



The Guide to Certifying a Grant Application

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The Guide to Certifying a Grant Application *provides general information on the grant programs and checklists for reviewing applications.*

This guide is intended to help the district Rotary Foundation grants subcommittee as it reviews and assists clubs undertaking a Matching Grant or Individual Grant. It also serves to direct districts as they undertake a District Simplified Grant.

Review of applications does not grant the subcommittee authority to approve applications; approval of applications is the responsibility of The Rotary Foundation Trustees. Reviewing applications, however, does assist districts to help clubs become more effective and efficient in navigating The Rotary Foundation (TRF) and finding support for projects.

Building Your District Team

The district is being asked to take on greater responsibility for overseeing Rotary Foundation grant projects. This means that your district has a wonderful opportunity to build a team of individuals that can function as a cohesive group to support and nurture your district's service activities. The following information is intended to help your district to implement grants through the resources of TRF.

Is the committee and subcommittee structure optional?

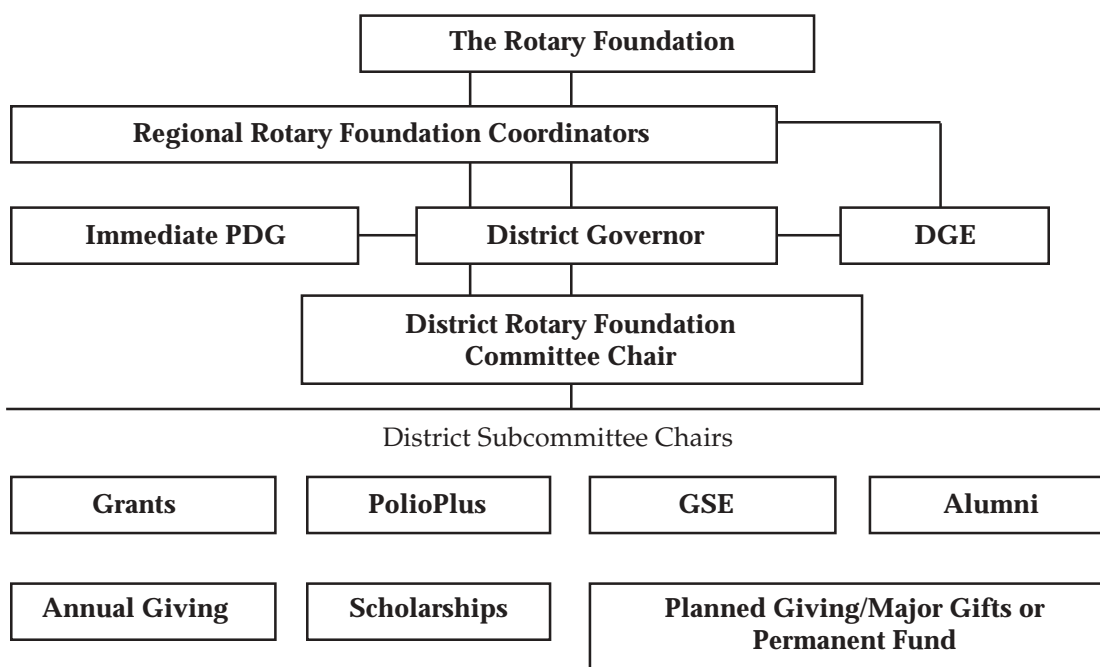
Each district is expected to organize its Rotary Foundation team in the manner prescribed. This will provide a standard structure throughout Rotary and develop resources within the district that will allow the district to receive full benefit of the opportunities available through TRF.

What is the rationale for organizing in this way?

This organizational structure has developed over time to ease the administrative burden on the district governor so that the governor has more time to serve in the leadership role. Historically, each of the seven subcommittee areas has required a significant amount of administrative time and a level of knowledge of detail that was beyond what could be expected of one person. Governors were concerned that the high volume of support materials, application processes, and requirements needed to keep up with changing, detailed information took away from their ability to lead.

This structure allows for a level of Foundation expertise within the district in each of the important functional areas. Now, instead of all the mail going to the district governor, information relating to the GSE teams will go to the Group Study Exchange subcommittee chair; information relating to grants will go to the grants subcommittee chair, etc. Assigning responsibilities to The Rotary Foundation team allows the district to function more effectively and efficiently.

For more information, please see *The District Rotary Foundation Committee Manual*.



District Rotary Foundation Committee

Purpose of the District Rotary Foundation Committee

The district Rotary Foundation committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities in the district. The committee serves as the liaison between TRF and club Rotarians.

Members of the District Rotary Foundation Committee

The DRFC chair must have significant knowledge of, commitment to, and experience with Rotary Foundation activities. Although not mandatory, it is recommended that this post be filled by a past district governor. To be effective, the DRFC must have continuity of leadership; therefore, its chair shall be appointed for a three-year term.

The committee members are those Rotarians who serve as chairs of the seven district Foundation subcommittees. The subcommittees are appointed to address the ongoing functions of Annual Giving, Permanent Fund, Scholarships, Group Study Exchange, Grants, PolioPlus, and Alumni. Subcommittee chairs for any open positions on the DRFC are appointed by the governor in consultation with the immediate past district governor and the governor-elect. It is recommended that the subcommittee members be appointed to multiyear terms so that the subcommittee has a base of experience and continuity.

District Rotary Foundation Committee Chair's Responsibilities

The DRFC chair

- Works with district leadership and the committee to plan, coordinate, and evaluate all district Foundation activities
- Assists the governor-elect in obtaining input from club Rotarians for the Annual Programs Fund contribution goal prior to establishing district Foundation goals for his/her term as governor
- Works with the DRFC and governor-elect to determine the allocation and distribution of District Designated Funds (DDF)
- Signs the *SHARE* Decision Worksheet on behalf of the DRFC
- Assumes responsibilities of any subcommittee not appointed or functioning
- Ensures that satisfactory final reports on district-sponsored humanitarian grants and educational program activities are submitted to TRF in a timely manner
- Serves as an ex-officio member of all subcommittees, maintains contact with all subcommittees to be informed of progress, and supports those subcommittees that relate to the district's goals for that year

Allocation of DDF

As of 1 July 2003, districts without a DRFC chair will not have access to *SHARE* DDF. The DRFC will be responsible for the allocation and distribution of DDF and will make decisions in consultation with the district governor and district governor-elect.

Questions to Consider

- How often will the DRFC meet?
- How will the committee decide which projects to support with DDF?
- How will the committee determine the distribution of District Simplified Grant funds?
- How will the committee work with the governor-elect to submit the District Simplified Grant request?
- How will the DRFC chair work on behalf of the committee?

District Rotary Foundation Grants Subcommittee

Purpose of the District Rotary Foundation Grants Subcommittee

The district Rotary Foundation grants subcommittee is responsible for assisting clubs in developing international service projects and the grants available to support clubs. The grants subcommittee serves as a local resource for Rotarians wishing to participate in Rotary Foundation grants by explaining criteria and submission deadlines and helping the clubs to cultivate a successful project.

Members of the District Grants Subcommittee

In addition to the minimum qualifications established in the District Leadership Plan, preference should be given to individuals who

- Have been directly involved with the successful implementation of an international service project that was supported by a Foundation grant
- Speak a second language that will enhance the ability to facilitate international partnerships
- Have professional expertise in public health, international development, or grant preparation

District Rotary Foundation Grant Subcommittee Chair's Responsibilities

The grants subcommittee chair

- Reviews and certifies all grant applications sponsored by member clubs and the district as complete and accurate prior to submission to TRF (**Please note: The Trustees are responsible for approving all grants and no project should be initiated until a formal announcement has been made by TRF.**)
- Works with the DRFC chair to ensure that satisfactory reports for district-sponsored grant projects are submitted to TRF in a timely manner
- Becomes familiar with each grant program and its eligibility criteria and application procedures, and assists Rotarians' understanding of them
- Works with clubs and the district to develop sustainable humanitarian projects that directly involve the benefiting community and the active and personal participation of Rotarians
- Works with the members of the DRFC in determining the allocation and distribution of DDF
- Encourages the highest level of stewardship and transparency for the accounting of all TRF funds (This includes the timely submission of reports to the Foundation.)
- Works closely with other International Service committees to recognize when a project may qualify for a Foundation grant
- Maintains accurate records that reflect to which projects DDF has been allocated and grants approved
- Helps clubs identify interesting speakers such as recipients of an Individual Grant, Matching Grant project contact, or local organizations involved in international or community development
- Assists specific programs in which the district is involved and/or the district governor in monitoring the progress of an approved grant
- Encourages clubs to access up-to-date information on the RI Web site

Questions to Consider

- How often will the district Rotary Foundation grants subcommittee meet?
- What skills should the grants subcommittee possess?
- How will the grants subcommittee review applications?
- How will the grants subcommittee inform applicants if the application is incomplete?
- How should the district governor be involved with projects?
- How will the grants subcommittee communicate to clubs in the district that the Trustees' approval must be received before the project can begin?

Glossary of Commonly Used Humanitarian Grants Program Terms

Agreement Form — Legal document stating the responsibilities of grant co-sponsors and The Rotary Foundation (TRF).

Application — A form that must be completed to apply for a Humanitarian Grant. Applications are evaluated for completeness and eligibility according to Humanitarian Grants Program funding criteria.

Business Cycle — Specific times of the year during which applications and requests for certain grant types may be submitted, approved, and paid.

Community Needs Assessment — A study of the recipient community that outlines the most pressing needs of the community.

Cooperating Organization — The assistance of cooperating organizations is often required to implement Humanitarian Grant projects. The project should be controlled by the co-sponsoring Rotary clubs or districts. TRF funds may not be sent directly to a cooperating organization.

DDF — Please see *SHARE*.

Eligible Expenses — The Trustees of TRF have established guidelines for allowable expenses of grant funds. Administrative expenses, salaries, and Rotarian travel expenses to visit projects are not funded under most programs (one exception is the 3-H Grant program). Also, most TRF grants do not permit expenditures for construction or renovation.

Final Report — Documents detailing the complete implementation of a project. A Final Report must be submitted to TRF within two months of completion of the project.

Financial Stewardship — Proper use of TRF funds in accordance with Terms and Conditions under which funds are awarded.

Host Partner — Humanitarian Grants require that projects be sponsored by a local Rotary club or district. Sponsorship includes project planning, implementation, and evaluation in the form of hands-on involvement throughout the life of the project. Most Humanitarian Grants require a partner in the project country as well as a partner outside the project country.

Independent Financial Review (Prescribed Audit) — A financial report made by an appropriately licensed, chartered, or certified accountant or accounting firm that has no direct link with the project to be examined.

International (Sponsor) Partner — The project co-sponsor (club or district) that will be primarily responsible for implementing the project and responsible to TRF for accounting and reports.

Post-Service Evaluation — Report to be completed by the Host Partner of an Individual Grant after the travel is complete.

Progress Report — Document detailing the progress of the implemented project. Progress Reports must be submitted every six months for the life of the project.

Qualified Foundation Alumni — Individuals that have traveled as part of one of the following Foundation programs: Group Study Exchange, Grants for University Teachers, Ambassadorial Scholars, World Peace Scholars, and Discovery Grants.

Request — Brief form to be completed to apply for a District Simplified Grant.

RI (Rotary International) — The parent organization of The Rotary Foundation.

SHARE — Mechanism through which contributions to TRF's **Annual Programs Fund** are apportioned, including the 60 percent allotted to the **District Designated Fund** (for use by the district to fund the programs in which it chooses to participate) and 40 percent allotted to the **World Fund** (used by TRF to pay for programs available to all Rotary districts, regardless of contribution level). Contributions are used for programs three years after they are received. As of the 2006-07 program year, the district will receive 50 percent of the funds for DDF and 50 percent will be allotted to the World Fund.

Spending Plan — Detailed information on projected project expenses for upcoming six months. District Simplified Grants requesting more than US\$25,000 will be paid in installments based upon a spending plan.

Terms and Conditions — Specific policies and guidelines to which Rotary clubs and/or districts agree to adhere prior to the implementation of Humanitarian Grants projects.

TRF (The Rotary Foundation) — The mission of The Rotary Foundation is to support the efforts of Rotary International in the fulfillment of the Object of Rotary, Rotary's mission, and the achievement of world understanding and peace through local, national, and international humanitarian, educational, and cultural programs.

World Community Service (WCS) — A project that is humanitarian in nature and involves two or more Rotary countries, of which one must be the project site location.

General Information

Language, Translation, and Culture

Rotarians work together in more than 160 countries and many languages to provide service to their communities. While we enter into communication with one another with the best intentions, there are points where we may be unclear or offend. As you review applications and advise participants on humanitarian grants, please keep these points in mind.

- All language must be clear and understandable.
- There will be problems with miscommunication. A sense of humor and anticipating these situations will help.
- Discuss problems openly and freely.
- Keep partners well-informed with **regular** communication.
- Create a schedule of communication.
- Select project contacts who can speak another language.
- Ensure your project is culturally sensitive and appropriate.
- Advise participants to establish a good working relationship **before** an application is submitted.

Resources

Staff

The appropriate staff person can be reached by calling 847-866-3000 or sending an e-mail to grants@rotaryintl.org.

Publications

The Guide to Humanitarian Grants (144-EN)

Web

Please check the Rotary International Web site at www.rotary.org for updates and information on Humanitarian Programs.

How to Use *The Guide to Certifying a Grant Application*

What does certifying mean?

Certifying means:

- The grants subcommittee has reviewed the application.
- The application is complete and accurate.
- TRF policies and guidelines have been met.

Each grant section of *The Guide to Certifying a Grant Application* includes:

- Questions to Consider
- Application Checklists
- Progress and Final Report Checklists

The **Questions to Consider** section outlines general questions to consider when reviewing an application and specific, programmatic questions to consider. The section is intended to provide a frame of reference before reviewing an application.

The **Application Checklist** provides an outline of the application. The checklist corresponds directly with the application. The checklist includes all necessary items that must be included for a complete application. It also contains guided questions to consider while reviewing the application.

Progress and Final Reports Checklists provide an outline of the report forms. The report checklists correspond directly with the Progress/Final Report and help guide the grants subcommittee to submit complete reports.

Both the Application and Report Checklists can be removed from the booklet and photocopied for multiple use. The grants subcommittee may want to use the checklists as guided feedback to applicants with incomplete applications.

Reviewing Applications

Before the grants subcommittee receives an application, many Rotarians have put time and effort into creating a project. The application is not a formality, but a demonstration of the project. The committee is available to ensure the grant application meets the requirements of The Rotary Foundation Trustees so that the clubs or districts are eligible to receive a grant and implement their project. The grants subcommittee is a resource for Rotarians wishing to submit a complete application that complies with all policies and guidelines.

If a grant is approved, the sponsors will receive official notification from TRF. *Please note for Minor Matching Grants and District Simplified Grants, signing the agreement form with the application or request does not imply that a grant will be approved.*

DISTRICT SIMPLIFIED GRANTS

District Simplified Grants (DSGs) allow your district to utilize up to 20 percent of available DDF in a given year to implement humanitarian projects in your local community or internationally. Your district has the discretion to determine which projects you will fund as long as all expenditures are within TRF guidelines.

There is no match from the Foundation's World Fund, but instead it is one sum or "block" grant of DDF per Rotary year to support as many projects as the district desires. A district could decide to do one large project or many small projects with a DSG.

DSG funds are intended to be spent within one Rotary year.


TRF supports the efforts of Rotary clubs and districts and therefore expects that these grants will be implemented by Rotarians. The best projects are those that are designed, implemented, and guided by Rotarians.

For the complete list of grant criteria, please reference the Terms and Conditions found on page 33 and the eligibility grid found on page 29.

Questions to Consider

- Has your district determined how grant funds will be distributed?
- Who will choose which projects will be funded?
- Have criteria been established for deciding which projects to fund?
- Has your district established a committee to oversee the project(s)?
- Once funds have been received, who will be responsible for ensuring all expenditures are within TRF policies and guidelines?

Sample District Simplified Request Form



DISTRICT SIMPLIFIED GRANT Request and Agreement Form

DISTRICT _____

FOR GRANT ACTIVITIES TAKING PLACE DURING ROTARY YEAR 20____ - 20____

This District Simplified Grant Request and Agreement is entered into by the district as identified above and The Rotary Foundation of Rotary International (TRF). In consideration of receiving this District Simplified Grant (DSG) from TRF, the district agrees:

1. To utilize DSG funds to support short-term charitable, educational, and humanitarian projects that benefit a community. Funds provided by TRF will not be used for any purposes other than those considered eligible by TRF as described in the Terms and Conditions of DSG Award and Acceptance.
2. That it has received and read the Terms and Conditions of DSG Award and Acceptance and will abide by all stipulations set forth therein.
3. That information and requirements related to DSG will be communicated via the district Rotary Foundation chair and the district Rotary Foundation grant subcommittee chair to TRF.
4. That funds provided by TRF will not be transferred directly or indirectly to or used to purchase goods or services destined for any country, entity, or person that is subject to economic or trade sanctions by the United States government, without the express written permission of TRF (sanctioned countries include Cuba, Iran, Iraq, Libya, and Sudan).
5. To defend, indemnify, and hold harmless Rotary International (RI), TRF, their respective Directors, Trustees, Officers, and employees (collectively "RI/TRF") from any and all damages, losses, judgments, costs, fines, awards, liabilities, or expenses, including without limitation reasonable attorney's fees and costs of litigation, asserted or recovered from RI/TRF, that result or arise directly or indirectly from the implementation of the project.
6. That this agreement may be cancelled for any reason without notice upon the failure of the district to abide by the terms set forth herein. The district agrees to return any grant funds, in their entirety including any interest earned, should funds be misused or used for ineligible purposes and understands that it may be barred from the receipt of additional grants for up to five years.

This agreement is governed by the laws of the State of Illinois, USA.

By signing below, I certify that District _____ acknowledges and accepts the terms of this agreement and agrees to abide by the stipulations set forth therein. I authorize USS _____ in District Designated Funds to be identified to this grant request.

Dated this _____ day of _____, 20____.

District Rotary Foundation Chair Signature of Authorization _____ Print Name _____

District Governor-elect Signature of Authorization _____ Print Name _____

IF YOU HAVE ANY QUESTIONS ABOUT DSGs OR THIS FORM, PLEASE CONTACT THE DSG COORDINATOR ASSIGNED TO WORK WITH YOUR DISTRICT AT: DISTRICT SIMPLIFIED GRANTS, THE ROTARY FOUNDATION, ONE ROTARY CENTER, 1560 SHERMAN AVENUE, EVANSTON, IL 60201-3698; TEL: (847) 866-3000; FAX: (847) 328-8554.

Do Not Write Below This Line

THE ROTARY FOUNDATION ACCEPTS THIS REQUEST AS:

REVIEWED BY _____ Date _____

APPROVED BY _____ Date _____

District Simplified Grants — 3

- Who will be responsible for keeping record of all grant expenditures?
- Who will be responsible for submitting Progress Reports?
- Who will be responsible for submitting the Final Report and ensuring the full grant amount has been accounted?
- Has your district considered using financial software to efficiently track expenditure of funds?

Checklist

See District Simplified Grant Request Checklist, attached as Appendix 1.

Progress Reports

Progress Reports are required every six months for the duration of the project. This means that even if you cross Rotary years and are starting to implement a new DSG, the district is still responsible for maintaining accurate accounting on all prior grants. Failure to provide accurate and timely reports will result in the district not being able to initiate new grants.

For DSGs in excess of US\$25,000, grants will be paid in installments based upon a spending plan. A spending plan demonstrates how the district will realistically use the grant funds within a six-month period. The plan should explain what aspect of the project(s) the district would like to implement over this period. TRF will make payment based upon this plan.

The district must provide a Progress Report before additional installments will be made.

Progress Reports should include:

- What has been accomplished
- How funds have been expended to date
- When the project will be completed

Checklist

The Final Report Form can be used for this purpose. See District Simplified Grant Final Report Checklist, attached as Appendix 6.

Final Reports

Final Reports are required no later than two months from full expenditure of funds. The Final Report requires complete accounting of all expenditures.


The district must report on the full grant amount regardless of how many different projects the grant funded. An Individual Project Summary is included for this purpose in the DSG Final Report Form.

The Individual Project Summary allows the district to report on each project while maintaining clear records of all expended funds. The district must provide an Individual Project Summary for each project funded. The expenses identified in each Individual Project Summary combined must equal the total DSG amount.

Checklist

See District Simplified Grant Final Report Checklist, attached as Appendix 6.

Sample Report



District Simplified Grant
Report to The Rotary Foundation

Complete and return to:
The Rotary Foundation
1560 Sherman Avenue, Evanston, IL USA
Fax : 847 886 9769, Email : grants@rotaryintl.org

Instructions

- Progress reports are required every six months, and a final report is required within two months of the full expenditure of grant funds. Keep a copy of each report for your record.
- If DSG funds have been used for more than one project, please copy the Individual Project Summary page of this form. Complete an individual project summary for each project funded through this DSG.
- If a project clearly demonstrates Rotarian involvement and is worthy of publication, please complete an RI Newstip Form, available on the RI website at www.rotary.org. Please attach photos.

Cumulative Grant Information

District Simplified Grant Number: _____ Total Grant Award (in US\$): _____

Sponsoring District: _____ Exchange rate used: _____

• Progress report Reporting Period: _____ To _____
• Final report From _____

Cumulative total of attached individual project summaries is US\$: _____ Local currency: _____

Amount of funds remaining in the district's DSG account is US\$: _____ Local currency: _____

For final reports, if there are remaining funds less than US\$200, please spend it on eligible items. Remaining funds greater than US\$200 **must** be returned to TRF.

District-Level Questions

1. Describe the process that district leaders used to choose projects and distribute DSG funds.

2. Provide an account of lessons learned through the implementation of this grant and how the lessons learned will improve future grant-funded projects.

3. How has your district been impacted as a result of this DSG? Check all that apply.

| | |
|--|---|
| • Involvement of Rotarians in our District in humanitarian grants has increased. | • Our District's international Rotary networks have been strengthened. |
| • Annual giving in our District has increased. | • Club membership in our District has increased. |
| • Our District's awareness of the needs in our community has increased. | • Participation in a District Simplified Grant has not changed our District in any significant way. |
4. Given your experience, please provide any suggestions you believe would improve DSGs.

5. On behalf of the District Rotary Foundation Committee, I certify that DSG funds of US\$ _____ were spent in accordance with the Terms and Conditions of District Simplified Grants Award and Acceptance. Receipts of all expenditures will be maintained for at least three years in case of audit.
6. District Rotary Foundation Committee Chair Name: _____
7. DRFC Chair Signature : _____ Date: _____

The district is responsible for recording expenditures in the Final Report and will be held responsible if funds are unaccounted for or were used improperly.

MATCHING GRANTS

Matching Grants support Rotary clubs and districts as they implement short-term humanitarian projects with the aim of sustainable development. Matching Grants involve the active partnership and participation of Rotarians in clubs or districts in two countries.

Matching Grant requirements depend on the amount of funds requested from TRF.

Minor Matching Grants – US\$0-\$2,000

Major Matching Grants – US\$2,001-\$25,000

Competitive Matching Grants – US\$25,001-\$150,000

TRF provides a 0.5:1 match for cash contributions and a 1:1 match for DDF contributions. This means that for every US\$1 in new cash contributed by a club or district, TRF will provide US\$0.50. For every US\$1 of DDF, TRF will provide US\$1.

Questions to Consider

- Does the application demonstrate that the project is meeting a community need?
- Does the application demonstrate community involvement in the project?
- Is the partnership between the two partners fair and equitable? Specifically, is it a genuine partnership?
- Is there evidence of communication between the partners?
- Is the project viable?
- Are the budget items and activities eligible under TRF guidelines?
- Is the budget accurate, complete, and reasonable?
- Can the project be sustained?

Checklist

See Minor and Major Matching Grant Application Checklists, attached as Appendixes 2 and 3, respectively.

If applicable, see Major Matching Grant Application Checklist US\$25,001-US\$150,000, attached as Appendix 4.

Sample Applications

The Rotary Foundation (TRF)
Minor Matching Grants Application
For grant requests of US\$2,000 or less

Rotarians may use this application and attach additional pages as needed or may answer the questions below on blank paper, on the condition that the answers follow the same order as the application. *Incomplete applications will be returned to the primary host partner with a brief explanation. See The Guide to Humanitarian Grants (144-EN) for instructions and eligibility and program requirements.*
Note: Applications for low-cost shelter and revolving loan projects have additional requirements. See The Guide to Humanitarian Grants (144-EN), www.rotary.org, or contact TRF staff for more information.

1. PROJECT DESCRIPTION

1. What is the purpose of this project? Provide a brief description.

2. How will it meet the needs of the community?

3. How will the host and international partners communicate and work together to implement this project? Please provide specific examples of activities.

2. COOPERATING ORGANIZATIONS

If this project involves a cooperating organization:

1. Provide the *name* of the organization below.
2. Attach a *letter of participation* from that organization that specifically states its responsibilities, how it will interact with Rotarians in this project, and the organization's agreement to cooperate in any financial review of activities connected with the project.
3. Attach a *letter of endorsement* of the organization from the Rotarians in the project country.

Name of organization: _____

Letter of participation from organization attached Letter from project country Rotarians attached

The Rotary Foundation (TRF)
Major Matching Grants Application
For grant requests of US\$2,001 to US\$150,000

Rotarians may use this form and attach additional pages as needed or may answer the questions below on blank paper, on the condition that the answers follow the same order as the application. *Incomplete applications will be returned to the primary host partner with a brief explanation. See The Guide to Humanitarian Grants (144-EN) for instructions and eligibility and program requirements.*
Note: Applications for low-cost shelter and revolving loan projects and grant requests of US\$25,001 or more have additional requirements. See The Guide to Humanitarian Grants (144-EN), www.rotary.org, or contact TRF staff for more information.

1. PROJECT DESCRIPTION

1. What is the purpose of this project? Provide a brief description.

2. How will it meet the needs of the community?

3. How will the host and international partners communicate and work together to implement this project? Please provide specific examples of activities.

2. COOPERATING ORGANIZATIONS

If this project involves a cooperating organization:

1. Provide the *name* of the organization below.
2. Attach a *letter of participation* from that organization that specifically states its responsibilities, how it will interact with Rotarians in this project, and the organization's agreement to cooperate in any financial review of activities connected with the project.
3. Attach a *letter of endorsement* of the organization from the Rotarians in the project country.

Name of organization: _____

Letter of participation from organization attached Letter from project country Rotarians attached


3. RELATIONSHIP TO OTHER RI OR TRF PROJECTS (OPTIONAL)

Is this project related to, or has it resulted from, other Rotary International or TRF projects? If so, please identify those projects.

| Program | Individual's Name and/or Project Number | Program | Individual's Name and/or Project Number |
|-----------------------|---|----------------------------|---|
| WCS Projects Exchange | | Group Study Exchange | |
| Individual Grant | | Ambassadorial Scholarships | |
| 3-H Grant | | District Simplified Grant | |
| Matching Grant | | Other: | |

Could this project benefit from an international volunteer? Yes No

Sample Matching Grant Final Report

| | | |
|---|---|---|
|  | Matching Grants Report to The Rotary Foundation | The Rotary Foundation One Rotary Center 1520 Sherman Ave. Evanston, IL 60201, USA Fax: 847-328-8554, E-mail: grants@rotaryint.org |
| Instructions The primary partner Rotary clubs/districts must submit Progress Reports every six months during project implementation. The Final Report is due two months after completing the project. | | |
| Project Information Matching Grant Number: _____ Project Location: _____ • PROGRESS REPORT REPORTING PERIOD - FROM _____ To _____ • FINAL REPORT Host Partner Rotary Club: _____ District: _____ International Partner Rotary Club: _____ District: _____ | | |
| Community Impact 1. Describe the project and list its accomplishments in detail. What are the lessons learned by the partnering Rotary clubs/districts? 2. How many individuals benefited from the project? ____ 3. How has the project provided community members with specific skills or knowledge that will allow them to help themselves? 4. If a cooperating organization was involved, what was its role? | | |
| Rotarian Involvement 5. How many Rotarians from the <u>host partner club</u> participated in the project? ____ 6. How many Rotarians from the <u>international partner club</u> participated in the project? ____ 7. How did Rotarians from the host partner club participate in the project? Please provide at least two specific examples. 8. How did Rotarians from the international partner club participate in the project? Please provide at least two specific examples. | | |

Progress Reports

Progress Reports are required every six months for the life of the project.

Final Reports

A Final Report is due within two month's of the project's completion. Failure to report in a timely manner will result in barring both partners from receipt of future grants until an acceptable report has been received.

Checklist

See Matching Grant Final Report Checklist, attached as Appendix 7.

INDIVIDUAL GRANTS

Individual Grants subsidize travel for Rotarians, spouses of Rotarians, Rotaractors, and qualified Foundation alumni for qualified international humanitarian service in Rotary countries for up to 60 days. Funding is provided to plan future humanitarian projects or direct service to a community in need.

This chart shows the funding scale for Individual Grants.

| Length of Volunteer Service/ Planning Mission* | Maximum Grant Award per Person Including Economy Airfare |
|--|--|
| 5-8 days | US\$1,200 |
| 9-15 days | US\$2,000 |
| 16-21 days | US\$3,000 |
| 22-30 days | US\$3,500 |
| 31-38 days | US\$3,900 |
| 39-46 days | US\$4,300 |
| 47-54 days | US\$4,700 |
| 55-60 days | US\$5,000 |

*not including travel days

Questions to Consider

- Are the applicant's skills appropriate for the service work?
- If the applicant will be planning a project, is sufficient evidence provided that groundwork has been prepared prior to travel? Is there a project to investigate or is the applicant going without specific direction?
- Are all applicants currently registered as Rotary Volunteers?
- Have any of the applicants already traveled with the support of an Individual Grant twice in the current Rotary year?
- Is the Travel Service Request Form with an estimate from RITS attached to the application?

- Are both partners aware of their responsibilities throughout the life of the project? Specifically:
 - Pre-travel communication and support
 - Support and assistance while the project is in progress
 - Post-completion reporting requirements

Checklist

See Individual Grant Application Checklist, attached as Appendix 5.

Final Reports

A Final Report must be completed by the grant recipient within two months of returning. The host partner must also complete a Post-Service Evaluation. Both partners are responsible for submitting the Final Report. If a club or recipient fails to provide a Final Report, neither will be able to initiate new grants.

Checklist

See Individual Grant Final Report Checklist, attached as Appendix 8.

See Individual Grant Post-Service Evaluation Checklist, attached as Appendix 9.

Sample Application

THE ROTARY FOUNDATION

Individual Grant Application Instructions

What are Individual Grants (IG)?
The Rotary Foundation offers Individual Grants (IGs) to subsidize travel for qualified international humanitarian service in Rotary countries for periods of up to 60 days. Funding is provided to plan future humanitarian projects or for a direct service to the benefiting community.

Who can apply?
Rotarians, spouses of Rotarians, Rotaractors, and qualified Rotary Foundation alumni, or small groups thereof.

What expenses do IGs cover?
Approved grants can provide an expense subsidy toward airfare, room and board, and ancillary travel expenses such as visas and immunization. Participants should not receive compensation or salary for their service. The grant recipient is responsible for contacting all Rotary partners and obtaining any licenses or approvals necessary to perform the service in the host country. All grants are subject to the availability of funds.

What are the requirements for an IG?

- IGs must adhere to the Terms and Conditions of Individual Grants, which are available by download from the RI Web site at www.rotary.org or by contacting The Rotary Foundation or any Rotary International office.
- Applicant(s) must be registered as a Rotary Volunteer (see below).
- IG applications must be received by The Rotary Foundation four months prior to anticipated departure dates and approved eight weeks prior to the grant applicant's scheduled departure.

What are the funding limits?

- An individual person may be supported with a maximum of two IGs per Rotary year.
- Each project site may benefit from only one grant award at any one time.
- The maximum grant award for small groups (two to five individuals) is US\$6,000. If a group is traveling, one group application will be submitted.

The funding scale for IGs is:

| Length of Volunteer Service/Planning Mission* | Maximum Grant Award per Person, including Economy Airfare |
|---|---|
| 5-8 days | US\$1,200 |
| 9-15 days | US\$2,000 |
| 16-21 days | US\$3,000 |
| 22-30 days | US\$3,500 |
| 31-38 days | US\$3,900 |
| 39-46 days | US\$4,300 |
| 47-54 days | US\$4,700 |
| 55-60 days | US\$5,000 |

*not including travel days

How to apply.

- 1. Complete an International Volunteer Personal Registration Form (284).**
Registration forms are available for download from the RI Web site at www.rotary.org or by contacting the International Support Section of the Rotary International Programs Department: tel.: (847) 866-3361; fax: (847) 866-6116; or e-mail: programs@rotaryintl.org. Actively registered volunteers do not need to submit this form. Volunteer re-registration is required every two years to maintain an active status.
- 2. Complete a Rotary International Travel Service (RITS) Travel Request Form.**
All individuals traveling at the expense of The Rotary Foundation must submit a travel request to RITS. When RITS notifies the grant applicant of the estimated airfare, this figure should be used to complete the budget portion of the grant application. If the grant applicant can obtain a lower cost airfare than the RITS estimate, the lower figure should be used to complete the budget portion of the grant application. Travel Request Forms are available by download from the RI Web site at www.rotary.org or by contacting Foundation staff. Please note that submission of this form to RITS does not imply a grant will be awarded.

Individual Grant Application — 1

Sample Final Report

Individual Grants

Final Report

Complete and return to:
The Rotary Foundation
1560 Sherman Ave.
Evanston, IL 60201, USA
Fax: 847-328-8554, E-mail: grants@rotaryintl.org

Instructions

The Project Contact is responsible for completing & submitting this form in a timely manner after the grant is complete. If more than one person traveled on this grant, the Project Contact is responsible for completing this report on the behalf of all the grant recipients.

We would appreciate receiving any interesting stories or experiences from your club's involvement with this grant. Please feel free to attach additional pages to this report, photos from the project, or copies of local publicity about this project that you would like to share.

I. Project Information

Individual Grant Number: _____ Project Location: _____

Names of all individuals who traveled on this grant:

| | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | |

Host Partner Rotary Club: _____ District: _____
(Please remember that the Host Partner Rotary Club/District must submit a separate Post Service Evaluation Form to complete the reporting requirements for this grant.)

II. Describe the project at which you served, or the future project that you planned.

III. Describe the direct service or specific planning activities that you completed.

If this grant was awarded to plan for a future project, comment on your club's assessment of the feasibility & probable success of that project.

IV. Community Impact

How many non-Rotarians benefited from the project? _____
Please share an interesting story about the impact this project had upon the benefiting community:

If a cooperating organization was involved in this project, what was its role?

V. Rotarian Involvement

How many Rotarians from the Host Partner Club participated in the project? _____

Sample Host Report

Individual Grants

Host Partner Post Service Evaluation

Complete and return to:
The Rotary Foundation
1560 Sherman Ave.
Evanston, IL 60201, USA
Fax: 847-328-8554, E-mail: grants@rotaryintl.org

Instructions

The Host Partner Rotary Club/District Contact person must complete & submit this form in a timely manner after the grant is complete.

We would greatly appreciate receiving any interesting stories or experiences from your club's involvement with this grant. Please feel free to attach additional pages to this report, photos from the project, and copies of local publicity about this project that you would like to share.

I. Project Information

Individual Grant Number: _____ Project Location: _____

International Partner Rotary Club: _____ District: _____

II. Please complete the appropriate section below on project sustainability. – Select all that apply.

| | |
|---|---|
| <p>Direct Service Grants</p> <ul style="list-style-type: none"> <input type="checkbox"/> The project is continuing to function without Foundation funds. <input type="checkbox"/> If training was a component of the project, trainees are using their knowledge and skills. <input type="checkbox"/> This project has provided community members with the skills, knowledge, or institutions that will allow them to help themselves. <input type="checkbox"/> The community has initiated additional projects related to the same or similar problems. <input type="checkbox"/> The project has not been sustainable. | <p>Planning Mission Grants</p> <ul style="list-style-type: none"> <input type="checkbox"/> The project is being designed to continue functioning without Foundation funds. <input type="checkbox"/> If training will be a component of the project, plans are being made to ensure that trainees will use their knowledge and skills. <input type="checkbox"/> This project intends to provide community members with the skills, knowledge, or institutions that will allow them to help themselves. <input type="checkbox"/> As a result of the planned project, the community will have the ability & knowledge to initiate more projects related to the same or similar problems. <input type="checkbox"/> The project is not designed to be sustainable. |
|---|---|

III. Rotary Impact – Please select all that apply.

- Our club/district's international Rotary connections are stronger because of this project.
- Club membership has increased because 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 or district has expanded.
- Our club/district has become more active in pursuing Foundation grants and Rotary programs.
- Awareness of the needs in our community has been raised among Rotarians in other countries.
- Participation in this Individual Grant has not changed our club or district in a significant way.

IV. Post-Service Evaluation – Please select all that apply.

- We believe the volunteer(s) performed exemplary service in a manner befitting Rotarians.
- We would invite the volunteer(s) to return to our community.
- We did not have sufficient knowledge of, or interaction with, the volunteer(s) to evaluate their service.
- We cannot endorse the volunteer's service.
- We would not invite the volunteer(s) to return to our community.

Signature of Project Contact _____ Date _____

Print name, Rotary title and club _____

Appendix 1: District Simplified Grant Request Checklist

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>District Number <i>Is the district current with all reporting requirements on previous grants?</i></p> |
| | | <p>Rotary Year</p> |
| | | <p>Agreement <input type="checkbox"/> District <input type="checkbox"/> Amount <input type="checkbox"/> Date <i>Is the amount the district is requesting no more than 20% of the available DDF?</i></p> |
| | | <p>Authorizations <input type="checkbox"/> District Rotary Foundation chair <input type="checkbox"/> District governor-elect</p> |
| | | <p>Payee Information <input type="checkbox"/> Bank account name <input type="checkbox"/> Bank account number <input type="checkbox"/> Account currency <input type="checkbox"/> Bank name <input type="checkbox"/> Bank street address <input type="checkbox"/> Bank telephone <input type="checkbox"/> Bank fax <input type="checkbox"/> ABA number (wire within USA only) <input type="checkbox"/> Swift code/IBAN/Sort Code (for international wire transfer outside USA)</p> |
| | | <p>Wire Transfers <input type="checkbox"/> U.S. Intermediary bank name <input type="checkbox"/> U.S. Intermediary bank address <input type="checkbox"/> U.S. ABA number <input type="checkbox"/> U.S. Intermediary telephone number <input type="checkbox"/> For U.S. dollar transfers outside of the United States</p> |
| | | <p>Signatories <input type="checkbox"/> Name and complete contact information <input type="checkbox"/> Name and complete contact information</p> |

If your district will be funding a revolving loan or undertaking construction of Low-Cost Shelters, you must contact your staff representative at The Rotary Foundation *before* implementation.

Appendix 2: Minor Matching Grant Application Checklist US\$0-\$2,000

CLUB / DISTRICT NAME _____

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>Project Description</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project purpose description <input type="checkbox"/> Implementation details provided <input type="checkbox"/> Community needs information provided <p><i>Does project meet eligibility requirements?</i></p> |
| | | <p>Cooperating Organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of organization <input type="checkbox"/> Letter from organization <input type="checkbox"/> Letter from project country |
| | | <p>Primary Host Partner</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name and complete contact information <p><i>Is the club/district current with all reporting requirements on previous grants?</i></p> <p><i>Is the host partner at limit of five open projects?</i></p> |
| | | <p>Primary International Partner</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name and complete contact information <p><i>Is the club/district current with all reporting requirements on previous grants?</i></p> |
| | | <p>Project Budget</p> <ul style="list-style-type: none"> <input type="checkbox"/> Items to be purchased <input type="checkbox"/> Cost of each item <input type="checkbox"/> Total <input type="checkbox"/> Exchange rate used <p><i>Eligible – An eligibility grid is provided on page 29.</i></p> |
| | | <p>Proposed Financing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cash <input type="checkbox"/> DDF <input type="checkbox"/> Appropriate amount from TRF <input type="checkbox"/> Other sources <input type="checkbox"/> Total <p><i>Is DDF available?</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> DRFC chair authorization provided? |
| | | <p>Certification</p> |



| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>Reports <i>Who will take primary responsibility?</i></p> |
| | | <p>Agreement Forms <input type="checkbox"/> Host sponsor <input type="checkbox"/> International sponsor <i>Club-sponsored? – Club president</i> <i>District-sponsored? – District grants subcommittee chair</i></p> |

Appendix 3:

Major Matching Grant Application Checklist US\$2,001-\$150,000

CLUB / DISTRICT NAME _____

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>Project Description</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project purpose description <input type="checkbox"/> Implementation details provided <input type="checkbox"/> Community needs information provided <p><i>Does project meet eligibility requirements?</i></p> |
| | | <p>Cooperating Organization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of organization <input type="checkbox"/> Letter from organization <input type="checkbox"/> Letter from project country |
| | | <p>Relationship to Other RI or TRF Projects (Optional)</p> |
| | | <p>Primary Host Partner</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name and complete contact information <p><i>Is the club/district current with all reporting requirements on previous grants?</i></p> <p><i>Is the host partner at limit of five open projects?</i></p> |
| | | <p>Primary International Partner</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name and complete contact information <p><i>Is the club/district current with all reporting requirements on previous grants?</i></p> |
| | | <p>Project Budget</p> <ul style="list-style-type: none"> <input type="checkbox"/> Items to be purchased <input type="checkbox"/> Cost of each item <input type="checkbox"/> Name of supplier <input type="checkbox"/> Total <input type="checkbox"/> Exchange rate used <p><i>Eligible — An eligibility grid is provided on page 29.</i></p> |
| | | <p>Purchase of Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who will own and maintain? <input type="checkbox"/> Is software necessary? <input type="checkbox"/> Will training be provided? <input type="checkbox"/> Has customs clearance been arranged? |



| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>Proposed Financing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cash <input type="checkbox"/> DDF <input type="checkbox"/> Appropriate amount from TRF <input type="checkbox"/> Other sources <input type="checkbox"/> Total <p><i>Is DDF available?</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> DRFC chair authorization for DDF provided? |
| | | <p>Partnership Authorization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Host sponsor <input type="checkbox"/> International sponsor <p><i>Club-sponsored? – Club president</i></p> <p><i>District-sponsored? – District grants subcommittee chair</i></p> |
| | | <p>Certification</p> |
| | | <p>Reports</p> <p><i>Who will take primary responsibility?</i></p> |

Appendix 4:

Major Matching Grant Application Checklist US\$25,001-\$150,000

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|---|
| | | <p>Community Needs Assessment</p> <p><input type="checkbox"/> Project is viable and can be maintained by the community.</p> <p><input type="checkbox"/> Project involves the benefiting community.</p> |
| | | <p>Publicity Plan</p> <p><i>This is not required with the application, but the sponsors should be informed of this future requirement.</i></p> |
| | | <p>Spending Plan</p> <p><i>This is not required with the application, but the sponsors should be informed of this future requirement.</i></p> <p><i>If the grant is approved, payment will be made in installments based upon a spending plan.</i></p> |

Note: Grant requests of US\$25,001-\$150,000 are competitive and considered twice a year. Applications must be received by 1 August for consideration at the fall Trustee meeting and by 1 January for consideration at the spring meeting.

Appendix 5: Individual Grant Application Checklist

CLUB / DISTRICT NAME _____

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>Applicant Contact Information</p> <p><input type="checkbox"/> Name and complete contact information</p> <p><i>Is the applicant a Rotarian, spouse of a Rotarian, or a qualified Foundation alumnus/alumna (i.e., former scholar, GSE team member, Rotary Volunteer, or Discovery Grant recipient?)</i></p> |
| | | <p>Professional Skills</p> <p><i>Do the applicant's skills match the service to be provided?</i></p> |
| | | <p>Medical Licenses</p> <p><i>If the applicant is providing medical services, has the local health minister provided clearance?</i></p> |
| | | <p>Project Location</p> <p><i>Does the application include the name of the site where the project will take place?</i></p> |
| | | <p>Project Description</p> <p><i>Eligible?</i></p> <p><i>Is it clear that the applicant(s) will be either</i> <i>Providing direct service to a community in need; or</i> <i>Planning for a future humanitarian project?</i></p> |
| | | <p>Cooperating Organization</p> <p><input type="checkbox"/> Name of organization</p> <p><input type="checkbox"/> Letter from organization</p> <p><input type="checkbox"/> Letter from project country's Rotary club or district</p> |
| | | <p>Rotary Association</p> <p><input type="checkbox"/> Program name</p> <p><input type="checkbox"/> Tracking number (where applicable)</p> |
| | | <p>Proposed Length of Stay</p> <p><i>Does the length of stay correspond to the funding scale?</i> <i>See grid on page 13.</i></p> |
| | | <p>Food and Housing Arrangements</p> |



| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|---|
| | | <p>Project Budget</p> <ul style="list-style-type: none"> <input type="checkbox"/> Airfare estimate <input type="checkbox"/> Food <input type="checkbox"/> Lodging <input type="checkbox"/> Other <input type="checkbox"/> Total <input type="checkbox"/> Exchange rate <p><i>Does the project budget comply with the funding scale? See grid on page 13.</i></p> |
| | | <p>Travel Arrangements</p> <ul style="list-style-type: none"> <input type="checkbox"/> RITS Travel Request Form and Estimate <input type="checkbox"/> Local estimate <input type="checkbox"/> Waiving airfare <p><i>Does the application include the cost estimate for airfare provided by RITS?</i></p> |
| | | <p>Sponsor Partner (Home) Authorization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Paragraph of intended outcomes and a schedule of events <input type="checkbox"/> Paragraph on club/district activities <input type="checkbox"/> Recommended activities <p><i>Club-sponsored? – Club president</i> <i>District-sponsored? – District grants subcommittee chair</i> <i>Is the club/district current with all reporting requirements on previous grants?</i></p> |
| | | <p>Host Partner (Project Site) Authorization</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name and complete contact information <input type="checkbox"/> Recommended activities <p><i>Club-sponsored? – Club president</i> <i>District-sponsored? – District grants subcommittee chair</i> <i>Is the club/district current with all reporting requirements on previous grants?</i></p> |
| | | <p>Grant Applicant's Signature</p> |
| | | <p>Certification</p> |

Appendix 6: District Simplified Grant Final Report Checklist

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|---|
| | | <p>District-level Cumulative Project Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> District Simplified Grant number <input type="checkbox"/> Sponsoring district <input type="checkbox"/> Progress or Final Report <input type="checkbox"/> <input type="checkbox"/> Reporting period <input type="checkbox"/> <input type="checkbox"/> Cumulative amount of all attached Individual Project Summaries <input type="checkbox"/> Funds remaining in DSG account <input type="checkbox"/> Project choice description <input type="checkbox"/> Lessons learned <input type="checkbox"/> Rotary impact <input type="checkbox"/> Suggestions <input type="checkbox"/> Grant amount <input type="checkbox"/> DRFC chair's name and signature |
| | | <p>Individual Project Summary</p> <p><i>An Individual Project Summary must be submitted for each project funded with District Simplified Grant funds.</i></p> <p><i>Review eligibility of each project.</i></p> |
| | | <p>Progress Reports</p> <ul style="list-style-type: none"> <input type="checkbox"/> Itemized statement of funds expended to date |
| | | <p>Final Reports</p> <ul style="list-style-type: none"> <input type="checkbox"/> Itemized statement of funds in total |
| | | <p>Community Impact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beneficiary information <input type="checkbox"/> Skills and knowledge in the community <input type="checkbox"/> Cooperating organization involvement |
| | | <p>Rotarian Involvement</p> <ul style="list-style-type: none"> <input type="checkbox"/> How many Rotarians participated in the project? <input type="checkbox"/> How did Rotarians participate? |
| | | <p>Expenses</p> <ul style="list-style-type: none"> <input type="checkbox"/> Items purchased <input type="checkbox"/> Cost for each item <input type="checkbox"/> Total funds expended |



| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|---|
| | | Authorizations <input type="checkbox"/> Amount of the grant <input type="checkbox"/> Signature |

Appendix 7: Matching Grant Final Report Checklist

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>Project Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Matching Grant number <input type="checkbox"/> Project location <input type="checkbox"/> Progress or Final Report <input type="checkbox"/> Reporting period <input type="checkbox"/> Name of Host Partner Rotary club/district <input type="checkbox"/> Name of International Partner Rotary club/district |
| | | <p>Community Impact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of project and its accomplishments <input type="checkbox"/> Individuals benefiting <input type="checkbox"/> Community skills and knowledge <input type="checkbox"/> Cooperating organization <input type="checkbox"/> Low-Cost Shelters |
| | | <p>Rotarian Involvement</p> <ul style="list-style-type: none"> <input type="checkbox"/> How many Rotarians from Host Partner participated? <input type="checkbox"/> How many Rotarians from International Partner participated? <input type="checkbox"/> Host Partner participation <input type="checkbox"/> International Partner participation |
| | | <p>Financial Statement</p> <p><i>Receipts must be kept for at least three years.</i></p> <p><i>TRF may ask for copies of receipts at any time.</i></p> |
| | | <p>Progress Reports</p> <ul style="list-style-type: none"> <input type="checkbox"/> Itemized statement of expenditures |
| | | <p>Minor Matching Grants</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signature indicating funds were spent in accordance with the approved budget |
| | | <p>Major Matching Grants</p> <ul style="list-style-type: none"> <input type="checkbox"/> Itemized statement of expenditures <input type="checkbox"/> Grants of US\$25,001-\$150,000 must include an independent financial review. <input type="checkbox"/> Grants of US\$50,000-\$150,000 require a monitor report. |
| | | <p>Authorizations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amount of the contributions plus TRF match <input type="checkbox"/> Signature |



| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|-----------------|-------------------|-------------------------------|
| | | Project Sustainability |
| | | Rotary Impact |
| | | Suggestions |

Appendix 8: Individual Grant Final Report Checklist

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>Project Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual Grant number <input type="checkbox"/> Project location <input type="checkbox"/> Name(s) of additional individuals traveling on the grant (if the grant was for a group to travel) <input type="checkbox"/> Name of Host Partner Rotary club/district <input type="checkbox"/> Project description <input type="checkbox"/> Direct service or planning activity description <input type="checkbox"/> Future project feasibility <p><i>If the grant was awarded to plan for a future humanitarian project the report must comment on the feasibility of the project.</i></p> |
| | | <p>Community Impact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of beneficiaries <input type="checkbox"/> Impact on benefiting community <input type="checkbox"/> Cooperating organization involvement |
| | | <p>Rotarian Involvement</p> <ul style="list-style-type: none"> <input type="checkbox"/> How many Rotarians from Host Partner participated? <input type="checkbox"/> How many Rotarians from Sponsor Partner participated? <input type="checkbox"/> Host Partner participation <input type="checkbox"/> Sponsor Partner participation <p><i>Does the report describe the activities undertaken by Rotarians in both countries to support the grant?</i></p> |
| | | <p>Rotary Impact</p> |
| | | <p>Photos</p> <p><i>Although not required, TRF greatly appreciates receiving action photos showing grant recipients engaged in direct service with the beneficiaries.</i></p> |
| | | <p>Financial Statement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Itemized expenses <input type="checkbox"/> Cost <input type="checkbox"/> Total funds expended <input type="checkbox"/> Exchange rate used <input type="checkbox"/> Total funds expended in U.S. dollars |
| | | <p>Authorizations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amount of the grant <input type="checkbox"/> Signature |

Appendix 9: Individual Grant Post-Service Evaluation Checklist

| COMPLETE | INCOMPLETE | SECTION/COMMENTS |
|----------|------------|--|
| | | <p>Project Information</p> <p><input type="checkbox"/> Individual Grant number</p> <p><input type="checkbox"/> Project location</p> <p><input type="checkbox"/> Name of partnering Rotary clubs and districts</p> |
| | | <p>Project Sustainability</p> |
| | | <p>Rotary Impact</p> |
| | | <p>Post-Service Evaluation</p> |
| | | <p>Interesting Stories about the Project</p> <p><i>Although not required, personal stories or anecdotes about the project are appreciated. If appropriate, staff will forward these stories for consideration in Rotary publications.</i></p> |
| | | <p>Photos</p> <p><i>Although not required, TRF greatly appreciates receiving action photos showing grant recipients engaged in direct service with the beneficiaries.</i></p> |
| | | <p>Authorizations</p> <p><input type="checkbox"/> Signature</p> <p><input type="checkbox"/> Name</p> |

Appendix 10: Eligibility Funding Grid

| INELIGIBLE | ELIGIBLE |
|--|--|
| Establishment of a foundation, permanent trust, or interest-bearing account | Revolving loans/Microcredit |
| Purchase of land or buildings | |
| Construction of any structure in which individuals live, work, or engage in any gainful activity such as buildings, containers, and mobile homes or structure where individuals carry out any type of activity including manufacturing, processing, maintenance, or storage | Low-Cost Shelters; construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures |
| Renovation of structures, including provision of new services or upgrade of facilities (i.e. electrical and plumbing), in which individuals live, work, or engage in any gainful activity such as buildings, containers, and mobile homes or structure where individuals carry out any type of activity including manufacturing, processing, maintenance, or storage | |
| Salaries, stipends, or honorariums for individuals working for a cooperating organization or beneficiary | Short-term, contracted labor for project implementation |
| Operating or administrative expenses of another organization | Publicity expenses, such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service |
| Post-secondary education activities, research, or personal or professional development | |
| International travel | Individual Grants allow international travel to plan for a future humanitarian project or provide a direct service to a community in need. |
| Contingency or miscellaneous expenses | |
| Land mine removal | Assistance to land mine victims |
| Transportation of vaccines or immunizations over national borders by hand | Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization |
| Projects already undertaken and in progress, an existing project, activities primarily sponsored by a non-Rotary organization, or projects already completed | |
| Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination | Maternal and prenatal health and education |

Appendix 11: Humanitarian Grants Program

Effective 1 July 2003

| | District Simplified Grants | Individual Grants | Matching Grants | |
|----------------------------|---|---|--|--|
| | | | Minor | Major |
| Purpose | To support the service activities or humanitarian endeavors of districts | To support the travel of individual Rotarians planning or implementing service projects | To support Rotary clubs and districts as they address humanitarian conditions that benefit a community in need | |
| Who can apply | Districts only. Each year districts will submit a request to utilize a percentage of their DDF. | Individual Rotarians or small groups of Rotarians | Rotary clubs | Rotary clubs and districts |
| Funding source | DDF | World Fund Carl P. Miller Endowment | World Fund | |
| Match | None | None | Foundation provides match from the World Fund <ul style="list-style-type: none"> • to DDF 1:1 • to cash contributions 0.50:1 | |
| Business cycle | Districts will submit a request the Rotary year prior to funds being available. Requests will be accepted 1 July to 31 March. | Applications are accepted and approved on a revolving basis. Applications are required four months before and must be approved eight weeks prior to scheduled departure date. | Applications will be accepted 1 July to 31 March. Applications will be approved from 1 August to 15 May if they are complete. | |
| International scope | Partnership is not required; however, it is highly encouraged if the district will be implementing projects outside of their country. | Volunteers must serve in a country other than their own at the invitation of the host Rotary club. | International partnership is required. | |
| Maximum award | 20 percent of District Designated Fund based upon 50 percent of giving three years prior There is no minimum award. | Maximum funding based on length of stay <ul style="list-style-type: none"> 5-8 days \$1,200 9-15 days \$2,000 16-21 days \$3,000 22-30 days \$3,500 31-38 days \$3,900 39-46 days \$4,300 47-54 days \$4,700 55-60 days \$5,000 Maximum per group — \$6,000 There is no minimum award. | \$2,000 | \$150,000 The minimum award is \$2,001. |

| | District Simplified Grants | Individual Grants | Matching Grants | |
|--|---|---|---|-------|
| | | | Minor | Major |
| <p>Rotarian activities Please refer to grant criteria for recommended activities.</p> | <p>DISTRICT ACTIVITIES:</p> <ul style="list-style-type: none"> • Assessment of community needs and development of a project plan • Establishment of a committee of at least three Rotarians to oversee the expenditure of funds • Oversight of grant funds • Involvement in the implementation of projects • Provision of evidence of community involvement and ownership • Organization of meetings with local service providers, local officials, and/or recipients • Promotion of projects in the local media | <p>HOST CLUB:</p> <ul style="list-style-type: none"> • Provide a letter of invitation that confirms the skill or project is needed in the community <p>INTERNATIONAL SPONSOR:</p> <ul style="list-style-type: none"> • Provide a letter of endorsement from the current club president for the Rotarian applying for the grant • Establish communication with local Rotarians • Register individuals as Rotary Volunteers • Provide The Rotary Foundation with a schedule of events and list of intended outcomes • Provide a paragraph outlining Rotarian activities | <p>MINOR MATCHING GRANTS:</p> <ul style="list-style-type: none"> • Maintain communication and dialogue for the life of the project • Establish a committee of at least two Rotarians • Jointly assess community needs and plan the project • Provide a paragraph outlining participation <p>MAJOR MATCHING GRANTS US\$2,001-25,000: All of the above and</p> <ul style="list-style-type: none"> • Visit the project site on an as-needed basis (The international sponsor must share information via correspondence or by visiting the project site.) <p>MAJOR MATCHING GRANTS US\$25,001-150,000: All of the above and</p> <ul style="list-style-type: none"> • Provide evidence of a community needs assessment • Provide information indicating how the project is viable and will be maintained • Provide evidence of community involvement and ownership | |
| <p>Reporting requirements</p> | <p>Recipients of District Simplified Grants shall submit final reports within two months of the full expenditure of grant funds. Failure to adhere to the Foundation policies and guidelines in the implementation of projects and expenditures of funds will result in the district returning misused grant funds in their entirety and being barred from receipt of future grants for a period up to five years.</p> | <p>The host club must provide a completed post-service evaluation form.</p> <p>The applicant(s) must provide a final report. Failure to provide accurate and timely reports will result in barring the club from receiving future grants until an acceptable report is received.</p> | <p>Both international and host sponsors must work together to prepare and submit interim and final reports. Sponsors are required to submit an interim report every six months for the life of the project. A final report is due two months after the project's completion. Failure to provide accurate and timely reports will result in barring the sponsors from receiving future grants until an acceptable report is received.</p> | |

| | District Simplified Grants | Individual Grants | Matching Grants | |
|---------------------------------------|---|--|---|-------|
| | | | Minor | Major |
| Limit on number of grants | One per district per year | Maximum award to one project site of \$6,000 per activity Individual Grants will support an individual volunteer no more than two times per Rotary year. | The host sponsors are limited to five open Matching Grant projects at any given time. | |
| Brief overview of requirements | <ul style="list-style-type: none"> • An explanation of how Rotarians will be involved in the implementation of the project and oversight of expenditures must be provided. • For amounts above US\$25,000, payments will be made in installments based upon a spending plan. • Project must respect the wishes of the receiving community. | <ul style="list-style-type: none"> • Applications must be submitted four months before and approved eight weeks before scheduled departure. • Maximum grant to one project site of \$6,000 per activity • Individuals must register as Rotary Volunteers. • The host club must provide a letter of invitation that confirms the skill/project is needed in the community. • The sponsoring club must provide a letter of endorsement from the current club president for the individual applying for the grant. | <ul style="list-style-type: none"> • Project must benefit a community in need. • A significant portion of contributions must come from outside the project country. • An itemized budget and names of suppliers must be submitted. | |

Appendix 12: Terms and Conditions

DISTRICT SIMPLIFIED GRANTS (DSG)

IN ACCEPTING A DSG YOU AGREE TO FOLLOW TRUSTEE REQUIREMENTS REGARDING THE IMPLEMENTATION OF YOUR DSG.

I. District Simplified Grant Criteria

District Simplified Grants support the service activities or humanitarian endeavors of districts. Each project the grant supports must:

- A. Respect the wishes of the receiving community;
- B. Understand and appreciate another country's tradition and culture if grant activities will take place outside of the recipient district's country; and
- C. Comply with all standard Humanitarian Grant Policies and Guidelines.

II. District Simplified Grant Rotarian Involvement

Rotarians from the district must be actively involved in each District Simplified Grant project. Therefore, a committee of at least three Rotarians from the sponsoring Rotary district must be established to oversee the project(s) and the expenditure of grant funds. The members of the committee should serve for the entire term of the District Simplified Grant, even if it extends into future Rotary years. District Simplified Grants require the direct involvement of Rotarians who will conduct the following:

- A. Assessment of community needs and development of a project plan;
- B. Establishment of a committee containing at least three Rotarians to oversee the expenditure of funds;
- C. Oversight of grant funds;
- D. Involvement in the implementation of projects;
- E. Provision of evidence of community involvement and ownership;
- F. Organization of meetings with local service providers, local officials, and/or recipients; and
- G. Promotion of projects in the local media.

III. District Simplified Grant Funding and Payment

District Simplified Grant funds will not be released until all of the following conditions are met:

- A. The Rotary Foundation (TRF) must receive a completed, signed District Simplified Grant Request and Agreement Form from the sponsoring Rotary district (authorized by the district Rotary Foundation committee chair and district governor-elect).
- B. The Rotary Foundation receives information regarding an appropriate payee for the grant.
 1. District Simplified Grants must be paid to a Rotary-controlled project account with at least two signatories, preferably an account established for the grant.
 2. District Simplified Grants will not be paid to an individual, cooperating organization, or beneficiary.
- C. Spending plan and publicity plan for grants above US\$25,000 have been submitted to TRF.
- D. Reporting requirements on all previous DSGs undertaken by the district have been met.

IV. Stewardship of The Rotary Foundation Funds

District Simplified Grant awardees agree to:

- A. Treat The Rotary Foundation grant funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion;
- B. Assure competent and thorough oversight of the project with clear delineation of responsibility;
- C. Use TRF grant funds only for eligible purposes as outlined herein, which will be strictly interpreted. Funds expended on unapproved or ineligible items and/or for unapproved or ineligible purposes must be refunded to TRF.
- D. Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practices and always in consonance with the Declaration of Rotarians in Business and Professions and in the full spirit of The-Four Way Test. This requires:
 1. Maintaining regular accounts of all transactions and retaining original receipts and invoices for a minimum of three years; and
 2. Establishing an inventory system for the control of equipment purchased with grant funds.
- E. Exercise the highest attention to the prevention of even the appearance that The Rotary Foundation grant funds are being used in an improper manner. Such attention is expected to go beyond that afforded to the use of private or corporate funds;
- F. Report immediately any irregularity in grant-related activity to The Rotary Foundation;
- G. Return any unused funds and/or interest earned at the completion of the grant to The Rotary Foundation;
- H. Obtain approval from TRF prior to transferring DSG funds to (directly or indirectly) or using DSG funds to purchase goods or services for use in any country, entity, or person that is subject to economic or trade sanctions under U.S. law (these currently include, but are not limited to, Cuba, Iran, Iraq, Sudan, Libya, North Korea, and Myanmar). This is necessary so that TRF can obtain necessary regulatory approvals to allow such use of the funds.

V. Appropriate Grant Implementation

- A. The use of funds from The Rotary Foundation must:
 1. Promote active and personal participation of all Rotarians involved in the implementation of the grant;
 2. Assist in the development of stronger Rotary networks as clubs from different communities and/or nations work together to implement projects that have been initiated by a Rotary club in a project location. Projects which receive TRF support should satisfy the real humanitarian needs of the receiving community;
 3. Not involve the establishment of a permanent foundation, trust, or permanent interest-bearing account. Grant projects can involve the establishment of a revolving loan fund, but must include training and detailed information regarding recipient payback schedules (see section X);
 4. Not directly benefit a Rotarian; an employee of a club, district or other Rotary entity, or of Rotary International; or a spouse, lineal descendant (child or grandchild by blood or legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any living Rotarian or Rotary employee;
 5. Not duplicate any existing TRF or other Rotary-sponsored program;
 6. Exclude any liability to The Rotary Foundation or to Rotary International except for the amount of the grant;
 7. Be consistent with the criteria, procedures, and policies of the PolioPlus program and the World Health Organization for projects involving vaccines and immunizations;

8. Not be used to reimburse clubs/districts for projects already undertaken and in progress, an existing project, activities primarily sponsored by a non-Rotary organization, or for projects that are already completed.
- B. Grant funds cannot be used:
1. For the purchase of land and buildings. If the grant depends upon the construction of a building, the construction must be funded by club/district funds or funded by a cooperating organization. The Rotary Foundation will not release grant funds until such construction is completed;
 2. For construction of any structure in which individuals live, work, or engage in any gainful activity such as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance and/or storage. The only exception to the above guidelines is the funding of Low-Cost Shelters for extremely underprivileged families. Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, and water supplies and other similar structures is acceptable;
 3. For renovation of structures, including the provision of new services or upgrade of utilities (i.e. electrical and plumbing), in which individuals live, work, or engage in any gainful activity such as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance, and/or storage;
 4. For salaries, stipends, or honorariums for an individual or individuals working for a cooperating organization or beneficiary;
 5. To support the operating or administrative expenses of any organization;
 6. For post-secondary education activities, research, or personal or professional development;
 7. For excessive support of any one beneficiary, cooperating organization, or project;
 8. For international travel expenses of any kind.

VI. Time Limits

- A. Failure to provide acceptable reports on previous grants in a timely manner will result in the district not being able to initiate a new DSG;
- B. Sponsors must meet all preconditions for payment 15 months from the date of the grant announcement letter or the grant will be terminated. If an approved District Simplified Grant remains unpaid for more than 15 months, the grant will be cancelled;
- C. Sponsors must demonstrate significant progress within 15 months of the release of payment installment or the grant will be terminated. If a paid District Simplified Grant is not implemented within 15 months, the grant will be cancelled and the sponsors will be required to return the funds.

VII. Reporting Requirements and Independent Financial Reviews

The Rotary Foundation Trustees require District Simplified Grant awardees to:

- A. Submit Progress and Final Reports.
 1. Submit Progress Reports at least every six months during the implementation of the grant detailing the projects' progress, financial activities, and the estimated completion date.
 2. Submit Final Reports within two months of the full expenditure of grant funds. Failure to adhere to the TRF policies and guidelines in the implementation of projects and expenditures of funds will result in the district returning misused grant funds in their entirety and being barred from receipt of future grants for a period up to five years. The Final Report shall include the following:
 - a. A highly detailed and clearly organized report of all expenses;
 - b. Detailed information regarding all beneficiaries of grant funds;

- c. A detailed account of Rotarian participation in the implementation of the projects; and
 - d. A detailed narrative describing the implementation of the projects and how experiences gained will inform/guide the district for the next Rotary year.
3. New requests will not be accepted and will be returned to the district if the district has not provided Progress Reports for a current District Simplified Grant or have overdue Final Reports.
- B. Retain receipts for all purchases to be made available upon request.
- C. Provide an Independent Financial Review (Prescribed Audit).

All grant recipients are encouraged to have an independent financial review/prescribed audit. However, for grants of greater than US\$25,000, an independent financial review/prescribed audit is required.

An independent financial review/prescribed audit must be made by a licensed, chartered, or certified accountant or accounting firm, which has no links to the project. The appointment of such an independent accounting firm or accountant must be made by the district governor of the project district (where the funds were sent). The Rotary Foundation reserves the right to appoint the reviewer as necessary.

The independent financial review/prescribed audit must include the following:

- 1. A determination of whether the funds received for the project were expended in a manner consistent with the spending plan and if not, why.
- 2. A determination of whether a standard set of accounts was maintained and included a complete record of all receipts for all expenditures in excess of US\$25 and disbursements.
- 3. An examination of expenditures to ensure funds were used for intended purpose, proper records maintained, and a system of controls in place. This examination should include:
 - a. Selection of a sample of disbursements and reconciliation to supporting documentation.
 - b. A review of the full listing of expenditures to ensure funds were expended in a manner consistent with the Terms and Conditions of the grant award.
 - c. Identification of the purchasing procedure used.
- 4. A determination of whether funds were held in an interest bearing account and documentation of how interest earned was used.
- 5. Review of bank reconciliations to ensure reconciliations were prepared correctly and in a timely manner and that opening and closing balances agreed to the financial records of the project and bank statements.
- 6. A determination of whether or not all project activities, including the conversion of funds, were made in accordance with local laws and regulations.

The independent financial review/prescribed audit must be submitted to The Rotary Foundation no later than 15 months after the first payment is received and every 12 months thereafter until the project sponsors are notified that the grant is officially closed. All grant records, including financial records, must be maintained for three years after the close of the activity. These records will include copies of receipts, canceled checks, invoices, etc. The Rotary Foundation reserves the right to conduct an audit of any grant, regardless of size, at any time.

The primary partners are responsible for annual independent financial review/prescribed audits, the cost of which may be shared among all involved parties. For those grants of US\$25,000, if the grantees cannot provide for the cost of an audit, they may apply for up to US\$500 per year for the life of the project for this purpose.

- D. Cooperate with TRF audits.
- 1. The Rotary Foundation reserves the right to conduct an audit of any grant, regardless of size, at any time.

2. In addition, TRF reserves the right to review the project at any time, require the submission of additional documentation, and suspend any or all payments if in its sole discretion progress is not considered to be satisfactory.
3. The district will maintain detailed, accurate, and complete financial records throughout the life of the grant and for a period of three years after the grant closure date.

VIII. The Rotary Foundation's Guidelines for the Construction of Low-Cost Shelters

Any district undertaking a Low-Cost Shelter project with District Simplified Grant funds should contact TRF staff prior to implementation to ensure all eligibility requirements can be met.

The Trustees of The Rotary Foundation agreed to support the construction of Low-Cost Shelters as an exception to The Rotary Foundation's established Construction Policy in an effort to help the extremely underprivileged and as such, the construction of shelters should be very simple and meet basic human needs. The intent of the program is to help build shelters that cost no more than US\$2,000.

- A. Shelters should provide a safe place to live for a family unit in an acceptable, safe environment (the area must be free from possible floods, rock slides, volcanic eruption, etc.).
- B. A complete set of plans including schematic drawings of the shelters, the construction site, and safe water and sanitation facilities as well as information relating to installation of electricity and all other information needed to facilitate a complete technical and financial review of the project is required with any application that supports the construction of Low-Cost Shelters.
- C. The minimum number of shelters to be constructed with a single grant award is five, so that economies of scale can be achieved, appropriate water and sanitation installed, and administrative costs minimized. The maximum number of shelters to be constructed at a single site, with total use of Foundation funds, is not to exceed 50, as any more would result in a need to provide an expensive urban infrastructure which is beyond the scope of Low-Cost Shelter projects.
- D. The use of common walls in the design of the shelters is encouraged as a means of minimizing project costs.
- E. Written documentation from both the land donor and the local competent authority that the project has their full support and they will permit the project to start without delay once grant funds are released must be included with all complete applications.
- F. No expansion or alteration of individual shelters should be provided for in the initial plans to construct the Low-Cost Shelters or actually implemented for five years after the shelter is constructed.
- G. Payments for Low-Cost Shelter projects will be made in installments, based upon an agreeable payment plan, with the first payment released upon the receipt of all payment requirements and with subsequent payments made upon the receipt of acceptable interim reports that include photographic evidence of the project's progress. Additionally, an amount of US\$5,000 or more, which is no less than 10 percent of the project budget, will be withheld until the shelters are fully completed and all evaluation visits and other reports have been submitted and approved.
- H. The incorporation of a home maintenance plan for all projects as a means of assuring the long-term sustainability of Low-Cost Shelter projects is encouraged. Such plans should provide training for the individual and collective upkeep and maintenance of construction elements like water wells, latrine blocks, the roof, etc.

IX. Population Growth and Development

The Rotary Foundation (TRF) supports the programs of Rotary International, including its aims and objectives with respect to RI's statement on Population Growth and Development.

The district utilizing TRF funds may consider funding the following expenditures associated with population growth projects:

- A. Prenatal medications/vitamins
- B. Birthing medications
- C. Newborn baby screenings
- D. Surgical instruments to help with births
- E. Prenatal screening
- F. Ultrasound equipment (as long as it is used for diagnosing and treating patients)
- G. Education and training
- H. Public health education
- I. Family planning training
- J. Information on sexually transmitted diseases
- K. Community health training
- L. Balanced diet and nutrition awareness

X. Revolving Loans

Any district undertaking a Revolving Loan project with District Simplified Grant funds should contact TRF staff prior to implementation to ensure all eligibility requirements are met.

- A. Sponsors of Revolving Loan (Microcredit) projects, must comply with the following policies:
 - 1. There is a limit of US\$10,000 per credit group. More than one credit group can be supported with a grant. *A credit group is defined as a group of approximately 30 individuals, who cross-guarantee each others' loans.*
 - 2. Requests involving revolving loan fund projects must be reviewed by the Cadre of Humanitarian Grants Advisers for technical soundness and long-term viability prior to submission to the Trustees.
 - 3. The Rotary Foundation will not consider any grant requests for revolving loans involving cooperating organizations until those organizations can demonstrate their ability to meet the requirements of The Rotary Foundation and significantly involve local Rotarians in these activities.
 - 4. Rotary Foundation grant funds may be used for Rotary club and district start-up costs to support revolving loan projects until the loan fund is self-sustaining.
 - 5. Interest fees generated by revolving loan fund capital from The Rotary Foundation may be used for administrative expenses that support the revolving loan project.
 - 6. In the event that the Rotarian project sponsors decide to discontinue the revolving loan fund, the local capital must be returned to The Rotary Foundation.
- B. Grant funded projects that involve the establishment of a revolving loan fund must:
 - 1. Include training and detailed information regarding recipient payback schedules.
 - 2. Adopt a separate Revolving Loan Fund Agreement for each credit group before funds are released for that credit group. Each agreement will specify loan policies for that credit group, including interest rates, loan amounts, and payback schedules.
 - 3. Adopt a continuity plan to ensure that capital from The Rotary Foundation continues to be used for revolving loans after reporting to The Rotary Foundation has been stopped.

XI. Rotary Name and Emblem Use Guidelines

Guidelines on the use of the “Rotary” name and emblem are RI policy. When naming your DSG funded project and in any literature developed they must be compliant as follows:

A. ROTARY NAME:

1. The RI Board has determined that any use of the “Rotary” name without a further qualifier, such as the name of a Rotary club or a Rotary district, refers to the international association, RI.
2. New project names or programs not under the exclusive control of RI, when using the name, “Rotary,” must include the name of the participating Rotary club(s) or district(s) and should not use the name, “International.”
3. If using the words, “Rotary,” and “Foundation,” these words must not appear together, but must be separated by additional identifying information, such as the name of the participating Rotary club(s) or district(s).
4. Ongoing programs not under the exclusive control of RI and not conforming to these guidelines should be renamed to provide this additional identifying information (i.e. the name of the participating Rotary club(s) or district(s) must be included when using the name “Rotary”).
5. The naming of any project that does not conform to the guidelines must receive specific RI Board approval.

B. THE ROTARY EMBLEM:

1. The Rotary Emblem, like the Rotary Name, represents the international association, RI.
2. Whenever the Rotary Emblem is used for a project, program, or activity not under the exclusive control of RI, the name of the participating club(s) or district(s) should also be used in addition to the emblem, should appear directly adjacent to the emblem, and be of a size of equal prominence to the emblem.
3. Any reproduction of the Rotary Emblem must meet RI’s proper emblem specifications.
4. Camera-ready art can be obtained through your Club and District Administration Supervisor.
5. No alterations, modifications, or obstructions of the Rotary Emblem are permitted. The emblem must be faithfully reproduced and always appear in its entirety.
6. The RI Bylaws discourage any joint use of the RI Emblem with the emblem or logo of another organization. The use of such name, emblem, badge, or other insignia in combination with any other name or emblem is not recognized by RI.

If you have questions about District Simplified Grants, please feel free to contact the District Simplified Grant staff at:

**District Simplified Grants
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Phone: 847-866-3000
Fax: 847-328-8554**

Appendix 13: Matching Grant Criteria

1. Matching Grants support Rotary clubs and districts as they address humanitarian conditions that benefit a community in need. The grant project must adhere to the grant policies that govern all grant programs.
2. TRF will provide a 1:1 match for DDF and a 0.5:1 match for cash contributions that clubs and districts have provided.

A significant portion of contributions must come from outside the project country.

- a. For Minor Matching Grants (US\$0-\$2,000), sponsors are required to submit a budget consisting of eligible items.
 - b. For Major Matching Grants (US\$2,001-\$150,000), sponsors are required to submit an itemized budget consisting of eligible items and names of suppliers.
3. Rotary clubs and districts are required to:

Minor Matching Grants

- Maintain communication and dialogue for the life of the project;
- Establish a committee of at least two Rotarians to oversee the project;
- Jointly assess community needs and plan for the project before submitting the application;
- Provide a brief paragraph explaining how each club or district will work together to implement the project.

Major Matching Grants US\$2,001-\$25,000

as outlined in Minor Matching Grants; and

- Visit the project site on an as-needed basis. The international club must share information via correspondence or by visiting the project site.

Major Matching Grants US\$25,001-\$150,000

as outlined by Major Matching Grants US\$2,001-\$25,000 and;

- Provide information by means of a community needs assessment;
 - Provide information indicating how the project is viable and will be maintained;
 - Provide evidence of community involvement and ownership.
4. Authorizations for Matching Grants are required from:
 - Club presidents if two clubs are sponsoring the project;
 - District grants subcommittee chair if a district(s) is sponsoring the project;
 - District Rotary Foundation chair if DDF funds will be used.
 5. Both international and host sponsors must work together to prepare and submit Progress and Final Reports. Sponsors are required to submit a Progress Report every six months for the life of the project. A Final Report is due two months after the project's completion. Failure to provide accurate and timely reports will result in barring the sponsors from receiving future grants until an acceptable report is received.
 6. Rotary clubs and districts serving as host sponsors for a project are limited to five open Matching Grants at any given time. Sponsors will not be able to initiate new projects if there has been failure to report on previous projects within the time frame provided.

Appendix 14: Individual Grant Criteria

1. Individual Grants support the travel of qualified Rotary Volunteers planning or implementing service projects. The project must:
 - a. Adhere to the grant policies which govern all grant programs;
 - b. Comply with TRF policies regarding travel insurance;
 - c. Be submitted with an application four months prior to anticipated departure dates and approved eight weeks prior to scheduled departure.
2. Individual Grants support:
 - a. A maximum award to one project site of US\$6,000 per activity;
 - b. Individual Rotarians or small groups of Rotarians (2-5);
 - c. An individual volunteer no more than two times per Rotary year.
3. Eligible items include:
 - a. Economy class airfare;
 - b. Minimal daily living expenses;
 - c. Ancillary travel expenses;
 - d. A maximum grant funding based on length of stay (not including travel days):

| | |
|------------|-----------|
| 5-8 days | US\$1,200 |
| 9-15 days | US\$2,000 |
| 16-21 days | US\$3,000 |
| 22-30 days | US\$3,500 |
| 31-38 days | US\$3,900 |
| 39-46 days | US\$4,300 |
| 47-54 days | US\$4,700 |
| 55-60 days | US\$5,000 |
4. Rotary clubs hosting Individual Grant participants must provide a letter of invitation that confirms the skill/project is needed in the community, including a brief paragraph outlining Rotarian activities.

Recommended activities of the host club include:

- Organizing meeting(s) with local service providers and/or local officials for visiting Rotarians;
- Offering, when possible, accommodations in the homes of local Rotarians. If this is not possible, arrange hotel accommodations for visiting Rotarians;
- Assisting with local transportation;
- Visiting the project site/Volunteering at the project site;
- Inviting visiting Rotarian(s) to speak to the local clubs.

Rotary clubs sponsoring the international travel of grant participants must provide a letter of endorsement from the current club president for the individual applying for the grant, including a brief paragraph outlining Rotarian activities. Sponsoring clubs must also:

- Establish communication with local Rotarians;
- Register participating individuals in the Rotary Volunteers program;
- Provide TRF with a schedule of events and list of intended outcomes.

Recommended activities of the international club include:

- Involving local Rotarians in the implementation of the grant;
 - Publicizing the volunteer service in the media;
 - Organizing presentations about the grant upon return to home country.
5. Sponsors are required to submit a Final Report upon the project's completion.
- a. The host club must provide a completed Individual Grant Host Partner Post-Service Evaluation Form.
 - b. The program participants must provide a completed Individual Grant Final Report upon return.

Failure to provide accurate and timely reports could result in barring the club from future grants until an acceptable report is received.



Rotary International
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Evanston, IL 60201-3689 USA
www.rotary.org