**The Rotary Foundation**

ISSUE 7 – Jan 2020



***Club Grant Management Manual***

**District 1080 – Rotary Year 2020-21**

**Foreword**

The Rotary Foundation supports Rotary Clubs' aims and ambitions by providing grants to assist with projects in their local communities and internationally.

This Manual incorporates the procedures by which Clubs can apply for help with projects, details of the training and qualification that clubs are expected to undertake, and examples of the applicable memoranda of understanding and application forms.

The first rule, though, if you are looking for help with your projects is:-

**Talk to the District Foundation Committee**.

The Grants Chairman and his grants sub-committee are there to help, as are all of the Foundation team.

District Rotary Foundation Chairman (DRFC): Derek Rothwell (Woodbridge Deben)

[derek@drothwell.uk](mailto:derek@drothwell.uk)

Grants committee - Finances (GCF): John Beer (eClub of Innovation)

john.beer@kbocic.co.uk

Rotary Scholars- Global & District Tony Platt (Sudbury)

[tonyplatt7@gmail.com](mailto:tonyplatt7@gmail.com)

Peace Fellowships Pat Webb (Harleston & District)

[patwebb65@live.co.uk](mailto:patwebb65@live.co.uk)

Rotary Peace Project Officer Pat Webb (Harleston & District)

[patwebb65@live.co.uk](mailto:patwebb65@live.co.uk)

Polio Eradication Simon Gorton (Wroxham Bure Valley)

[simon.gorton@me.com](mailto:simon.gorton@me.com)

Alumni Vacancy

Stewardship Committee Vacancy

Secretary Vacancy

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.

**Definitions**

1. Host sponsor: the club or district in the location where the project or activity takes place (does not apply to district grants)
2. International sponsor: (previously known as sending club/district or sponsoring club/district) the club or district outside of the country/geographical area where the project or activity takes place (does not apply to district grants)
3. Primary sponsor: the clubs and districts submitting applications and taking responsibility for implementation and reporting.
4. **Grants:**

There are two forms of grants available from The Rotary Foundation (TRF):-

**2.1 District Grants**

* Grants to support projects locally or overseas.
* Total project value up to a few thousand pounds
* No requirement for a partner Club in the project’s location
* Must adhere to the 6 areas of focus (see **2.4** below)
* Reporting essential to ensure good stewardship of funds

**2.2 Global Grants**

* Grants to support projects locally or overseas
* Minimum project value will be $30,000 or more, depending on the sources of funds
* There must be a partner Rotary Club local to the project accepting equal responsibility
* Must adhere to the 6 Areas of Focus (see **2.4** below)
* Reporting essential to ensure good stewardship of funds

**2.3 District 1080 Club Qualification**

To be eligible for either District or Global Grants District 1080 clubs must be “qualified”. This requires the Club President-elect and/or secretary and treasurer to attend the training workshop for District Grant and Global Grant application procedures. As this funding can be accessed across all the Club Committees, **it is recommended that all Club Chairs should attend**.

The Grants Fair will take place at The Park Hotel Diss, on 17th March 2018

Clubs must agree to the ***Club Memorandum of Understanding*** (MoU) (See **Appendix 1**).

Acceptance will be confirmed by the signatures of the Club President and the Club President-elect, and **the MoU must be** **returned to Derek Rothwell DRFC**. This may be by post or scanned and emailed.

Clubs must be current in payment of dues to Rotary District 1080 and Rotary International, and all previous grant funding reporting requirements must be up-to-date. This includes reports required by previous grants.

**Charitable Trusts for Rotary Clubs**

RIBI recommend all Clubs to use a Charitable Trust, with its own bank account, for all their fund raising activities and from the start of the Rotary year 2014/15 onwards any Club in District 1080 seeking grant support will be expected to have a Charitable Trust.

Under current legislation any charity with annual income of £5,000 or more must register with the Charity Commission, the website <https://www.gov.uk/government/organisations/charity-commission> gives details under “Setting up a charity”.

RIBI have a standard trust deed for Rotary Clubs that makes the registration process relatively quick and simple. Contact RIBI by telephone 01789-765411 for a copy of the Deed add your clubs details, ask the members who have agreed to become Trustees to sign, minute the details and follow the simple instructions on the Charity Commission website - how to register a charity.

Your club will then be able to recover tax under Gift Aid if it applies to HMRC <https://www.gov.uk/charities-and-tax> for a form. The new small donations scheme allows donations such as amounts from bucket collections to be included in a Gift Aid claim giving clubs the possibility of a refund of £1,250 on top of the claim on individual donations which are supported by Gift Aid Declarations.

Clubs must be current in meeting the reporting requirements on all previous Grants.

Clubs are encouraged to contribute to the Rotary Foundation to ensure future funding of TRF Grants.

Clubs completing this qualification procedure will receive qualified status for the year **2020/2021**.

**2.4 Areas of Focus**

All projects to be supported by Rotary Foundation grants, whether district grants or global grants, must conform to at least one of the six areas of focus:-

1. Peace and conflict prevention/resolution
2. Disease prevention and treatment.
3. Maternal and child health
4. Basic education and literacy
5. Water and Sanitation
6. Economic and community development

In addition, all Grant projects and activities must:-

* Support The Rotary Foundation (TRF) mission.
* Include the active participation of at least three Rotarians.
* Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant
* Support local or international humanitarian and service projects, scholarships, or vocational training teams (VTT) relating to the mission.
* Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities.
* 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.

* Demonstrate sensitivity to the host area’s tradition and culture.
* Comply with the policy regarding the use of Rotary Marks as outlined in section **4.090** of “The Rotary Foundation Code of Policies”.
* Comply with the Conflict of Interest Policy for Grant Participants as outlined in section **10.030** of “The Rotary Foundation Code of Policies”.

**2.5 Sustainability**

The Rotary Foundation strongly encourages Rotarians to apply the principles of sustainability to all projects and activities.

**2.6 Use of Grant Funds**

1. Approval must be obtained before the project is started
2. The Club is responsible for the proper disbursement of grant funds
3. The Club is responsible for prompt repayment to the District for any funds not properly disbursed or accounted for
4. The Rotary Foundation has determined both permitted and prohibited uses of grant funds and applicant Clubs should review the complete guidelines, to ensure that the project is eligible for funding
5. TRF will accept contributions for global grants submitted by Rotary clubs and districts that are contributed by Rotarians, clubs and districts, and non-Rotarians and non-Rotary entities as long as there is no conflict of interest.
6. Each project must be a new project for the initiating Club and for each of the clubs cooperating on a joint project.
7. In the case of funding for an International Scholarship, the scholar must provide a letter of acceptance to his/her chosen university, and the host partner District must also be notified.
   1. **Grant Eligibility Criteria**

General Criteria

a) To receive a Rotary Foundation grant, primary sponsor Clubs and districts must be appropriately qualified. Districts must be qualified by The Rotary Foundation, and Clubs must be qualified by their respective qualified districts.

b) When acting as a primary sponsor, each Rotary Club or district is limited to 10 open Rotary Foundation grants at any given time. Sponsors that have already reached this limit must close open grants before any new grants will be approved.

c) The primary sponsors must each establish a project or activity committee, composed of at least three Rotarians, who are members of that Club or district (if district sponsored).

d) Rotary Clubs, districts, and all project committee members must be in good standing with Rotary International and The Rotary Foundation in order to receive a grant.

e) Individuals prohibited from serving on a project committee for any Rotary Foundation grant include RI fiscal agents, national treasurers, and officers and paid staff of a cooperating or beneficiary organisation associated with the grant project.

f) Funds received from Rotary Foundation grants cannot be used as a new contribution to The Rotary Foundation or as a contribution to another Rotary Foundation grant.

In addition to the general criteria for Rotary Foundation District and Global Grants, specific allowable activities have been identified for both grant types. See TRF “*Rotary Grant Terms & Conditions*”.

Grants can fund:-

1. Construction of infrastructure including but not limited to toilet blocks and sanitation systems, access roads, dams, bridges, storage units, fences and security systems, water/irrigation systems, and greenhouses.
2. Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time. This may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, elevators, renovation of bathrooms, etc.
3. Purchase and distribution of contraceptives for use in disease prevention and maternal health projects.
4. International travel for scholars, vocational training teams, and project beneficiaries. Airfare for any travel funded by Rotary Foundation grants **must be booked through Rotary International Travel Services** (RITS) according to established travel policies.
5. International travel for up to two people to implement a service project or to provide training provided the host sponsors have confirmed that the skill set is not readily accessible locally and warrants funding international travel. Staff, officers or members of a cooperating organisation involved in the project are not eligible to receive grant funding for travel expenses. In special circumstances where these individuals have specific skills or qualifications necessary to implement the project, consideration will be given to permit funding their travel. A humanitarian project budget may not be used to solely fund international travel; it must be a component of a larger humanitarian project budget and the travel portion must be reasonable in proportion to the project budget.
6. Domestic travel for scholars, vocational training teams, project beneficiaries, and those professionals (Rotarian and non-Rotarian) needed to implement the project.
7. Direct costs, fees, contracted labour costs, stipends, or honorariums related to project implementation.
8. Activities involving vaccines and immunisations that are consistent with the best practices described by the World Health Organisation. The purchase of polio vaccines is included, as long as polio vaccine is not the only vaccine that is being purchased.
9. Medical camps and lifesaving surgeries, providing that if they are funded by global grants, there must be appropriate follow up.

**Reporting:**

1. All primary Rotary clubs and/or districts will be held accountable for submitting complete and accurate reporting within two months of the activity’s completion.
2. Failure to provide accurate and timely reports to The Rotary Foundation will prevent both the primary host and international sponsors from receiving future global grants until an acceptable report is submitted.
3. An overdue global grant will not affect the processing of a district grant unless the global grant is significantly overdue.
4. **District Grants**

**3.1 Introduction**

The District 1080 Grants Committee will administer District Grants.

Districts are required to apply for their District Grant for any one year in one application, giving brief details of the spending plan for the grant. This will comprise a list of the Clubs requesting District Grants, brief details of their projects, and an indication of the sum required.

The committee will also, funds permitting, apply for a contingency amount (probably no more than about 20% of the total) for projects that arise during the year, or topping up of awards where the detailed project proposal implies a greater need for funding support than was originally anticipated. On approval, funds will be released from the 1080 District Designated Fund (**DDF**) account to match the application total.

Collated applications approved by the District Grants Committee will be signed by the District Governor, District Rotary Foundation Chairman and Grants sub-Committee Chairman, and sent to TRF.

This block grant to the district can be up to 25% of the Annual Giving by the district three years previously. It is essential for the future value of District Grants that Clubs continue to donate to the Annual Fund, so that in three years’ time the grant will be of a healthy and useful size.

**3.2 Suggested Application timetable**:

Once a Club has identified a project which conforms to at least one of the Six Areas of Focus it, may apply to the Grants committee for a District Grant.

***November 2019 to May 2020*** - Clubs develop plans for suitable projects

For administration purposes, the Club Assemblies **should** formalise the plans by the end of June 2020.

***At any time following qualification,*** Clubs can apply for funding on the Application form (See **Appendix 3**) and forward details of their projects to the District Grants Chairman.

All the information to fully complete the form may not be available at this time, however for your preliminary grant request, **page 1 and section 6 must be completed**

These details are as follows:-

* Club name and charity registration number (if required)
* Project description
* Areas of Focus supported by the project
* Project anticipated total cost
* Amount of grant requested.
* Funding from project Club, supporting Clubs and any other financial support

Following the consideration of the project by the Grants Committee, and before the ***end of*** ***August 2020*** - Clubs submit completed district grant application form to District Grants Committee.

***As soon as the total of Grants requested has reached the Block Grant level, or at September 30th (whichever comes first)*** - District Foundation committee applies on-line for the block grant, with the *District Spending Plan*.

***October 2020*** - The Rotary Foundation in Evanston, approves individual projects, accepts the grant and sends money to district. Following TRF approval, grant funds can be disbursed to the clubs.

Once funds are all distributed, the Foundation committee will report to TRF the completion of the distribution of the grant.

**3.3 Details of Application**

Full or preliminary applications by Clubs for a district grant are to be made to the District Grants Chairman, any time following qualification. Once the total of grants requests reaches the Block Grant level, no further applications will be accepted. Consequently, early applications stand the best chance of acceptance. The application form needs to supply as much information as possible, to enable the Grants Committee to evaluate the project and decide if it fits the relevant criteria. (See “**Timetable**” above) - Electronic completed applications are preferable.

A District Grant may be up to a 100% match of the financial contribution made by the Club. However, it is expected that most applications we shall approve, will be for grants up to a maximum of £500.

Exceptionally, larger District Grants will be available for appropriate projects. If a proposal is for a District Grant of more than £500**,** then there will be a requirement for financial support from another club or clubs that is equal to or greater than the amount of the grant above £500.

***Continuous Grants*** allow for Grants for multiple years, as long as they do not serve excessive support of any one beneficiary, entity, or community. These must be applied for annually, but note that the recipients must change in each year.

**Clubs applying for more than one grant**

We do operate a "first-come-first-served" procedure for the funding, but the Grants Committee wish to be fair to all the Clubs in the district. Following the approval of the initial application that is received from a Club, further "multiple grant applications" will be entered into an abeyance area, until we are close to the acceptance closing date. All the applications will then be evaluated to ensure that the project criteria are being met to the highest degree, the Grants Committee will then choose which will be supported. If there are still enough funds available, it could mean that all the applications will be supported, of course. However, by following this course, we hope to obtain an even distribution of the grants throughout the district, and ensure that a diverse range of projects and communities are best served.

**Depending on demand for funding, no promise is made that all projects will be funded to this extent, or at all.**

However, if there is an over-subscription for funding, priority will be given to:-

1. New projects

2. Projects involving clubs collaborating with other clubs

3. Similar projects to previous years but benefiting differing beneficiaries

On receipt of the acceptance of the District Grant preliminary application, Clubs will be invited to submit a completed District Application Form (electronic application with scanned signatures will be preferable).

Before any grant can be paid, letters from any supporting clubs confirming their contribution are required, and these must be authorised by the club President.

On receipt of this form from the Club, the District Grants Committee will consider the application, ensuring that it fits within at least one of the Six Areas of Focus.

**When your application has been approved by the Grants Committee, the planning for the project may commence. However no expenditure may be incurred until the District receives approval from TRF for the *Block District Grant*.** When we receive the money it will be distributed to Clubs and at that stage you can financially commit to your project.

**The grant cannot fund activities for which the expense has already been incurred**.

Acceptance of the grant by the Club is recognition that reports on the use of the grant will be made according to the signed ***Club*** ***Memorandum of Understanding*** (MoU). Progress and final reports from Clubs should show the status of grant usage, and wherever possible will include photographs, publicity reports and copies of invoices which relate to the grant project.

Interim reports will be required every six months after approval of the grant, and a final report within two months of completion of the project.

The final District Council Meeting of 2015/2016 will receive a full report from the DRFC of the status of all projects which have received a grant. The final report will be authorised and signed by the District Governor and the District Foundation Chairman, and presented to TRF.

**3.4** **Criteria /Requirements**

* District Grants must respect the wishes of the receiving community, and if international, must strive to understand, appreciate, and respect its country’s traditions and culture. If possible, clubs with international projects should look to work with a Rotary Club in that area.
* District Grants require the active involvement of Rotarians by:-
* Assessment of community needs and development of a project plan
* Establishment of a committee of at least three Rotarians to oversee the expenditure of funds
* Oversight of Grant funds
* Involvement in the implementation of projects
* Organisation of meetings with local services providers, local officials, and/or recipients
* Promotion of projects in the local media.

**3.5 Policies and Guidelines**

* Projects must have **involvement by a Rotary Club or District**
* Grants cannot be used for:-
  + - Reimbursement of existing projects or projects already completed.
    - Purchase of land
    - Salaries, stipends, or honorariums
    - Operating expenses of another organisation
    - Excessive support of any one beneficiary, cooperating organisations, or project.
    - International travel expenses

**3.6 Appropriate Grant Implementation**

The use of grant funds from TRF must:-

1. Benefit a project that’s based on the community’s need.
2. Have meaningful Rotarian involvement and visible Rotary identification
3. Demonstrably benefit a community or an individual, as long as the project supports the mission of The Rotary Foundation
4. Exclude any liability to The Rotary Foundation or to Rotary International except for the amount of the grant
5. Be consistent with the criteria, procedures, and policies of the Polio Plus programme and the World Health Organisation for projects involving vaccines and immunisations
6. 6. Align with the Six Areas of Focus  
   *These are fully explained in section 11.0.70 of the “The Rotary Foundation Code of Policies”. However, the District Grants Committee wish to allow some flexibility of these definitions when approving District Grants to enable clubs to be more readily able to assist the communities in which they serve or support internationally by the use of these small scale projects.  
   As an example of this flexibility, in the Area of Focus concerned with helping basic literacy and education projects could include those designed to help disadvantaged children’s personal development to enable the child to improve the chances of them fulfilling their full potential. Other examples would be in the area of Maternal and Child Health, where the delivery of sports and sport equipment and activities showing the advantages of correct diet and programmes to combat substance abuse would be allowed. In addition, the potential recipients of the Area of health delivery will be widened to include the disadvantaged and elderly, both female and male.*
   1. **District Grant can Fund:-**

a) Humanitarian projects

b) International travel and service projects approved by the district

c) Vocational trainings, exchanges, and teams

d) Scholarships (individuals awarded district grants for scholarships are not permitted to enrol at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows)

e) Cultural and language trainings

f) Awards for educators to teach at institutions other than their own

g) Local and international projects and activities

h) Activities to support projects in and citizens from non-Rotary countries where permitted by applicable governing laws and in accordance with Foundation policies.

i) Construction of infrastructure including but not limited to

1) Toilet blocks and sanitation systems

2) Access roads

3) Dams

4) Bridges

5) Storage units

6) Fences and security systems

7) Water/irrigation systems

8) Greenhouses

j) 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.

k) Youth programs, including Rotary Youth Exchange, RYLA, Rotaract, or Interact.

l) Travel for staff of cooperating organisations

m) Scholar and vocational training team orientation seminars

n)Activities primarily implemented by an organisation other than Rotary. This cannot be an unrestricted cash donation and should be to support a specific event or activity, and Rotarians should keep invoices for the specific items or activities they are funding. Rotarians should still have active involvement in the activity in some way, to ensure it fulfils the element of service.

**3.8 Publicity**

The Club should obtain through the media, recognition of the contribution from **The Rotary Foundation** to the project and, if practical, a plaque should be mounted on or near the project site.

Details of the publicity will be **expected as part of the Final Report**.

1. **Global Grants**

**4.1 Introduction**

The Rotary Foundation administers Global Grants centrally. The District 1080 Grants Committee is available to assist with applications, and to ensure that the funds available from 1080’s District Designated Fund (DDF) are used effectively to support appropriate larger projects.

Global grants, both Club and District-developed and “Packaged”, must support activities and the goals of one or more of the Six Areas of Focus.

Club and District-proposed projects must be of a sufficient size to qualify for a minimum Global Grant award from the World Fund of US$15,000. The World Fund award is based on a 100% match of District Designated Fund (DDF) allocations and a 50 per cent match of cash contributions from Clubs’ own funds.

Global Grants must be sponsored by two Clubs/Districts: a host partner in the country where the activity takes place, and an international partner outside the country.

The Foundation will match non-Rotarian contributions toward a grant, provided they do not come from a cooperating organisation or a beneficiary of the project.

International sponsors for humanitarian projects are required to provide at least 30 per cent of the total sponsor funding. Host sponsors for humanitarian projects, are expected to contribute a minimum of $100 toward the financing of the grant.

Before submitting a Global Grant application, Rotarians will be required to submit a proposal to The Rotary Foundation describing their anticipated activities and outcomes. This will be done on-line.

**Clubs must talk to the District 1080 grants committee before starting this process**, to ensure that their time and that of The Rotary Foundation staff is not wasted in the case of funds from the District Designated Fund not being available, or for any other reason.

Before submitting an application on line, you should complete the Global Grant ProposalDocument

(See **Appendix 4**) and present this to District Grants Chairman. This document closely resembles the set-up of the on-line form, and will help with obtaining a successful application.

The District must be made aware of the proposal submission, and is in a position to offer advice based on previous experience with applications

**Global Grants:-**

1. Align with one or more of Rotary’s areas of focus
2. Are sustainable. 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 Plan supplement, and may add their own measurements in their report to the Foundation. Expenses to measure project outcomes are capped at 10 per cent.
4. Are host community-driven. The host community designs the grant based on local needs that they have identified.
5. Can include up to 10 per cent of the project budget for contingencies to offer protection from price increases and/or currency fluctuations
6. Support humanitarian and educational projects
7. Provide 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)

**4.3 Sustainability**

The Rotary Foundation strongly encourages Rotarians to apply the following principles of sustainability to all projects and activities:-

Global Grants:-

* Incorporate activities and safeguards that ensure the continuity of project impact after TRF funding is fully expended.
* Work toward multiple levels of sustainability: economic, cultural, social, and resource.
* Make optimal use of local resources, regional input and indigenous knowledge as much as possible.
* Respect the natural resource base and avoid deterioration or destruction of the local environment.
* Attempt to reach the greatest number of beneficiaries as appropriate.
* Prepare scholars and individuals to contribute to new and innovative methods in professional fields reflected within a Foundation Area of Focus.
* Prepare participants to increase impact and improve effectiveness in the communities and vocations in which they work.
* Utilise the input and skills of grassroots individuals and groups, such as Rotary Community Corps, to ensure continuation of projects and activities.

1. **Humanitarian Projects**

Global grants may support humanitarian projects providing sustainable, measurable outcomes in the benefiting community. A project is sustainable if it ensures successful project outcomes that can be maintained on a long-term basis to serve the on-going needs of a community once the grant funds have been expended (see sustainability guidelines in **4.3** above).

A project is measurable if the grant outcome lends itself to data collection and analysis in order to demonstrate quantifiable results and impact within a community. Clubs should conduct a *Community Needs Assessment* at the beginning of the planning stage, to identify the benefiting community’s assets and their most pressing needs and develop a project that addresses those needs.

1. **Scholars**

Global grants may support scholars seeking a scholarship for graduate-level study whose area of study and professional goals further one of the Six Areas of Focus. Global Grants may fund a Rotary Scholar for a term of one year to four years, covering tuition, room and board, etc., for the duration of the grant. At the time of application, the scholar must provide a letter of acceptance to his/her chosen university located in an international District and the host partner must also be notified. 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.

1. **Vocational Training**

Grants may be used to fund local vocational training in an effort to support a benefiting community. This type of training may be most beneficial in conjunction with a humanitarian project to help ensure its sustainability. Global Grants may also support Vocational Training Teams; groups of professionals travelling abroad to either learn about their profession or teach local professionals about a particular field. A Vocational Training Team may be multi-vocational but must share a common purpose in support of an area of focus. At least two members should have 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. Each team shouldconsist of a minimum of one Rotarian Team Leader and two non-Rotarian team members with no maximum limit of participants. The team leader shall be a Rotarian unless the grant applicant establishes the particular circumstances that make a non-Rotarian team leader appropriate. In such an event, a non-Rotarian team leader can, with TRF approval, be accepted.

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. The minimum number of travellers will remain at three. There are no age restrictions on participants or time restrictions on length of stays abroad.

1. **Microcredit**

The Rotary Foundation is committed to using microcredit programmes to facilitate small, self-help enterprises. Clubs and districts applying for global grants are encouraged to partner with reputable and established cooperating organisations/microfinance institutions to administer loan programmes as a way of undertaking sustainable development projects. However, microcredit programmes 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 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 the project.
4. Grant sponsors must submit a microcredit supplement form with the 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 guarantee systems.
7. **Special Considerations for Rotary Foundation (India)**

The Rotary Foundation and the Rotary Foundation (India) encourage all Rotary Clubs and districts in India to become registered with the Government of India (GOI) under the Foreign Contribution Regulation Act (FCRA).

Just be aware that when dealing with India, they will be expected to follow stricter payment and reporting procedures.

**4.4 Restrictions**

Grants cannot be used to unfairly discriminate against any group, promote a particular political or religious viewpoint, support purely religious functions at churches and other places of worship, support activities that involve abortion or that are undertaken solely for sex determination, fund the purchase of arms or ammunition, support the following programmes of RI: Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, and Interact, or as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, Global 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 or revolving loan fund if the sponsors comply with the revolving loan requirements found in **Section D Microcredit.**
3. Purchase of land or buildings
4. New construction (without a strategic partner) of any permanent structure in which individuals live, work, or spend a significant amount of time, such as buildings (e.g., schools, homes/low cost shelters, and hospitals), containers, and mobile homes or structures in which individuals carry out any type of activity including manufacturing and processing. If the grant depends on the construction of a building, the construction must be funded by additional Club/district funds (non-matched cash contributions not processed by The Rotary Foundation) or funded by another entity.
5. Renovations to complete buildings that are partially constructed (including buildings with only the exterior completed) but have never been occupied or operational.
6. Cash donations or stipends to beneficiaries outside of a revolving loan fund. The Rotary Foundation will support beneficiaries through the use of goods, education, services, and care.
7. Fundraising activities
8. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities.
9. Public relations initiatives not directly related to a humanitarian or educational activity
10. Operating, administrative, or indirect program expenses of another organisation
11. Unrestricted cash donations to a beneficiary or cooperating organisation
12. Projects already in progress or completed
13. Activities primarily implemented by a non-Rotary organisation
14. Transportation of vaccines by hand over national borders
15. Humanitarian projects that consist primarily of research or data collection
16. Travel to National Immunisation Days (NIDs)
17. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows.

**SEE THE ROTARY GRANTS TERMS & CONDITIONS FOR FURTHER GUIDELINES**

**4.5 Levels of Grant Application Assessment**

a) Level 1\*

i. Award amount: US$15,000-US$50,000

ii. Assessment requirements: Application review by general secretary; area of focus expert analysis, if needed.

b) Level 2\*

i. Award amount: US$50,001-US$100,000

ii. Assessment requirements: Application review by general secretary; area of focus expert analysis, if needed; technical review and interim site visit by The Rotary Foundation Cadre of Technical Advisers.

c) Level 3\*

i. Award amount: US$100,001-US$200,000

ii. Assessment requirements: Application review by general secretary, area of focus expert analysis, technical review, advance site visit, audit and interim site visit by The Rotary Foundation Cadre of Technical Advisers.

\*An area of focus expert, in consultation with the Cadre chair, may determine that the appropriate level of assessment is not commensurate with the award amount and either waive or add additional requirements to the level of assessment. *(April 2013 Trustees Mtg., Dec. 114)*

**4.6 General Guidelines for development of a successful project**:

Rotary Foundation Global Grants will fund activities that meet the goals of one or more of the areas of focus. The goals offer numerous opportunities for a wide variety of projects and activities. The Rotary Foundation will not require Rotarians to adhere to a specific list of eligibility dos and don’ts, but will instead rely on the ingenuity and creativity of Rotarians in developing appropriate responses to the goals of each area.

The following general guidelines can assist Rotarians in proposing projects and activities that the Rotary

Foundation will consider eligible for global grant support:-

* Choose an Area(s) of Focus and the specific goal(s) that your project or activity will target.
* Determine how your project or activity will have sustainable impact in the chosen area(s) of focus. Refer to TRF Principles of Sustainability.
* Ensure that all proposed projects and activities adhere to the grant terms and conditions.
* Find a cooperating partner if appropriate and helpful to meeting the goals of the chosen project or activity.
* For humanitarian projects and Vocational Training Teams, ensure there is community support for your project via a strong community assessment process at the beginning of the planning process.
* For Rotary Scholarships, ensure that candidates are aware of the Areas of Focus and are clear on how they will pursue their studies and future professional endeavours with the areas and goals in mind.
* For a Vocational Training Team, ensure that team members are aware of the Areas of Focus and are clear on how they will apply their professional development experience with the areas and goals in mind.
* Communicate with staff in Evanston about eligibility-related questions at any point in the process. They will help Clubs and Districts to develop projects and activities that meet the goals of the areas of focus and have sustainable impact in the communities where they will be implemented.

**4.7 Disclosure of any possible conflicts of interest.**

A conflict of interest is defined as a relationship among individuals through which an individual involved in a programme grant or award causes benefit, or could be perceived to cause benefit, for such individual or such individuals’ family, personal acquaintances, business colleagues, business interests, or an organisation in which such individual is a trustee, director or officer.

**Any and all disclosures must be explained prior to grant approval:-**

1. A fair, open, and thorough request for proposals or bidding process must be conducted to ensure that the best services are secured at a reasonable cost, despite any connection between a vendor and a Rotary Entity. Possible conflicts of interest may arise when a Rotary Entity is considering business in which funds will be paid to a Rotarian; a goods and/or services provider owned or managed by a Rotarian, or employees of agencies, organisations, or institutions partnering with TRF.
2. If a Rotarian serves on the board or has professional responsibilities in relation to a cooperating organisation, vendor or beneficiary involved with a Matching Grant, he/she may NOT serve on the project committee

**4.8 Legal Agreement**

Upon completion of the Global Grant application, the following emailed notification will be received from The Rotary Foundation:-

**“Authorize the agreement**Have your current club president (if the grant is club-sponsored) or current district Rotary Foundation committee chair (if the grant is district-sponsored) sign in to [www.rotary.org/grants](http://www.rotary.org/grants) to authorize the global grant legal agreement.”

This legal agreement (See **Appendix 2**) is put into place to help address all scenarios that may be encountered in regards to global grant activity. If, for example, a scholar or Rotarian were to improperly manage or take grant funds, then TRF would rely on all the Rotarians involved in the project or scholarship to help them follow up and resolve the matter. When there are problems (which fortunately are quite rare), each situation is carefully analysed on a case-by-case basis, and steps are taken appropriate to the particulars of the matter. TRF emphasises that it is their goal is to be helpful and clear throughout the process, and not to be unjustly punitive.

**5.0** **Grants Fair**

The Grants Committee will organise during spring of each year a ‘Grants Fair’. This event will allow clubs to gain funding from other clubs, so increasing the scope and effectiveness of their projects, and to showcase their project. All clubs are encouraged to attend. If a club does not have a project, it can evaluate other club’s projects with a view to helping to fund them. These projects can be either Global or District.

Clubs will have around 10 minutes for their presentations. Audio/visual equipment will be available.

In the meantime, if there are any questions about the Areas of Focus,

the goals, or eligibility

**Talk to the District Foundation Committee.**

1. **Appendices**

Appendix 1: Club Memorandum of Understanding (MoU)

Appendix 2: Global Grant Agreement

Appendix 3: District Grant Application Form 2020-21

Appendix 4: Global Grant Application Template