



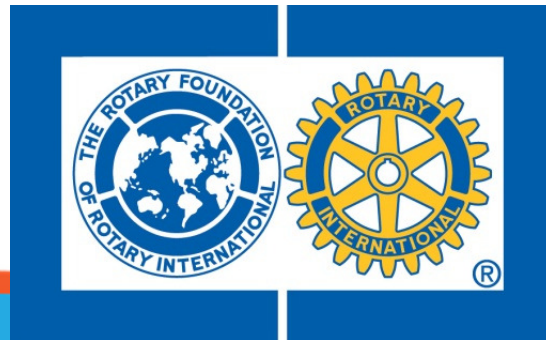
Grants Management Seminar

Club Qualification for 2014-2015



Rotary Foundation Mission

To enable Rotarians
to advance world understanding,
goodwill, and peace through
the improvement of health,
the support of education, and
the alleviation of poverty



Purpose of Seminar

- Understand requirements of the 3 types of grants (District, Global, Packaged)
- Learn how to manage a Rotary Foundation grant
- Comply with stewardship expectations
- Prepare clubs to implement the MOU & District Addendum
- Qualify clubs to receive grant funds



Areas of Focus



▣ Peace & Conflict Prevention/Resolution



▣ Disease Prevention & Treatment



▣ Water & Sanitation



▣ Maternal & Child Health



▣ Basic Education & Literacy



▣ Economic & Community Development



Grant Policy Statements



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



Grant Basics



- **Training** local leaders in the Area of Focus;
- **Supporting** communities and regions affected by the Area of Focus;
- Supporting **studies for career-minded professionals** related to the Area of Focus.



Examples of Eligible Projects



- Community activities targeting non-Rotarian participants: conferences, trainings, screenings, etc.
- Facilitating workshops addressing community needs in the Area of Focus
- Strengthening the ability of communities to develop, fund and maintain systems in Area of Focus
- Vocational training teams supporting the activities;
- Scholarships for graduate-level study in programs related to the Area of Focus



Grants Management Model

Rotary Foundation District Grants

Rotary Foundation Global Grants

Rotary Foundation Packaged Grants



District Grants

District Simplified Grants

Local or International Projects

Humanitarian, Educational, Travel,
Disaster Recovery

No International Partner Required

DDF Match *(total available to be determined)*

\$0.50 : \$1 up to \$2500

No World Fund or TRF matching



Types of District Grants

District Matching Grants

- International project
- Requires Rotary Partner
- Grant limit \$10,000 (\$1 for \$1 by District)
- NO World Fund Match

(Note: Simplified and Matching Grants can support projects in other District Communities i.e. US club and Iqaluit)



District Grants

- District grants are funded solely by DDF generated from a district's Annual Programs Fund giving from three years prior, including Permanent Fund SHARE earnings.
- Districts can request up to 50% of their DDF each year based on a submitted spending plan.
- Any unused district grant funds are returned to the Foundation and credited back to the district's DDF balance. DDF will continue to rollover to a district's balance for the following year under Global grants. Rollover DDF will not be used in the calculation of the district grant amount.



District Application

- Districts may apply for one district grant per Rotary year. Prior to submitting their application, districts should decide what activities they plan to support with district grant funds. A spending plan is required with the application.
 - **Club Applications are due no later than April 30th in order for the District to submit the Spending Plan to TRF on time.**
- The District Governor, District Rotary Foundation committee chair, and District Grants subcommittee chair will submit the application online.



Elements of Club Application

- Club Name
- Project Name
- Project Objective
- Which Areas of Focus are addressed by project?
- Community or Neighborhood served?
- Number of Beneficiaries
- Project Starting and Ending Dates
- Sustainability
- Partners?



Elements of Club Application

- Rotarian Involvement, doing what and how many?
- Budget: Labor, Supplies and Materials, Equipment, other, and Total
- Amount of Grant requested
- Signatures and contact information
- Understanding:
 - Must keep receipts, club retains originals
 - Copies of receipts must be submitted with Final Report due by June 30th
 - Requests/application must be signed and signing confirms acceptance of Terms and Conditions of DG; grant funds must be returned upon failure to comply.



Payment

- Districts will receive one block payment for the total approved amount of the district grant...funding from TRF will only be received between July 1 and May 15.
- All previous district grants must be closed before a new payment will be made, and districts must be current on reporting for all grants, district and global grants.



District Final Annual Report

- Districts must submit a final report to the Foundation within 12 months of payment of the grant.
- This report must include a final list of funded activities and be submitted in the same format as the district's spending plan.
- Some changes in project funding may occur between when a district submits its original spending plan and when it submits the final report. Districts must note these changes on the report.



District Final Annual Report

- Districts may submit their final report once they have fully distributed their district grant funds to the individual projects.
- These projects do not need to be complete before a district reports to the Foundation.
- Districts are also required to report annually on their use of district grant funds to their member clubs.



Timeline

- March 1, 2014 - Call for applications for 2014-2015 projects
- April 30, 2014 - Application Deadline for 2014-2015 projects
- May 30, 2014 – Deadline for *current* year (2013-2014) project reports due
- June 15 - Initial Award (applications make a spending plan)
- June 30 - Deadline for 2013-2014 District Simplified & District Matching Grant Final Reports to TRF from District.
- July 15 - District submits Grant request and spending plan to TRF for 2014-2015 projects
- July 31 - Spending Plan accepted and final award



Global Grants

- Long-term projects
- Sustainable outcomes
- Larger grant awards aligned with Areas of Focus
- World Fund match in addition to DDF



Global Grants

Minimum Grant\$15,000

- Minimum Project Budget\$30,000
- Six Areas of Focus
- International partner must provide at least 30% of funding
- International & Host Rotary Partners
- World Fund Match:
 - \$1 : \$1 District Funds (DDF)*
 - \$0.50 : \$1 Club Generated Funds

* Up to specified maximum – may vary each year



Developing an Eligible Global Grant

- Assess needs
- Choose areas of focus
- Select goals
- Determine sustainability
- Complete your proposal & submit to DRFC
- Submit your application (after approval from DRFC)



Criteria for Global Grants

- Host Rotary clubs or district and international partner
- Area of focus
- Community need
- Community participation
- Strengthen knowledge, skills, resources
- Long-term benefit /Sustainable
- Measurable results
- US\$30,000 minimum budget



Global Grant Financing Sample

- Project Financing:

- Your Club monies = \$10,000 *(could include another club \$)*
- Matched by DDF = 10,000 *(if available from D7040)*
- Our DDF matched by World Fund = 10,000
- Your Club matched by World Fund = 5,000
- Host Club monies = 500
- Host District DDF = 250
- Host District matched by World Fund = 250
- Host Club matched by World Fund = 250
- **TOTAL PROJECT** = **\$36,250** TRF contribution \$15,500 (min 15,000)

...Non-Rotarian monies = any amount (not matched)



Financing Guidelines

- Contributions raised by Rotarians
- Funds cannot be raised from beneficiaries in exchange for a grant
- Funds cannot come from other grants
- Contributions credited to donor



Conflict of Interest

- Exists when a Rotarian benefits financially or personally from a grant
- Benefit can be direct (the Rotarian benefits) OR indirect (an associate of the Rotarian benefits)



Implementation

- Communication!
- Financial management plan
- Recordkeeping
- Following original plan



Evaluation

- Assists with reporting
- Improves future projects
- Based on goals
- Ongoing process
- Identifies successes



Sustainable Projects

- These projects/programs give a community the skills and knowledge to maintain project outcomes for the long term, after grant funds have been expended.



Qualities of Sustainable Projects

- Community fit/Needs assessment
- Materials/Technology available
- Funding
- Knowledge – expands knowledge
- Motivation/Commitment – partners & recipients
- Increases capacity
- Evaluation



Measurable Outcomes

- Put a plan in place before implementation
- Establish baseline data
- Determine quantitative and qualitative measures



Global Grant Reporting

- Progress report 12 months after funds received
- Every 12 months until project is complete
- Final report submitted within 2 months of project completion



Global Grant Reports: *Content*

- How partners were involved
- Type of activity
- Evaluation of project goals
- How area of focus goals were met
- How funds were spent
- Number of beneficiaries and how they benefited



Application Process

[ROTARY.ORG](https://rotary.org) > [MY ROTARY](#)



Application Process

1. Club qualifies
2. Club completes first step of application - the District proposal electronic to DRFC – District committee approves proposal
3. Club submits application to TRF – online – *all the details!*
4. District authorizes application online
5. The Rotary Foundation reviews for approval



Writing a Global Grant

- You must use an electronic Proposal and the online Application program with the following features:
 - Windows that will only accept 2000 characters
(Hint: type up entries on a separate document, check & insert)
 - Only primary sponsors can access the files.
 - File copies for collaboration and review are in pdf (it is still important to share and consult with your committee.)



Writing a Global Grant

- It is a two-step process in filing a Proposal with the DRFC and then an Application online.
- One should not access the Application until the Proposal is complete and accepted.
- The proposal stage will take more detail than might be expected (see D7040 website for writable proposal form).
- Both files are considered stand-alone documents. There is a stringent interpretation of what is meant by “Sustainability.”
- Some interpretations of Areas of Focus can be a surprise. Activities must be clearly defined as well as the standards of Stewardship.



Club Qualification Requirements

- Attend a grant management seminar
- President, President-elect, Treasurer plus Foundation Chair or International Chair – other members are also welcome
- Submit signed club MOU
- Reporting is current and Club is in good standing with RI



Maintaining Qualification

- Follow terms of Club MOU & Addendum
- Appoint club member/committee to manage club qualification
- Fully implement stewardship practices to prevent misuse of funds
- Qualification is required annually



Packaged Grants

Partner Organizations selected by TRF



UNESCO-IHE
Institute for Water Education



THE AGA KHAN UNIVERSITY

- Large / Comprehensive / Sustainable Programs
- TRF Developed
- 100 % Funded by:
 - Partner Organization
 - TRF World Fund Match \$1 : \$1
- Implemented by Rotarians



Rotarian Involvement

- Rotarians involved with:
 - Needs assessment
 - Technical expertise/peer-based training
 - Service
 - Promoting and publicizing activities
 - Monitoring and evaluating project
 - Selecting and mentoring scholars



Packaged Grants

- Work with strategic partners
- Predesigned projects
- World Fund
- Aligned with an Area of Focus
- Sustainable for years after completion
- Limited number of grants each year



Types of Packaged Grants

- Five types of packaged grants are currently available.
- TRF will be steadily increasing these opportunities to include a wide range of projects and activities, locations, and levels of Rotarian involvement.



Health Educators Training & Nursing Scholarships



THE AGA KHAN UNIVERSITY

- Aga Khan University and TRF offer two packaged grants in Kenya, Tanzania, and Uganda:
 - the first provides training to health educators and
 - the second offers scholarships to nursing and midwifery students at the university's East Africa campuses.



Vocational Training and Medical Service



- Assembles vocational training teams of medical professionals to work aboard the state-of-the-art hospital ship *Africa Mercy*
- Delivers:
 - free, world-class health care, capacity building, and sustainable development to those without access in the developing world.



Water and Sanitation Scholarships



- Provides scholarships for graduate students at UNESCO-IHE Institute for Water Education in Delft, The Netherlands.
 - The largest postgraduate water education institution in the world and aims to tackle the world's water and sanitation crisis.



Comparisons

	District grants	Global grants	Packaged grants
What they support	Mission of The Rotary Foundation	Six areas of focus	Six areas of focus
Impact length	Short-term	Long-term	Long-term
Minimum budget	None	US\$30,000	US\$20,000
Scholarship types available	All levels of study, both local and international	Graduate-level, international	Varies by opportunity
Who administers them	District	The Rotary Foundation	The Rotary Foundation
Where funding comes from	District Designated Fund	Annual Fund, donations to specific grants, endowment earnings, term gifts	World Fund and strategic partners



Foundation Committee Structure – 2013-2016

(Operates in conjunction with the DG and DGE)

- Chair PDG Bette Miller
- Audit Committee PDG Peter Bashaw
Doug Rowlands; PDG Edmond Lanthier
- District Grants Julia Ginley Doug Champ
- Global Grants Bruce Higgs PDG Ben Coe
- Scholarships PDG Katie Burke
- Polio Eradication Manon Lennon
- Annual Program Fund Nabil Oudeh
- Endowment Fund PDG Bill Gray
- Vocational Teams *unassigned at this time*



Memorandum of Understanding

An Overview



Qualification

- Clubs and districts must be qualified to receive and manage Grant Funds from The Rotary Foundation
- Qualification not required for donation to fund a project
- Proper legal, financial, and stewardship controls of Grant Funds



Qualification

- Qualification process is simple:
 - Club Grant Management Seminars
 - District Conference and District Training Assembly
 - December 14 (Cornwall after Int'l Service)
 - Signed Club MOU and Addendum
 - Club Qualification Renewed Annually
 - Not Delinquent with Reporting, Payment of Dues



Terms of Qualification

- Qualification is valid for one Rotary year
- Entire club is responsible.
- Disclose potential conflicts of interest
- Accept TRF Terms and Conditions
- Cooperate with all audits
- Proper use of grant funds
- Grant Reporting - timely
- Potential Disqualification



District Addendum

- Club Leadership Responsibilities
- Financial Management
- Use of Grant Funds
 - General
 - Permitted Uses
 - Prohibited Uses



Club Qualification Checklist

- What MOU requirements does your club already implement?
- What requirements does your club need to implement?
- Is the original signed hard copy of the MOU & Addendum filed with the DRFC?
- What type of club members would be good choices to help implement the club MOU?



Maintaining Qualification

- Follow the terms of the club MOU
- Fully implement stewardship and grant management practices to prevent misuse of funds
- Appoint a club member/committee to manage club qualification
- Comply with Grant Reporting requirements



Financials

Recordkeeping & Audits



Why Have Records?

- Subject to audit & laws
- Backup to all of the work!
- Protection of Rotarian and Club
- Public confidence – in Rotary
- You are comfortable with the data
- Satisfy Club, District and TRF



Records

- Manual
- Electronic
 - Excel
 - Prepared accounting system (i.e. Quickbooks or Simply Accounting)
- Get advice from accountant or similar project leader
- Retain for seven years



Backups

- Print out monthly records
- Electronic backups on flashdrive (check it!)
- Stored in more than one place
- Duplicate stored in safety deposit or other secure site in addition to club office



MOU Financial Management

Parts 3 & 4 of Club MOU

- *Financial Management – Part 3*
- *Document Retention – Part 4*



MOU Financial Management

Financial Management – Part 3

- Separate bank account with 2 signatories
- Non-interest-bearing
- A financial management plan to include the following:
 - Maintain a standard set of accounts: complete record of all receipts and disbursements, and all expenditures equal to or over US\$75 or more (or those of any amount required by applicable law).



Financial Management Plan

- Disburse grant funds, as appropriate, directly to Rotarians, vendors, and beneficiaries as approved in the grant application.
- District Grants and Global Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for grant activities or to return funds to the District or TRF
- Maintain separate statements of income and expenses, noting interest earned and recoveries.



Financial Management Plan (cont'd)

- Maintain a general ledger that separates funds according to each project.
- Establish an inventory system for the control of assets and equipment purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
- Perform monthly bank reconciliations (District Audit Committee can request at any time)



Financial Management Plan (cont'd)

- Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
- Ensure all grant activities, including the conversion of funds, are in accordance with local law.



MOU Financial Management

Document Retention – Part 4

- A. The club must create a document maintenance system or club archives to maintain original documents for a minimum of seven years or longer, if required by applicable law, including, but not limited to:
- 1. Documents relating to qualification.
 - 2. All records and documentation of policies and procedures required by the club MOU.
 - 3. Documentation related to grants, including original documents for all grants, copies of
 - proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence
- B. Documents must be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the district upon request or in the case of an audit.



Project Oversight

- Should be conducted by committee of responsible Club members with regular reports to entire Club membership.
- Project plans should include a series of “checks and balances” to ensure transparency
- Reporting will be posted on the District website



Auditing

The District Rotary Foundation Audit Committee is responsible for annually assessing the district's financial management plan and its implementation in accordance with section IV of the District Memorandum of Understanding (MOU).

Committee members:

- play a key role in financial oversight,
- meet with the District Rotary Foundation Committee Chair and the District Grants Subcommittee Chair to decide on an action plan for the District's annual assessment and random club assessments.



Auditing

This plan should include:

- Examination of a sample of disbursements and reconciliation to supporting documentation
- Review of expenditures
- Identification of financial management procedures
- Review of bank reconciliations
- Development of a report on the findings of the assessment
- Additional financial reviews as deemed necessary by the Audit



Questions?

- Contact:
 - DRFC Chair, Bette Miller
bette.miller@rotary7040.com
 - DG Bonnie Black
bonnie.black@rotary7040.com

