**Rotary International District 5580**

**GLOBAL GRANT**

**Quick Reference Guide 2013/2014**

International website: Qualifications & Prerequisites:

1. To qualify your club must meet the same Qualifications and Prerequisites as 1-4 in District Grants on the flip side of this guide. In addition:
2. You must have a Rotary Host Partner.
3. Your Rotary Host Partner and District must also be qualified under the TRF Future Vision District and Club plan.
4. Reminder: your club and Host club/District must be current on reporting for any and all of your open and completed grants.

**D-5580 Future Vision Global Grant Requirements:**

1. Your project must result in a minimum TRF match of $15,000 (i.e. $35,000 project). This is based on the TRF match of .5/1 of Rotary Club cash and 1/1 match of DDF.
2. You must have a Host Rotary Club or District partner in the District where the project will be implemented.
3. The Rotary Host Partner must contribute a minimum of $100 US to the project.
4. The project must align with at least one of the six RI areas of focus:
   a) Peace & Conflict Resolution
   b) Disease Prevention & Treatment
   c) Water & Sanitation
   d) Maternal & Child Health
   e) Basic Education & Literacy
   f) Economic & Community Development
5. The project must respect the needs and wishes of the receiving community.
6. You must work with a D-5580 DGS Mentor during the GG Proposal and GG Application process.
7. You must form a committee of at least three D-5580 Rotarians from the primary International Partner club who will serve as project contacts and accept reporting responsibility.

**D-5580 Global Grant Proposal and Application Process**

**NOTE: Global Grant Proposals and Applications are completed online via the Rotary International website:**

1. Log onto www.Rotary.org Member Access using your email address and password.
2. Under Global Grants, Proposal, select Create a New Proposal
3. Use the list of Resource Links on the right side of the screen to answer many of your questions before and during this process. Also talk to your mentor.
4. Before you touch the Submit button, your mentor must email the proposal to the District Office for distribution to the DGS for review and approval. The proposal writer (you) are the only person who can see your proposal online. You should save and print a PDF copy of your proposal, then email or fax it to your mentor.
5. After the DGS approves your proposal, Submit it to TRF for their review and approval.
6. When TRF Approval is given, you can begin the Global Grant Application Process using the same process as before, but rather select Global Grant Application instead of Proposal (use your mentor for assistance).
7. Complete ALL sections of the Application with the help of your mentor (if necessary).
8. When finished, provide copies of all sections of your application to your mentor just as you did with the Proposal. Your mentor will submit the Application to the District Office for distribution to the DGS for approval.
9. After the DGS approves the Application, you will need an electronic signature from the Host project contact. If the Host District is contributing DDF, their DG & DRFC must also provide electronic signatures. Then you, the D-5580 DG, and the DRFC will also provide electronic signatures.

10. Once all signatures have been obtained, the Application can be submitted to TRF for approval.

**D-5580 GG Funding Guidelines**

Only cash contributions from D-5580 Rotary clubs will be matched dollar for dollar with D-5580 DDF. The minimum cash total from all D-5580 clubs must be at least $10,000. Due to limited amount of D-5580 DDF available, Global Grants will be competitive and it is recommended that you apply early.

You can partner with other D-5580 clubs and other Districts as well (US or Int’l partnering Districts) to increase the amount of cash and DDF available for a project. TRF will match all club cash contributions at .5/1 and DDF on a 1/1 ratio. The minimum match request TRF will consider is $15,000 US up to $500,000 with additional levels of competition and TRF approval applied beyond a TRF award of $50,000.

Please review the Global Grant Life Cycle on the Rotary International Future Vision link for more info.

**D5580 DGS Meetings are held on the 3rd Thursday in the months of August, January and May (unless otherwise posted). Also there will be a meeting on the third Saturday in November annually.**

**DGS Chair: David Gottenborg Gott2134@loretel.net**

**District Governor: Dave Smette smette@daktel.com**

**DRFC: Roly Turner rotaryroly@tbaytel.net**

**Notes:**

1.
2.
3.

**5580 Clubs must be at least $10,000.**
Examples of eligible project elements can be found in the instructions of the District Grant Proposal/Application form.

Step by step:

Review your District Grant Application with your mentor at least 10 days before the DGS meeting at which you wish to present your grant application to the full committee.

1. In addition to the Grant Application document you should include:
   a) Copies of estimate/price quotes from all vendors to support your budget
   b) Signed letters of commitment or participation from presidents of all partnering Rotary clubs.
   c) Signed letters of participation from all other non-Rotary partners (NGOs, etc.).

2. When your mentor is satisfied that your grant Application is complete, your mentor will distribute it electronically to the District Office for distribution to the full DGS. This must be done no less than 5 days prior to the meeting at which you wish to present your grant Application.

3. At the DGS meeting, you and/or your mentor will present the project to the DGS during the open session. You may be asked questions and may be offered suggestions regarding implementation of the project. If satisfied, the committee will move the project to the “closed session” (DGS committee members only).

4. During the “closed session” the DGS will review the project. It will be approved, approved with contingencies or declined.

5. After the DGS has taken action, your mentor or the DGS Chair will contact you to make arrangements for you to receive your matching funds, if applicable.

6. At this point, implementation of your project can begin.

7. A progress report must be submitted to your mentor every 6 months, commencing from the date approved, until the project is completed and the Final Report is received (within 60 days of project completion) and accepted by your mentor and the DGS Chair.

D-5580 DG Funding Guidelines

Only cash contributions from D-5580 Rotary clubs will be matched dollar for dollar by D-5580 with District Designated Funds (DDF). $500 is the minimum district participation level for a district grant and the maximum match for a single club is $5,000 or multiples of $5,000 for two or more clubs to a maximum of $15,000 per project per contributing D5580 club.

Project Locale

D5580 District Grants can be implemented within or outside the boundaries of D5580 ... anywhere in the world. While a Host Partner is not required by TRF for out-of-district projects, the D5580 DGS reserves the right to require a Host Partner for any given project. Not the least of the considerations for this decision will be demonstrable Rotarian participation in the project.

Relevant Information

D5580 District Grant Proposal/Application and Report Forms are found on the D5580 website www.clubrunner.ca/5580. Select Grants Subcommittee from the right side tool bar and download forms in the MS Word or .pdf format.

Note: Projects should respect the needs and wishes of the receiving community. Projects require direct involvement of Rotarians through their assessment of community needs, establishment of a committee of at least 3 Rotarians to oversee expenditures and oversight of funds, implementation of the project activities, provision of evidence of community involvement and ownership, coordination of all participant activities, promotion of the project and reporting.

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DGS Chair: ________________________ David Gottenborg
   Gott2134@loretel.net

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