

District 7600 Rotary Foundation Grant Policy

February 2025

1.0 General Information

General note: All activities funded with The Rotary Foundation (TRF) funds must adhere to the requirements set forth in the Terms and Conditions for Rotary Foundation District and Global Grants (www.rotary.org) and this D7600 Policy. Updates will be posted on the district URL at:

<https://rotary7600.org>

Club Presidents will be notified in a timely manner.

Purpose of this document

The purpose of this document is to inform Rotary District 7600 Rotarians/ Rotaract members of the policy and procedures for the lifecycle of a District and Global Grant. The grant lifecycle spans the four phases of: application, award, implementation, and close-out.

Source of D7600 Grant Funding -- The Rotary Foundation "SHARE" System

D7600 receives its grant funding from Rotary International (RI) based on contributions made by D7600 Rotarians three years prior.

Contributions from District 7600 Rotarians made to the Annual Fund of The Rotary Foundation support the Rotary International "SHARE" system. Three years later those contributions are divided as follows:

- 47.5% of these contributions are returned to District 7600 as “District Designated Funds” (DDF).
- 47.5% goes to the World Fund, to support communities around the world.
- 5% is reserved for administrative costs

During the three years the funds are invested and managed at The Rotary Foundation, they earn interest that covers costs of managing the funds.

District Designated Fund (DDF)

DDF is the pool of funds available to D7600 to allocate for grants each year. The DDF is managed by the D7600 District Foundation.

The District Foundation distributes the DDF grants as follows:

- **50% District Grants (DG)**
- **50% Global Grants (GG)**

These two grant funds are described later in this document.

Should the District Foundation Committee not spend all DDF associated with District Grants, what is not used must be returned to TRF. Of the half allocated to Global Grants, unused funds remain in the district account for future use for Global Grants in accordance with The Rotary Foundation policies.

Disaster Response Grants

With more than 1.4 million members worldwide, Rotarians are on the ground and ready to take action to help communities recover when disasters strike. More details are found in paragraph 3.7 below.

Rotary members and The Rotary Foundation play a unique role in disaster recovery and rebuilding efforts. Working closely with our partner ShelterBox and other organizations that specialize in disaster relief, Rotary members lead projects to support every phase of a community's recovery.

• Rotary supports three phases of relief

- **Immediate response:** Our local clubs and partners immediately offer helping hands and supplies.
- **Short-term assistance:** Our clubs and districts help affected communities wherever we can through funds and materials to re-establish day-to-day operations.
- **Long-term rebuilding:** Our clubs plan and implement projects that rebuild affected communities.

2.0 Qualification and Stewardship

The Rotary Foundation requires D7600 and all clubs to meet specific qualifications before they apply for a grant.

District Qualification

To participate in grants, the district must complete an online qualification process in which it agrees to follow and implement the financial and stewardship guidelines. This is considered as the district memorandum of understanding.

D7600 must accomplish the following to fully qualify for DDF grants:

- Conduct a grant management seminar as part of the qualification process for clubs.

- Submit a District Spending Plan (DSP) to TRF for approval, prior to the start of the Rotary year. Details of the DSP are explained in “Elements of a District Plan Application” under paragraph 3.1 of this document.

Club Qualification

Clubs must complete an annual qualification process to be eligible for global grants.

- Send the President-elect and one or more members to the district’s Grant Management Seminar (GMS).
- Club President and President-Elect (PE) must agree, sign, and submit a Rotary/Rotaract Club Memorandum of Understanding (MOU) with the district. For example, the 2025-2026 Club MOU should be signed by the 2024-2025 Club President and PE. For Clubs that use a two-year presidential term cycle, the 2025-2026 MOU should be signed by the 2025-2026 Club President and another club officer.
- A club must enter its Foundation goals in MyRotary.org by May 1 of the previous Rotary year.
- A club is required to report that approved funding for prior grants is used and a final report has been issued. In situations where actual spending is less than the approved funding, clubs must report the actual amount spent and return the surplus to the district.
- Grants must fall within at least one of the seven Areas of Focus to be considered for approval.
 - Peace building and conflict prevention
 - Disease prevention and treatment
 - Water, sanitation, and hygiene
 - Maternal and child health
 - Basic education and literacy
 - Community economic development
 - Environment
- Clubs must be current with their payments (dues) to the district and to Rotary International and current with final reports for previously awarded grants, to be eligible to apply for a grant.

Stewardship

The Rotary Foundation’s (TRF) most outstanding traits include its strong financial health and commitment to accountability and transparency in all Rotary operations. The TRF is also highly regarded for its effective stewardship which is one of its cornerstones to ensure the careful management of Rotary Foundation grant funds and for educating Rotarians on proper and effective grant management. This responsibility for safeguarding contributions from Rotarians continues through the entire grant process.

Some examples of good stewardship during the grant lifecycle include:

- Fully document all expenditures. If project costs exceed the approved amount of the project, the club must cover the additional costs.
- Avoid all conflicts of interest (real or perceived), completely. If a conflict surfaces after the district approves the grant request, immediately inform the District Grant Subcommittee in writing.
- Do not spend funds until the District Grant Subcommittee notifies your club in writing. Expenses incurred before the district makes funds available will not be reimbursed.
- Poor accountability of TRF funds or failure to properly close out a grant may result in the club not being allowed to apply for future grants.
- Notify the District Grants Subcommittee in writing immediately if your project scope and/or project budget changes during implementation of the project.
- When in doubt about the district grant policy, ask the District Grants Subcommittee before you take action.
- Failure to comply with the grant criteria or to submit timely progress and/or final reports may, at the discretion of the District Governor and District Rotary Foundation Committee Chair (DRFCC), result in the club having to reimburse the amount of the grant TRF funding and will disqualify the club from receiving further grants during the period of non-compliance.

See additional Stewardship content in **Attachment 1**.

3.0 Grant Applications

3.1 Grant Application

Once they are qualified, clubs and districts may apply for DGs and GGs. TRF lays out general criteria for both DGs and GGs. Here are TRF's key criteria

3.1.1 To be considered in selection for award, a project must address sustainability of its outcome. Sustainability is critical for a longer lasting benefit to a community, after the funds have been expended.

3.1.2 TRF will not fund 'continuous or excessive' support of any one beneficiary, entity, or community. Under this condition, a grant will not be awarded to support a project or a single beneficiary for two consecutive grant cycles.

3.1.3 Clubs are encouraged to use a competitive pricing process to select and purchase items using grant funds. Proforma invoices or written estimates must be attached to the application. A complete itemized budget with costs and source of funds is required as part of a grant application.

3.1.4 Clubs must comply with the Conflict-of-Interest Policy for Grant Participants as outlined in The Rotary Foundation Code of Policies (<https://my.rotary.org/en/document/rotary-foundation-code-policies>). Clubs will

be required to mitigate any potential conflicts of interest and address the perception of a COI.

3.1.5 Clubs requesting to partner (as opposed to sponsor) with a non-Rotary cooperation organization must establish credibility of such agency and provide an executed Cooperating Organization MOU. For more information about this MOU, see

<https://my.rotary.org/en/document/cooperating-organization-memorandum-understanding>

Each type of grant requires the submitter to use a specific venue for the application:

3.1.6 Global grant applications through the Grant Center, a subset of the Rotary Foundation Web page.

3.1.7 District Grant applications are completed using District and Club data base (DACdb), on the district website.

3.1.8 Disaster Response Grants: The district governor and district Rotary Foundation chair complete the Rotary Disaster Response Grant Application and send it to grants@rotary.org.

3.2 District Grants [organize and label by lifecycle]

This section summarizes the process of a DG across its lifecycle. Additional details can be found in TRF documents:

<https://my.rotary.org/en/take-action/apply-grants/district-grants>

https://grants.rotary.org/s_main.jsp?lang=1

3.2.1 Process and Expectations

D7600 is responsible for administering the activities undertaken with district grant funds and to disburse these funds at its discretion for district- or club-sponsored activities, mostly locally, or in few cases, where applicable, internationally.

It is essential to note that a high level of planning is required in a shortened calendar period for clubs to plan for and request a district grant. The work required and the deadlines for action by the president-elect and his/her incoming club team have been moved forward into the current president's term. Coordination and cooperation are critical if a club or clubs working jointly plan to submit a grant request. Projects involving multiple Rotary/Rotaract Clubs are encouraged.

Application must be complete when submitted by the sponsor club. Prior to submission, one of the two members who have signed the Club MOU must enter their names in the District Grant on-line program to enable

their approval of a club proposed grant. Instructions for these on-line procedures are available on the D7600 website.

Please note that two members from each Rotary and each Rotaract club must attend a Grants Management Seminar (GMS) for a club to be eligible to receive a district grant. The two attendees should be members who will play a significant role in the planning and implementation of the grant project. The President-Elect is strongly encouraged to attend the GMS, either as one of the two attendees or as an additional attendee.

There are two District GMS opportunities during the spring to fulfill this requirement: a virtual GMS being held in February and March 2025, or the completion of the online GMS course in the Rotary Learning Center. A club will not receive a district grant if it does not participate in one of these seminars.

3.2.2 District Grant General Guidelines

A named club member in good standing, that will be associated with a District Grant for the life of the project, must be familiar with and agree to this Policy.

A project start date may not be set prior to the annual award of the TRF block grant of DDF (which is usually on or before July 15 of the new Rotary year).

3.2.2.1 District Grants are intended to be used to fund smaller-scale Rotary/Rotaract club projects. The minimum grant award is \$1,000 of District Designated Funds (DDF); the maximum DDF grant award is \$5,000. At least 10% of the requested DDF funding must be provided by the participating Rotary club(s). Limits of DDF funding requests are independent of the total estimated cost of a given project, and they are not intended to discourage clubs from participating. There are several variables involved in determining these limits, one of which includes maximizing the pool of benefiting organizations. Any project cost above the DDF allocated by District 7600 is a club(s) responsibility. The application process includes a budget section to identify funds source as DDF, club or other.

3.2.2.2 To motivate multi-club projects, each Rotary club is limited to a total award of \$5,000 for District Grants in each Rotary year. This limit applies whether funds are used for a single grant or for more than one grant where a club is a co-sponsor. To motivate clubs to cooperate in a larger effort, clubs are encouraged to join (each with the \$5,000 cap) to request a maximum DDF of \$25,000 for a jointly sponsored

project. The District Governor may waive the limits under certain circumstances.

- 3.2.2.3** TRF has renewed emphasis in requiring active Rotarian/Rotaract participation in all funded grant activities. To ensure active participation the district will require that clubs provide in their project application and final report at least two examples of Rotarian/Rotaract direct and hands-on involvement in the project, neither of which may relate to fundraising.
- 3.2.2.4** Multiple year projects will not be considered. Because total project funding is set aside in the year of award and closeout is by the end of the award year (see Reporting below) the advanced commitment of funds into future years is neither feasible nor reasonable. An exception may be considered if a defined project activity overlaps two Rotary years provided full justification is given.
- 3.2.2.5** Given TRF restrictions on repeat projects with one beneficiary, a district grant will not be awarded to support a project or a single beneficiary for two consecutive years. However, with the latitude allowed to a District for district grants, an exception may be considered, if support to a beneficiary has discrete, standalone activities that will be accomplished in the award year. An example might be a two-part project to rehab and refurbish a local food bank in year One and a project to purchase a computer system in year Two.
- 3.2.2.6** As noted in the grant application, project start dates may not be prior to the annual award of the TRF block grant of DDF (which is usually on or before July 15 of the new Rotary year). All district grants funds must be implemented, and the funds disbursed by the club within the Rotary year that it was funded. The final report must be submitted to the District Grants Subcommittee no later than May 1 of the implementation year.
- 3.2.2.7** TRF and the District will allow funds for District Grants to be spent on construction, renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time. New construction for low-cost shelters and simple schools may be approved, if construction is part of a comprehensive project related to an

area of focus. A renovation may include a provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repairing of roofs, limited expansion of existing schools or hospitals, addition of elevators, and renovation of bathrooms.

- 3.2.2.8** District Grants shall not be used for scholarships to local colleges or universities. It is recognized that clubs have historically funded scholarships to local universities and colleges. However, DDF will not be used to augment such awards given the limited benefit to only an individual, the need to define where such a scholarship falls within an Area of Focus, and the questionable value or sustainability to the larger community. It should be noted that long term international scholars are considered under the Global Grant process.
- 3.2.2.9** As an exception to number 8 above, scholarships may be considered for specific short-term support to an individual in a vocational-type program, at a local community college or similar institution. Such programs shall be no more than 18 months in duration and shall have defined goals that can be applied to both an Area of Focus and have a direct service to benefit the community. An example might be an Emergency Medical Technician (EMT) certificate course for a local emergency squad member.
- 3.2.2.10** If a project is intended for an international activity, the sponsor club must have an identified association with a Rotary club in the host country area of the project. This is not intended to be a formal agreement as with a Global Grant but rather a contact relationship that can assist in the oversight and in the final reporting on the project. This host Rotary Club (RC) association would also apply where a recognized cooperating agency is involved on site.
- 3.2.2.11** Clubs must pay and keep records of all grant-related expenses as invoiced. A club is not authorized to use grant funds to directly reimburse a benefiting agency or cooperating organization that paid for grant-related expenses. Such reimbursement is, in essence, a contribution not eligible for funding with DDF.
- 3.2.2.12** Projects and related activities sponsored and carried out by an organization outside Rotary will not be eligible for district grant funding. Such sponsorship is, in essence, a contribution not eligible for funding with DDF.

- 3.2.2.13** Group Study Exchange (GSE) no longer exists at TRF level. The GSE concept has been replaced by Vocational Training Teams (VTT) which can be supported at either district or TRF level.
- 3.2.2.14** Clubs are not required to maintain a separate bank account for District Grants. Clubs must, however, provide to the District Rotary Foundation Treasurer all bank identification and codes needed for funds transfer from the District Grants account.
- 3.2.2.15** Clubs shall maintain all grant records such as bank statements, checks, receipts, pertinent electronic and written correspondence, and other documentation and shall include such documents with the final report. All District Grant files are maintained in electronic format within the Grants Module in accordance with the D7600 Data Management policies.
- 3.2.2.16** The challenge has always been to make sure the DDF account is used fairly with maximum benefit to our community as well as communities abroad. To this effect, the District Foundation Team is focused on a policy that encourages clubs to invest prominently as partners in any grant they pursue in providing volunteer time and financial resources to community service projects and raise more funds locally to help stretch the use of limited DDF available annual allotments. Policy guidelines are as follows:

District Grants:

Maximum grant amount \$5,000

Club obligation (10%) \$500

Collaborative grant maximum \$25,000

3.2.3 District Grant Business Cycle

The annual District Grant application process follows a two Rotary year business model. After the Presidents-Elect Training Seminar (PETS) of the current Rotary year, clubs should complete planning and apply for acceptance and inclusion in the D7600 "Spending Plan". The consolidated District plan is submitted before the end of the current Rotary year to TRF for final approval. In the first quarter of subsequent Rotary year, TRF approves and awards the D7600 Block Grant.

3.2.4 Application Procedure

Clubs will submit an electronic District Grant application via the Grants Module in DACdb in accordance with the announced timeline for each

Rotary year. All District Grant applications must be submitted by May 15 for the following Rotary year. The club MOU must be an integral part of the electronic submission. Paper copies of the MOU will not be accepted.

A club or group of clubs may apply for a project. A member in good standing from the sponsor club will be named as the primary contact on the application. If there is more than one club associated with a grant, a member from each contributing club will also be listed in the application but not as a primary contact. The individuals attending the mandatory GMS does not need to be the primary contact but should be listed on the committee. For a multi-club application, each club must have two members attend a GMS

3.2.5 Grant Approval Process

The District Grants Subcommittee utilizes a competitive method to recommend approval of DG funds distribution. The Subcommittee weighs each application's merits in relation to available DDF dollars, criteria and guidelines, and other applications submitted. The Subcommittee prepares the proposed spending plan from those applications that adhere most closely to the District Grants criteria. The Subcommittee may or may not fund 100 % of the requested amount. The Subcommittee may elect to not provide any funding to a project. Once compiled, the spending plan is forwarded for approval by the District Governor-Elect (DGE), District Rotary Foundation Committee Chair (DRFCC) and District Grants Subcommittee Chair.

3.2.6 Elements of A District Plan Application

To receive a District Grant (block grant), District 7600 must submit a Spending Plan as required by The Rotary Foundation. The Spending Plan:

- 3.2.6.1** Is limited to the 50% of TRF annual allocation of DDF dollars available for District Grants.
- 3.2.6.2** Outlines all activities and/or projects to be funded with DDF.
- 3.2.6.3** Is based on the club on-line District Grant application process. All club requests that have been reviewed and accepted will be included in the Spending Plan that is subsequently submitted to TRF for award of the block grant.
- 3.2.6.4** Requires approval by TRF prior to DDF release of the given Rotary year's block grant for credit in the established District Grants Account.

3.2.6.5 May include 20% contingency fund to be applied towards emerging projects during the Rotary year and a 3% administrative set-aside, should there be a need for it.

3.2.6.6 Can be modified only for essential changes with required approval by District and TRF prior to applying any change.

3.2.7 Notice of Acceptance

The District Grant on-line process includes status of the D7600 spending plan and club allocations. If additional information is needed the District Grants Subcommittee will notify by email the primary club contact listed on the application of their project's inclusion in the D7600 spending plan before submission to TRF. In the event TRF funding is not awarded, notification of non-award will also be made by email along with the reason(s) funding was not awarded.

3.2.8 Scope /Budget Change

The District Grant Subcommittee must be notified immediately in writing should the project scope and/or project budget change during implementation of the project. Information to be provided shall include a detailed description of the scope/budget change, reason(s) for the change, and dollar amount (if applicable) of the change.

Overall project scope and budget are two significant factors the District Grant Subcommittee considers when awarding grant funds, and therefore the Subcommittee reserves the right to reduce the award amount after review of the change in scope and/or budget.

3.2.9 Payment

Upon TRF approval of the D7600 spending plan and receipt of the block grant DDF, the District Rotary Foundation Treasurer will issue a check to the respective club of the primary contact named on the application. Any club that is not fully qualified (see above) or is overdue on any Foundation grant reporting to either TRF or the District at the time DDF funding is issued will not receive funding until all requirements are brought into compliance.

3.2.10 Reporting

A final report should be filed immediately upon use of all Grant funds, even if the total project is not completed, but in no event should the final report be submitted later than May 1 of the implementation year. The District Rotary Foundation Committee Chair (DRFCC), the District Grants Subcommittee (DGC), and the District Stewardship Chair will review the final report for program compliance. Failure to comply with the grant criteria or to submit timely progress and/or final reports may, at the discretion of the District Governor and DRFCC, result in the club having

to reimburse the amount of the grant TRF funding and will disqualify the club from receiving further grants during the period of non-compliance.

3.2.11 Record Keeping

Clubs are required to retain all grant records and supporting documentation for inclusion in the Final Report. Documentation should include all pertinent records such as paid invoices, Grant-related bank transactions, and other items associated with common accepted business practice.

While the District assumes responsibility for the five-year storage requirement for audit purposes, if additional records are required by an audit, it is the responsibility of the primary club to produce such records. Failure to produce such records may result in the club or club(s) having to repay the grant amount and disqualification from future grants.

3.2.12 Rotaract Only Grants Requirements

Rotaract clubs are eligible to apply for a District Grant for which only Rotaractors will participate in the volunteer, “hands-on” components of the grant implementation. The Sponsoring Rotary Club, however, shall be responsible for the management of District Designated Funds, and must sign the grant application and final report. The Sponsoring Rotary Club shall be responsible for maintaining financial records, including invoices and receipts. The check for District Designated Funds shall be made payable to the Sponsoring Rotary Club. Both the Rotaract and Sponsoring Rotary Clubs must be eligible to receive a grant and submit a Memorandum of Understanding.

3.3 Global Grants

This section summarizes the process of a GG across its lifecycle. Additional details can be found in TRF documents:

<https://my.rotary.org/en/take-action/apply-grants/global-grants>

https://grants.rotary.org/s_main.jsp?lang=1

3.3.1 General Information

As mentioned earlier, 50% of The Rotary Foundation (TRF) District Designated Fund (DDF) allocation comes to the district for global grants.

Global grants offer clubs opportunities to participate in strategically focused, high-impact activities. They fund large-scale sustainable international humanitarian projects, vocational training teams, and

graduate and post graduate level scholarships, with measurable outcomes that align with one or more of Rotary areas of focus. See Grant Requirements and Qualifications section above.

Global grants are distinguished from district grants in that they have a minimum budget of \$30,000 and are funded by a combination of sources that include contributions from Rotarians and other outside supporters, District Designated Funds (DDF), directed gifts and endowment earnings, and World Fund. D7600 will match, at 100%, club contributions made to the Annual Fund earmarked to the proposed grant, independent of a club's Annual Fund declared goals. The amount of 1:1 DDF match depends on available funds and is based on the total value of submitted global grant applications for the Rotary year. The goal is a matter of fairness and to maximizing the breadth of distributing the funds equitably. Rotarians and outside entities' direct contributions are not matched by District DDF. District DDF allocation for global grants is matched at 80% by The Rotary Foundation World Fund (WF). While there is no minimum, the maximum WF match is \$400,000. Global grant sponsors need to add 5% to their global grant cash contributions to pay for expenses associated with processing those donations. Otherwise, payout of their contributed amount will be discounted by 5%.

In addition to active Rotarian participation, all global grants must be sponsored by two clubs or districts: a host sponsor in the country where the project takes place and an international sponsor outside that country, like in D7600. Project activities must be based on the results of a local community needs assessment; have long-term, sustainable, and measurable outcomes; and must fall within one of Rotary's seven areas of focus.

3.3.2 Needs Assessment

When planning a global grant to support a humanitarian project or a vocational training team, sponsors must conduct a thorough assessment that explores the pressing concerns in the project location, as well as the community resources available to address them. The type of assessment varies from one community to another. However, in general, assessment types can be one or a combination of the following:

- Community meetings
- Asset inventory
- Survey
- Interview
- Focus groups
- Community mapping

Whatever type of assessment is chosen, the assessment results should inform the project design and need to be included in the grant application. Local Rotary members and program alumni, who have applicable expertise, can offer valuable guidance early in the planning process.

3.3.3 Sustainability

Sustainability means different things to different organizations. For The Rotary Foundation (TRF), sustainability means providing solutions to community needs in such a way that the benefiting community can maintain the operation and maintenance (O&M) activities after grant funding ends.

3.4 Scholarships

Scholarships are granted for graduate students studying abroad in one of Rotary's causes, namely the seven areas of focus:

- Promoting peace
- Fighting disease
- Providing clean water, sanitation, and hygiene
- Saving mothers and children
- Supporting education
- Growing local economies
- Protecting the environment

Scholarships last from one to four years and can include an entire degree program. Global grant scholarships are funded using District Designated Funds (DDF), cash, and directed gifts and endowment earnings. The Rotary Foundation will provide an 80% World Fund match for all DDF contributions.

<https://www.rotary.org/en/our-programs/scholarships>

3.5 Vocational Training Teams

Vocational Training Teams are groups of professionals who travel abroad either to teach local professionals about their field or to learn more about it themselves. In either situation, the teams will have to submit a detailed itinerary for approval, prior to launching their stated functions.

Additionally, global grants can support Programs of Scale, global support for long-term Disaster Response efforts, and Polio Plus. Funding for these programs comes from various sources including The Rotary Foundation.

3.6 Programs of Scale

The Rotary Foundation awards one grant each year through a process that requires a proposal and an application. The project that's approved receives \$2 million

from the World Fund. Applicants are strongly encouraged to supplement this with funding from many other sources. The grant supports implementing programs in new settings, such as different communities in a larger geographic area. Such a grant directly supports Rotary's global Action Plan and will help Rotary International continue to increase its positive impact in the world. See the link below.

<https://my.rotary.org/en/take-action/apply-grants/programs-scale-grants-application-process>

3.7 Disaster Response Grants

Districts that are affected by events such as hurricanes, cyclones, earthquakes, wildfires, and other disasters within the past six months, can apply for disaster response grants to support local relief and recovery efforts.

Districts that request help are responsible for determining the needs in communities affected by disaster.

Districts can work with established relief organizations to help survivors and can use grant funds to provide basic items such as water, food, medicine, and clothing. They should work closely with local officials and community groups to ensure that the funding meets those needs.

A qualified district in an affected area or country can apply for a grant of up to \$25,000. The availability of these grants depends on contributions to Rotary's Disaster Response Fund.

The district governor and district Rotary Foundation chair complete the application. A district may apply for additional grants after it successfully completes the initial disaster relief grant.

3.8 Polio Plus

Traditionally, Zone and District leadership dedicate a percentage of Global DDF to Polio Plus. While past Global DDF contributions to Polio Plus are helpful as a guide, the district 7600 Foundation is focused on maximizing fund benefit distribution among global grant applications, while making a serious effort to support the Polio Plus program.

3.9 DDF Match Policy for Global Grant Funding

District matching policy, DDF, for global grants has been very aggressive in the past. The district matched a Club contribution, one-for-one for Annual Fund money it committed to a global grant, with no expressed limit, and as long as funds were available.

There is a need to create more predictability and consistency in this area. Consequently, a new approach is designed to establish boundary limits for District fund matching based on available DDF and the projected needs for the upcoming year, including global grant applications. For global grants, interested clubs need to submit executive summaries, early in the Rotary year, stating the following:

- The country in which grant funds will be expended
- Host and International Rotary clubs to be involved
- Applied Area of Focus
- Brief description of the target community needs
- Estimated amount of the grant request

Executive summaries need to be submitted to D7600 Foundation Chair and Global Grants Committee Chair, as early as possible during the Rotary year but no later than December 31. District Designated Funds (DDF) will be used to match 1:1 the amount to which clubs commit as annual fund (AF) contributions, up to a maximum of \$30,000. Global grant lead clubs are encouraged to seek participation from other clubs, to reduce their financial burden. The objective is to maximize the spread of DDF matching funds among clubs which express interest in pursuing global grants.

Traditionally, for global grants lead by a D7600 Rotary club, there is minimal expectation of substantial funding contributed from host club(s) and district(s), where community needs are met. This means that the bulk of funding comes from the international club(s) and districts, with matching from the World Fund at 80% of DDF.

The following example illustrates this new policy:

Example:

GG Budget: \$100,000

GG Funding Sources:

- | | | |
|----------------------|--------|------------------------------|
| • Club(s) (D7600-AF) | @30% | \$30,000 (one or more clubs) |
| • DDF Match | (100%) | \$30,000 (max DDF \$) |
| • DDF-Host District | @2% | \$2,000 (Negotiated) |
| • Host Clubs | @5% | \$5,000 (Negotiated) |
| • TRF DDF Match | @80% | \$25,600 (0.8 x 32,000) |

Total Funding:

$$30,000+30,000+2,000+5,000+25,600=92,600$$

$$\text{Delta} = 100,000 - 92,600 = 7,400$$

Making up this difference may be raised by reaching out to more clubs, or by bringing in more cash contributions from Rotarians and/or non-Rotarian individuals/organizations.

District 7600 Foundation Committee is thankful that our clubs have consistently shown willingness to help our communities locally, through District grants, as well as in taking the lead in helping communities around the world, through the global grant process.

Additional resources for you:

District Foundation Chair
District Grant Subcommittee
Global Grant Committee
My Rotary, <https://www.rotary.org/en/about-rotary/rotary-foundation>

4.0 Summary

District 7600 Foundation is notably successful because of the direct involvement of our Rotary club members locally and in concert with Rotarians from around the world in meeting the needs of the communities we serve. While there are several factors involved in the process, we can all agree that it is a Rotarian's commitment to "Service Above Self" that makes the difference. District and Global Grants are where the rubber meets the road in terms of understanding and contributing to alleviating some of the pressing needs in our communities.

Grant applicant acknowledgement:

I hereby acknowledge that, as I pursue a grant application, I have read and understand the terms of this D7600 Grant Policy.

Print Name: _____; Date: _____

Signature: _____

ATTACHMENT 1

Stewardship

Additional Stewardship Content - District Grant Policy
What Are the Consequences of Poor Stewardship?

- Loss of Rotary funds
- Damages Rotary's reputation
- Weakens project
- Limits impact
- Negatively impacts beneficiaries
- Risks sanctions being imposed
- Fails four-way test

Why is Good Stewardship Important?

- Safeguards Rotary Funds
- Maintains Rotary's reputation
- Enables strong, long-lasting projects with positive impact on beneficiaries
- Allows clubs to continue Global Grant work without fear of sanctions
- Passes four-way test
- Helps TRF retain Charity Navigator's long-standing four star award

What is good stewardship?

General Practices

- Involvement of full club
- Communication between host and international partners
- Communication with the beneficiary community
- Control of project funds remains with Rotarians until grant purchases are made

Before Project Begins:

- Perform community assessment
- Develop financial management plan
- Solicit competitive bids for large project expenses
- Disclose any potential conflicts of interest involving any sponsor club members immediately
- Open a bank account to be used exclusively for the global grant project
- The bank account should require two signatories for all withdrawals

During Project Implementation:

- Regularly visit/contact beneficiaries to monitor project progress
- Adhere to budget and funding plans
- Use checks or bank transfer whenever possible
- Request invoices and receipts for all grant expenses
- Maintain a project ledger
- Keep backup copies of all financial documentation.

After Project Implementation:

- Measure the results of your project
- Maintain relationship with beneficiaries
- Keep all financial records for at least 5 years

Reporting:

- Submit a report on the project's progress every year via the Online Grants Center.
- For District Grants, see details below. Final report is due by May 1 of the Rotary year the work is done.
- For Global Grants, while it follows a longer cycle, it is recommended that it be completed within 3 years of starting.
- Include all retained financial documentation with each report.

Transparency:

- Proactively and openly share information among all participants.

Accountability:

- Adhere to TRF guidelines

Collaboration:

- Share knowledge, best practices, and lessons learned by reports and training

Avoid Stewardship Issues Such As:

- No community assessment
- No competitive bids for project expenses
- Undisclosed conflict of interest (real or perception of)
- Advance transfers to vendors
- Cash payments with no receipts
- Sustainability components not completed
- Project managed entirely by one Rotarian