

# **2025-26 GRANT MANAGEMENT SEMINAR**

**Rotary District 7600**

**Feb 15, 2025**

# DISTRICT 7600 GRANTS COMMITTEE

**DRFC: John Padgett >> Debbie Wall**  
 jpadgett@mcguirewoods.com debbievt88@comcast.net

## DISTRICT GRANT TEAM

<b>Sarah Saville (Chair)</b>	<b>sarahmsaville@gmail.com</b>
<b>Al Mink</b>	<b>almink@systemsspirit.com</b>
<b>Rich Taylor</b>	<b>rbtaylor1943@gmail.com</b>
<b>Carol Woodward</b>	<b>woodward739@gmail.com</b>

## GLOBAL GRANT TEAM

<b>Adeeb Hamzey (Chair)</b>	<b>adeeb.hamzey@gmail.com</b>
<b>Al Mink, 25-26</b>	<b>almink@systemsspirit.com</b>
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<b>Adeeb Hamzey</b>	<b>adeeb.hamzey@gmail.com</b>
<b>Al Mink (Reporting Officer)</b>	<b>almink@systemsspirit.com</b>

**Scholarships Chair: Mike Little**  
 mwlittle@vcu.edu

# GMS OBJECTIVES

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By the end of today, Participants will be familiar with

- The types of grants that can be funded
- How the District receives the funding for grants
- How to apply for a District Grant
- Where to enter the Club's Foundation Goal on [myrotary.org](https://myrotary.org)
- Observe a live grant application & reporting demonstration in [DACdb.com](https://DACdb.com)

# SOME FOUNDATION BASICS

Mission: The Rotary Foundation helps Rotarians to advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment, and alleviating poverty.

Financial Structure: The Rotary Foundation is organized as a public charity operated exclusively for charitable purposes and governed by a Board of Trustees. The operations of Rotary International, a member organization, are overseen by its Board of Directors.

## Rotary International

The Board of Directors establishes policy for Rotary International and provides guidance that helps our clubs thrive. Clubs elect the members of the Board every year at the Rotary International Convention, and each director serves for two years.

## Rotary Foundation

The Board of Trustees manages the business of The Rotary Foundation, the charitable arm of our organization that funds service activities. The RI president-elect nominates the trustees, who are elected by the RI Board to four-year terms.

# SOMETHING TO BE PROUD OF



4

star charity - Charity Navigator's highest level



88%

of funds are spent on program awards and operations

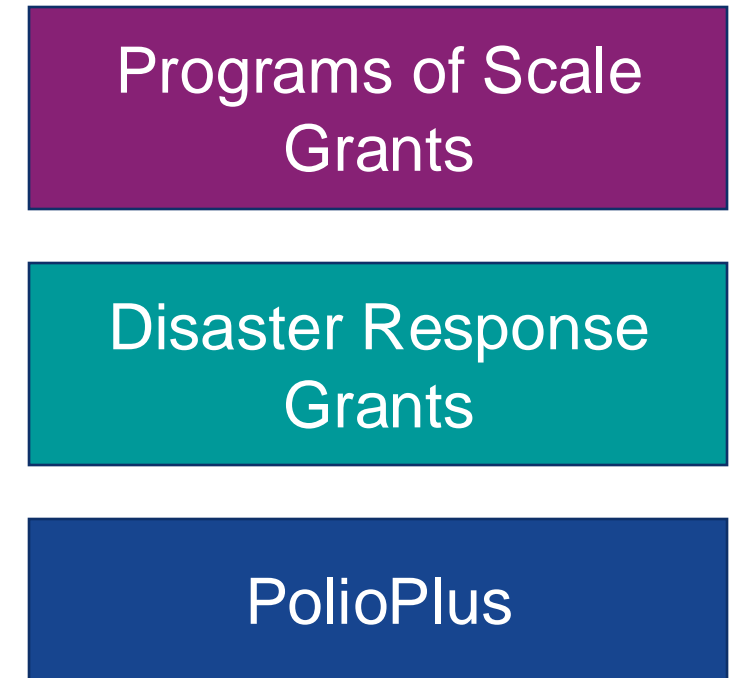
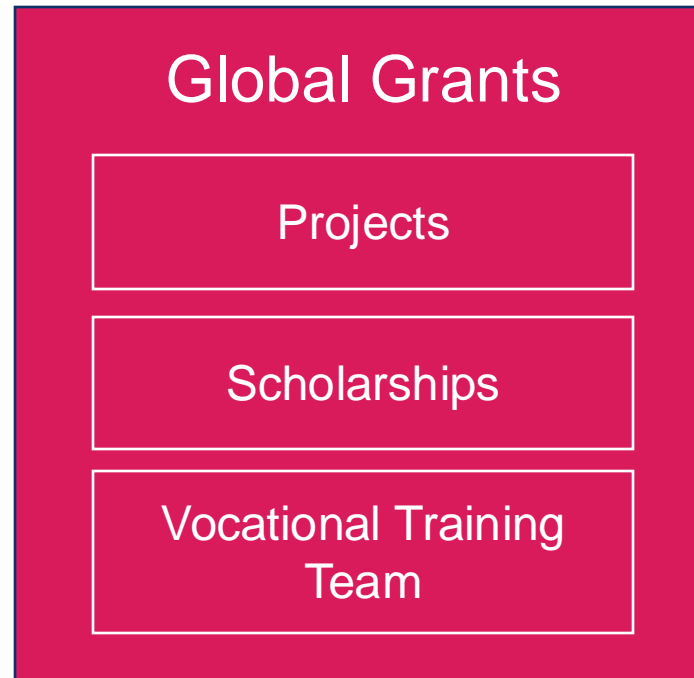
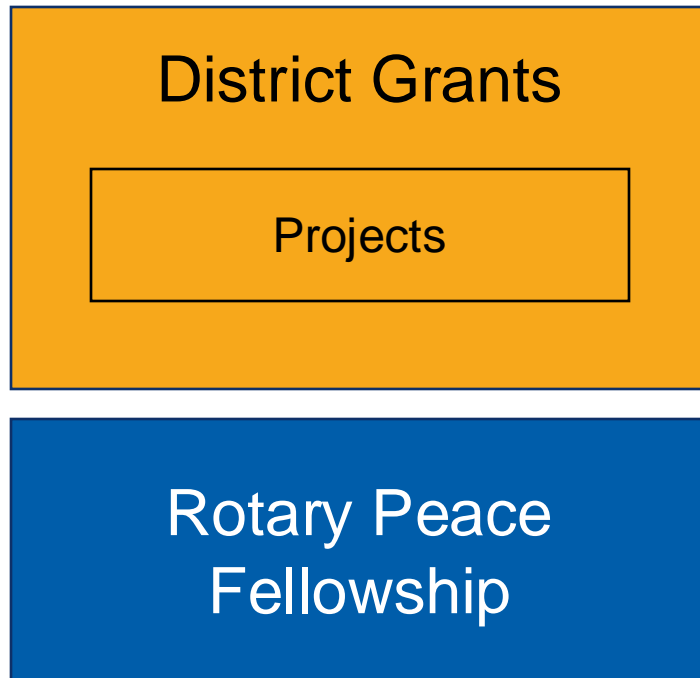


Rotary Foundation receives highest rating from Charity Navigator for 15th consecutive year

Source: [Rotary Foundation](#)

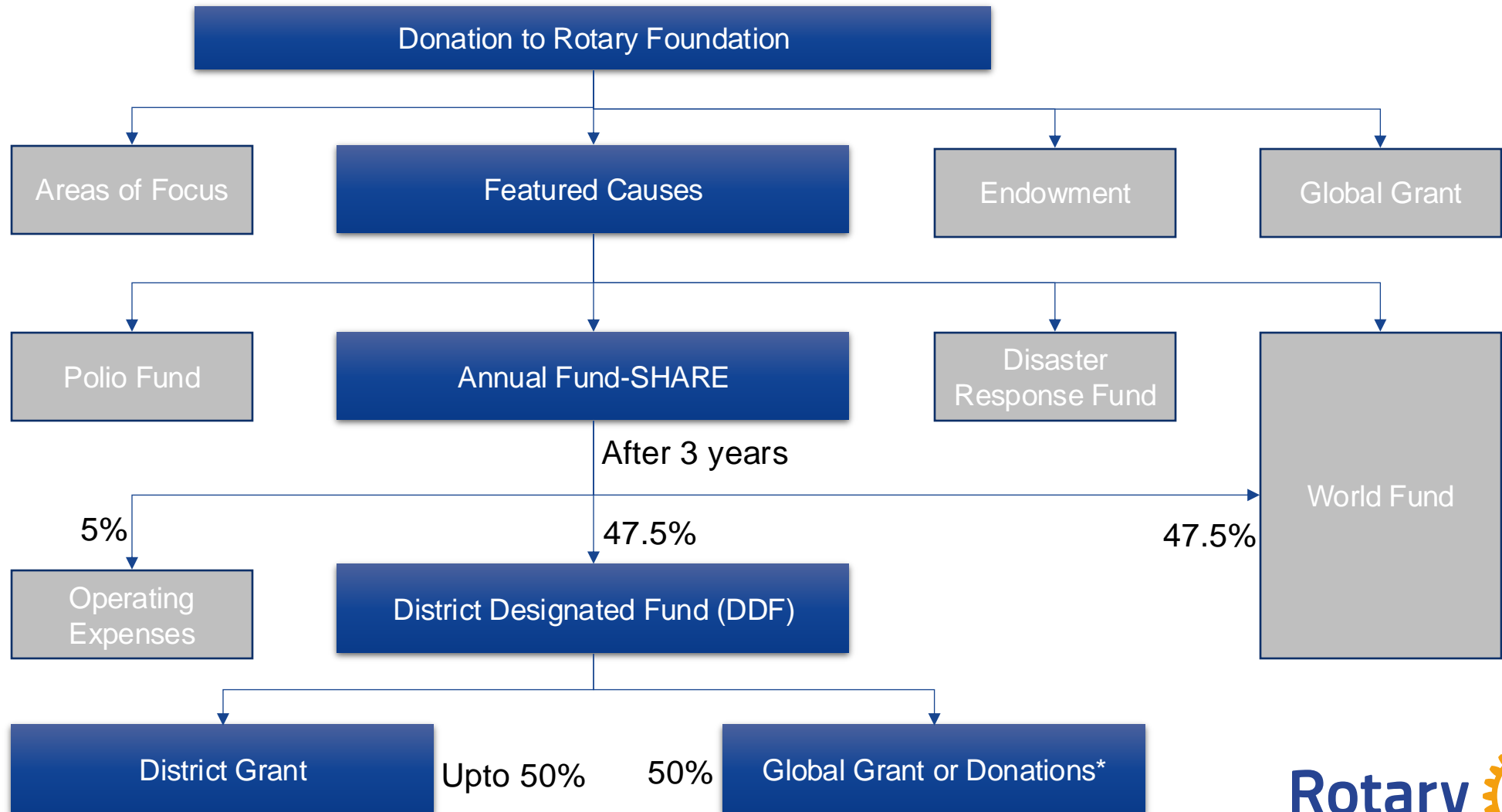


# ROTARY FOUNDATION PROGRAMS



# **DISTRICT DESIGNATED FUNDS**

# HOW DOES THE DISTRICT GET THE FUNDING?



The DDF is based on the District contribution to the Rotary Foundation three years ago



\*Donation options include PolioPlus, peacebuilding programs, pooled endowed funds, the World Fund, Disaster Response Fund, or another district.



# DDF IN 2025-26 ROTARY YEAR

- 2025-26 DDF will be ~\$280,000
- Available for District Grants ~\$140,000
- Available for Global Grants ~\$140,000 + *Carryover from prior years*

**GRANTS**

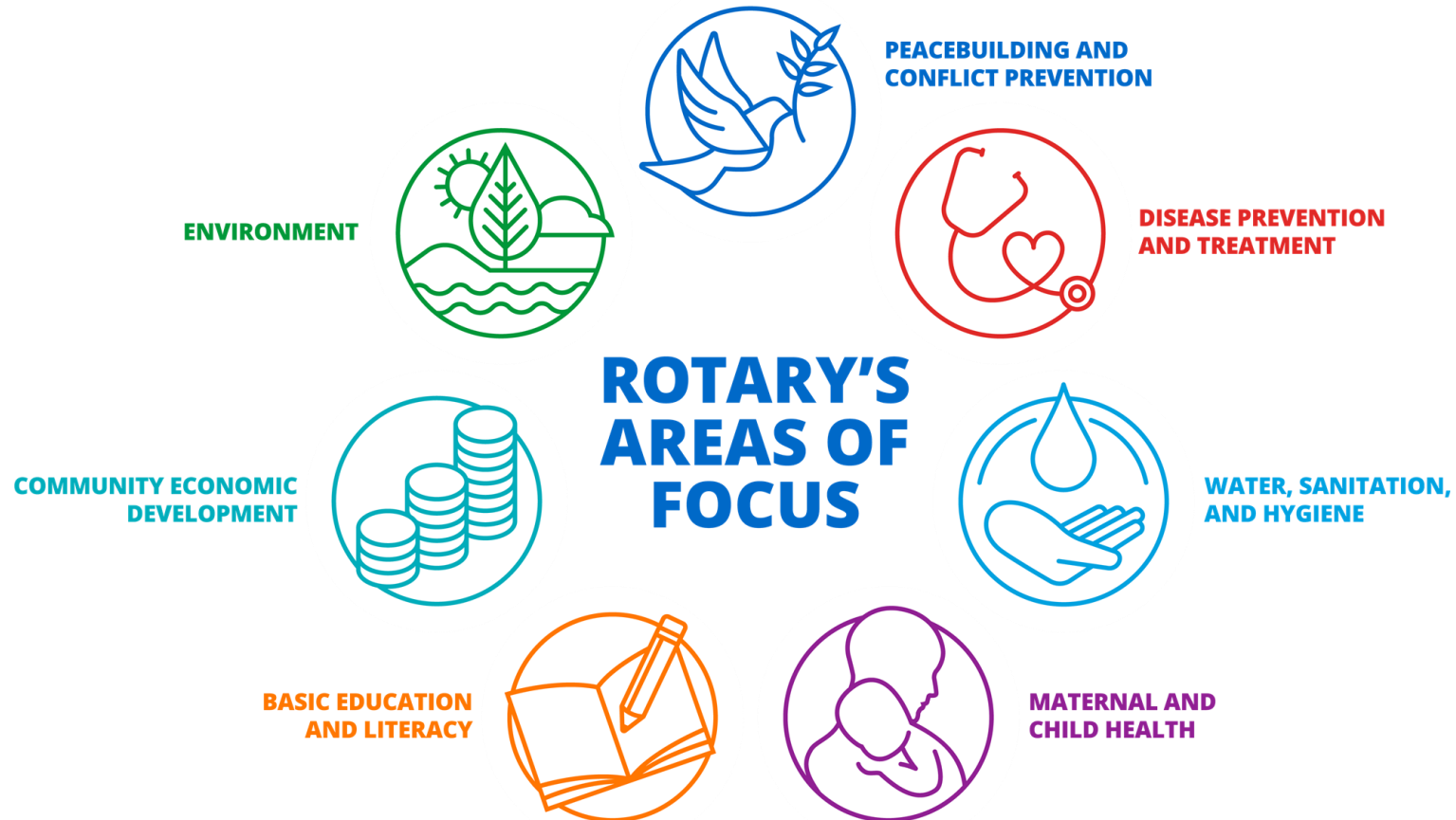
# DISTRICT GRANT VS GLOBAL GRANT

## District Grants

Fund smaller-scale, short-term projects that address immediate needs in your community or abroad. They range < \$30,000

## Global Grants

Support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$30,000 to \$400,000

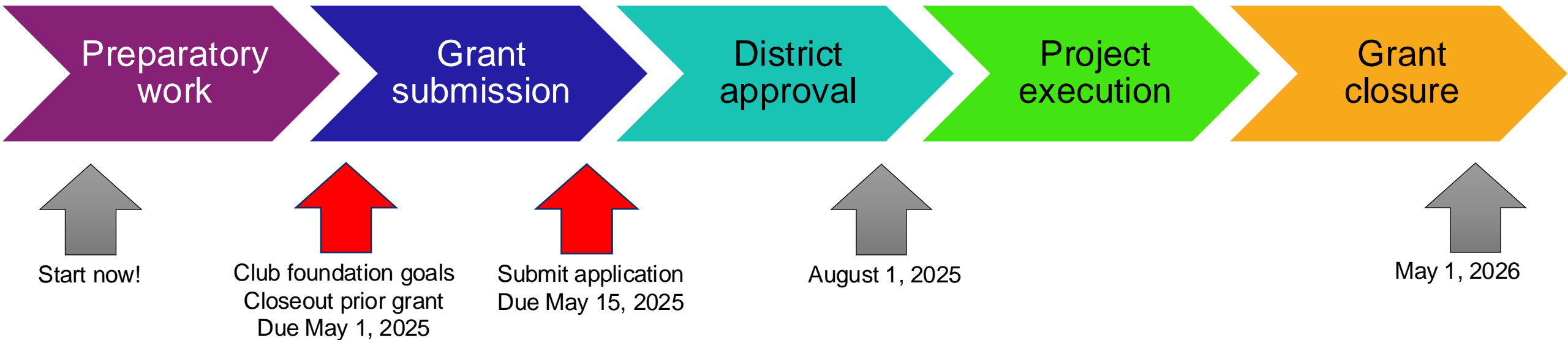


**DISTRICT GRANT**

# WHAT IS A DISTRICT GRANT

- Small scale, short-term activities in your communities and abroad
- Overall Project budget < \$30,000
- Same areas of focus as global grants
- \$5000 per Rotary Club; \$2500 per Rotaract; \$1500 per Interact Club
- Max \$25,000 DDF towards project

# DISTRICT GRANT LIFECYCLE



\* TRF Block Grant approval and receipt of funds from TRF (Timing contingent upon TRF)

# LIFECYCLE: PREPARATORY WORK

Preparatory work

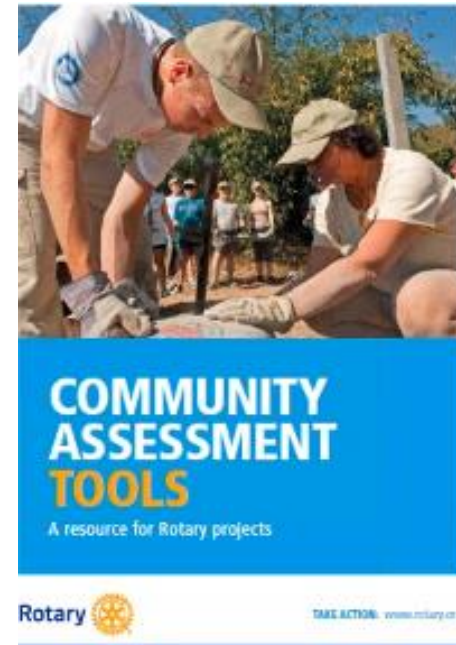
Grant submission

District approval

Project execution

Grant closure

- Each Club must execute a Memorandum of Understanding (“MOU”) AND upload the executed MOU(s) to DACdb
- The 2025-26 Rotary Club President (current PE) must submit 2025-2026 Annual Fund Goals in Rotary Club Central before May 1, 2025
- Have at least two club members involved in planning and executing the grant attend a Grants Management Seminar (“GMS”)
- Develop a project based on an identified “**Community Need**”
- Use the **Grants Module in DACdb** to apply for the Grant. Add the required Email signatories for the year 2025-2026 in DacDB
- **Close out any open Grants from the past year**
- No repeat projects



# LIFECYCLE: GRANT SUBMISSION

Preparatory work

Grant submission

District approval

Project execution

Grant closure

**Project Budget = District Contribution + Club Contribution**

- District contribution
  - \$5000 limit per Rotary club
  - \$2500 limit per Rotaract Club
  - \$1500 limit per Interact Club
  - Maximum of 5 Rotary Clubs
  - Maximum of 2 Rotaract Clubs
  - \$25,000 DDF max per project
- Club contribution
  - At least 10% of the project cost

## Plan a budget

Use Zero-based budgets and be sure to include estimates/documentation of requested expenses

CONSIDER PARTNERING with a Rotaract Club or Interact Club

Document how ALL CLUBS WILL BE ENGAGED IN THE PROJECT



# LIFECYCLE: GRANT SUBMISSION

Preparatory work

Grant submission

District approval

Project execution

Grant closure

- Target a project within the Rotary areas of focus
- Document how the project is sustainable
- All participating clubs are in good standing with RI
- Each Club must execute a Memorandum of Understanding (“MOU”) AND upload the executed MOU(s) to DACdb. That means: Print, sign, scan, & upload (Rotary/ Rotaract/ Interact)
- Lead club completes Grant Module in DACdb before May 15<sup>th</sup> 2025

# LIFECYCLE: DISTRICT APPROVAL

Preparatory work

Grant submission

District approval

Project execution

Grant closure

- District Grants Committee reviews each grant on a competitive basis and may approve a grant in full or in part
- A Spending Plan is created, noting each approved club grant, and sent to TRF for approval
- TRF sends District Grant funds to the District as a block grant
- District 7600 funds Club grants per the approved Spending Plan

**Do not start the Project before  
receiving the Grant money from  
the District**

**DDF contribution will be issued around  
August 1st**

# LIFECYCLE: PROJECT EXECUTION

Preparatory work

Grant submission

District approval

Project execution

Grant closure

- Wait to start the Project until TRF approves the District Spending Plan— generally around August 1st
- Contact the Grants committee if you need to change the scope of the project
- Keep records for audit purposes
- Do have a Public Image plan using Rotary Branding. **Publicity, publicity, publicity!**

# LIFECYCLE: GRANT CLOSURE

Preparatory work

Grant submission

District approval

Project execution

Grant closure

- Clubs Submit final reports to District through DacDB
  - Copies of all Invoices & Receipts
  - Copies of both side of all checks
  - Pictures of the project
  - Details of Rotarian/ Rotaract/ Interact Engagement
- Maintain records for five (5) years
- District reviews the final report and closes the grant
- District submits final report to TRF

# CONFLICT OF INTEREST POLICY

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- TRF Code of Policies includes a Rotary conflict of interest (COI) policy to, in part, assure integrity in the Foundation's grants program
  - Essential that all individuals involved in a program grant, and/or award, conduct their activities in a manner that avoids a COI, both real and perceived
- A COI exists when a Rotarian benefits financially or personally from a grant
  - Benefit can be direct to a Rotarian or indirect to an associate of the Rotarian
- If a COI exists, MITIGATE it. If it's a perceived COI, explain in your application why it's NOT a COI
- Consult with District Grants Committee or Stewardship Committee BEFORE submitting grant application
- Policies like these have helped TRF earn Charity Navigator's 4-star award for 15 consecutive years

# IMMEDIATE DEADLINE

- Before May 1st Close the 2024 – 25 District Grant
- Before May 1st Add club foundation goals in Rotary Club Central
- Before May 15<sup>th</sup> Submit the Grant application

# KEY TAKE-AWAYS FOR EACH CLUB

- Sign & Upload the “MOU” or NO grant!
- Attend a GMS or NO grant!
- Enter GOALS by MAY 1 or NO grant!
- Submit grant application by May 15<sup>th</sup> or NO grant!
- Submit Final Report for 2024/25 grant by MAY 1, 2025 or NO grant!
- No repetitive projects or NO grant!
- Sustainability projects or NO grant!
- Do not start the Project before receiving the Grant money from the District
- Use the Grant to make a difference in your community



**DEMO: Entering  
goals at ROTARY  
CLUB CENTRAL**



# Hello, Sarah

[View Profile](#)

## Oyster Point of Newport News...

Next Meeting  
Friday at 07:30

[View Club →](#)

## District 7600

District  
7600  
  
Zone  
33

[View District →](#)



### Rotary Club Central »

Set club goals and track how you're doing. Monitor your progress with detailed reports.

### Grant Center »

Launch and manage all your Rotary Foundation grants in one place.

### Membership and Foundation Reports »

Find reports with data about membership, contributions, recognition, and more.

### Brand Center »

Find logos, photos, videos, and all the resources you need to promote Rotary in your community.

### Learning Center »

Learn new skills with online classes and materials created for your specific role or interests.

### Service Project Center »

Browse successful club projects from around the world.

# Club Goals

Choose and set the goals your club will focus on and track progress.

[Learn how to set and track your club's goals](#)

View Club: **All Clubs** ▾

## Rotary Club of **Oyster Point of Newport News**

< 2025-26 >  
•••••

0 goal achieved of 0 selected

**All Goals** Enhance Participant Engagement Increase our Impact Expand Our Reach Increase Our Ability to Adapt

✓ SAVE

✗ CANCEL

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

### ★ Priority Goals

Club membership

★ Priority

> Show goal details and history










Strategic plan

★ Priority

> Show goal details and history

Find your club in the drop down list

Make sure the appropriate year is listed

-  **Club Goals**
-  Global Summary 
-  Trends 
-  Service Projects
-  Resources
-  Reports
-  Contact Us

# Club Goals

Choose and set the goals your club will focus on and track progress.

View Club: **All Clubs** 

## Rotary Club of **Innsbrook (Richmond)**

0 of 20 Achievement

< 2024-25 >  
...

- Enhance Participant Engagement
- Increase our Impact**
- Expand Our Reach
- Increase Our Ability to Adapt
- All

 EDIT

The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT.

### Annual Fund contributions

> Show goal details and history

### Service projects

Select "Increase our Impact"

Click "Edit"

## 2024-25 Innsbrook (Richmond) Goals

Enhance Participant Engagement **Increase our Impact** Expand Our Reach Increase Our Ability to Adapt All

✓ SAVE

✗ CANCEL

Which goals will your club track this year? Browse goals by category and select only those you

### Annual Fund contributions

➤ [Show goal details and history](#)

### Service projects

➤ [Show goal details and history](#)

Add your club goals for all the categories before May 1st


### PolioPlus Fund contributions

➤ [Show goal details and history](#)


Don't forget to click "SAVE" post adding the club goals


### Major gifts

 Club Goals


 Global Summary ▼

 Trends ▼

 Service Projects

 Resources

 Reports

 Contact Us

# DEMO: Grant Module on DacDB

# Timeline for 25-26 District

Activity	Due date
Club on-line applications available on D7600 database DACdb	Available now
Final Reports for 2024 -25 due to District	Now till May 1, 2025
District Grant Policy & Timeline for 2024-25 available on 7600 website	February 2025
District Grant Management Seminars for Rotary/ Rotaract Clubs (Two club members involved in planning and execution of the grant must attend to be eligible for a District Grant)	February 15, 2025 March 24, 2025
District Grant - Q&A (District Grants team will be available to answer questions related to grant application)	April 14 & 17, 2025
2025-24 Foundation Goals entered on MyRotary.org	May 1, 2025
Applications due to District Grants Subcommittee (no extensions of date)	May 15, 2025
District Grants Sub-committee review of club applications	May – June 2025
Submit spending plan to The Rotary Foundation (TRF)	June 2025
D7600 Foundation Stewardship 2024-2025 Financial Review	July - August 2025
TRF Block Grant approval and receipt of funds from TRF (Timing contingent upon TRF)	July – August 2025
Announcement to clubs regarding Spending Plan	July – August 2025
Notify recipients of awards and issue checks to lead club upon receipt of block grant from TRF	August 2025
Implementation and completion of projects	Aug 2025 – May 2026
Final Reports for 2025 -26 due to District	May 1, 2026

# THANK YOU