



# Rotary District 5100

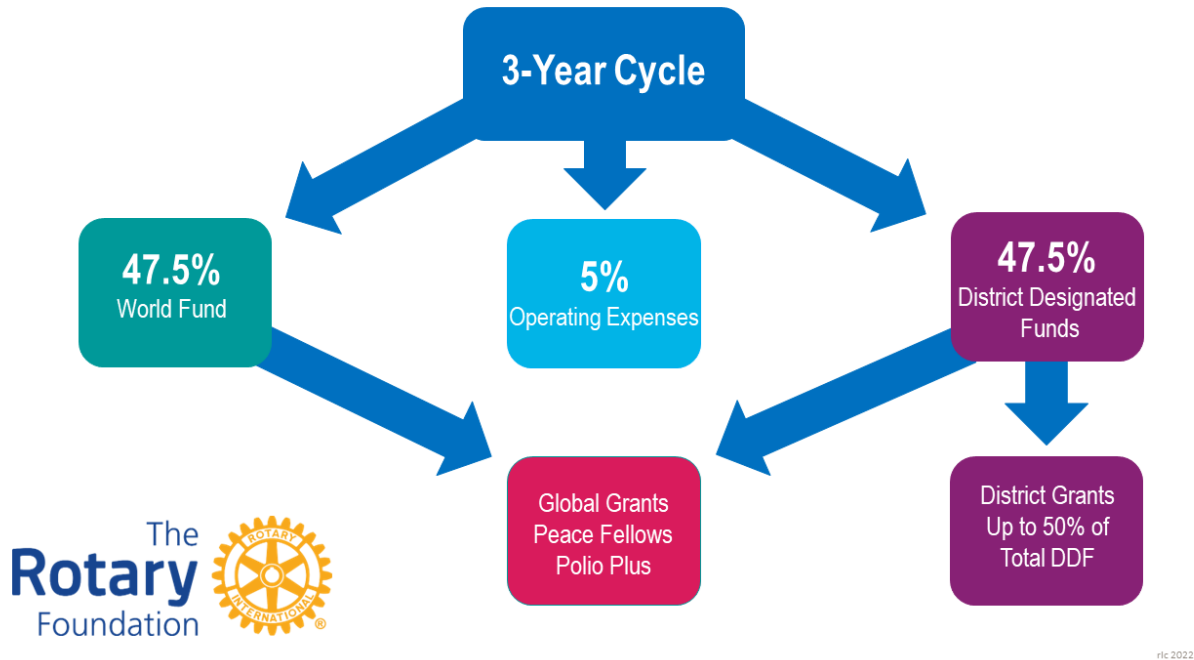
2022-2023

## Grant Handbook

July 2022

### 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 are received. The three-year cycle allows the TRF 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 TRF grant programs. The funding District 5100 has available from The Rotary Foundation is known as **District Designated Funds** or DDF. A 5% fee is taken from both the SHARE donations and World Fund to support TRF administrative costs. DDF must not be carried over more than five Rotary years. PolioPlus donations are matched 50% by TRF funds.



In December, prior to the beginning of 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 it 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. Those DDF and Global Grant amounts are reduced by a small percentage as shown in the chart above.

District 5100 submits a Spending Plan for the Block Grant in September for distribution of DDF for District Grants, and TRF approves the Spending Plan and transmits a single check to District 5100. Please note the Spending Plan as approved by TRF is a living document which may change with allocations.

The District Block Grant’s primary purpose is to fund grant requests submitted by Clubs, but the funds may be set aside for District sponsored programs. The District Grants are paid by TRF in a block to District 5100, and the District Grants Chair along with the Chief Grants Officer will handle all administration including issuance of payments, managing the established application process, interim reporting, and stewardship related to the grants. The District Rotary Foundation Committee Chair is responsible for maintaining accurate records to plan for and track Block Grant Funds.

## The Rotary Foundation Grant Model Basics

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

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

The seven *Areas of Focus* are:

- Peace and conflict prevention / resolution (PCR) – promoting peace
- Disease prevention and treatment (DPT) – fighting disease
- Water sanitation and hygiene (WSH) – providing clean water, sanitation, and hygiene
- Maternal and child health (MCH) – saving mothers and children
- Basic education and literacy (BEL) – supporting education
- Community economic development (CED) – growing local economies
- Protecting the environment (ENV) – strengthen conservation of natural resources

Here are some important differences between District and Global Grants:

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

## District and Global Grant Club Qualification

**To qualify for both types of grants a club must meet all these requirements in each Rotary year.**

### **1. Training**

- a. To initiate a District Grant (DDF), designate one or more active club members who have taken the D5100 grant training seminar in person or online at least every two years. In person training is available at the D5100 spring training (District Training Assembly) or by special arrangement. The training is available online at [District Grants | Rotary District 5100 \(isrotaryforyou.com\)](https://www.isrotaryforyou.com)
- b. To initiate a Global Grant (DDF), designate one or more active club members to take either the D5100 Grant Management Seminar or Rotary International Grant Management Series in the Learning Center. The Rotary International Grant Management Series is a 10 module, self-paced online training. If the club is the lead International Sponsor of a Global Grant, the primary contact must complete the Rotary International Grant Management Series before the 6-Question (6Q) Sheet is approved or DDF is reserved for the project.
- c. Both District Grant and Global Grant training are required for the designated club representative. For District Grants, the D5100 Grant Committee will approve second year certification of club members if it is requested. Otherwise, training is required annually. For Global Grants, the Rotary International Grant Management allows a simple update and recertification process.

### **2. Memorandum of Understanding (MOU)**

Review, sign, and submit a District 5100 Memorandum of Understanding to the district office as follows:

- a. District Grant MOU is signed by the Club President.
- b. Global Grant MOU is signed by both the Club President and President-Elect.
- c. MOUs are renewed annually.

### **3. Stewardship**

Clubs must be current on:

- a. Rotary International and District 500 dues and payments.
- b. Tax returns for the club and any associated club foundation.
- c. All Rotary grant reporting requirements.

### **4. Giving**

Clubs must have established and submitted an Annual Fund Giving Goal for the current Rotary year.

### **5. Coaching**

Global Grants require collaboration with a District 5100 Global Grants Coach throughout the life of the project for the club to be eligible for District Designated Funds.

## DDF Growth and Allocation Policy

The demand for DDF for both District and Global Grants is steadily increasing and may exceed the available funding in a Rotary year.

**To best meet the grant requests from clubs and assure high quality projects, D5100 sets the following goals:**

1. Encourage clubs and Rotarians to increase donations to the SHARE Program of TRF so more DDF will be available in future years for both District Grant and Global Grant programs.

2. Balance the DDF allocation between District Grant and Global Grant programs so clubs have a good chance of funding their projects. Consider adjusting the ratio each year based on prior year experience and trends. But, not more than 50% of DDF shall be allocated to District Grants.
3. Coach and assist clubs to respond to the trends in Rotary International toward projects and programs of high quality, significant impact, larger size, measurable results, and sustainability.
4. Enhance the experience of International Service (IS) for more clubs and Rotarians beyond contributing funds to a project. Support and favor Global Grant projects which include meaningful ways for Rotarians to actively participate. Refer to Appendix A of D5100 Grant Handbook.
5. Encourage and assist clubs and Rotarians to find other sources of funds to supplement Rotary funding for Global Grant projects. D5100 will favor award of DDF for Global Grant projects which provide more leverage of Rotary funds.
6. Seek to break down the silos around some clubs in D5100 which discourages engagement with clubs in other districts. D5100 will locate and form partnerships with other districts which (a) have project experience to share, (b) have good projects, (c) are willing to be full partners in IS, and (d) who are willing to share DDF with D5100 and receive DDF from D5100 for their projects. Partnerships between districts will be favored when awarding DDF.
7. DDF will be allocated 50% to District Grants and 50% to Global Grants. Any DDF not allocated after a second round of grant awards will be moved to the balance of DDF used for Global Grants.

**For the 2022-2023 Rotary Year and beyond, it will be the policy of District 5100:**

1. DDF will be allocated 50% to District Grants and 50% to Global Grants. Any DDF not allocated after a second round of grant awards will be moved to the balance of DDF used for Global Grants.
2. Encourage clubs to participate in International Service.
3. All Global Grant projects must have roles that actively involve at least five Rotarians from at least three Rotary Clubs. At least two of the actively involved clubs and three of active Rotarians must be members of D5100. A written MOU signed by all actively involved clubs and counter-signed by all actively involved Rotarian will (a) describe the responsibilities of the clubs, (b) list the roles of the Rotarians, and (c) commit to send to reports to D5100 and all participating clubs at least once each quarter explaining their activities. The signed MOU must be provided before D5100 will authorize the Global Grant application. Projects will be favored if they involve clubs which have not been involved, or are less involved, in IS projects in the past three years.
4. All Global Grant projects must have multiple D5100 clubs that contribute at least \$1,000 on the following sliding scale:
  - a. At least 5 clubs for project value under \$45,000.
  - b. At least 7 clubs for project values of \$45,000 but less than \$75,000.
  - c. At least 9 clubs for project values of \$75,000 but less than \$150,000.
  - d. At least 11 clubs for project values of \$150,000 or more.
5. To use judgement to fund less than a full match for any project which would use a large portion of available DDF. Clubs receiving approval for a Global Grant in a Rotary year might not receive funding for a second project in that year.
6. The preliminary application (6Q), Global Grant application, and supporting documents should demonstrate the project meets Rotary International goals of supporting projects and programs of high quality, significant impact, larger size, measurable results, and sustainability. D5100 grant committee members will review applications and award funds, or provide a higher funding match, for those projects that best meet these goals. A lower funding match or, possibly, no match will be awarded to those projects who do not meet the goals.
7. Projects that bring additional non-Rotary funding to Rotary-funded District and Global Grant projects will be favored.
8. Grant funding will favor projects led by a D5100 Rotary Club which meets one or more of these goals:

- a. Brings in other funding to enhance Rotary funds or brings club or district funding from outside D5100. Either of these funding sources should be a significant portion of the total project funding or at least greater than 40% of funding.
- b. Consistently promotes other clubs and Rotarians to donate strongly to TRF.
- c. Regularly mentors Rotarians in other club on how to become involved in IS and Global Grant projects.

### 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 and Club Database (DACdb) for Round 1 from July 1 through November 1.
2. Unless otherwise decided by the District Governor, the maximum DDF a club may apply for is \$2500 in Round 1 and \$2000 in subsequent Rounds. Completed grant applications will be reviewed and approved, if appropriate, in order of their submission.
3. 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 (DDF) has been received by D5100 from TRF.
4. If an approved application is withdrawn, the District Grant funds earmarked for the project will be returned to the District Grant funding pool.
5. If there are more applications than funds available, the District Grant Committee will evaluate the applications and use their judgment to prioritize projects of qualified clubs using a combination of factors such as these:
  - a. Projects with a greater community impact.
  - b. Projects with more Rotarian involvement.
  - c. Clubs with a greater per capita support of TRF Annual Fund in the prior two years.
6. Proposed projects must follow the [Rotary Terms and Conditions for Rotary Foundation District and Global Grants](#) and:
  - a. Promote Rotary awareness.
  - b. Have active, direct Rotarian involvement to engage Rotarians in the service aspect of Rotary. Refer to Appendix A.
  - c. Benefit at least six individuals except in the case of Rotary Global Grant scholarships.
  - d. Be short term in nature and completed within 12 months of funding.
  - e. May be for activities primarily implemented by an organization other than Rotary, but must have Rotarian involvement other than raising funds for the project
  - f. 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. TRF staff can tell you if your target is a prohibited country.

7. Funding of District Grants:

- a. District 5100 clubs are accountable for fund management and stewardship guidelines as specified by the District Grant Club Memorandum of Understanding (MOU) and are responsible for providing reports within the required timeframe. Funds will be disbursed when the application has been approved and the Block Grant (DDF) has been received from the TRF.
- b. During the current Rotary Year, a qualified D5100 Rotary Club 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 in Round 1. D5100 Rotary Clubs that averaged \$100 or more in per capita contributions to TRF Annual Program 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 in DDF in Round 1. See the examples in the table of maximum District Grant match on total projects in Round 1:

<b>Per Capita Annual Fund Giving</b>	<b>Club Funds Required</b>	<b>Maximum District Match</b>
Under \$100	\$5,000	\$2,500
\$100 or more	\$2,500	\$2,500

- c. Projects must be completed, and the final report must be submitted within 30 days following 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 the entire amount of DDF granted for the project to D5100.
- d. Refunds to D5100 are required only if the project under-expenditure results in a club expense that is less than the D5100 match requirement, if the activity of the grant is clearly incomplete, or if the grant is modified in such a way as it does not comply with RI requirements.

8. District Grants cannot fund:

- a. Continuous or excessive support of any one beneficiary, entity, or community.
- b. Fundraising activities.
- c. Expenses related to Rotary events such as a district conference, zone institutes, or entertainment.
- d. Public Image initiatives.
- e. Project signage more than \$1,000.
- f. Operating, administrative, or indirect program expenses of another organization.
- g. Unrestricted cash donations to a beneficiary or cooperating organization including gift cards.
- h. Activities for which the expense has already been incurred.
- i. Activities that directly benefit a Rotarian, Rotary employee, Rotary Club, Rotary District, other Rotary entity, or of Rotary International.

9. The District Grants Committee consists of the District Grant Chair, the Chief Grant officer, the District Rotary Foundation Committee Chair, and two to five Rotarians appointed by the Committee Chair and District Governor.

10. The District Rotary Foundation Committee reserves the authority to make exceptions to these policies.

Funding Cycle of District Grants

**How to Plan Projects and Apply for a District Grant:**

1. Submit a District Grant Application using the online application available in DACdb. After login, click on the "District" tab and next the "District Grants" tab. For each project or program planned a club must complete a separate application to apply for a District Grant. Applications are accepted

starting July 1 of each Rotary Year, and the maximum award is \$2,500 per club in Round 1. For additional information, consult the [District Grants | Rotary District 5100 \(isrotaryforyou.com\)](https://www.isrotaryforyou.com)

2. Only electronic submissions through DACdb will be reviewed for approval by the D5100 Grant Committee.

3. The minimum grant award is \$250. Clubs are limited to a maximum DDF grant award of \$2,500 in Round 1. On November 1, if there is additional District Grant DDF available, club are eligible to apply for a second round of grants up to a maximum of \$2,000. District Grants will be awarded on a first-come, first-served basis to clubs who submit a completed District Grant application.

### TRF 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; grow local economies in communities worldwide; and support the environment. 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 **seven areas of focus** listed on page 3 of this handbook. Examples are:

1. Humanitarian projects that provide sustainable, measurable outcomes that address real community needs.
2. Vocational training that 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.
3. Scholarships that 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 using the [Community Assessment Tools](#) at an early stage 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 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 be located close enough to the project to visit and support it. TRF expects both host and international partner clubs to join hands in these projects by using their best thinking and methods so that both clubs are jointly responsible for the project and stewardship. TRF requires active involvement by Rotarians as outlined in D5100 guidelines in Appendix A.



**3. Annual Qualification** – Clubs must annually qualify their club through attending training, reviewing and signing the MOU, being current on all financial obligations, meeting IRS requirements, and meeting grant reporting timeframes. See page 4 for club qualifications.

**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.

a. TRF 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.

b. A sustainable project typically involves local community leaders and committees in the community assessment and identifies an important need for the community. This is to confirm the broader community is invested in the project’s long-term success and the capacity of the community to meet its own needs or be supported by a local government agency is improved.

**5. Invest at least \$30,000 within a community** - TRF Global Grants have two levels of matching funds. The levels are the district level District level (DDF) and TRF level (World Fund). TRF matches DDF on a 0.8:1 basis. TRF does not match club or other cash contributions for the project. There is no minimum TRF grant award. However, the project value must be at least \$30,000 whether it is a District GG scholarship or club / district humanitarian grant. The maximum TRF grant remains \$400,000. Project values, or the Rotary funded project budget, can range from \$30,000 to over \$1,000,000. If a TRF match is not available, a Global Grant can still use DDF with cash, directed gifts, or endowment earnings to reach the minimum \$30,000 budget. The same Global Grant eligibility criteria and quality standards still apply.

The following are examples of difference levels of matching funds:

<b>Rotary Matches on Global Grants:</b> <i>after May 31, 2021, change to 0.8:1 match</i>				
<i>Small examples:</i>	Club or Cash	District DDF	TRF Grant	Total Value
<i>(smallest club amount)</i> Club GG	\$ 10,715	\$ 10,715	8,570	\$ 30,000
Club GG	\$ 15,000	\$ 15,000	12,000	\$ 42,000
Club GG	\$ 12,500	\$ 12,500	10,000	\$ 35,000
Club GG	\$ 20,000	\$ 5,000	4,000	\$ 29,000
District GG (full)	\$ -	\$ 15,000	12,000	\$ 27,000
District GG (partial)	\$ -	\$ 39,000	6,500	\$ 45,500
<i>Districts can initiate GGs, also if TRF funding is partial or less available)</i>				
<i>Medium Size GGs:</i>	Club or Cash	District DDF	TRF Grant	Total Value
Club GG (full)	\$ 40,000	\$ 40,000	32,000	\$ 112,000
Club GG (partial)	\$ 50,000	\$ 50,000	15,000	\$ 115,000
District GG (full)	\$ -	\$ 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	76,000	\$ 266,000
District GGs (multiple districts)	\$ -	\$ 140,000	112,000	\$ 252,000
<i>D5100 has led a few of these, participated in others</i>				
<i>Maximum Single GG:</i>	Club or Cash	District DDF	TRF Grant	Total Value
Club GGs (multiple districts)	\$ 500,000	\$ 500,000	400,000	\$ 1,400,000
District GGs (multiple districts)	\$ -	\$ 500,000	400,000	\$ 900,000
<i>Not all districts match 1:1, some more or less, or by project</i>				
<i>Programs of Scale Grant</i>	Club or Cash	District DDF	TRF Grant	Total Value
<i>(not a GG per se)</i>	\$ -	\$ -	2,000,000	\$ 2,000,000
<i>First award was in 2020-21, annual?</i>				

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. **Documenting Club Commitments** – D5100 does not require but recommends designated lead clubs document firm club commitments and how long they will last, during the project preparation and grant approval process – using this [Rotary Club Commitment form](#).
8. **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 may use additional measures. All measures should clearly link to specific goals and demonstrate the project's impact on participants' lives, livelihood, knowledge, or health.
9. **Terms and Conditions** - Refer to [Rotary Terms and Conditions for Rotary Foundation District and Global Grants](#)  
Projects must:
  - a. Align with and follow the Guidelines for 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% of the project budget.
  - d. Are driven by, involve, and meet the needs of the community in the host country. The host community is involved in the design and implementation of the grant which needs to be based on local needs that community has identified. Any club or district that applies for a global grant to support a humanitarian project or a vocational training team is required to conduct a community assessment first and include a report of the results in the grant application.
  - e. Are sound and appropriate to the technology and supplies available in the region. Either a qualified expert in D5100, TRF Cadre member, or other qualified expert has reviewed the design, implementation, and M&E plan to assure it is appropriate for the community and region. Hydrogeological surveys must be completed as part of the community assessment for projects that will access groundwater.
  - f. 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 direct administrative costs of cooperating organizations.
  - g. Support humanitarian and educational projects.
  - h. Provide international scholarships to fund graduate-level coursework or research or its equivalent for a term of one to four academic years.
  - i. Support vocational training teams that address a humanitarian need by providing or receiving professional training.

- j. 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.
- k. Support communities in Rotary countries and geographical areas.
- l. 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.
- m. May allocate up to 10% of the project budget for contingencies to offer protection from price increases and/or currency fluctuations
- 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.

### **10. Rotary Foundation Restrictions -**

Grants may 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 other Rotary Foundation grant.

In addition, grant funds may not be used to fund:

- a. Continuous or excessive support of any one beneficiary, entity, or community.
- b. 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 TRF.
- c. Purchase of land or buildings.
- d. Public Image initiatives unless they are essential to project implementation.
- e. Project signage more than \$1,000.
- f. Operating, administrative, or indirect program expenses of another organization except for expenses allowed for direct overhead or project management of global grant projects.
- g. Expenses already incurred.
- h. Transportation of vaccines by hand over national borders or travel to National Immunization Days.
- i. Immunizations that consist solely of the polio vaccine.
- j. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows.
- k. International travel for youth under the age of 18, unless accompanied by a parent or guardian.
- l. New construction of or additions to any structure in which individuals live, work, or engage in any gainful activity. Examples are buildings (schools, homes, and hospitals), containers, and mobile homes, or structures in which individuals carry out manufacturing or processing activities. This does not apply to low-cost shelters or simple schools.
- m. Travel of staff of a cooperating organization other than Rotary.
- n. Activities primarily implemented by an organization other than Rotary or unrestricted cash donations to beneficiary or cooperating organization.
- o. Humanitarian projects that consist primarily of research-oriented projects or data collection.
- p. Humanitarian projects that consist solely of individual travel expenses.

### District 5100 Global Grant Guidelines

1. The District 5100 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.

- 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.

<b>Per Capita Annual Fund Giving</b>	<b>Cash Contribution</b>	<b>District Match</b>
Under \$100	\$4,000	\$2,000
\$100 or more	\$4,000	\$4,000

- Clubs pursuing a Global Grant and requesting District DDF will complete and submit a Preliminary Project Review or the **6Q** and submitted electronically to the Global Grants Chair. The project will be assigned to a District 5100 Global Grant Coach and frequently it will also have a preliminary review by a TRF Regional Grants Officer (RGO).
- Once the Preliminary Project Review or 6Q is approved, the Global Grants Committee Chair will submit a recommendation to the District Governor and the District Foundation Chair to tentatively reserve DDF.
- 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.
- 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.
- Rotarians should monitor and report on project status from the start of implementation then 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.

Global Grant Project Application Process

- Before commencing a Global Grant First Steps and Application, download and thoroughly review the [Rotary Foundation Guide to Global Grants](#) 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 their assigned Coach and the Global Grants Committee from its inception, prior to firming up their project and in preparing a global grant application:

- a. To clarify the concepts, ideas, and projects to determine if it fits TRF principles and guidelines.
- b. To be sure that an appropriate amount of DDF is available.
- c. To identify potential problems that might cause a project to be rejected.
- d. To assure it fits the selected Area(s) of Focus and meets grant Terms and Conditions.
- e. To use tools for community assessment, funding, monitoring, and evaluation.
- f. To guide how to partner with the other Rotary club(s), communicate, keep records, compose a MOU.

In D5100, there are experienced Rotarians, some of whom are members of the TRF Cadre of Technical Advisors, the project Global Grants Coach, or Grants Chair can connect you to those. In addition, 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](mailto:cadre@rotary.org).

### **Step 1: District Approval for DDF**

After District 5100 approval of the 6 Question (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 community assessment, detailed budget, an implementation 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](http://www.rotary.org), click on My Rotary and log-in; click "Take Action", Apply for Grants, then Global Grants. Complete detail in all sections, upload required documentation, "signed" by the primary Rotarian contacts, and submit it for additional Rotary leader authorizations (club Presidents, DRFC & DG).

Follow up. TRF grant staff often ask for additional information or clarification. If not approved at first, discuss with your Coach and RGO how it might be modified to qualify.

### **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 can start once approved and 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 (a) the first issued payment or (b) the date the last annual report was approved.

## 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 *Seven 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.

#### 1. The Rotary Foundation Requirements for VTT Grants

- a. 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.
- b. 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.
- c. 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 Member Application](#).
- d. 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.
- e. There is no restriction on the age of the team leader or team members.
- f. One or more VTT teams may travel under each grant.
- g. Teams may either receive or provide training. A key concept of successful VTT applications is providing opportunity for capacity building such as the process of developing and strengthening the knowledge, skills, and abilities necessary for individuals to achieve sustainable development in the future.

h. 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.

## 2. Application Process

a. 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.

b. There is no minimum or maximum on the duration of the team's visit to the project site.

## Appendix A

**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 ways.

D5100 guidelines for Rotarian involvement:

1. *First Step:* Preparing a grant application, the required reports, gathering funds and stewardship are required for 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 are ways to understand and become involved in International Service.
3. *Third Step for Actively Being Involved:* 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 and photos or video clips.
  - b. Collaboration - searching for partners and creating a good collaboration between two 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, such as 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, and all recognize the host club 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 it 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.