

# **Rotary District 7980 Rotary Foundation Committee District Managed Grant & Global Grant Resolutions**

Adopted September 1, 2024

## **Resolution 1: Purpose & Duty**

Foundation committee is the connection between Rotary Foundation and club members. Duties will be to:

- A. Assist the District Governor to educate, motivate and inspire Rotarians to participate in our Foundation Programs.
- B. Establish, administer and monitor policies pertaining to allocation and reporting requirements of Club(s) in receipt of District Designated Funds (DDF).
- C. Ensure that all Foundation Grant Activities adhere to the most current Terms and Conditions of The Rotary Foundation (July 2024)

## **Resolution 2: Committee Members**

The committee may consist of the following District 7980 representatives:

- District Rotary Foundation Chair serving as Chair
- District Governor
- District Grants Subcommittee Committee Chair
- District International Services Chair (DISC)
- District Managed Grants Review Subcommittee Chair
- District Stewardship Chair
- Scholarship Committee Chair
- Vocational Training Team Chair
- Foundation Fund Raising Chair
- Paul Harris Society Chair
- Polio Plus Chair
- Endowment/Major Gifts Chair
- Immediate Past District Governor
- District Governor-elect
- District Governor-nominee
- District Governor Nominee Designee (when selected)
- TRF Public Image/ Marketing Chair (also to be on District PR Com.)
- Immediate past District Rotary Foundation Chair
- Two at large members selected annually by DRFC with DG concurrence

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**Resolution 3: District Managed Grants (DMG)**

- A. Purpose:** District Managed Grants may be used to support local and international projects, scholarships, vocational training teams, and related travel; May fund scholar and vocational training team orientation and grant management seminars; May pay for travel to and participation in Rotary project fairs to help clubs and districts find partners; Fund projects and activities both in countries where Rotary has clubs and in areas where we do not, and in geographic areas where permitted by law and in accordance with Foundation policies; May be used to support Rotary Youth Exchange, RYLA, Advanced RYLA, Rotary Friendship Exchange (with vocational emphasis), Rotaract, Interact, and New Generations Service Exchange programs; May fund the costs associated with conducting community assessments; May fund construction and renovation
- B. District Grants Allocation Committee:** The District must establish a grants committee of three Rotarians, including the District Governor of the implementation year, the District Foundation Chair and District Grants Subcommittee Chair. These three committee members are responsible for:
1. Drafting, authorizing and submitting the district block grant application on an annual basis. The application consists of a District Spending Plan which must be submitted to The Rotary Foundation (TRF) on or before May 15<sup>th</sup> of the previous Rotary year to receive 50% of the District Designated Funds (DDF) to be used for District Managed Grants.
  2. Completion of the Final Report certifying the disbursement of DMG funds on an annual basis.
  3. Approval of Humanitarian DMGs in accordance with paragraph D.

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## C. District 7980 DMG Policies:

All DMG must adhere the most current Terms and Conditions of Rotary Foundation Grants (July 2024) and the supplemental policies specific to District 7980, that have been approved by the Rotary District 7980 Foundation Committee and set forth in this document which may be amended as needed. District Supplemental policies are as follows:

1. Projects shall be aligned with one or more of the seven Areas of Focus:
  - Peace Building and Conflict Prevention
  - Disease prevention and treatment
  - Water, Sanitation, and Hygiene
  - Maternal and child health
  - Basic education and literacy
  - Community Economic Development
  - Environment
2. Club Rotarians must be actively involved in the support of the humanitarian project. Involvement may include:
  - Direct hands-on participation
  - Assess community needs and development of a project plan
  - Project oversight, financial management and required reporting
  - Participate in the project implementation
  - Document community involvement and ownership
  - Meet with local service providers and local officials
  - Arrange promotion of the project in the local media
  - Rotary project recognition upon completion
3. Projects may not be initiated, any funds spent or obligations made on behalf of the impending DMG before the authorization date, as these funds/commitments cannot be considered as part of the project expenditures.
4. For project locations outside of the District 7980 borders it is strongly recommended, whenever possible, that a local Rotary Club be involved. DMG funds can be managed by either the Sponsoring or the local Host Club.
5. If there is a change in the scope of the approved project, it must be approved by the District Grants Subcommittee before proceeding.

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6. It is the responsibility of the Lead Club to ensure that all project funds are spent on approved items. It is highly recommended that all funds be under the direct control of either the sponsoring or host Rotary Club. However, when appropriate, the Club may advance grant funds to a cooperating organization to purchase approved goods and services. This should only be done where (1) distance and currency exchange are factors and (2) Rotary has adequate experience with the cooperating organization to have confidence they will act according to our requirements. If the Club is unable to provide documentation that the funds were properly spent they may be required by the District Foundation Steward to return some or all of the matching funds provided.
7. If at the conclusion of the project there are unspent funds, the club is encouraged to expand the project, if necessary, to use all the funds. Any expansion must be in line with the scope of the original project. Contact the District Grants Subcommittee for approval prior to proceeding.
8. The Club's share of the project funds must be spent first before District monies are used. Any unspent funds must be returned to the District Grants Subcommittee Chair accompanied by a copy of the final report.
9. A project must be "new" to the lead Club or a project that involves a specific new addition to an existing project that improves project's effectiveness. A lead club may repeat a project after waiting for a period of three (3) Rotary years.
10. All DMG's must be completed by September 15<sup>th</sup> of the next Rotary year with the final report submitted and accepted by September 30<sup>th</sup> of that year.
11. Clubs with an overdue District Managed Grant Final Report are not qualified. These Clubs are ineligible to receive District matching funds for either a humanitarian project or scholarships until such time as all outstanding reports are submitted and accepted by the District Steward.
12. A committee of at least **three** Rotarians from the participating Lead Rotary club must be established to oversee the project. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. The primary contact (who receives all information from the District) should have an e-mail address to expedite communication.

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13. Partnering Clubs participating in a DMG are required to provide authorization by the Club's President, either by signing the application, or by email or letter authorizing the club's participation and the amount of any funding commitment.
14. Non-Rotary partners or cooperating organizations, whether providing funding or not, are required to provide a letter of authorization signed by senior management.
15. Rotary Clubs are encouraged to seek participation of their Interact clubs in their District Managed Grant projects. Contributions will be matched at the level as the participating Rotary Club, subject to the limitations on maximum grants of such Rotary Club for the year. The Interact Club must be active and registered with District 7980 Youth Services. Interact Clubs are not required to be qualified as mandated for Rotary Clubs to participate; however, the Rotary Club must retain the lead in all projects and assume the full responsibility for the District Managed Grant as outlined in this document.
16. Micro lending (micro credit) projects, while a valuable tool in developing countries to address poverty, will be reserved for Global Grants only, due to their long term nature of these projects. District Managed Grants funds may not be used to fund micro lending projects.

**D. DMG For Humanitarian Projects - Application Process, Approval & Funding**

1. Before an application can be accepted for review, and preferably before preparing it, the Grant Primary Contact must complete Grants training and be Qualified by the District Steward. This training must apply to the Rotary fiscal year for which the grant application is submitted.
2. All DMG applications must be complete to be accepted for review by the DMG Review Committee on a first come-first served basis until all funds have been allocated.
3. Applications received after funds have been fully allocated for the current Rotary year will be returned to the Club unapproved. DMG applications may be resubmitted for consideration on 1 July of the next Rotary year. If so the application must be updated reflecting the signatures of the new year's officers and the club must be qualified for the new Rotary year.

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4. The District Managed Grants Review Subcommittee Chairperson receives all Humanitarian DMG applications. Upon his/her initial review for completeness, the application is then sent to the review committee which is comprised of four to five experienced Rotarians who will conduct a detailed review in ensure the project meets the TRF's Term & Conditions and District policies as set forth in this document.
5. Upon the recommendation for approval by the DMG Review Subcommittee Chairperson, the application is reviewed, certified for compliance and either returned for further review or approved for funding by the District Grant Subcommittee Chairperson.
6. District Grant Subcommittee Chairperson will issue a letter of authorization to the Lead Club indicating the date of approval of the DMG and a review of the Club's responsibilities in the implementation of the project. The District Steward will receive a copy of the letter.
7. Final review and issuance of the grant funds shall be performed by two of the three members of the District Grants Allocation Committee. Payment, usually in the form of a check, is prepared by the District Grants Subcommittee Chairperson. All checks require the signature of two of the three members of the Allocation Committee. The third member of the committee will review the application at a later date.

**E. Humanitarian District Manage Grant Final Report**

1. All projects must be completed by September 15<sup>th</sup> of the next Rotary year.
2. Upon completion of the project, the final report must be filed within 60 days or by September 30 of the next Rotary year, whichever is sooner. Final reports are submitted electronically to the District Steward on the prescribed form.
3. Report must include documentation of each expenditure with copies of all receipts and canceled checks.
4. Clubs must preserve records for five years or as otherwise informed by District and the Rotary Foundation.
5. Club must cooperate with any District or Rotary Foundation audit.

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**F. DMG Youth Scholarship Rotary Youth Leadership Award**

1. Support high school youth attending the District RYLA program. Club funds will be matched up to 50% of the registration fee. Two scholarships per Rotary year per club, on a first come first serve basis. Refer to the funding attachments for annual budget.
2. To submit a RYLA Scholarship application a club needs to be DMG Qualified (see below).
3. Completed application is submitted directly to the District Grants Subcommittee Chair by e-mail.
4. Reporting shall consist of confirmation of student's attendance within 10 days following the end of the program.
5. If applications for RYLA scholarship have not been received and approved by March 30 of the current Rotary year, any remaining funds may be shifted to DMG Humanitarian budget by approval of this committee.

**G. Funding Allocation Humanitarian DMG**

Rotary District 7980 Club(s) funds are matched dollar for dollar to a maximum as indicated below:

1. All clubs are limited to a total of \$2500 of matching funds for one or more DMG's, regardless if the club is acting as the lead or participating as a funding partner between July 1 – December 31. Clubs may apply for additional DMG's on January 1, not to exceed the funding limitation as indicated in 2.
2. The maximum DMG funding match is given below.

Project participation by three (3) or more clubs per project funding:	\$7500
Funding per project for a single Club:	\$2500
Total funding per Club per Rotary year:	\$5000

3. The Clubs that were awarded the Osterman Award (Best Small Club) and the Pettingill Award (Best Club) in a given year may be matched up to \$3,000 for an approved DMG for the Rotary year following the award. The maximum for match for either of these Clubs for the full Rotary year increases to \$5,500. The DMG Review Committee shall reserve funds for 2 DMGs @ \$3000 until January 1. If not utilized, the funds will be released for other clubs to use.

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**H. Rotary District Governor Elect’s Grant (DMG and Global Grant DDF) Budget.**

1. The District Governor Elect will present to District Rotary Foundation Committee his/her proposed TRF budget for consideration and approval. This process usually occurs in September of the previous Rotary year, but must be approved prior to PETS.
2. The approved budget for the current and next Rotary years will be included as Funding Budget Attachment 1.

**Resolution 4: District Designated Funds (DDF) for Global Grants**

- A. District Designated Funds (DDF) may be allocated to Global Grants according to the following table:

Type of Grant	DDF Allocated per Club \$	Max DDF per Grant
Humanitarian Grant	1.1111 DDF\$/Club \$	\$11,111
Vocational Training Team (VTT)	1.6667 DDF\$/Club \$	\$16,667
Global Grant Scholarship	No Club \$ required	\$16,667

- B. Each Club may take principal leadership responsibility for one Humanitarian grant or one VTT per year. Any exception must be approved by the District Foundation Committee.
- C. Should a Club participate in more than one Global Grant per year, the maximum aggregate amount of Club funds that may be matched with DDF is \$10,000.

Any exception must be approved by the District Foundation Committee.



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- D. To request a DDF allocation for a Global Grant project, the Lead Club must submit to the District Allocation Committee:
- (1) a completed Community Needs Assessment,
  - (2) confirmation of a qualified Global Grant host or international partner, and
  - (3) if the Club has requested TRF staff review of their project, any recommendations that resulted from that review.

The District Allocation Committee may approve allocation of DDF to the project, based on their review of the above three items, subject to funds availability.

- E. Global Grant Primary (Host or International) Contact - must complete the "Grant Management Seminar" on Rotary.org-Learning Center before DRFC Authorization is obtained.
- F. If a grant application has not been officially submitted to TRF for review/approval within 18 months following the allocation of DDF, the Rotary Foundation Committee may declare the grant stale and re-allocate DDF to another Global Grant project upon notice to the lead club. The District Grant Policies shall be reviewed annually and approved by the District Rotary Foundation Committee prior to District Training Assembly.

**Resolution 5: Club Qualification**

- A. **Qualification for District Managed Grants (DMG):** To serve as lead or partner club in a Grant – either a Global Grant (GG) or District Managed Grant (DMG) – a club must be Qualified by the District Steward. It is a requirement of The Rotary Foundation (TRF) that all clubs be re-qualified every year. District 7980 Club Qualification Requirements depend on whether a club applies for a DMG or a GG.

1. DMG Qualification:

- a. The Club President and President Elect for 2023-2024 must authorize the Club Qualification Memorandum of Understanding and submit it to the District Steward. Should the Club not have a President Elect, or if the President and President Elect are the same person, any other elected officer must authorize in place of the President Elect. Two distinct Rotarians must authorize the MOU.
- b. Submit TRF Annual Fund fundraising goals at Rotary Club Central (RCC).
- c. Be current on reporting for previous District Managed Grants and Global Grants.

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2. GG Qualification:

- a. The club must meet all the requirements for DMG Qualification (above),  
PLUS,
- b. At least one Club member must complete Grants training approved by the  
District Steward.