**The Rotary Foundation – District 9600**

**Club Grant Guidelines**

**Rotary Year 2018-2019**

Now is the time for your Club to apply for a share of our District’s allocation of $41,000 in

District Grant funds. The deadline for receipt of applications is April 26, 2018.

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 US$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 D9600 Rotarians and to establish financial guidelines for oversight of Rotary Foundation funds.

2. Where a conflict exists or develops between District 9600 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 three projects proposed during the Rotary year. Clubs with more than one application 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 $5,000. Project budgets may exceed the $10,000, and sources 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 $5000 of foundation funding and no more than six (6) clubs may work together on any one specific project. No more than $10,000 will be awarded to any one club for 2018-2019 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 approval from the District for the grant project.

No reimbursements are allowed for projects started prior to the approval date.

6. Approved projects must be completed with a final report submitted to the District

Grants Subcommittee not later than May 15, 2019 or May 1 2018 for 2017-18 grants.

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 9600 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 and its history of prior reporting;
* completeness and accuracy of the grant application;
* prior year per capita support for the Rotary Foundation’s Annual Fund.

8. District Match. District Grants will be awarded to Rotary clubs on a matching basis, up to a $2 for $1 match. Clubs donating to The Rotary Foundation Annual Fund will be eligible for a match of district to club funds, depending on the club’s record of per capita giving. Clubs with per capita giving at lower levels will be eligible on a reduced matching ratio.

For approved projects, for each dollar a club contributes to its proposed project, the maximum District will match the club’s contribution on the following basis, up to available District Grant funds:

|  |  |  |  |
| --- | --- | --- | --- |
| Club’s 2016-2017 Per Capita Annual Fund Giving | Maximum District Match | Project Value | Grant Value |
| $100 | 200% | $3000 | $2000 |
| $75-$99 | 100% | $3000 | $1500 |
| $50-$74 | 75% | $3500 | $1500 |
| $25-$49 | 50% | $3000 | $1000 |
| <$25 | 25% | $2500 | $500 |

9. Before the end of each of July, October, January and April reports will be provided to the Grants Sub Committee, re update on the progress of the project and expected completion.

**The Rotary Foundation – District 9600**

**Club Grant Checklist**

**Rotary Year 2018-2019**

**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 club effort.
* This is not reimbursement for a project that is already in progress or already completed
* We are the primary sponsor of this project, not some other, non-Rotary organization
* 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 may be used to construct the structure
  + Funds may 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 Rotary year.

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 financial reporting requirements as requested by the District Committee

We will submit progress reports every three months such that reports are received by the District Committee on or before 31 January, 30 April, 31 July and 31 October as required until the project is completed.

**The Rotary Foundation – District 9600**

**Club Grant Application Form**

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

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

***The Terms and Conditions For Rotary Foundation District Grants and Global Grants is attached to the end of this document.***

1. Club(s):

2. Describe:

a. the project:

b. its location:

c. its objectives:

Estimated Start Date: Estimated Completion Date:

3. Describe:

a. how the project will benefit the community, and/or improve the lives of the less fortunate:

b. the number of members of the community whose needs will be met by the implementation of this project:

4. 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?

5. 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?

6. District 9600’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 project proposal what adjustments (scaling down of project and/or what other sources of money would be used, etc.).

7. 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.:

8. 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 items costing

$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)*

9. 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.

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

|  |  |
| --- | --- |
| **Name of Primary Contact:** |  |
| Street Address: |  |
| Telephone: |  |
| Email: |  |
| Rotary Position/Title: |  |
| City/State/Postcode: |  |
| Fax: |  |
|  |  |
| **Name of Secondary Contract:** |  |
| Street Address: |  |
| Telephone: |  |
| Email: |  |
| Rotary Position/Title: |  |
| City/State/Postcode: |  |
| Fax: |  |

11. 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.

*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 9600 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.

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

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Club President  (name only) |  | Club President Elect  (name only) |
|  |  |  |
| Signed |  | Signed |
|  |  |  |
| Date |  | Date |

**Grant Application Received**

Darryl Iseppi, District 9600 Rotary Foundation Committee Chairperson

Date:

**Rotary Foundation Committee Results**

Approved/Denied

Amount: $ \_\_\_\_\_\_\_\_\_

Comments:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Darryl Iseppi  District 9600 Rotary Foundation Committee Chairperson |  | Helen Bo Morse  District 9600 Rotary Foundation Grant Committee Chairperson |
|  |  |  |
| Signed |  | Signed |
|  |  |  |
| Date |  | Date |

**District Governor’s Approval:**

As Governor of District 9600, I hereby affirm the use of $ \_\_\_\_\_\_\_\_\_ of District Grant Funds from the District’s Grant Funds for this project.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| John Lane  District 9600 Governor |  | Signed |
|  |  |  |
| Date |  |  |

**District Grant #**

(*For committee use only)*

Rotarians completing a District Grant Application should return this form to The Rotary Foundation District 9600 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

Darryl Iseppi

PO Box 2816

New Farm QLD 4005

Ph: +61 408 189 211

Email: [trf@rotary9600.org](mailto:trf@rotary9600.org)

The Rotary Foundation District Grants Committee Chair

PDG Alan Stephens

19 Vores Road

Whiteside, QLD 4503

Ph: 3285 6978

Mob: 0438 150 110

Email: [grants@rotary9600.org](mailto:grants@rotary9600.org)

Completed applications may be mailed, emailed or faxed to:

The Rotary Foundation District Grants Committee Chair

PDG Alan Stephens

19 Vores Road

Whiteside, QLD 4503

Ph: 3285 6978

Mob: 0438 150 110

Email: [grants@rotary9600.org](mailto:grants@rotary9600.org)

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

**The Rotary Foundation – District 9600**

**Club Grant Progress/Final Report**

**Rotary Year 2018/2019**

**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 May 15 2018 as applicable.*

**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 the less 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?

**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.

**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.

**Suggestions**

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

**Financial Statement**

*Progress Reports*

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

*Final Report for District 9600 District Grant Awards*

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

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

*Use additional/separate pages if necessary*

District Grant Amount Requested $ \_\_\_\_\_\_\_\_\_

To be paid to:

|  |  |  |
| --- | --- | --- |
| Club name: |  |  |
| BSB: |  |  |
| Account number: |  |  |

**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

**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 in hard copy format for at least five years in case they are needed for auditing purposes.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Rotary Title |
|  |  |  |
| Club Name |  | Date |
|  |  |  |
| Signed |  |  |

**The Rotary Foundation – District 9600**

**Grant Club Qualification**

**Checklist Rotary Year 2018-2019**

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.

* Minimum of 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**

1. Establish a succession plan for club leadership to ensure that information and documents related to qualification are retained.
2. 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)
3. 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
   * Keep all records in hard copy format
   * Documented plans and procedures
4. Fulfill Foundation and district reporting requirements for the use of grants.
5. Report suspected misuse to the district