The Rotary Foundation

New Grant Model

DISTRICT 5650
GRANT MANAGEMENT SEMINAR
April 27, 2013
Introductions & Housekeeping

• District Leadership & Foundation Team
• Attendees
• Housekeeping
Today’s Agenda

- What’s New / What Remains the Same
- Club Qualification
- 2013-14 DDF Funding
- District Grants
- Global Grants
- Packaged Grants
- Stewardship
- Oversight & Grant Reporting
- Resources
The Rotary Foundation
Future Vision Plan

• Simplify programs and processes
• Focus Rotarian service efforts
• Support global and local service efforts
• Transfer more decisions to districts
• Enhance Rotary’s public image, particularly in the six areas of focus
Purpose of These Seminars

• Understand how to successfully manage a Rotary Foundation grant
• Learn stewardship expectations
• Prepare clubs to implement a Memorandum of Understanding (MOU)
• Qualify clubs to receive Rotary Foundation grant funds
LOOKING AT THE NEW GRANT MODEL
What’s New – What’s the Same?
Rotary Foundation
Motto & Mission

Doing Good in the World

...to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty
WHAT’S THE SAME

- Annual Programs Fund & SHARE
- Permanent Fund
- PolioPlus Fund
- Peace Scholars
WHAT’S CHANGED

Ambassadorial Scholarships

Group Study Exchange

3H Grants

Matching Grants

District Simplified Grants
New Grants

District Grants
Global Grants
Packaged Grants
Six Areas of Focus

1. Peace and Conflict Prevention/Resolution
2. Disease Prevention and Treatment
3. Water and Sanitation
4. Maternal and Child Health
5. Basic Education and Literacy
6. Economic and Community Development
Areas of Focus
Statements of Purpose and Goals

With respect to the areas of focus policy statements, TRF notes that:

1. The goals of Future Vision are to increase efficiency in grant processing and ensure quality of funded projects;
2. The content of each policy statement is intended to represent eligible and ineligible activities;
3. Eligible activities reflect those that Rotary clubs and districts have most often implemented;
4. Project planning is a bottom-up and host club/district-driven process;
5. All grant requests must comply with the policy statements related to each area of focus.

Peace and Conflict Prevention/Resolution

Rotary supports the training, education, and practice of peace and conflict prevention and resolution.

I. Area of Focus Statement of Purpose and Goals

TRF enables Rotarians to promote the practice of peace and conflict prevention/resolution by:

1. Training leaders, including potential youth leaders, to prevent and mediate conflict;
2. Supporting peace-building in communities and regions affected by conflict;
3. Supporting studies for career-minded professionals related to peace and conflict prevention/resolution.

II. Parameters for Eligibility

TRF considers activities targeting the following to be within the scope of the peace and conflict prevention/resolution area of focus:

1. Community activities targeting non-Rotarian participants, including conferences,
Qualification

• Clubs and districts must be qualified to receive Grant Funds
• Maintain proper legal, financial, and stewardship controls of Grant Funds
• Qualification process is simple:
  ➢ Signed Club MOU
  ➢ 2 members attend a Grant Management Seminar
  ➢ Not Delinquent with Reporting, Payment of Dues or tax returns
(Handouts)

- Club Qualification Memorandum Of Understanding (M.O.U.)
- Club Qualification Checklist
TRF’s Terms of Qualification

- Qualification is valid for one Rotary year
- Entire club is responsible.
- Must disclose potential conflicts of interest
- Cooperate with all audits
- Proper use of grant funds
- Timely Grant Reporting
Grant Funding
Timeline

- **2010-11**: Contributions To APF (Annual Program Fund)
- **2011-12**: Funds Invested
- **2012-13**: Funds Invested
- **2013-14**: SHARE Projects

1 yr 2 yr 3 yr

Full Rollout
District Designated Funds (DDF)

2013 – 2014 Program Year

Annual Programs Fund Contributions 2010 – 2011

$88,337

50% SHARE 50%

District Designated Funds $44,407

TRF World Fund $44,407
## Distributable Funds

### 2013 – 2014 Program Year

50% of the funds (vs 20%) now Returned to our District

<table>
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<tr>
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<th>DDF Funds</th>
<th>World Funds</th>
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<tr>
<td>District Grants</td>
<td>$44,407</td>
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Terms and Conditions for Rotary Foundation District Grants and Global Grants

For grants awarded after 1 July 2013

October 2012

The Rotary Foundation may modify the terms and conditions of the grant at any time. Updates can be found on rotary.org or requested at futurevision@rotary.org. Terms and conditions for packaged grants may be found on the website.

I. What We Fund
The Rotary Foundation funds district grants and global grants. District grants are block grants to districts that fund scholarships, projects, and travel that align with the mission of The Rotary Foundation. Global grants fund scholarships, projects, vocational training teams, and some travel within the six areas of focus that are sustainable, measurable, and host community-driven.

II. Eligibility Guidelines
All Foundation grant activities must:
1. Relate to the mission of The Rotary Foundation
2. Include the active participation of Rotarians
3. Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant
4. Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities
5. Only fund activities that have been reviewed and approved before their implementation. Grants may not be used to reimburse clubs or districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred.
6. Demonstrate sensitivity to the host area’s tradition and culture
7. Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of The Rotary Foundation Code of Policies
8. Comply with the policy regarding the use of Rotary Marks as outlined in section 1.050.2 of The Rotary Foundation Code of Policies
District Grants

- Local or International projects; activities consistent with TRF mission
- No Areas of Focus requirement or sustainability issues, although it is encouraged
- Multi-club participation is encouraged
District Grants Criteria - Handout

District match:  1.5 X Club Contribution

- Minimum grant total $500; (club $200)
- Maximum grant total per club - $3000
- Maximum multi-club grant - $12,000

Note: District Grants can also include District Scholarships, Vocational Training Teams
District Grants Application Timeline

Today – May 31

Clubs Submit *District Grant Applications*

June 2013

District Foundation Committee reviews applications, and submits Spending Plan to TRF

July 2013

• Clubs are notified of grant approvals; when Block Grant is received funds will be disbursed

• After disbursing Block Grant, any remaining funds will be available on a first come, first served basis
District Grant Application

a.) submitted to District Grant Chair
b.) accept electronic copy only
c.) due by May 31, 2013
Global Grants
Types of Global Grants

- HUMANITARIAN PROJECTS
- VOCATIONAL TRAINING TEAM (VTT)
  - Single area of professional expertise
  - Multi areas of expertise
- GLOBAL SCHOLARSHIP

A Global Grant can be a combination of any of the three types of grants.
Global Grants Fund Large-Scale Activities that:

• Align with one of more Area of Focus
• Respond to an Identified NEED
• Include participation of benefiting community
• Strengthen local knowledge, skills & resources
• Provide a LONG TERM BENEFIT
• Have measurable results
• Involve ACTIVE Rotarian Involvement
Vocational Training Teams

- Must have a mission, skill or knowledge
- Can include more than one Rotarian
- More than one trip per project is allowed
- No restrictions on age of participants
- Budget must be $30,000 or more
- Must align with one or more areas of focus
- Teams must have at least 2 members with at least 2 years of professional experience in area of focus and Rotarian leader with expertise in area of focus
Global Grant Scholarships

- Post-graduate work
- Can be multi-year
- Must be $30,000 or more
- Study in Six Areas of Focus
- Education must further the mission of TRF
- Award is made by TRF
- Logistics determined by Club/District
GLOBAL GRANT BASICS

Minimum Grant from TRF $15,000
DISTRICT DDF and WORLD FUND $$$

Minimum Project Size $30,000

Maximum Grant from TRF $200,000

Maximum Project Size Unlimited
Global Grants Example

- Minimum club contribution  $7,500
  (TRF matches .50 / 1.00)
- Minimum District contribution  11,250
  (TRF matches 1.00 / 1.00)

These contributions would yield a TRF World Fund match of $15,000
– the required minimum for Global Grants.

Total Funding  $33,750
What is Grant Management?

- Administering projects with proper financial controls
- Adhering to superior technical standards
- Being guided by TRF humanitarian and educational principles
- Meeting the NEEDS of the beneficiaries
- Fulfilling THEIR objectives
- Safeguarding DONORS’ funds
THE ULTIMATE REFERENCE
(See Resource Slide)
Use the TRF online Grants Tool to:

• Plan your grant
• Start a new application
• Manage ongoing grants
• Report on your grants
PLANNING YOUR GLOBAL GRANT

PART ONE: CREATING & IMPLEMENTING A PROJECT
Keys to Success

• Project meets the REAL needs of receiving community.
• Strong partnerships are formed with frequent communication.
• Project follows an Implementation Plan with measurable goals and anticipated outcomes.
• Project is completed with proper stewardship of funds.
• Project is sustainable that will continue after the grant funds have been expended.
Selecting A Partner Club

Search for Rotarians who have identified a need in their local communities

- Rotary Action Groups (www.rotary.org)
- Project Fairs
- Connections from Rotary travel
- ProjectLINK (www.rotary.org)
- www.matchinggrants.org website
Project Planning

Form a three-person grant committee
Establish the NEED
Select Area of Focus
Set measurable and sustainable goals
Create a budget
Create an implementation plan
Have a contingency plan
Establishing the NEED

Talk with members of the community.

Assess your club’s resources and availability and its potential partners to meet the need.

Choose a project that is based on the affected community’s expressed needs—and not on what you think the community needs.
Eligibility Guidelines

Grant funds must not be used for:

– Construction, except as allowed by TRF policy;
– Purchase of land or buildings;
– Salaries;
– Cooperating organization expenses;
– Personal benefit;
– Duplication of TRF or Rotary program;
– Reimbursement of existing project;
– Excessive support of any one beneficiary.

See Grant Management Manual for full list
Begin with the End in Mind

• Do you have a viable, responsible, committed host club?
• Is the project the host’s idea?
• Is there a completed Community Needs Assessment?
• Do you have a clear goal – including the results you hope to see from the project?
• Is the Monitoring and Evaluation Template complete?
Begin with the End in Mind, cont’d

• Have you identified ONE Area of Focus
• Does your project meet the purposes and goals of your chosen Area of Focus?
• Have you tested your concept for sustainability?

If the answers to all of these questions is YES, then you are ready to apply for a Global Grant.
Creating a Budget

Realistic
Competitive Bidding
Reasonable Prices
No Conflict of Interest
Travel Insurance

- All individuals receiving grant funding to travel abroad will automatically be enrolled for insurance coverage that meets Rotary’s travel insurance requirements.
- Insurance coverage is not an eligible expense and may not be included in a grant application’s budget request. Any additional insurance coverage required for a grantee will be the sole responsibility of the grantee.
Implementing the Project

Communication
Financial Plan
Record Keeping
Follow original plan
PLANNING YOUR GLOBAL GRANT

PART TWO: SUSTAINABILITY

The Rotarian’s Guide to Sustainability
TRF Definition of Sustainability

• The capacity for maintaining outcomes long-term to serve the ongoing needs of a community after grant funds have been expended.

• Optimal use of local resources.

• May need to prepare community for transition.
TRF Pillars of Sustainability

**Community Needs**
- Conduct thorough community needs assessment to ensure project consistent with needs, values, and culture of the beneficiaries.
- Multiple parties from community should be involved in planning process. Project should be initiated by local sponsors.

**Materials/Technology**
- Purchase equipment and new technology from local sources, if possible. Ensure spare parts are readily available.
- Community members should be involved in selecting any technology or equipment and adequately trained to operate and provide maintenance and repair.

**Funding**
- Confirm local funding source to provide long-term operation, maintenance, repair, and project longevity.
- Project participants should be appropriately compensated for their work to ensure continuity of services.

**Knowledge**
- Strengthen capacity of beneficiaries to meet project objectives through training, education and community outreach. Confirm that training recipients have plan to transfer knowledge to new beneficiaries. Collaborate with local agencies/organizations to supply expertise, as needed.

**Motivation**
- Insure ongoing support of beneficiaries and project participants. Identify personnel willing to assume leadership roles for sustaining project outcomes.
- Community should be prepared to assume ownership of project once global grant funds have been fully expended.

**Monitoring/Evaluation**
- Develop clear and measurable project objectives, and establish method for collecting project data.
- Evaluations should begin with baseline figures and will ideally demonstrate significant change for a period of longer than 3 years.

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**Global Grant Timeline**

**PLANNING**

**IMPLEMENTATION**

**REPORTING**
PLANNING YOUR GLOBAL GRANT

PART THREE: STEWARDSHIP
Stewardship

The trustees rely on the integrity of the clubs and Rotarians engaged in project implementation to ensure that funds are used effectively for the purpose for which they were given.
Stewardship

Stewardship is the responsible management and oversight of grant funds, including:

1. Treating TRF funds as a sacred trust
2. Rotarian supervision of project
3. Following standard business practices
4. Reporting of irregularities to TRF
5. Implementing projects as approved
6. Financial records review
7. Timely submission of reports
Financial Records

• Demonstrates that funds were used effectively and efficiently
• Meets the conditions of the grant award
• Meets all legal requirements
• Embodies trust and opens the door for future projects
Bank Accounts

• Separate account(s) should be established for Rotary grants.
• Payment should be made to a bank account opened specifically for the project.
• Project account name should be such that it is easily identifiable with the club and project.
Reporting Essentials

• Use best practices for managing funds and record keeping

• Identify which documents need to be retained

• Understand reporting requirements
Grant Reports: Content

• How Rotary partners were involved
• How funds were spent
• Number of beneficiaries and how they benefited
• Project Accomplishments:
  - Evaluation of project goals
  - How Area of Focus goals were met
Reporting Timeline

Report online to TRF; & send a copy to the District Foundation Chair:

– Progress Reports are due at least every 12 months for the life of the project - Online process

– Final Report is due within two months of the project’s completion - Online process

Document Retention – 5 years
PLANNING YOUR GLOBAL GRANT

PART FIVE:  MONITORING & EVALUATION
Monitoring and Evaluation

• Evaluation is ongoing during project implementation
• Based on goals set for the project
• Assists with reporting requirements
• Use findings to improve future projects and identify successes you can promote.

TRF provides a number of tools for monitoring & evaluation.
Dear Project Sponsors,

Congratulations on your decision to apply for a Rotary Foundation Global Grant! This is an exciting time, and we know you have worked hard to develop your project.

One of the key elements to a successful project is monitoring and evaluation. In addition to strengthening individual projects, monitoring and evaluation allows Rotary to tell its story to the world. We know that you’re eager to tell the story of Rotary’s efforts in your community as well, and we hope that the information and tools included in this toolkit will help you accomplish that goal.

If you have questions about monitoring and evaluation or need assistance in developing communication materials, please contact us at futurevision@rotary.org.

Regards,

Future Vision Pilot Operations Division
The Rotary Foundation

Global Grant Monitoring and Evaluation Plan Supplement

Global grant sponsors for humanitarian projects and vocational training teams must submit a monitoring and evaluation plan with their grant application. This supplement contains The Rotary Foundation standard measures for each area of focus as well as the standard terminology, definitions, and measurement methods. Following these standards helps ensure that the Foundation can track worldwide Rotarian efforts and accomplishments, and publish the results using the definitions used by other nonprofit organizations.

STEPS FOR MONITORING AND EVALUATION PLAN

1. Establish clear project goals.
2. Identify applicable Rotary Foundation standard measures.
3. Identify additional project-specific measures.*
4. Establish baseline data and the methods you’ll use to collect data.
5. Submit the plan as part of the online application.
6. Collect data during the project, and monitor progress.
7. Evaluate data and submit results to the online report. Modify the documentation to include actual results.

*Add only measures that clearly link to specific goals and will demonstrate the project’s impact on participants’ lives, knowledge, or health.
# Monitoring and Evaluation Template

## GLOBAL GRANTS
Global Grant Monitoring and Evaluation Plan

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<th>Definition</th>
<th>Target</th>
<th>Description of Method</th>
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Global Grant Monitoring and Evaluation Plan (April 2012)
Packaged Grants
Packaged Grants

Current Strategic Partners:
- Oikocredit
- Mercy Ships
- Aka Kahn University
- UNESCO-IHE

Predesigned projects
Funded entirely by the World Fund
Aligned with an area of focus
Rotarians involved with
- Needs assessment
- Technical expertise
- Service
- Promotion
- Monitoring and evaluation
2013-14
District TRF Committee

Foundation Chair: Joe Roberts
Grant Chair: Mick McKinley
• District Grant Chair: Nicki Klein
• Scholarship Chair: Stu Spero
• Voc Training Team Chair: Robert Rapp
PolioPlus Chair: Gretchen Bren
Annual Giving Chair: Rick Stone
Treasurer: Bill Schmeeckle
RESOURCES

Areas of Focus:

Grant Management Manual:

Future Vision Training Material
learn.rotary.org

The Rotary Foundation

Brad Lauman
Senior Coordinator
Future Vision Pilot
The Rotary Foundation
Phone: 847-866-3108
Fax: 847-556-2177
Email: brad.lauman@rotary.org
Thank You for all YOU do for Rotary and The Rotary Foundation