

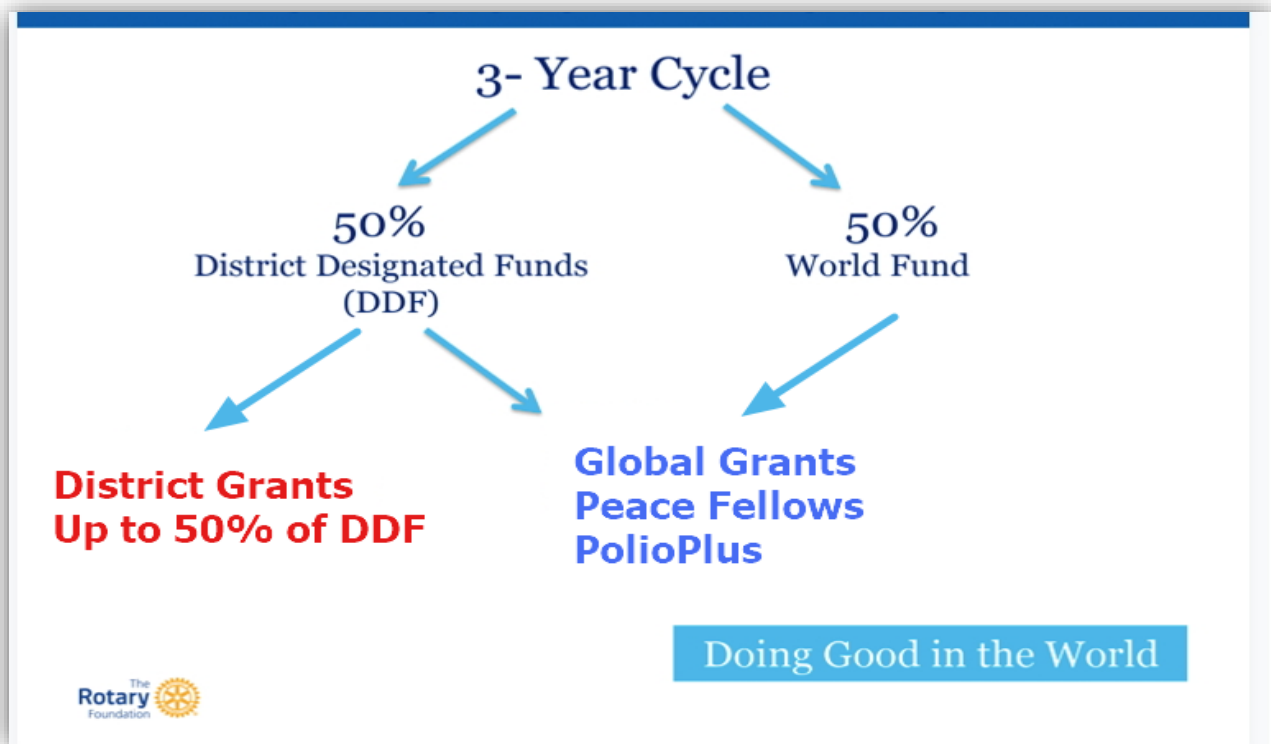


**Rotary District 5100
2020-21
GRANT HANDBOOK**

October 10, 2020

DISTRICT DESIGNATED FUNDS (DDF)

The Rotary Foundation (TRF) has a unique funding cycle that uses contributions to the Annual Programs Fund three years after they're received. The three-year cycle allows the Foundation to invest the contributions and receive earnings from those investments to pay for Foundation program operations, fund development costs and some administrative costs. On the third year, those original contributions are shared between the districts they came from and the World Fund (known as the SHARE program) and become the primary funding source for Rotary Foundation grant programs. The funding District 5100 has available from the Rotary Foundation is known as **District Designated Funds** or DDF.



In December, prior to each Rotary Year, the voting members of the D5100 Rotary Foundation Committee, as named by the District Governor and its Chair, are charged with deciding how the district will use its District Designated Funds (DDF). District 5100 may receive up to 50% of its yearly DDF in the form of a District Block Grant. The balance of the yearly DDF is available to use for Global Grants. District 5100 submits a Spending Plan for the Block Grant in August for distribution of DDF for District Grants and upon approval the Rotary Foundation will distribute the Block Grant in a single check to District 5100. Please note the spending plan as permitted by TRF is a living document which will likely change with allocations.

The District Block Grant funds primary purpose is the funding of Club submitted District Grants but also may be set aside for district sponsored programs. Those District Grants are paid by TRF in a block to the District and the District Grants Chair along with the Chief Grants Officer will handle all administration including the issuance of payment, along with managing the established application process, interim reporting and stewardship related to these grants. The District Rotary Foundation Committee Chair is responsible for maintaining accurate records to plan for and track district's Block Grant funds.

THE ROTARY FOUNDATION GRANT MODEL BASICS

The Rotary Foundation offers two types of humanitarian and educational grants under the guidelines of four documents: The Rotary Foundation Grant Terms and Conditions, Club Memorandum of Understanding, District Grant Polices and the Guide to Global Grants.

1. **Rotary Foundation District Grants** are a Block Grant made to districts in support of smaller projects. The funds can be used for both local and international projects. Clubs access this block of funds through the District Grants Program.
2. **Rotary Foundation Global Grants** support larger international projects with sustainable, measurable, and with high-impact outcomes. These projects are required to address one or more of the six *Areas of Focus*. Both Clubs and Districts may design and implement global grant projects that are funded by a matching funds: the sponsoring club(s), DDF, and a grant awarded by TRF from the World Fund. These grants may include scholarships and vocational training teams.

The six Areas of Focus are:

- Peace and conflict prevention/resolution (PCR) – promoting peace
- Disease prevention and treatment (DPT) – fighting disease
- Water and sanitation (WSH) – providing clean water, sanitation and hygiene
- Maternal and child health (MCH) – saving mothers and children
- Basic education and literacy (BEL) – supporting education
- Economic and community development (ECD) – growing local economies

Here are some important differences between District and Global Grants:

The Rotay Foundation Grants		
Parameters	District Grant	Global Grants
Duration	1 year (approx)	1-2+ years
Purpose	Humanitarian Projects, VTT, Scholarships	Humanitarian Projects, VTT, Scholarships
Area of Focus	Not Required	Yes within specific TRF policy guidelines
Host Partner	Not Required	Required
Location	Local or International	International
Active Rotarian Involvement	Required	Required

DISTRICT AND GLOBAL GRANT CLUB QUALIFICATION

To qualify, a club must meet all these requirements each Rotary year:

Training -

1. **To initiate a Global Grant or obtain DDF**, designate one or more active club members to take either the D5100 Grant Management Seminar (D5100 GMS) or the Rotary International Grant Management series in the Learning Center (the RI GM is 9 modules, self-paced). The D5100 GMS is available online, and is usually given at District Training Assembly (DTA) or at a specially arranged training. If a club is the lead International Sponsor of a GG, the Primary Contact must complete the RI GM before the 6Q is approved and DDF is reserved.
 2. Training is renewed annually. The RI GM allows a shorter update and recertification.
3. **Memorandum of Understanding (MOU)** – Review, sign and submit to the District Office a District 5100 Memorandum of Understanding as follows:
 - a) For District Grants the MOUDG is signed by the Club President
 - b) For Global Grants the MOUGG is signed by both Club President and Club President Elect.
 - c) MOU's are renewed annually.
 4. **Stewardship** – Clubs must be current on:
 - a) Rotary International and District 5100 dues and payments.
 - b) Tax returns for the club and any associated club foundation.
 - c) All Rotary grant reporting requirements.
 5. **Giving** – Clubs must have established and submitted an Annual Fund Giving Goal for the current year.
 6. **Coaching** - Global Grants require collaboration with a District 5100 Global Grants Coach, throughout the life of a GG project, for the club to be eligible for District DDF.

DISTRICT GRANT GUIDELINES

The purpose of District Grants is to encourage Rotary clubs and Rotarians in District 5100 to carry out local and international humanitarian service projects and educational initiatives. These guidelines are set forth to ensure stewardship and accountability for Rotary Foundation funds entrusted to District 5100 Rotarians and to establish financial guidelines for oversight of Rotary Foundation funds.

D5100 adds a few policy requirements and guidelines. However, where a District 5100 policy or guideline conflicts with the policies, bylaws, or rules of The Rotary Foundation or of Rotary International, the latter apply.

1. All qualified clubs must submit an online District Grant Application for *each* project proposed for the Rotary year through the District Database (DACdb) for Round 1 from July 1 thru November.
2. The maximum DDF a club may apply for in Round 1 is \$2500 unless otherwise decided by the District Governor. The maximum DDF a club may apply for in subsequent Rounds is \$2000 each

Round. Completed grants applications will be reviewed and approved, if appropriate, in order of their submission.

3. Clubs will be notified by the District Grants Chair if their application(s) have been received.
4. The District Grant Committee will review each as received and notify clubs once the application is approved and the club is in good standing. Clubs may start their projects after receiving written approval. District Grant funds will be dispersed after the Block Grant has been received by District 5100.
5. If an approved application is withdrawn, the District Grant funds earmarked for the project will return to the District Grant pool.
6. If there are more applications than funds available, the District Grant Committee will evaluate the applications and use their judgment to prefer projects of qualified clubs using a combination of factors like these:
 - a) Projects having a greater impact in the community;
 - b) There is greater Rotarian involvement in the project;
 - c) Club per capita support of the Rotary Foundation Annual Programs Fund is greater over the prior two years.
7. Proposed projects must follow the [Rotary Terms and Conditions for Rotary Foundation District and Global Grants](#) and also:
 - a) Promote Rotary awareness;
 - b) Have active Rotarian involvement (direct involvement as a way to engage Rotarians into the service aspect of Rotary);
 - c) Benefit at least six individuals except in the case of District scholarships;
 - d) Be short term in nature and completed within 12 months of funding;
 - e) May be for construction (including low cost shelters and simple schools);
 - f) May be for activities primarily implemented by an organization other than Rotary, but must have Rotarian involvement other than just raising funds for the project (*see Appendix A*);
 - g) May be carried out in any country including non-Rotary countries, except for Cuba, Iran, North Korea and any countries added by The Rotary Foundation.
8. Funding of District Grants:
 - a) District 5100 clubs will be held accountable for the fund management and stewardship guidelines as specified by the District Grant Club Memorandum of Understanding (MOUDG) and are responsible for providing the required reports within the timeframes specified. Funds will be disbursed when the application has been approved and the Block Grant funds have been received from the Rotary Foundation.
 - b) District Designated Fund Match: During the current Rotary year, qualified District 5100 Rotary clubs will be eligible for a match of \$0.50 DDF for every \$1.00 of club funds used for projects up to \$2500 total in DDF (Round 1). Rotary clubs that have averaged \$100 per capita or more contribution to the Rotary Foundation Annual Programs Fund during the prior two full Rotary years will be eligible for a match of \$1.00 DDF for every \$1.00 of club funds used for projects up to \$2500 total in DDF. Here are examples to obtain the maximum District match on a DG project:

<i>Club Per Capita Annual Fund Giving</i>	<i>Club Funds</i>	<i>Max District Match</i>
Under \$100	\$5,000	\$2,500
\$100 and Up	\$2,500	\$2,500

- c) Final Report: Projects must be completed, and the final report submitted, within 30 days of the completion date specified in the application. The completion date may be extended, upon request, up to a maximum of 12 months after the grant approval date. No further grant applications will be accepted if there are past due final reports. If a club fails to submit a final report in a timely manner, or violates any D5100, RI or TRF rule or policy, the club may be required to return to District 5100 the entire amount of DDF granted for the project.
 - d) Refunds: Refunds to the District are required only if the under-expenditure results in a club expense that is less than the District match requirement, if the activity of the grant is clearly incomplete, or if the grant is modified in such a way as to not comply with RI requirements.
9. District Grants cannot fund:
- a) Continuous or excessive support of any one beneficiary, entity, or community
 - b) Fundraising activities
 - c) Expenses relate to rotary events such as district conference, institutes, entertainment
 - d) Public relations initiatives
 - e) Project signage in excess of \$1000
 - f) Operating, administrative, or indirect program expenses of another organization
 - g) Unrestricted cash donations to a beneficiary or cooperating organization
 - h) Activities for which the expense has already been incurred.
 - i) Activities that directly benefit a Rotarian, an employee or a club, district or other Rotary entity or of Rotary International.
10. The District Grants Committee consists of the District Grant Chair, the Chief Grant Chair, the District Rotary Foundation Committee Chair (DRFCC), and two to five Rotarians appointed by the DRFCC and District Governor.
11. The District Rotary Foundation Committee reserves the authority to make exceptions to these policies.

BUSINESS & FUNDING CYCLE OF DISTRICT GRANTS

Plan Projects and Apply for District Grants

1. Submit a [District Grant Application](#) utilizing the online application available through the grant tab in DACdb (after login) for each project or program your club wishes to apply for DDF from a District Grant. Applications are accepted starting July 1 of each Rotary year. The minimum grant award is \$250 and the maximum is \$2,500 per club in Round 1. Consult the [Directions for Applying for On-Line District Grant](#) for a how-to guide.
2. Only electronic submissions through DACdb will be reviewed.

3. Clubs will be limited to a maximum DDF grant award of \$2,500 (Round 1). In December and again in February, if there is residual District Grant DDF available, clubs will be eligible to apply for grants up to a maximum of \$2,000. The residual DDF will be awarded to clubs submitting a completed and then approved District Grant application on a first-come, first-served basis.

GLOBAL GRANT GUIDELINES

Rotary Global Grants support the efforts of club members to contribute skills, expertise, and financial support to promote peace, fight disease, provide clean water, save mothers and children, support education and grow local economies in communities worldwide. Building sustainable projects that have measurable and lasting outcomes and managing grant funds responsibly are all requirements of all Rotary Global Grants.

Eligible Activities:

Global grants support international activities within Rotary's **six areas of focus** (see page 3):

- **Humanitarian projects** provide sustainable, measurable outcomes that address real community needs.
- **Vocational training** builds skills within a community through targeted educational programs or by supporting teams of professionals who travel abroad to build their own capacity or the capacity of the community they visit. Learn more about vocational training teams.
- **Scholarships** fund international graduate-level study by people seeking a career within an area of focus.

Rotary Foundation Requirements:

1. **Community Assessment** - Clubs or district applying for a Global Grant to support a humanitarian project or a vocational training team are required to conduct a [Community Assessment](#) first and include the completed [Community Assessment Results Form](#) with their grant application. The community benefiting from the project should be actively involved in the identification of the need and the planning, implementation, evaluation, and sustainability of the project both during the life of the project and after Rotarian involvement ends. TRF does not fund these assessments, but club funds and District grants can fund them.
2. **Partner with club in another country** - Global Grants are international in nature and require a qualified host Rotary club in-country that will do most or all of the implementation of the project. Since Global grants require more lead time for planning, assessment, obtaining bids, writing agreements, developing measures and completing the application process, the Host Club should be already connected to the benefiting community, and close enough to visit and support. Note: TRF expects both host and international partner clubs join hands in these projects, use their best thinking and methods; both clubs are jointly responsible for the project and stewardship. TRF requires "active involvement" by Rotarians -- review the D5100 guideline in Appendix A.

3. **Annual Qualification** – Clubs must annually qualify their club through attending training, reviewing and signing MOU, being current on all financial obligations, IRS requirements, and grant reporting. (See page 4 for details.)
4. **Long Term Sustainable impact** - Global Grants incorporate activities and safeguards that insure the continuity of project impact after the Rotary Foundation funding is fully expended. All global grant applications must include a plan that assures sustainability.
 - The Rotary Foundation defines sustainability as the capacity for maintaining outcomes over the long term to serve the ongoing need of a community after grant funds have been expended and Rotary is no longer involved.
 - A sustainable project typically involves local community leaders and committees in the community assessment, and in identifying an important need for the community -- so that the broader community is invested in the project’s long-term success and the community’s capacity to meet its own needs is improved.

5. **Invest at least \$30,000 within a community** (after July 22, 2020)

TRF Global Grants (GG) still have two levels of matching: the district level DDF (District Designated Funds) and TRF level (World Fund). TRF matches DDF on a 1:1 basis, but as of now it does not match club or other cash contributions.

Starting July 22 there is also no minimum TRF grant award (before it was \$15,000). However the *project value* must be at least \$30,000, whether it is a District GG scholarship, or club or district humanitarian grant. The maximum TRF grant remains \$400,000. So project values (the Rotary funded project budget) can range from \$30,000 to over \$1,000,000.

If a TRF match is not available, a GG can still use DDF with cash, directed gifts, or endowment earnings to make up the minimum \$30,000 budget. The same GG eligibility criteria and quality standards still

apply. At right are a variety of examples, different scenarios & levels of matching:

Rotary Matches on Global Grants:				
<i>Small examples:</i>	Club or Cash	District DDF	TRF Grant	Total Value
Club GG	\$ 10,000	\$ 10,000	10,000	\$ 30,000
Club GG	\$ 15,000	\$ 15,000	15,000	\$ 45,000
Club GG	\$ 12,500	\$ 12,500	5,000	\$ 30,000
Club GG	\$ 20,000	\$ 5,000	5,000	\$ 30,000
District GG	\$ -	\$ 15,000	15,000	\$ 30,000
District GG	\$ -	\$ 39,000	6,500	\$ 45,500
<i>Medium Size GGs:</i>	Club or Cash	District DDF	TRF Grant	Total Value
Club GG	\$ 40,000	\$ 40,000	40,000	\$ 120,000
Club GG	\$ 50,000	\$ 50,000	15,000	\$ 115,000
District GG	\$ -	\$ 65,000	65,000	\$ 130,000
<i>Larger Multi-District GGs:</i>	Club or Cash	District DDF	TRF Grant	Total Value
Club GGs (multiple districts)	\$ 95,000	\$ 95,000	95,000	\$ 285,000
District GGs (multiple districts)	\$ -	\$ 140,000	140,000	\$ 280,000
<i>Maximum Single GG:</i>	Club or Cash	District DDF	TRF Grant	Total Value
Club GGs (multiple districts)	\$ 400,000	\$ 400,000	400,000	\$ 1,200,000
District GGs (multiple districts)	\$ -	\$ 400,000	400,000	\$ 800,000
<i>Programs of Scale Grant</i>	Club or Cash	District DDF	TRF Grant	Total Value
(not a GG per se)	\$ -	\$ -	2,000,000	\$ 2,000,000

D5100 has led a few of these, participated in others

Not all districts match 1:1, some more or less, or by project

First award will be in 2020-21

Note: Administrative Charge funds (5%) are not matched by either DDF or Rotary Foundation grant

funds. No fee is due if the funds go directly to a designated GG bank account. It is up to you and the other clubs to decide which method you will use, and who will pay the 5% fee.

** Cash contributions need to be given to clubs or their foundations to qualify for the D5100 match. Cooperating organization or beneficiaries cannot have their funds matched.

6. **Financial Management** – Clubs must develop a financial plan that includes a budget and a financial management plan. This includes establishing a dedicated bank account controlled by one of the lead Rotary clubs, in either the host or international district to receive and hold grant funds. No other monies may be deposited in this account; however, the same bank account may be used for multiple Rotary Foundation funded grants *if each grant is accounted for separately* with appropriate accounting software.
7. **Measurement** – Grants must incorporate monitoring and evaluation measures within the area of focus section. The Rotary Foundation ([Global Grant Monitoring and Evaluation Plan](#)) utilizes standard measures for each area of focus as well as the standard terminology, definitions, and measurements methods. You can use additional measures. All measures should clearly link to specific goals and demonstrate the project's impact on participants' lives, livelihood, knowledge, or health.
8. As outlined in the [Rotary Terms and Conditions for Rotary Foundation District and Global Grants](#) projects:
 - a) Align with one or more of Rotary's [areas of focus](#)
 - b) Are [sustainable](#). Host communities must be able to address their own needs after the Rotary club or district has completed its work.
 - c) Are measurable. Sponsors select standard measures from the [Global Grant Monitoring and Evaluation Plan supplement](#) and may add their own measurements. Expenditures to measure project outcomes may not exceed 10 percent of the project budget.
 - d) Are host community-driven. The host community designs the grant based on local needs that the community has identified. Beginning 1 July 2018, any club or district that applies for a global grant to support a humanitarian project or a vocational training team will be required to conduct a community assessment first and include a report of the results in their grant application. Hydrogeological surveys must be completed as part of the community assessment for projects that will access groundwater.
 - e) 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.
 - f) Support humanitarian and educational projects
 - g) Provide international scholarships to fund graduate-level coursework or research or its equivalent for a term of one to four academic years
 - h) Support vocational training teams that address a humanitarian need by providing or receiving professional training
 - i) Support international travel for up to two individuals as part of a humanitarian project. These individuals provide training or implement the project, but only if the host club confirms that their skills are not readily available locally.
 - j) Support communities in Rotary countries and geographical areas
 - k) Are sponsored by at least one Rotary club or district in the country where the grant project will take place (primary host sponsor) and one or more outside that country

(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.

- l) May allocate up to 10 percent of the project budget for contingencies to offer protection from price increases and/or currency fluctuations
- m) May support the construction of low-cost shelters and simple schools, as long as the construction is part of a comprehensive project related to an area of focus
- n) May support the 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

Rotary Foundation Restrictions:

Grants cannot be used to unfairly discriminate against any group, promote a 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 Rotary Foundation or another Rotary Foundation grant.

In addition, grant funds cannot be used to 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 by the Rotary Foundation;
3. Purchase of land or buildings;
4. Public relations initiatives, unless they are essential to project implementation;
5. Project signage more than \$500;
6. Operating, administrative, or indirect program expenses of another organization except for expenses allowed for direct overhead or project management of global grant projects;
7. Expenses already incurred;
8. Transportation of vaccines by hand over national borders or travel to National Immunization Days (NIDs);
9. Immunizations that consist solely of the polio vaccine;
10. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows;
11. International travel for youth under the age of 18, unless accompanied by their parents or guardians;
12. New Construction of or additions to any structure in which individuals live, work, or engage in any gainful activity, such as buildings (schools, homes, and hospitals), containers, and mobile homes, or of structures in which individuals carry out manufacturing or processing activities. This does not apply to low-cost shelters or simple schools;
13. Travel of staff of a cooperating organization other than Rotary;
14. Activities primarily implemented by an organization other than Rotary or unrestricted cash donations to beneficiary or cooperating organization;
15. Humanitarian projects that consist primarily of research-oriented projects or data collection;
16. Humanitarian projects that consist solely of individual travel expenses.

GLOBAL GRANT DISTRICT GUIDELINES

1. The District Global Grants Committee (DGGC) will award DDF on a first-come, first-served basis during the Rotary year. This may be modified by the District Rotary Foundation Committee during a Rotary year as demand and DDF reserves dictate.
2. Priority will be given to clubs that annually contribute to the Annual Fund of The Rotary Foundation. Qualified District 5100 Rotary clubs will be eligible for a match of \$0.50 DDF for every \$1.00 of club funds used for global grant projects. Rotary clubs that have averaged \$100 per capita or more contribution to the Rotary Foundation Annual Programs Fund during the two-prior full Rotary years, will be eligible for a match of \$1.00 DDF for every \$1.00 of club funds used for global grant projects. The \$100 per capita for a 1:1 match will pertain to the lead club, not any partnering clubs. As examples:

<i>Club Per Capita Annual Fund Giving</i>	<i>Cash Contribution</i>	<i>District Match</i>
Under \$100	\$4,000	\$2,000
\$100 and Up	\$4,000	\$4,000

3. Clubs pursuing a Global Grant and requesting District DDF will complete and submit a Preliminary Project Review – also called the **6Q** and submitted electronically to the Global Grants Chair. The project will be assigned to a District 5100 Global Grant Coach and district leaders will have it pre-screened by an assigned TRF Grants Officer in Evanston.
4. Once the Preliminary Project Review (6Q) is approved, the Global Grants Committee Chair will submit a recommendation to the District Governor and the District Foundation Chair for authorization and the DDF is tentatively reserved.
5. The application must then be submitted with The Rotary Foundation through their online Rotary Foundation Grant Tool webpage and authorized by District 5100 within 90 (ninety) days. This ninety days is to allow transferring of all grant data to the RI website, collection of all authorizations, and a complete submission of the grant application and all supporting documents. If the application is not fully submitted to RI in the timeframe, the DDF may be returned to the pool. (Note: TRF response after submission is in addition; it is not counted in the 90 days of reservation.) The firm commitment of DDF by D5100 to a global grant happens when it is approved by TRF.
6. A Rotary Club may request up to \$10,000 of Global Grant DDF for one project during the Rotary year as partner to a Global Grant Project led by an international sponsor Rotary club outside District 5100; and the maximum DDF for all clubs on such a GG project is \$35,000.
7. Rotarians should monitor and report on project status over a period of up to five years. Monitoring catches problems early, helps assure success, and teaches us how to do better humanitarian work. Sustainable projects offer enduring value and a greater return on Rotary’s investment of money and volunteer hours. The cost of monitoring and evaluation can be included in a Global Grant application, up to 10% of the total project expenditures.

APPLICATION PROCESS FOR A GLOBAL GRANT PROJECT

Before commencing a Global Grant First Steps and Application, download and thoroughly review the [Rotary Foundation Global Grant Manual](#) and the [Rotary Community Assessment Tools](#).

Submit a completed [Global Grants Community Assessment Results](#) along with the District 5100 Preliminary Project Review (#3 above) to the Global Grant Chair.

Clubs are encouraged to consult at appropriate times with the Global Grants Committee prior to firming up their project and global grant application:

- to be sure that an appropriate amount of DDF is available;
- to identify potential problems that might cause a project to be rejected;
- to assure it fits the selected Area(s) of Focus and meets Terms and Conditions;
- to review any Cooperating Organization Memorandum of Understanding;
- to review any other MOUs, such as between the two Rotary clubs; and
- to review the measures selected, competitive bids, project plan, budget, and timeline.

In D5100 we have experienced Rotarians, some of whom are members of the TRF Cadre of Technical Advisors; your Global Grants Coach or Grants Chair can connect you to those. Also, TRF Cadre Technical Coordinators are available to support clubs in planning and applying for Global Grant projects. Cadre Technical Coordinators can be accessed in [this list](#) and by writing cadre@rotary.org.

STEP 1: District Approval for DDF

After District 5100 approval of the 6Q and tentative reservation of DDF, clubs must submit an online global grant application that provides The Rotary Foundation with a detailed project plan including detailed budget, a grant activity plan, explanation of sustainability, supporting documents, as well as answer other questions. Global Grant matching funds from the World Fund are categorized in levels. So grants of \$200,000 or more require approval by the Trustees and usually require advance in-person visits by members of the Cadre of Technical Advisors in advance or other stages of the project. Global grants of \$50,000 or more usually include a review or visit by a member of the Cadre or the TRF Area of Focus manager. The grant award requested of The Rotary Foundation have a *project value* of at least \$30,000 and the maximum TRF World Fund grant is \$400,000. The application must be submitted and approved within 6 months of the date online submission is started; if not, it may be removed or you may have to start all over.

STEP 2: On-Line Application

Online at www.rotary.org, click on My Rotary and log-in; click The Rotary Foundation, then Grant Application Tool. Complete detail in all sections, upload required documentation, “authorize” it by the primary Rotation contacts, and submit for additional authorizations. Follow up. TRF grant staff often ask for additional information or clarification.

STEP 3: Payment

Upon approval of the project application, the Rotary Foundation will notify all project partners and all the club or other committed funds must be remitted to the Rotary Foundation within six months; otherwise, approval will be withdrawn. Once all funds are received, The Rotary Foundation will remit payment(s) to the host or international Rotary club designated to receive the funds. For larger

projects, payment may be in installments.

STEP 4: Project Implementation

Implementation of the approved project must begin within 12 months of transfer of funds to the Rotary clubs by the Rotary Foundation. If implementation will take more than one year, an annual progress report is required from the lead clubs (host and international). Progress reports must be submitted every twelve months from the first issued payment.

STEP 5: Final Report

Within two months of project completion, the sponsoring clubs must submit a final report to the Rotary Foundation. *Acceptance of the final report* by the Rotary Foundation is what closes out the project. However, it is recommended that the impact and maintenance of the project be monitored by the sponsoring Rotary clubs for up to five years from project completion with summary annual reports prepared. If funds are needed for monitoring and evaluation, the grants can remain open for that purpose. Up to 10% of total project value can be spent on monitoring and evaluation. Project receipts and records of project expenses must be retained for five years after the final report is accepted by TRF.

NOTE: If a Global Grant application is vacated by a club and/or the reservation for the DDF from District 5100 has expired, a request for removal must be sent by the originator of the Global Grant to Global Grant Chair, who will forward it to the Rotary Foundation to request the application be removed from the Rotary.org website. If a project has significant funds left over, or the project fails and money remains, those funds must be returned to TRF (none go to any club or district); at present they will go into the World Fund.

GLOBAL GRANT VOCATIONAL TRAINING TEAM (VTT)

Vocational Training Teams were developed to build upon our successful Group Study Exchange program by including the requirements for meeting one or more of the *Six Areas of Focus* and incorporating sustainability. VTTs are designed to create a meaningful impact in the lives of others using the vocational and professional skills of team members, particularly in countries where resources and infrastructure are limited. A key function for a VTT is the transfer of know-how to the host region.

Rotary Foundation Requirements for VTT Grants

1. Teams consist of a minimum of one Rotarian team leader and three non-Rotarian team members with no maximum limit of participants. Rotarians may be included as team members if the team includes three non-Rotarians.
2. All participants on a single team must have careers linked to the goals of the grant, but they are not required to have the same profession.
3. Team members must be selected through a formal application and lead-club interview process. See additional qualification requirements in this form: [Global Grants Vocational Training Team Participant Application](#).

4. Teams may be multi-vocational but must share a common purpose in support of the project and selected Area of Focus. The goals of the team must be sustainable and measurable.
5. There is no restriction on the age of the team leader or team members.
6. One or more VTT teams may travel under each grant.
7. Teams may either receive or provide training. A key concept of successful VTT applications is providing opportunity for capacity building, i.e. the process of developing and strengthening the knowledge, skills and abilities necessary for individuals to achieve sustainable development in the future.
8. Global VTT Grants must meet the minimum amounts of TRF GGs, including the expenses for the vocational training team, as well as any other grant activities or expenditures.

Application Process:

1. A detailed travel itinerary must outline the team's travel arrangements (both local and international) including daily activities, and hosting accommodations as well as providing required information from any/all cooperating organization
2. There is no minimum or maximum on the duration of the team's visit to the project site.

Appendix A

The Mission of The Rotary Foundation Mission 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.

What is "Rotarian Active Involvement"?

The Rotary Foundation and District 5100 (D5100) require Rotarians to be actively involved in projects or programs that are funded by The Rotary Foundation (TRF) grants - District or Global grants. D5100 asks Clubs to spend a substantial amount of time, energy or expertise contributing to the project as volunteers. This improves the capacity of the community or program in some significant way.

D5100 guidelines for Rotarian active involvement:

1. *First Step*: Preparing a grant application, the required reports, gathering funds and stewardship are required to start all grants.
2. *Second Step*: Visiting with project partners/Rotarians, viewing the project site, going to project fairs, scouting for partners and projects, and celebrating success.
3. *Third and Actively Involved Step*: Participation in one or more of the following ways:
 - a. Planning - a baseline study, a community assessment, or site visits where you assist with substantial gathering of data & photos (or video clips)
 - b. Collaboration - searching for partners and creating a good collaboration between 2 or more stakeholder groups, documenting it with an MOU (partners can include NGO, university, local government or contractors)
 - c. Technology - providing needed technical assistance by scoping and identifying appropriate local solutions, or preparing diagrams and providing technical resources which are used in the project
 - d. Training – finding, then adapting a program that is used to train the community to make the project sustainable
 - e. Hands-on - project construction, or delivering equipment, tools and supplies then training the users.
 - f. Awareness & Capacity Building - significant efforts that build community awareness, or building capacity of the community, or the NGO or local government, or create demand - and which will support the program & community in the future.
 - g. Monitoring & Evaluation - being on an inspection team diligently studying the project at the household/school/clinic level, conducting M&E (Monitoring & Evaluation) activities; e.g. written surveys, focus groups or community meetings, and compiling them into a report.

While active involvement is required, it is not expected to be overly burdensome. Active involvement of the Rotarian(s) and Club is a judgment call by the D5100 Grants Committee and district leaders. We encourage you explain early how you and your fellow Rotarians will be actively involved in the project development.

Here are some variations for different project types:

International global grants: Our clubs partner with a host club in-country. All recognize they will be more actively involved. Yet both host and international partner clubs should join hands in these projects, use their best thinking and methods. Both clubs are jointly responsible for community involvement, the project, achieving its goals, stewardship, and making sure it is sustainable - financially, socially and technically. Discuss and select for you and your club a role you can contribute. Some of these activities by our Rotarian(s) are done when they are in the target community or nearby ("in-country"), and others can be done remotely (from here). If your club is not the primary International sponsor club, the rules allow the primary club to be the one "actively involved" - but it is still highly advisable that your club be actively involved in one or more ways.

International District Grants: These can be without a host Rotary club in-country, but a partner organization is still usually required: an NGO, hospital, university or school, Rotaract club or Rotary Community Corps, or a community committee. Discuss a role you and your club can contribute, in collaboration with that partner. Long-term sustainability is not required; but is very desirable.

Local District Grants: These local projects are with local partners of various types. Meetings, strategizing and hands-on activity are easier to do, so become involved and let us know what you will do. Long-term sustainability is not required; but is very desirable.