested Improvements** |
| **1.**Maintain a standard | Prepare a spreadsheet |  |  |
| set of accounts that | for recording funds |  |  |
| includes a record of | received from the |  |  |
| all receipts for and | Foundation and other |  |  |
| disbursements of | sources — include each |  |  |
| grant funds. | expenditure on a |  |  |
|  | separate line and |  |  |
|  | labeled with a |  |  |
|  | transaction number. |  |  |
|  | Label original invoices |  |  |
|  | and receipts with the |  |  |
|  | same number and save |  |  |
|  | them. Send a copy of |  |  |
|  | the spreadsheet and |  |  |
|  | supporting documents |  |  |
|  | to the project partner. |  |  |
| **2.** Disburse grant | For a global grant, pay |  |  |
| funds. | vendors two weeks |  |  |
|  | after receiving an |  |  |
|  | invoice. Pay with cash |  |  |
|  | only if a traceable |  |  |
|  | payment method is not |  |  |
|  | available. |  |  |
| **3.** Maintain | Have one person |  |  |
| segregation of | approve the grant |  |  |
| duties for handling | expenditures and two |  |  |
| funds. | other people write and |  |  |
|  | sign the check. |  |  |
| **4.** Establish an | Record each item, |  |  |
| inventory system for | along with its price |  |  |
| equipment and | and current owner, on |  |  |
| other assets | a spreadsheet, and |  |  |
| purchased with | save the original |  |  |
| grant funds, and | invoices and receipts |  |  |
| maintain records for | in the grant file in the |  |  |
| items that are | club’s document file. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure** | **Implementation** | **Current Procedure** | **Suggested Improvements** |
| purchased, | Send a copy of the |  |  |
| produced, or | records to the project |  |  |
| distributed through | partner. |  |  |
| grant activities. |  |  |  |
| **5.** Ensure that all grant | Designate someone to |  |  |
| activities, including | be responsible for this |  |  |
| the conversion of | oversight. |  |  |
| funds, comply with |  |  |  |
| local law. |  |  |  |

**MOU SECTION 4: BANK ACCOUNT REQUIREMENTS**

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing Rotary grant funds.

1. Your club bank account must
	1. Have a minimum of two Rotarian signatories from the club for disbursements
	2. Be a low, or non-interest bearing account
2. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
3. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
4. Grant funds may not be deposited in investment accounts including, but not limited to, mutual

funds, certificates of deposit, bonds, and stocks.

1. Bank statements must be available to support receipt and use of TRF grant funds.
2. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

**SUMMARY**

Your club must maintain a low- or non-interest bank account for each open club-sponsored grant, to be used solely for receiving and disbursing grant funds. By establishing a separate account, clubs can better manage the oversight and recordkeeping for grant funds.

If the club must use an existing account because local law prohibits establishing a separate grant account, ensure that grant funds are properly tracked.

In addition, clubs must have a succession plan for the signatories on the account to ensure a smooth transition of information and documentation when signatories change.

**Best Practices**

* If payments are made electronically by one person, maintain a paper trail showing that the payment was approved by at least one other signatory.
* Request grant funds only when a project is ready to be implemented so that the funds do not sit idle in a bank account.
* Use a checking account that records disbursements and document transactions on bank statements.

### MOU SECTION 5: REPORT ON USE OF GRANT FUNDS

Your club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant

management and stewardship, as it informs TRF of the grant’s progress and how funds are spent.

##### Summary

Your club must fulfill all Foundation reporting requirements for club-sponsored global grants. Your club must submit progress reports every 12 months from the time a grant is paid until the final report is accepted and a final report within two months of completing the grant project. Failure to file reports can lead to a club’s exclusion from participation in Rotary grants.

Your club must also fulfill its district’s reporting requirements for district grants. The district is

responsible for reporting the use of funds to the Foundation.

**Best Practices**

* Keep a list of due dates for your club’s reports, and designate someone to monitor the process.
* Make sure that reports are written as the project is implemented.

### MOU SECTION 6: DOCUMENT RETENTION

Your club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and Rotary grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

1. Documents that must be maintained include, but are not limited to:
	1. Bank information, including copies of past statements
	2. Club qualification documents, including a copy of the signed club MOU
	3. Documented plans and procedures, including:
		1. Financial management plan
		2. Procedure for storing documents and archives
		3. Succession plan for bank account signatories and retention of information and documentation
	4. Information related to grants, including receipts and invoices for all purchases
2. Your club’s records must be accessible and available to Rotarians in the club and at the request of the district.
3. Documents must be maintained for a minimum of five years, or longer if required by local law.

**SUMMARY**

Clubs must establish a system for retaining documents related to qualification and Rotary Foundation grants. The system can be a combination of electronic and physical files that best fits the needs of the club. Documents that must be retained include bank statements, receipts, and procedures relating to the MOU.

Maintaining documents helps clubs comply with local law, ensure transparency, and prepare for grant reporting, audits, and financial assessments. It also enables the club to quickly respond to requests from the Foundation, the district, and individual Rotarians.

**Best Practices**

* Maintain physical files in a single location.
* For easy sharing, create electronic copies that can be emailed or placed on a shared network.
* Back up electronic files regularly on a CD, flash drive, or secure website.
* Keep extra copies in a location separate from the originals.
* Use a free online storage service that allows documents to be uploaded and accessed remotely so that files can be shared and edited by more than one person.
* Design a document retention system that works best for your club.
* Adapt the sample file lists and share them with other clubs.

##### Sample File Lists

|  |  |
| --- | --- |
| **Documents Needed for Club Qualification** | **Documents needed for district and global grants** |
| * Copy of signed club MOU
* Financial management plan and related procedures
* Bank information
	+ Account details
	+ Bank statements
	+ List of signatories
	+ Bank procedure for changing signatories
* Legal documents
* General ledger and statement of accounts
* Document retention procedures
* Succession plans
* Correspondence on qualification
* Other documents
 | * All grant correspondence, including email
* Beneficiary documentation, including:
	+ Community assessment
	+ Agreements
* Vendor documentation, including:
	+ Quotes for materials
	+ Agreements
* Scholar documentation, including:
	+ Receipts and invoices
	+ Agreements
* Vocational training documentation, including:
	+ Receipts and invoices
	+ Agreements
* Grant-related documentation, including:
	+ Bank statements
	+ Quotes from vendors o Receipts and invoices o Inventory list
	+ Photos
* Information related to district grants, including:
	+ Fund requests or applications
	+ Quotes from vendors o Receipts and invoices o Reports
	+ Other information required by the district
* Other documentation
 |

### MOU SECTION 7: REPORTING MISUSE OF GRANT FUNDS

#### Your club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

**SUMMARY**

The misuse or mismanagement of grant funds, whether potential or substantiated, must be reported to the district. Districts must actively work to prevent misuse and mismanagement, and to investigate any allegations.

Districts should establish guidelines for conducting investigations fairly and consistently, but because each situation is unique, procedures might need to be adjusted as an investigation proceeds. Districts should forward all reports of misuse or mismanagement to The Rotary Foundation, which will work with the district and club to resolve the matter.