

**MINUTES**  
**DISTRICT GRANTS SUBCOMMITTEE**  
**WEBINAR MEETING**  
**Thursday, January 19, 2012 – 7:00 P.M.**

Chair, Herb Schmidt, called the meeting to order.

**Roll Call of Voting Members:**

Voting Members Present:

Chair, Herb Schmidt (Fargo-Moorhead AM)  
Vice Chair, Dave Gottenborg (Pelican Rapids)  
Jon Helstrom (Duluth 25)  
Karl Wahl (Thunder Bay-Fort William)  
Joy Wezelman (Bismarck)  
Ward Nelson (Ely)  
DG Tom Riley (Fargo-Moorhead AM)  
DGN Dave Smette (Jamestown)

Voting Members Absent:

DRFC Al Watrel (Bismarck)  
DGE Don Cavalier (Crookston)  
Dick Gieselhart (Wahpeton)

Others in Attendance:

DRFC 2012-13 Roly Turner (Thunder Bay-Port Arthur)  
Future Vision Liaison, Keith Brokke (Fargo-Moorhead AM)  
Administrative Secretary, Diane Collins (Central Lakes)

**Approval of Minutes:**

*A motion was made by DG Riley and seconded by DGN Smette to approve the Minutes of the District Grants Subcommittee Meeting of November 19, 2011.* Motion carried. (9 Yes/ 0 No / 0 Abstain)

**Financial Report:**

The committee reviewed the Grant Account Balances report submitted by District Treasurer, Elaine Hansen, which sets forth information as to status. A copy of this report is attached to these Minutes and incorporated herein by reference.

With regard to the Duluth 25 CHUM Project 11.2.10, and following the November 19, 2011 DGS Meeting, Jon Helstrom has made a request to the club to reimburse the amount of \$3,822 which was paid to them as a District Simplified Grant (DSG), but did not qualify for DSG funding as it involved structural repairs. D5580 refunded that amount to The Rotary Foundation upon request. Jon advised that the Duluth 25 Board is taking the request for refund under advisement and will let the committee know the club's decision.

Chair Herb noted that if the Grants Sub-committee approves the two District Simplified Grants submitted for consideration at this meeting, there will be a remaining DSG balance of \$2,816.00. Additionally, reimbursement funds for two Fargo-Moorhead AM Projects in the amount of \$1,399 have been received for 2 World Community Service (WCS) projects, making total available WCS funds of \$49,812.38.

The SHARE Report was reviewed, as provided by TRF. A copy of said report is attached to these Minutes and incorporated herein by reference. The two matching grants shown are MG1273945 (Congo Leg Brace Project) for \$7,000 and MG1275486 (Bolivia Water Project) for \$24,500.00. *A motion was made by DGN Smette and seconded by Karl Wahl to accept the Financial Reports.* Motion carried. (9 yes / 0 No / 0 Abstain)

### **Future Vision Update:**

Keith Brokke reported on the recently held Future Vision Webinar Meeting and the suggested Timetable/To-Do list created in preparation for D5580 moving into The Rotary Foundation Future Vision program. A copy of this list is attached to these Minutes and incorporated herein by reference. A copy of the Minutes of the Future Vision Webinar are also attached to these Minutes and incorporated herein by reference, and all Grants Sub-committee members are encouraged to review this information, especially as it relates to club certification and the Grant Management Seminars that clubs will be required to attend in order to participate in the grants programs.

### **Project Activity Reports:**

#### 2009-10 PAR:

The only item listed that we have an issue with is 10.2.11 (Duluth 25-Kambarka English Learning), and a Final Report needs to be submitted for this project. All other projects shown on the 2009-10 PAR have submitted Final Reports.

#### 2010-11 PAR:

Project 11.1.06 (MG73945) Fargo Rotary Club Congo Leg Braces/DDF: This project should commence shortly. There was a delay because the Congolese club already had 5 projects in process and there were also some changes requested by TRF that took considerable time to complete. It appears that all issues have been resolved and according to the SHARE report, the funds have been paid by TRF to the project.

Project 11.2.07 Bismarck Rotary Club Lima, Peru Bio Sand Water Project/DDF: There were some auditing matters to get resolved and those are being worked on at this time. The application has not yet been submitted to TRF.

Project 11.2.10 Duluth 25 CHUM Project/DSG: Jon Helstrom addressed this issue previously in these Minutes.

Project 11.2.11 Duluth 25 Meridia, Mexico House of Protection/WCS: **Needs follow-up by DGS for Final Report.**

Project 11.2.12 Duluth 25 Kambarka, Russia Literacy/WCS: **Needs follow-up by DGS for Final Report.**

Project 11.3.13 (MG 74615) Nipigon Sri Lanka Water/DDF: **Needs follow-up by DGS for Final Report.**

Project 11.4.18 North Shore and Duluth Harbortown Lougou, Haiti Water Project/WCS: Final Report has been received and will be reviewed at this meeting.

#### 2011-12 PAR:

Project 12.1.01 Fargo-Moorhead Rotary Clubs Project English/DSG: This project has really taken off using Rosetta Stone language software, with Bowman and other clubs showing interest as well.

12.1.02 Duluth 25 Rotary Club Merida House of Protection/WCS: This project has been put on hold until the host club resolves some financial issues.

12.1.03 (MG75772) Fergus Falls Sunrise Zimbabwe School Computers/DDF: The club will be reapplying to TRF for this project. The host club did not get their previous report completed as requested by TRF.

12.2.06 Grand Rapids Evening Park Project/DSG: This project will commence in the spring.

12.2.10 Pelican Rapids City Park Handicapped Drinking Fountain/DSG: This project will commence in the spring.

Lake Atitlan Global Water Project: A letter will be going out to the D5580 Clubs with information about this project. When club donations to the APF in support of the project equal \$10,000, Diane will notify the DGS so that \$20,000 of D5580 District Designated Funds can be transferred to the Guatemala District. Keith Brokke and Bob McLean will also follow up with the involved Pilot Districts to determine when we can expect the project to begin moving forward.

Project 12.2.13 Fargo-Moorhead AM San Antonio Guatemala School/WCS: The original application was denied in November and a new application has been submitted for consideration at this meeting.

Project 12.2.15 Fargo-Moorhead AM Desks and Benches for India Schools/TRF: This project has been downsized with a total project cost of \$31,532.

Project 12.3.16 Detroit Lakes Breakfast Meals for Low-Income School Children/DSG: This application was denied at the November meeting because the required documents had not been submitted when requested. It was found later that the revisions had been sent and inadvertently had not been picked up. The application will be reconsidered at this meeting. This is a revision of Project Application 12.2.07.

#### **Approval of Final Reports:**

Project 9.1.07 (MG68799) Fargo-Moorhead Area Rotary Clubs Tanzania Water Wells/TRF: Vice Chair Gottenborg has reviewed this report and it appears to be in order. TRF has indicated that it also looks to be in order and we are awaiting final approval from them. Keith Brokke noted that this was not an exceptionally good project. Two wells were drilled and one was successful.

Project 11.4.18 North Shore/Duluth Harbortown Lougou, Haiti Water/WCS: Vice Chair Gottenborg noted that the report submitted for previous approval at the November meeting was not approved and additional information was requested. The report has been updated to include the requested information and it now looks to be in good order. *A motion was made by Jon Helstrom and seconded by Rick Bricker to approve the Final Report for Project 11.4.18. Motion carried.* (9 Yes / 0 No / 0 Abstain).

Vice Chair Gottenborg has had conversations with Bob Sherman on the Kambarka project and expects an Interim Report from him within a week.

#### **New Grant Applications:**

12.3.16 – Detroit Lakes Breakfast RC Meals for Low-Income School Children/DSG. Following review of the application (revision of 12.2.07), *a motion was made by Dave Gottenborg and seconded by Karl Wahl to approve Grant Application 12.3.16. Motion carried.* (9 Yes / 0 No / 0 Abstain).

12.3.18 – Ely Rotary Club Park Project/DSG. Chair Schmidt thinks this is a very good project and it involves basic upgrades to the park. DG Riley noted that he has seen what the benches look like and they are not only beautiful but show off Rotary very well. *A motion was made by DG Riley and seconded by Joy Wezelman to approve Grant Application 12.3.18. Motion carried.* (8 Yes / 0 No / 1 Abstain).

12.3.17 Fargo-Moorhead AM Guatemala School Libraries/WCS. This application was previously denied at the November meeting due to security issues. Discussion took place regarding whether WCS funds should be used for this project since it involved something other than bricks and mortar. After considerable discussion, it was noted that the criteria for WCS funds is specifically stated on the application, and that this project falls within the established criteria. *A motion was made by Dave Gottenborg and seconded by DGN Smette to approve Grant Application 12.3.17. Motion carried.* (7 Yes / 0 No / 2 Abstain).

#### **Criteria for Awarding Grants:**

The Criteria for Awarding Grants and the Disclaimer Language document prepared by Joy Wezelman following the November DGS Meeting was reviewed by a committee consisting of Joy Wezelman, Ward Nelson and Dick Gieselhart. A copy was posted on the Grants Subcommittee Site Page (January) for the committee's review as well. Joy noted that a Statement of Intent was added as a preface to the Criteria/Guidelines for purposes of clarification following discussion, it was suggested that the final sentence in the last paragraph of the document be changed to read as follows:

“A lack of past regular support or the extent of cooperation or partnership will not necessarily result in a denial of the application but are factors that will be considered, among others, in the course of the DGS's deliberations.”

A motion was made by Karl Wahl and seconded by DG Riley to adopt the document entitled, "CRITERIA USED BY DISTRICT GRANTS SUBCOMMITTEE IN REVIEWING APPLICATIONS AND AWARDING GRANTS", with the above noted change. Motion carried. (9 yes / 0 No / 0 Abstain).

**Disclaimer:**

Joy Wezelman has prepared Proposed Disclaimer Language for signature by the person submitting a Grant Application. It was suggested that the title, "Privacy Disclaimer" be used since it deals with that issue. When applications are posted to the District Website, the name and contact information of the person submitting the application becomes public, and the Disclaimer is intended to notify applicants of this policy. A motion was made by DGN Smette and seconded by Rick Bricker to approve the Privacy Disclaimer. Motion carried. (9 yes / 0 No / 0 Abstain). The Privacy Disclaimer will be posted on the Grants Website with an "Important Notice" heading.

**Grants Website:**

Discussion took place regarding the Grants Website previously developed and it has been determined that the process required for document upload, replacement and other necessary modifications is too difficult and time consuming. The DGS appears to be satisfied with using the District ClubRunner Website so DGS will continue using it. Karl Wahl volunteered to download all existing documents currently posted on the previously created site to jump drives, and after that has been completed, we will delete the site and create a new general site page on ClubRunner.

**Grants Member Rotation and Committee Structure:**

There are some DGS members who will be rolling off the committee, and DRFC 2012-13 Turner noted that we will also need to add the Scholarship and Group Study Exchange Chairs to the Grants Committee in order to comply with the TRF Future Vision changes that will be taking place. Both the Scholarship and GSE (to be known as Vocational Training Teams) will change significantly and these Chairs need to become familiar with the grants process as it relates to funding for Scholars and Vocational Training Teams. Following discussion, it was moved by DG Riley and seconded by Jon Helstrom to add the D5580 Scholarship and Vocational Training Team Chairs to the D5580 Grants Sub-committee. Motion carried. (9 Yes / 0 No / 0 Abstain)

DGS Chair Schmidt will look at the other vacancies that will occur at the end of this Rotary year and advise the committee further. It was noted that DGE Cavalier would like to have all new committees in place prior to July 1, 2012 when his term as DG begins.

**Next Meeting Date:**

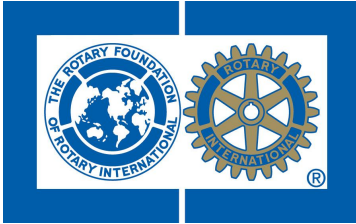
The final DGS Meeting BY WEBINAR will be held on Thursday, April 19, 2012 at 7:00 P.M. CDT. Grant applications for the 2011-12 final round are due not later than March 31, 2012.

Meeting Adjourned.

Minutes prepared by:  
Diane Collins  
Administrative Secretary  
Rotary District 5580

**Attachments:**

D5580 Grants Financial Report  
D5580 SHARE Report  
Minutes of Future Vision Committee  
Future Vision Timetable/To-Do List  
Criteria for Grants (Approved)  
Privacy Disclaimer (Approved)  
Voting by DGS Members 01-19-12



## AGENDA

### **D5580 Grants Sub-committee Meeting Thursday, January 19, 2012 Webinar**

- 7:00 PM Welcome and Introductions Herb Schmidt, Chair
- 7:10 PM Roll Call of Voting Members Diane Collins, Admin. Secretary
- 7:15 PM Minutes from Nov. 2011 meeting Diane Collins, Admin. Secretary
- 7:20 PM Financial Report Herb Schmidt, Chair
- 7:30PM Future Vision Update Keith Brokke, D5580 FV Liaison
- 7:40PM Project Activity Report Update Herb Schmidt, Chair
- 7:50PM Interim and Final Reports Dave Gottenborg, Herb Schmidt  
MG68799 (9.1.07), 11.4.18
- 8:00PM New Applications Herb Schmidt  
12.3.16, 12.3.17, 12.3.18
- 8:30PM Criteria for Awarding Grants and Joy Wezelman  
Disclaimer statement
- 8:40PM Misc
  - ✓ Grants Website Diane Collins
  - ✓ DSG Reporting and Finances Herb Schmidt
  - ✓ Grants member rotation Roly Turner, Keith Brokke
- 8:55 PM Housekeeping Diane Collins
- 9:00 PM Adjourn

## Rotary District 5580 Grant Account Balances

		STATUS	PAID	DSG	WCS	TRF	DDF
		CHANGE					
<b>Balance July 1, 2010</b>				14,020.76	169.94		
2010 Member assessments					47,295.00		
Interest earned					9.19		
RI DSG funds				25,000.00			
10.2.07 refund					612.81		
11.1.05 refund				876.00			
11.1.03 refund				753.00			
9.6.24	FM		7/23/2010	-10,000.00			
10.4.18	Thunder Bay Port Arthur		3/25/2011		-5,748.00		
10.4.19	Fargo Moorhead		9/10/2010		-738.00		
11.1.01	FM AM Rotary	DONE	0			16,660	2,000
11.1.02	Detroit Lakes	DENIED	0	0.00			
11.1.03	Grant 11.1.03 Central Lakes		4/13/2011	-10,000.00			
11.1.04	Grant 11.1.04 Port Arthur		10/7/2010		-8,000.00		
11.1.05	Grant 11.1.05 Minot Sunrise		9/23/2010	-4,000.00			
11.1.06	Fargo Rotary	TRF	0			3,500	
11.2.07	Bismarck		0				5,000
11.2.08	Grant 11.2.08 Fargo Moorhead		1/19/2011		-6,041.00		
11.2.09	Grant 11.2.09 Fargo Moorhead		1/19/2011		-3,095.00		
11.2.10	Grant 11.2.10 Duluth 25		1/19/2011	-3,822.00			
11.2.11	Grant 11.2.11 Duluth 25		1/19/2011		-2,500.00		
11.2.12	Club 25		9/1/2011		-1,000.00		
11.3.13	Nipigon - District 7040	PAID	0				3,030
11.4.14	Minot - Sunrise on Hunger	CANCELLED		-4,912.38			
11.4.15	Grant 11.4.15 Duluth 25		5/5/2011	-2,250.00			
11.4.16	Harbortown & Superior	TRF	0				24,500
			10/31/2011				
11.4.17	Fargo Rotary - Great Plains	X	12/9/2011	-4,912.38			
	Grant 11.4.18						
	Northshore and						
11.4.18	Duluth Harbortown	X	6/25/2011		-4,700.00		
11.4.19	Fergus Falls - Zimbabwe	RESUBMIT	0		0.00		
<b>Balance 7-1-11</b>				<b>753.00</b>	<b>16,264.94</b>		
Fargo/Moorhead							
Rotary Club							
12.1.01	- Project English	X	12/8/2011	-3,000.00			
12.1.02	Rotary Club of Duluth	ON HOLD			-4,150.00		
12.1.03	Fergus Falls Sunrise	ON HOLD					6,506
	Funds to RI - 8-2011	X	8/15/2011	-3,253.00			
<b>Balance at 9-1-2011</b>				<b>-5,500.00</b>	<b>12,114.94</b>		
RI DSG funds		X	9/1/2011	25,000.00			
2011-12 Member assessments					46,245.00		
12.1.04	Bowman Rotary		12/28/2011	-476.00			
12.1.05	Duluth 25	X	12/8/2011	-2,000.00			
12.2.06	Grand Rapids			-8,600.00			
12.2.07	Detroit Lakes	DENIED					
12.2.08	Devils Lake	DENIED					
12.2.09	Ely	X	12/8/2011	-1,500.00			

## Rotary District 5580 Grant Account Balances

		STATUS	PAID	DSG	WCS	TRF	DDF
12.2.10	Pelican Rapids			-1,000.00			
12.2.11	Grand Forks	X	12/8/2011	-2,625.00			
12.2.12	Thunder Bay	DENIED					
12.2.13	FMAM and Vista Hermosa	DENIED					
12.2.14	FMAM				-7,211.56		
12.2.15	Desks and benches for India					20,500	
Global Gran	FMAM						20,000
	Add back grant 11.4.14			4,912.38			
<b>12/31/2011 BALANCE</b>				<b>8,211.38</b>	<b>51,148.38</b>		



# SHARE Transaction Detail by District

Program Year:2012 (2011-12)

As of Date: 09-Jan-2012

## District: 5580

<b>Starting Balance:</b> 157,367.30	<b>Carry Forward Amount:</b> 192,423.46	<b>Transferred Amount:</b> (31,473.46)	<b>Identified Amount:</b> 138,083.49	<b>Roll Forward Amount:</b> 0.00	<b>Remaining Balance:</b> 180,233.81
+	+	-	-	=	

## Donations

### Donated DDF To

District / PY	Transferred Amount
POOLPP / PY - 2012	31,473.46
<b>Total DDF DONATED:</b>	<b>31,473.46</b>
<b>Total for DONATIONS :</b>	<b>(31,473.46) (Total DDF Received - Total DDF Donated)</b>

## Educational Programs(EP)

### Academic Year Scholars(AY)

Recipient	Identified Amount
AY1200168 (Magnusson,Angela Rose)	26,000.00
AY1200169 (Buset,Elizabeth Sara)	26,000.00
AY1200170 (Prosapio,Luci Katherine)	26,000.00
<b>Total for Academic Year Scholars:</b>	<b>78,000.00</b>

### Cultural Scholars - 3 month(C3)

Recipient	Identified Amount
C30800025 (Zakharchuk,Alina)	6,836.49
<b>Total for Cultural Scholars - 3 month:</b>	<b>6,836.49</b>
<b>Total for Educational Programs :</b>	<b>84,836.49</b>

## Humanitarian Programs(HP)

### District Simplified(DS)

Recipient	Identified Amount
DS1275338	<i>Amount awarded for 2011-12 DSG</i> 25,000.00
DS1172747	<i>Amount returned from 2010-11 DSG</i> (3,253.00)
<b>Total for District Simplified:</b>	<b>21,747.00</b>
	<i>Net amount subtracted from DDF balance</i>

## Matching Grants(MG)

Recipient	Identified Amount
MG1273945	7,000.00
MG1275486	24,500.00
<b>Total for Matching Grants:</b>	<b>31,500.00</b>
<b>Total for Humanitarian Programs :</b>	<b>53,247.00</b>
<b>Total Identified Amount for District 5580:</b>	<b>138,083.49</b>
<b>Total Transferred Amount for District 5580:</b>	<b>(31,473.46)</b>

Please note that DDF commitments for grants not yet approved have not been deducted from the remaining balance shown on this report. To verify the amount of DDF your district has given to Rotary's US\$200 Million Challenge, please check the PolioPlus Challenge District Report (available via Member Access to authorized zone/district officers).



***D5580 Future Vision Transition Subcommittee (FVTS) Webinar***  
**Tuesday January 10, 2012 at 4 pm cst**

***In attendance:***

PDG Roly Turner ó Thunder Bay Port Arthur  
PDG Claudette Holly ó Walker Rotary  
DGN Dave Smette ó Jamestown Rotary  
Tim Kaminski ó Hibbing Rotary  
Clyde Frank ó Dickinson Rotary  
Mike Cochran ó Duluth Harbortown Rotary  
Keith Brokke ó FM AM Rotary

***Those missing:***

DG Tom Riley ó FM AM Rotary  
DGE Don Cavalier ó Crookston Rotary  
Jill Zachary ó Thunder Bay Fort William

Roly Turner mentioned that he and Keith Brokke had several phone conversations since that last webinar and had recapped their views on several issues and made it into a ***Timetable/To Do List*** (see attached). This was reviewed with everyone present.

Some of the highlights of the ***Timetable/To Do List*** include:

- The D5580 Scholarship and GSE (VTT) Chairs should be added to the D5580 Grants Subcommittee beginning on July 01, 2012 as their funding can and should be done through grants under Future Vision.
- The FVTS should plan to develop a DDF spending plan as well as a District Block Grant spending plan working with the District Grants Subcommittee and Executive and Finance (this may change on an annual basis).
- Because scholarships can be extended and expanded under FV, it behooves the FVTS to include Scholarship Chair Jay Stoffel on all future webinars.
- Discussed Memorandums of Understanding (MOU) . . . they are required for Global Grants, but optional for District Grants.
- Need to initiate Grant Management Seminars (GMS) to train and qualify clubs for participation in the Grant Proposal/Application process under FV. Again, this is required for Global Grants but optional for District Grants.
- Establish annual timelines for clubs to submit proposals and applications for District Grants & Global Grants.
- Establishing Guidelines for Scholarship and VTT Proposals.

Tim Kaminski moved to adopt that all D5580- Rotary Clubs must adopt a MOU and attend a GMS for Global Grants AND District Grants. Dave Smette seconded the motion. In discussion, everyone felt this provides continuity in submitting grants and makes everyone mindful of the requirements. Motion carried and will be brought forth to the Executive and Finance Committee when they meet in Walker on January 27, 2012.

*Upcoming events to note:*

- Roly mentioned that our first opportunity to attend a GMS will be on February 11, 2012 in Stillwater, MN (conducted by D5960 a FV Pilot District). Roly and Keith indicated their intent to attend this and others felt they might attend also.
- Roly said other GMS meetings will occur on March 17, 2012 in Prior Lake, MN and April 12, 2012 in Hudson, WI. Attendance will qualify D5580 to conduct our own GMS.
- Roly mentioned the week of March 5 though 19, 2012 is set for D5580 PETS/LEAD sessions. These sessions will include Foundation and Future Vision information sharing.
- District Conference happens in Cloquet, MN on April 14, 2012, Roly will be conducting FV Training . . . key club leaders serving the 2013-2014 Rotary year will be notified that this training is mandatory.

The DRFC term is typically 3 years. As per TRF policy, Roly Turner was appointed to serve from July 1 2012 to June 30 2015. Since TRF wants consistency throughout the first three years of Future Vision even though it may extend one's term, they are asking Districts to appoint a DRFC for the term July 1 2013 through June 30 2016. If followed, this will extend Roly's term by 1 year.

The webinar ended with discussion about the Memorandum of Understanding. It is a seven page document (attached) and contains a lot of information that should be reviewed by the FVTS prior to the next webinar. Tim Kaminski suggested that separate webinars in the future be held for Scholarship, GSE/VTT and Grants.

The webinar meeting adjourned at 4:57 pm cst

Minutes by Keith Brokke

# Rotary District 5580 Future Vision: Timetable/To Do List

Developed Jan. 2, 2012 R. Turner. \* Indicates action required and (by whom).

\*\*Indicates action taken

Updated Jan. 17, 2012

- January 2012:
  - \* Identify cost of FV Planning/Training and include in 2012-13, 2013-14 budgets. (Ex. Fin. Committee?)
  - \*\*Attendees at Sept. 2011 Zone institute received preliminary training.
  - \*\* Key Committee Chairs including, Grants, Scholarship, and GSE are aware of pending changes.
  - \*\*District Foundation and Grants subcommittee have received preliminary training at their November 2011 meetings.
  - FV Transition Committee is currently active and keen to move ahead.
    - \* Need to confirm their mandate, and decision making process. Include current DGE and DGN as members? (DG-Ex. Fin.?)
  - \*\*DGE Don Cavalier is receiving additional training at the Jan. International Institute.
  
- February-December 2012. Identify and initiate pending Future Vision requirements to :
  - \*Institute new committees, District Grants (should be sooner than later to be involved in FV planning), and District Rotary Foundation Audit. (Bylaws-Ex. Fin.?)
  - \*Develop a DDF Spending Plan. (FV + Grants-Ex. Fin.?)
  - \*Develop District Grant (Block Grant) spending plan and Criteria (FV + Grants-Ex. Fin.?). May change year to year.
  - \*Revamp District Rotary Foundation Committee? Move Alumni Committee? Role of VTT, Scholarship? (FV, Bylaws-Ex. Fin.?)
  - \* Adopt District Memorandum of Understanding (MOU); available on RI website. Must be adopted as is, no addendums allowed. (Ex. Fin.?)

- \*Adopt Club MOU; on RI website. Note; club MOU is required for Global Grants and optional for District Grants. An addendum (by district) is allowed. \* **Need to develop addendum?** (FV +Grants Sub+ Grants-Ex. Fin.?)
  - Develop a Club Mentor Program? (FV +Grants Sub.-EX. Fin.)
  - \* **Initiate Grant Management Seminars** (GMS) to train and qualify clubs for participation the Grant Proposal/Application process. Note: GMS is required for Global Grants and optional for District Grants. (FV+ District Trainer-Ex. Fin.?)
  - \*\* Identify a Future Pilot District as a mentor to assist in the transition. We have done so on two fronts. R. Turner has established ongoing dialogue with D-5960 PDG's Craig Leiser and Newell Krogmann. Two D-5580 clubs are working in partnership with FV Pilot Districts 4250 and 5170, and a TRF Global grant for a Water and Sanitation Project in Guatemala.
  - \* Establish annual timelines for Clubs to submit Proposals for District Grants. (FV-Ex, Fin.)
  - \*Consider additional Qualification requirements the District will implement. EG; **we may require MOU and GMS for District Grant Applications** (FV+ Grants Sub.-EX. Fin.).
  - Establish Guidelines for Scholarship and VTT proposals. EG. District/ Club Initiated? (FV+ Scholarship+ GSE, VTT/+ Grants Sub.-Ex. Fin?)
  - Other??
- **February 11, 2012:** \*We have the first opportunity to attend a Grant Management Seminar conducted by D-5960 in Stillwater MN. Others will follow on, March 17 in Prior Lake MN, and April 12 in Hudson WI. Attendance will qualify us to conduct our own GMS.
  - **March 5-9, 2012:** \* Our PETS/LEAD sessions will include Foundation and Future Vision Training.

- April 14, 2012: \* R. Turner will be conducting FV Training at District Conference. We need to notify key club leaders serving, 2013-14 Rotary Year.
- May 6-9, 2012: \*Training workshop at RI Convention. (?)
- July 1, 2012: \* Need to appoint a District Rotary Foundation Chair for 2013-16, as per RI, TRF request. (DG, DGE, DGN).
- September 11-13, 2012: \*District leadership will be receiving further FV training at Zone Institute.
- January-June 2013: Final preparation for FV implementation (From TRF Website).
  - \*Train Assistant Governors and other District Leaders (TRF/Dist. Webinars?)
  - \*Promote Grant Webinars, provided by TRF, to Club Leaders (TRF).
  - \*Ensure Grant Management Seminars are scheduled and promoted to clubs. TRF may require GMS be "In Person" (Dist. Trainer/DRFC?).
  - \* Develop the spending, reporting, and time window plans for 2013-14 DDF portions to Global/District Grants and share with clubs (Grants Committee-EX. Fin.?).
  - Communicate with Clubs the timeline for District and Global Grant Proposals and Applications. (Grants?)
- January 2013: At International Assembly all \*DGE's and DRFC's will be in a day long joint Training session and the DRFC will attend a second Day.

- \*March 2013: PETS/LEAD will be our only opportunity to provide an “in person” Grant Management Seminar to Qualify Club Leaders as per TRF requirements (District Trainer, DRFC).
- \*March 14-May 15 (+/-) 2013: Clubs to prepare and submit Proposals for District Grant Spending Plan (Clubs).
- \*May 15-June 15 (+/-) 2013: District Grants Committee prepares official District Grant Spending Plan from Club Proposals.
- \*Prior to June 31 2013: District submits Spending Plan to TRF (DG/DRFC).
- \*Prior to July 1, 2013: **Very important**, Ensure we are up to date with prior years Dist. Simplified Grant Reporting Requirements in order to receive the 2013-14 District Grant Funds from TRF (DRFC/DG). As well all reports for TRF grants and programs (Clubs and District) must be up to date to ensure both Global and District Grant funds flow.
- \*July 1, 2013: TRF implements Future Vision: Clubs submit Applications from their Proposals for both Global and District Grants. District Leaders, manage the process issuing funds for District Grants and ensuring interim and final reports from Clubs are completed and submitted on a timely basis. **Note: District Grant Applications** (from clubs) must be approved and payment requirements complete (by district) by May 15, 2014. District Grant Final Reports are due 12 months following Funds transfer from District. Late Reports can hold up TRF transfers for future years.

\*\*\*\*

## **CRITERIA USED BY DISTRICT GRANTS SUBCOMMITTEE IN REVIEWING APPLICATIONS AND AWARDING GRANTS**

### **Statement of Intent:**

The District Grants Subcommittee (DGS) encourages all clubs in District 5580 to submit applications for projects that qualify for matching grants funds available through The Rotary Foundation grant programs or the District's World Community Service funds. Information and application forms for the different types of grants are available on the District website. One of the DGS's goals is to have the smaller clubs in the District get more directly involved in a project funded through the matching grants process. Even if a smaller club may not be able to do a "stand alone" project, opportunities are available by partnering with other clubs in the District and beyond. The DGS therefore strongly encourages all clubs to do "outreach" to other clubs for opportunities to partner and make the limited human and financial resources have the greatest impact possible.

### **Criteria/Guidelines for Award of Grant Funds:**

The total amount of funds requested in the submitted applications may exceed the amount of funds available. Even when the amounts requested do not exceed the funds available, all applications must still meet basic requirements. Two criteria that all applications must meet in order to be considered by the DGS for the awarding of funds are:

1. The application must be complete and must be submitted on time; and
2. The project must be sustainable and the results must be measureable.

The DGS will then look at two more guidelines or factors in evaluating applications that have met the first two criteria. These relate to the need for clubs to be current in their dues payments to Rotary International and to District 5580, and to the fact that Rotary International will not release grant funds to the District if The Rotary Foundation's reporting requirements and deadlines are not met. These factors are:

3. Is the applicant current (in good standing) with dues payments to Rotary International and to District 5580 at the time of application; and
4. When the applicant has been a past recipient of a grant, what is the applicant's track record regarding reporting requirements and deadlines?

When applications meet the above criteria and guidelines, and the funds requested still exceed the amount of available grant funds, the DGS may also consider whether the applicant regularly supports The Rotary Foundation Annual Programs Fund and whether the project involves cooperation or partnership with other clubs in either District 5580 or other Districts. A lack of past regular support or the extent of cooperation or partnership will not necessarily result in a denial of the application but are merely factors that will be considered, among others, in the course of the DGS's deliberations.

January 5, 2012

DRAFT (by Joy Wezelman) – PROPOSED DISCLAIMER LANGUAGE (for addition to District 5580 Simplified Grant and World Community Service Grant Applications)

DISCLAIMER: All grant applications submitted to the District Grants Subcommittee of Rotary District 5580, and communications relating to the applications, cannot be guaranteed to be privileged or restricted. If a person whose name, signature or contact information is required to be on an application needs to have that information restricted in any way, for whatever reason, then that person should not be on the application. Someone else will need to sign as the required contact person or the application should not be submitted.



**Voting by Roll Call of DGS Members - January 19, 2012**

**Roll Call:**

<b>Voting Members</b>	<b>Present</b>	<b>Absent</b>	
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart		X	
DRFC Al Watrel		X	
DG Tom Riley	X		
DGE Don Cavalier		X	
DGN Dave Smette	X		
<b>Others</b>			
PDG Roly Turner	X		
FV Keith Brokke	X		
Diane Collins	X		

**APPROVAL OF MINUTES – November 19, 2011**

Member	Yes	No	Abstain
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley	X		
DGE Don Cavalier			
DGN Dave Smette	X		
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>

**APPROVAL OF TREASURER'S REPORT**

Member	Yes	No	Abstain
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley	X		
DGE Don Cavalier			
DGN Dave Smette	X		
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>

**FINAL REPORTS**

**11.4.18/MG68799 North Shore/Duluth Harbortown Lougou, Haiti/WCS/TRF** . Vote to Approve.

Member	Yes	No	Abstain
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley	X		
DGE Don Cavalier			
DGN Dave Smette	X		
TOTAL	9	0	0

**NEW GRANT APPLICATIONS**

**12.3.16 Detroit Lakes Breakfast School Meals/DSG** . Vote to Approve.

Member	Yes	No	Abstain
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley	X		
DGE Don Cavalier			
DGN Dave Smette	X		
TOTAL	9	0	0

**12.3.17 Fargo-Moorhead AM Guatemala School Libraries/WCS** . Vote to Approve.

Member	Yes	No	Abstain
Herb Schmidt			X
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley			X
DGE Don Cavalier			
DGN Dave Smette	X		
TOTAL	7	0	2

(New Grant Applications, continued)

**12.3.18 Ely Park Project/DSG** . Vote to Approve.

Member	Yes	No	Abstain
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson			X
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley	X		
DGE Don Cavalier			
DGN Dave Smette	X		
TOTAL	8	0	1

**CRITERIA FOR AWARDING GRANTS**

Vote to Approve.

Member	Yes	No	Abstain
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley	X		
DGE Don Cavalier			
DGN Dave Smette	X		
TOTAL	9	0	0

**DISCLAIMER LANGUAGE**

Vote to Approve.

Member	Yes	No	Abstain
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley	X		
DGE Don Cavalier			
DGN Dave Smette	X		
TOTAL	9	0	0

**ADDING SCHOLARSHIP AND GROUP STUDY EXCHANGE (to be known  
As Vocational Training Team) CHAIRS TO DISTRICT GRANTS SUBCOMMITTEE  
IN 2012-13  
Vote to Approve**

Member	Yes	No	Abstain
Herb Schmidt	X		
Dave Gottenborg	X		
Jon Helstrom	X		
Karl Wahl	X		
Joy Wezelman	X		
Ward Nelson	X		
Rick Bricker	X		
Dick Gieselhart			
DRFC Al Watrel			
DG Tom Riley	X		
DGE Don Cavalier			
DGN Dave Smette	X		
TOTAL	9	0	0