

Rotary District 5970

2015-16

GRANT HANDBOOK



The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. The Foundation's mission, along with its motto - Doing Good in the World - were approved by the Foundation Trustees and the RI Board and endorsed by the Council on Legislation.

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DISTRICT 5970 GRANT FUNDING GUIDING PRINCIPLES

1. The District Leadership Team and the District Rotary Foundation Committee desire to fully participate in the new grant model of the Rotary Foundation.
2. District 5970 encourages all Clubs to become knowledgeable about the new grant model and to qualify to participate in its benefits.
3. District 5970 will generate and maximize support for The Rotary Foundation so that funds allocated to the District are maximized.
4. District 5970 will encourage and facilitate continued collaboration and partnerships among Clubs on various projects.
5. The policies and procedures developed to administer the new grant model will be reviewed annually, incorporating input and feedback from Clubs and members.
6. District 5970 will abide by the stewardship principles as required by The Rotary Foundation.

District Rotary Foundation Committee

OVERVIEW

The District Rotary Foundation Committee ("DRFC") shall be the liaison between The Rotary Foundation (TRF) and Rotarians within the District and shall assist the District Governor in educating, motivating, and inspiring Rotarians within the District to participate in Foundation activities in the District.

ORGANIZATION

The DRFC is a group of experienced Rotarians who assist the Governor in educating, motivating, and inspiring Rotarians to participate in Foundation program and fundraising activities in the District.

The DRFC shall be headed by the District Rotary Foundation Committee Chairperson ("DRFCC") and shall be composed of the following subcommittees (see Appendix A).

- Fund Raising - Annual Giving and Permanent Fund
- Grants
- PolioPlus
- Stewardship

These may be combined by the DRFCC as deemed necessary. The District Governor- Elect ("DG-E") shall appoint subcommittee members for open positions for his/her year in office.

Foundation subcommittees are charged with carrying out the goals of the District's Rotary Foundation goals as formulated by the Governor and the DRFCC. The outgoing DG, DG, DG-E, and DRFCC should work together to ensure continuity of leadership and succession planning as it relates to the District's Rotary Foundation efforts.

Fundraising Subcommittee

The Fundraising Subcommittee is responsible for overseeing the District's fundraising strategy and helping Clubs set and achieve their contribution goals for the Annual Programs Fund, Paul Harris Society, Major Donors, Bequest, Benefactors, and Permanent Fund respectively.

Global Scholarships Subcommittee

The Scholarships Subcommittee is responsible for promoting Club and District participation in the Ambassadorial Scholarships, Grants for University Teachers, and Rotary Centers for International Studies in peace and conflict

resolution and ensures careful attention is paid to four basic elements- Promotion and Selection, Orientation, Hosting Scholars and Alumni Outreach.

Vocational Training Team Subcommittee

The Vocational Training Team ("VTT) Subcommittee is responsible for promoting Club and District participation in the VTT program, preparing the outbound VTT team for its exchange and for planning and implementing the visiting VTT host itinerary. A separate VTT Section Committee is charged with the responsibility of selecting the team leader and team members.

Grants Subcommittee

The Grants Subcommittee shall be composed of one District Community or International Grants Subcommittee Chair ("DGSC"), District Global Grants Subcommittee Chair (DGGSC), DRFCC, DG, DGE, and DGN, as well as up to five Rotarians-at-large who may be appointed by the DGSC and DRFCC.

Responsibilities: The Grants Subcommittee is responsible for assisting Clubs in developing ways to participate in international service projects as well as informing Rotary Clubs and/or District project committees planning such projects of the Foundation grants that can help them. Subcommittee members must be experienced in Rotary District and Global Grants.

PolioPlus Subcommittee

The District PolioPlus Subcommittee is responsible for supporting Rotary's commitment to polio eradication and is responsible for encouraging participation in PolioPlus activities by all Rotarians in the District. The focus of the PolioPlus Subcommittee will vary from year to year because of the presence or absence of polio in the District and the District's and nation's stage in the polio eradication process.

International Service

The objective of the International Service committee is to promote greater awareness, direct lines of communication, and accountability for all types of international service. Rotarians appointed to these committees will work closely with Rotary Friendship Exchange committees to support service connections between Rotary clubs and Rotarians, focusing on international projects and volunteering, service-related exchange, and disaster relief and recovery.

Stewardship Subcommittee

The District Stewardship Subcommittee is responsible for ensuring the careful and responsible management of Rotary Foundation grant funds and educating Rotarians on proper and effective grant management. The Stewardship Subcommittee shall be composed of at least three members with preference to those with professional experience in auditing or accounting. Subcommittee members must be experienced in Rotary District and Global Grants. One of the Committee members shall be a PDG or an auditor.

Responsibilities: In addition to the requirements delineated in the TRF Code of Policies, the Stewardship Subcommittee will:

- Review the annual Financial Assessment produced to comply with TRF requirements.
- Conduct a review of the District and Global Grants Programs on an annual basis after the end of the Rotary Year to determine the effectiveness of the projects funds (based on benefits to those targeted, number of Rotarians involved, and general goodwill provided by the project).
- Based on the results of these reviews, the Stewardship Subcommittee will provide a written report to the DRFCC and DG-E with recommended changes to the grants programs to more effectively use limited grants funds. This review should be completed and delivered by September 30.

Training

The DRFCC will be responsible for the Rotary Foundation training indicated below:

- District Foundation Seminar ... The District Rotary Foundation seminar emphasizes the benefits of involvement in The Rotary Foundation and outlines the Foundation's programs and policies. Attendees get answers to their Foundation questions and updates on policy changes and goals for the year. The seminar also offers an opportunity to recognize individuals and Clubs for outstanding Foundation contributions.

Seminar goals include:

- Increasing financial support for Rotary Foundation activities
- Encouraging the establishment of Club Rotary Foundation committees
- Equipping Club leaders with the tools and training to motivate the members to support The Rotary Foundation
- Gathering feedback from Clubs on District-wide activities

Although the District's entire membership should be encouraged to attend, your target audience should include Club presidents, Club presidents-elect, Club Rotary Foundation chairs and committee members, new District leaders, and new members.

- Grant Management and Training Seminar ... Districts must conduct a grant management and training seminar for all Clubs that wish to qualify and apply for global grant funds. Conducting this seminar is also part of the District's qualification requirements. The seminar ensures that Clubs understand the Club Memorandum of Understanding and that they provide good stewardship of Foundation grant funds. The DRFCC will track attendance at this seminar as part of each Club's qualification process. These seminars will be held throughout the Rotary year, each year, for the primary qualification of Clubs and as required to support ad hoc needs of Clubs in the District. The DRFCC, in cooperation with the DGSC and DGGSC, is responsible for developing and presenting these seminars.
- Presidents-Elect Training Seminar (PETS) ... As part of the Foundation sessions at PETS, work with the District training committee to ensure that Club presidents-elect:
 - Establish goals for reporting to the Foundation by early May.
 - Appoint a Club Rotary Foundation committee chair before the District assembly.
 - Develop a plan to achieve Foundation goals starting on 1 July.
 - Motivate Rotarians to support the Foundation.
- District Assembly ... The DRFCC will assist the District 5970 Trainer in developing and modifying the Foundation sessions at the District Assembly to meet the needs of District 5970 Clubs.

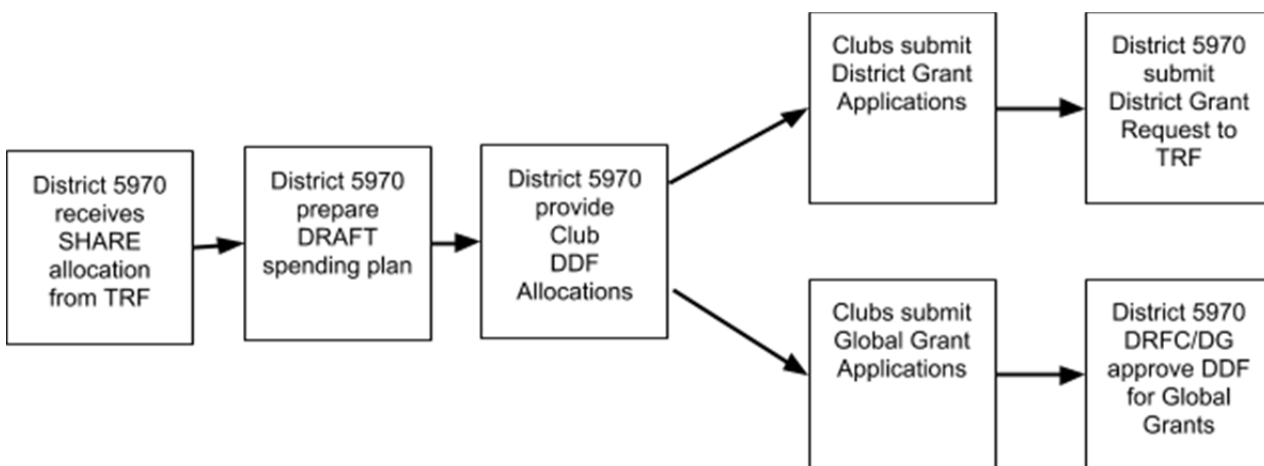
District Designated Funds(DDF)

The Rotary Foundation has a unique funding cycle that uses contributions to the Annual Programs Fund three years after they're received. The three-year cycle allows the Foundation to invest the contributions and receive earnings from those investments to pay for TRF administrative, program operations, and fund development costs. On the third year, contributions are shared between the Districts they came from and the World Fund (known as the SHARE program) and become the primary funding source for TRF programs. The money District 5970 receives back from the Rotary Foundation is known as **District Designated Funds** or DDF.

Under the New Grant Model, District 5970 may receive up to 50% of its yearly DDF for District Grants and 50% of its yearly DDF for Global Grants. By June 30, District 5970 will submit a Spending Plan to TRF after receiving District Grant Applications from Clubs. Upon approval, TRF will send the DDF to District 5970 in a single Block Grant.

District Block Grant funds may be set aside for District sponsored programs such as scholarships, vocational training teams or a group study exchange team. The District Rotary Foundation Committee Chair is responsible for maintaining accurate records to plan for and track the District's Block Grant funds. The approved distribution of the Block Grant shall be posted on the District website.

District 5970 Grant Funding Process



The New Grant Model Basics

Why is The Rotary Foundation (TRF) changing its grant-funding model?

The Foundation has made only slight modifications to its programs since inception in 1917. TRF recognized the need to use its limited resources more effectively. In 2007, the Foundation spent 20 percent of its program budget on long-term activities with high impact, and 80 percent on short-term activities with minimal impact. The new grant model will reverse this. Now, 80 percent of the program budget will support high-impact, sustainable projects. The new grant model will also help meet the priorities and goals of Rotary's strategic plan.

How will the new model work? The Foundation will offer three types of grants:

1. Rotary Foundation District Grants are Block Grants made to the Districts in support of smaller projects, both local and international. Districts may use up to 50 percent of their available District Designated Fund (DDF) for these grants in a given Rotary year and administer the grants without the Foundation's direct involvement.
2. Rotary Foundation Global Grants support larger international projects with sustainable, high-impact outcomes in one or more of the six Areas of Focus. These grants will be administered by TRF in a manner similar to the current matching grant program. Clubs and Districts may design and implement global grant projects which are funded by the sponsoring Club(s) with a matching World Fund grant award. These grants may include scholarships and vocational training teams.
3. Rotary Foundation Packaged Grants are developed by the Foundation with its strategic partners. Participation is determined on a first-come, first-served basis. The Foundation World Fund and the strategic partner provide 100 percent of the funding with Rotarians volunteering their time and talent to implement the grant project.

What are the six Areas of Focus?

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic Education and literacy
- Economic and community development

What are strategic partnerships and how do they work?

A strategic partnership is a relationship between TRF and another international organization that has a unique or specialized knowledge or expertise in one or more of the Areas of Focus. Strategic partnerships are large-scale, multi-year relationships. Rotary's strategic partners provided financial resources, technical expertise, advocacy or a combination thereof. These relationships will produce mutually beneficial project portfolios that fulfill the goals of the partners and enhance service opportunities for Rotarians through Packaged Grants.

What is the difference between a strategic partner and a cooperating organization?

Strategic partners are organizations with which TRF has agreed to collaborate on projects within one or more of the six Areas of Focus. Cooperating organizations are project partners identified by Clubs and/or Districts.

What is 'Sustainability' and why is it important?

The Rotary Foundation defines sustainability as the capacity for maintaining outcomes over the long term to serve the ongoing need of a community after grant funds have been expended. A sustainable project typically involves local community leaders in planning so that the community is invested in the project's long-term success. Training and the exchange of information prepares communities to maintain results and solve problems on their own, after the Rotary Club's involvement has ended. Although direct involvement may have ended, Rotarians should monitor and report on project status over a period of up to five years. Sustainable projects offer enduring value and a greater return on Rotary's investment of money and volunteer hours. For a graphic depiction of sustainability, refer to the Pillars of Sustainability chart on page 37.

Where do educational programs fit into the new model?

The Rotary Centers for International Studies program- and the US \$95 million major gifts initiative to permanently fund Rotary World Peace Fellowship will not change. Activities in the program clearly support the peace and conflict prevention/resolution Area of Focus. Eligible activities currently supported through the Foundation's other educational programs such as Group Study Exchange teams and Ambassadorial Scholarships may be funded under both new District Grants or Global Grants. If the proposed team members' vocation or a scholar's academic field relates to an Area of Focus, the activity may be eligible for a Rotary Foundation Global Grant.

How will the new model affect PolioPlus?

As Rotary International's corporate program, PolioPlus remains the organization's top priority and will continue to operate as it has until polio is eradicated.

Will the World Fund continue to support smaller projects?

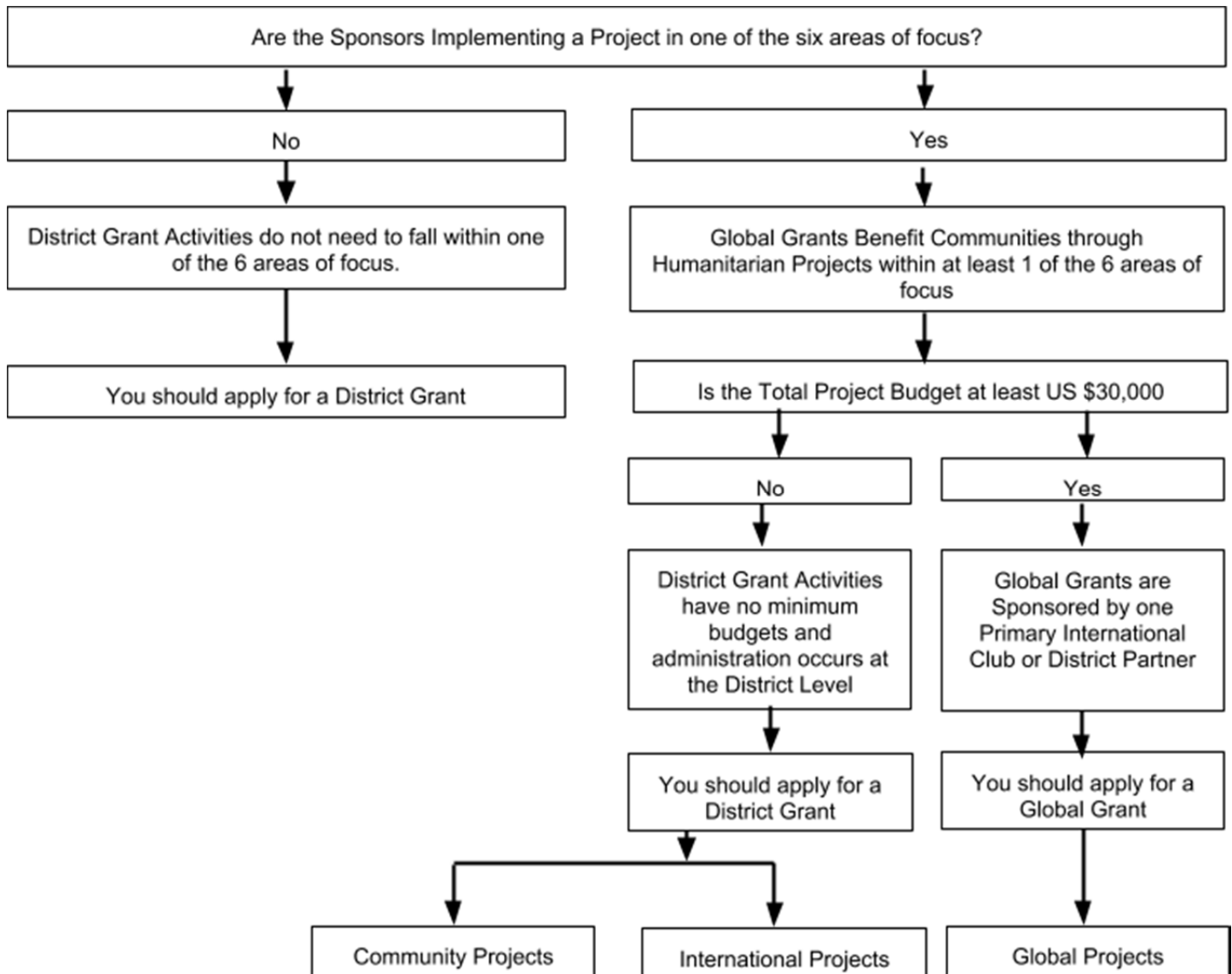
The Trustees established a minimum grant award amount of US \$15,000 for Global Grants. Smaller projects may be funded through the District Block Grant. Clubs and Districts are encouraged to work together to implement larger projects that meet the minimum Global Grant award amount because these projects will have a longer-term and sustainable impact on the community served.

Will the Foundation continue to match Club and District financial contributions?

Global Grants will provide a 100% World Fund match to DDF and a 50% World Fund Match for Club cash contributions. There is no TRF match for District Grants.

Which Type of Grant For Your Rotary Project?

If a Club is interested in a Humanitarian project, the following questions will help the Rotarian sponsors determine whether to apply for a Global Grant or a District Grant.



District Grant Guidelines

1. The purpose of these guidelines is to encourage Rotary Clubs and Rotarians in District 5970 to carry out local and international humanitarian service projects and educational initiatives. These guidelines are set forth to ensure stewardship and accountability for Rotary Foundation funds entrusted to District 5970 Rotarians and to establish financial guidelines for oversight of Rotary Foundation funds.
2. Where a conflict exists or develops between 05970 guidelines and the policies, bylaws or rules of The Rotary Foundation (TRF) or of Rotary International(RI), the TRF or RI policy will apply.
3. All qualified Clubs are encouraged to submit a District Grant Application for each project proposed for the affected Rotary year to the District Community or International Grants Chair between April 15 and June 15. Clubs with multiple applications will rank them in order of priority. The applications identified as first priority from the Clubs will be reviewed by the District Grant Committee (DGC) as a group, prior to consideration of lower ranked application proposals. The DGC will give first preference to qualified first priority applications submitted, after which the balance of the applications will be reviewed and ranked by the DGC.

The District Grant Committee will give preference to qualified Clubs that:

- have projects which conform to District 5970 parameters for a District Grant;
- have Rotarian involvement in the project;
- support the Rotary Foundation in its Annual Program Fund giving;
- are current in all grant reporting.

Clubs will be notified of approved applications by the District Community or International Grants Chair by August 1.

*See "How to Qualify Your Club" on page 39.

4. In addition proposed projects:
 - a. Must adhere to the Terms and Conditions for Rotary Foundation District Grants and Global Grants, and The Rotary foundation Code of Policies
 - b. Must promote Rotary Awareness;
 - c. Must require active Rotarian involvement;
 - d. Must benefit two or more individuals except in the case of scholarships;
 - e. Must adhere to the fund management and stewardship guidelines as set out in the Club Memorandum of Understanding (MOU);
 - f. Must be short term in nature and completed by 5/31 of the Rotary year in which the Grant is funded.
 - g. May be carried out in any country including non-Rotary countries, with the exception of Cuba, Iran, North Korea and any countries added by TRF.
 - h. District International grants must have Rotarian involvement in the host country.
5. The District Rotary Foundation Committee (DRFC) will determine annually if it will offer any District Sponsored Programs and, if so, the Committee will establish the criteria for each. Examples of District Sponsored Programs include:
 - a. District Scholarships
 - b. District Vocational Teams
 - c. District Cultural Group Study Exchange Teams
6. Funding of District Community and International Grants:

- a. District 5970 Clubs will be held accountable for the fund management and stewardship guidelines as specified by the Club Memorandum of Understanding (MOU) and are responsible for providing the required reports within the timeframes specified. Funds will be disbursed when the application has been approved and the Block Grant has been received from TRF.
- b. District Match: Clubs will receive a District: Club match of 1:1 from the Block Grant, up to \$5,000.
- c. Bank Account: TRF requires that use of DDF be managed by a Club in a separate and specified bank account. District 5970 has waived this requirement for District Community or International Grants only, as noted in the District 5970 Addendum to the MOU (see page 44).
- d. Final Report: The project must be completed and the final report (Appendix D) submitted no later than June 30 of the Rotary year of approval, or within 30 days of completion of the project, whichever is earlier. Final Report must include copies of cancelled checks in the amount of the total project dollars, receipt(s) for expenditures, and photos of completed project. In extreme circumstances in which clubs encounter difficult situations, or events prohibit completion of project within the year of implementation, the District Grants Committee may allow for an extension. Extensions shall not last more than 10 months. Any future grants for the same club will not be funded until delinquent grant is completed and final report is filed.

If a final report is delinquent, No further grant applications will be accepted from that Club, until delinquent reports are filed. Further, if a Club fails to submit a final report in a timely manner, the Club may be required to reimburse the District Grant funds back to District 5970. Finally, the District may elect to not approve future grant applications for a period of 3 years from the date of delinquency.

7. Eligibility Project Guidelines: See Appendix C for a complete list of Eligibility Project Guidelines
8. Projects Restrictions: District Community or International Grants can be used for local or international projects. However, certain restrictions do apply. See Appendix C for a list of Project Restrictions.
9. The District Community or International Grants Subcommittee consists of the District Community or International Grants Subcommittee Chair (DGSC), DRFCC, DG, DGE, and DGN, as well as up to five Rotarians-at-large that may be appointed by the DGSC and DRFCC.
10. The District Rotary Foundation Committee reserves the authority to make exceptions to the policies laid out herein.
11. **Conflict of Interest Policy for Program Participants:**

All individuals Involved in a program grant and/or award shall conduct their activities In way that avoids any actual or perceived conflict of interest. A conflict of interest is a relationship among individuals through which an individual involved in a program grant or award causes benefit, or could be perceived to cause benefit, for such individual or such individual's family, personal acquaintances, business colleagues, business interests, or an organization in which such individual is a trustee, director, or officer. This conflict of interest policy shall be applied In the following circumstances as specifically set forth below. The application of this conflict of interest policy shall not be limited to these circumstances.

Award Recipient Eligibility

Ineligible Persons, as defined below, shall not be candidates or final award recipients or beneficiaries of any TRF program, except for global grant vocational training teams. Ineligible Persons shall include Rotarians; honorary Rotarians; employees of clubs, districts, or other Rotary Entities (as defined in the Rotary Code of Policies) or of Rotary International; spouses, lineal descendants (children or grandchildren by blood, legal adoption, or marriage without adoption); spouses of lineal descendants, or ancestors (parents or grandparents by blood) of persons in the foregoing categories; or employees of agencies, organizations, or institutions partnering with TRF

or RI; and any other individual identified in Section 9.3 of the TRF bylaws.

Former Rotarians and honorary Rotarians shall continue to be Ineligible Persons for a period of 36 months after termination of their membership. Persons who were Ineligible Persons based on their familial relationship to a former Rotarian or honorary Rotarian shall continue to be Ineligible Persons for a period of 36 months after termination of their family member's membership. (see TRF bylaws section 9.3)

The Rotary Foundation Code of Policies, section 10.030, page 80, April 2013 edition.

Business & Funding Cycle of District Grants

Grant Timeline at a Glance

Preliminary Grant Planning Meeting	Before February
Grant management and training seminars	February thru April
District Call for Proposed Projects for next Rotary year	April 15
District requalification complete for upcoming Rotary year	May 1
Club requalification complete for upcoming Rotary year	May 1
Deadline for <u>Clubs</u> to Submit District Community and International Grant applications	June 15
District Community and International Grant Spending Plan (District grants, Global, VTT, scholarships) developed	May & June
Final Report to District Grant Chair due	June 30
District submits application for District Community and International Grant (approximate) to TRF.	July 1 to Aug 1
Global Grants,V.T.T., Global Scholarships Applications accepted	July 1
Clubs notified of Approved District Community and International Grants, and projects may begin.	August 1
Annual Grants Assessment commences	August 15
Report of Rotary Foundation Grants Assessment Committee	September 15
Assessment Report Corrective Actions Letter to District Governor	September 30
Report of Stewardship Subcommittee	September 30
DDF Use Summary Report for previous Rotary Year submitted to DG/Clubs	September 30
Global Scholarship applications Due	October 15

Global Scholarship Interviews conducted	November 1
Global Scholarship Decision announced	December 1

Prior to the Rotary Year: Qualifying and Planning

How to Qualify Your Club:

1. Designate at least one, and encourage two, Club members to attend a Grant Management Seminar. Seminars will be offered during the calendar year prior to the start of the next Rotary year.
2. Execute a Memorandum of Understanding (MOU) and a District 5970 Addendum to the MOU between the Club and District 5970 and submit them to the District Rotary Foundation Chair no later than June 15.
3. Be current on its Rotary International and District 5970 dues, and be in good standing with the District 5970, Rotary International, and The Rotary Foundation.
4. Be current on all tax returns for the Rotary Club and any associated Club Foundation.
5. Have established and reported an annual giving goal for the current year.
6. Be current on all Rotary Grant reporting requirements.
7. Clubs are encouraged to appoint a Club Rotary Foundation Chair to a three-year term.
8. Club qualification will be renewed annually.

Plan Projects and Apply for District Community or International Grants

Prior to June 15: Submit District Grant Application Form(s) to the District Community or International Grants Chair for each project or program you wish matched with the District Block Grant in the Rotary year commencing July 1. The minimum for each grant is \$3,000 with Clubs funding at least 50% of the project. The match from the District will be a minimum of \$1,500 to a maximum of \$5,000. Clubs with multiple applications will rank them in order of priority.

In the Rotary Year: Implementation

On or about August 1: Clubs will be notified of District Grant Application decisions. After disbursing the Block Grant, any remaining funds will be available for projects on a first- come, first-served basis.

INSTRUCTIONS FOR SUBMITTING A DISTRICT COMMUNITY OR INTERNATIONAL GRANT APPLICATION

1. The District Grant Application form must be completed and submitted to District Community or International Grants Chair via email to grants@district5970.org, by June 15 of the Rotary year. District Grant funds will be made available between July 1 and August 1. If there is more than one application per Club, they should be ranked in order of priority.
2. District Grant Application forms will be available on the District 5970 Rotary Foundation website.
3. Clubs will be notified by August 1 if their application(s) have been accepted. Funds for grant projects will be disbursed by District 5970 after the District 5970 Block Grant has been received from TRF.
4. If an approved application is withdrawn, the District Grant funds earmarked for the project will go back in the Block Grant pool, and further applications will be accepted on a first come, first served basis until all the District Block Grant funds have been used in the Rotary year.

DISTRICT COMMUNITY AND INTERNATIONAL GRANT APPLICATION

Protect Minimum: \$3,000

Rotary Year: 2015-16

- District Grant funds cannot be used for reimbursing a Club for projects completed or in progress
- Projects must be humanitarian in nature
- Subsequent changes to any project in scope, purpose or substantial purchases must be re-submitted for prior approval.
- The minimum for each grant project is \$3,000
- Clubs must fund at least 50% of projects.
- The match from the District will be a minimum of \$1,500 to a maximum of \$5,000
- Submit Grants to: grants@district5970.org

Please print or type all information and use additional sheets of paper if necessary.

Sponsoring Club (Initiator of the Grant Request):	Club Mailing Address:
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Describe the project, its location, and its planned objectives: (Must be humanitarian in nature; subsequent changes in scope, purpose or substantial purchases must be resubmitted to receive prior approval.)

Estimated Start Date:	Estimated Completion Date:
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Describe how the project will affect the community and/or improve the lives of the intended recipients:

Describe non-financial participation by Rotarians in the project. (i.e., Rotarian Activities):

Project Contacts- Two Rotarians who will provide oversight & management of the grant funds:

Primary Contact Name	Member ID
Club	Rotary Position
Full Mailing Address:	Email Address
Primary Phone	Alternate Phone

Secondary Contact Name	Member ID
Club	Rotary Position
Full Mailing Address:	Email Address
Primary Phone	Alternate Phone

Cooperating Organizations -A cooperating organization is directly involved in the implementation of the project, offering technical expertise and project coordination. If grant funds involve a cooperating organization, please provide the name of the organization and contact information, and attach an executed 05970 Cooperating MOU (Memorandum of Understanding, Appendix F) between your Rotary Club and the other organization. By signing this application, the Rotarian sponsors endorse the cooperating organization as reputable, registered with the project country (if applicable), and acting within the laws of the project country (if applicable).

Name of Cooperating Organization

Cooperating Contact Person

Phone number

How will the general public know this is a Rotary-sponsored project? Provide details of planned publicity and any display of Rotary emblem.

Sources of Funds:

- 1) Sponsoring Rotary Club's Commitment: \$ _____
- 2) Requested District Grant Funds \$ _____
- 3) List all other sources of funds, including other Rotary Clubs:
 - a) Source _____ \$ _____
 - b) Source _____ \$ _____
 - c) Source _____ \$ _____
 - d) Source _____ \$ _____
- 4) **Total Project Cost** (Note: Must Match Total Budget Amount from Above) \$ _____

Use of Funds:

Please include a complete and itemized budget for the entire project.

Budget Item	Name of Supplier	Amount

	Sub Total	
	Exchange Rate Used: US \$1 =	
	Total in US Dollars	

Note: Supporting documentation utilized for the development of this budget may be requested.

District Qualifications: (All boxes MUST be "Yes" in order to submit a grant)

	YES	NO
Attend a Grant Management Seminar (GMS) for Grant implementation year.		
Execute a Memorandum of Understanding (MOU), District 5970 Addendum to the MOU, and any Cooperating Organization MOU's by deadline.		
Be current on its Rotary international and District 5970 dues, and be In good standing with the District 5970, Rotary international, and The Rotary Foundation.		
Be current on all tax returns for the Rotary Club and any associated Club Foundation.		
Have established and reported an annual giving goal for the current year.		
Be current on all Rotary Grant reporting requirements.		
Club Rotary Foundation Chair to a three-year term has been appointed(recommended)		
Club Tax Returns are current.		

Funds Delivery and Final Report: Upon application approval by the District Community or International Grants Committee and receipt of the Block Grant from TRF, funds will be disbursed to the sponsoring Rotary Club. The Project must be completed and the Final Report submitted within 12 months of approval or within 30 days of completion of the project. No further grant applications will be accepted until the delinquent final report is submitted. If a Club fails to submit a Final Report in a timely manner, it may be required to reimburse the District Grant funds back to District 5970.

Stewardship and Affirmation: The sponsoring Rotary Club is responsible to the District for the conduct of the project and accountability and management of funds. The signatures on the application confirm that the sponsoring Club understands and accepts the responsibility for the stewardship, and affirms that all information in this application is true and accurate to the best of their knowledge.

The president's signature affirms that this project has been approved by the Club's Board of Directors as a Club activity and will not be started until receipt of approval of the District Grant Committee Chair. The president-elect's signature affirms that if the project continues into the following Rotary year, he/she agrees to all terms and conditions as described in this application.

All applications must be submitted via email at: grants@district5970.org

Signatures: **Electronic Signatures are approved for electronic submission of application; However, to receive check, original signatures are required.**

Primary contact	Date	Secondary contact	Date
Club President for Grant Year	Date	Club President-elect for Grant Year	Date

For District Use Only

APPROVAL: This grant request is:	Approved	Denied	Returned for more Information

Per Capita Program Fund Giving Last Two Years	\$
District Block Grant Funds Awarded	\$

District Signatures

District Grants Chair	Date
District Foundation Chair	Date

Reporting and Resolving Misuse of Funds

The District 5970 Ombudsman will be appointed annually by the DG and will report directly to the DG. The Ombudsman will be responsible for investigating reports of misuse or mismanagement of grant funds. Concerns raised over the use of TRF grant funds will be forwarded to the Ombudsman, who will promptly investigate the concerns and report the findings in writing to the District Governor.

The Ombudsman's report will include, at a minimum, the following:

1. A description of the complaint
2. The facts discovered during the investigation
3. Opinions of the Ombudsman
4. Recommendations

The DG will report any actual misuse of funds to TRF and the steps taken to correct the situation in collaboration with the DRFCC, DGGSC, and the DGSC.

The DG shall inform the DRFCC, DGGSC, and the DGSC of the fact there is an investigation of a Club in progress (naming the specific Club) and collaborate with the DRFCC, DGGSC, and DGSC to take appropriate interim steps to ensure the proper stewardship of Rotary Foundation funds.

The Ombudsman will retain a log of reports of misuse or mismanagement and associated investigative reports.

Record Keeping and Retention

Records shall be maintained for a minimum of five (5) years (for both District and Club records). If records are kept in electronic form, the responsible individual or Club shall ensure appropriate safeguards and back-ups are in place to prevent loss. It is highly encouraged that off-site record retention, "in the cloud", be employed for long-term storage of records.

Qualification Files

→ District qualification records	DRFCC
→ District MOU	DRFCC
→ Supplementary Club qualification requirements	DRFCC
→ District 5970 Policies and Procedures Manual	DRFCC
→ Signed Club MOU's	
◆ Grant Management Seminar	DGSC
◆ Materials	DGSC
→ Attendance Sheets	DRFCC
→ List of Qualified Clubs	DRFCC
→ Correspondence on Qualification (including emails)	DG/DRFCC/DGSC

Global Grants

→ Applications (w/ attachments) Primary	Club Sponsor/DGGSC
→ Approval Notices	Club Sponsor/DGGSC
→ Grant Agreements	Club Sponsor/DGGSC
→ Grant Correspondence (including emails)	Participating Club/DGGSC
→ Project Partner Correspondence (including emails)	Participating Club/DGGSC
→ Beneficiary documentation	
◆ Needs assessment	Participating Club
◆ Agreements	Participating Club
→ Vendor documentation	
◆ Quotes for materials	Host Club
◆ Receipts and invoices	Host Club
◆ Agreements	Host Club
→ Scholar Documentation	
◆ Receipts and invoices	Host Club
◆ Agreements	Host Club
→ Vocational Training Documentation	
◆ Receipts and invoices	Host Club
◆ Agreements	Host Club

→ Financial Documentation	
◆ Bank Statements	Host Club
◆ Receipts and invoices	Host Club
◆ Inventory list	Host Club
→ Grant Reports	
◆ Support documentation	All Participating Clubs
◆ Photos	All Participating Clubs
◆ Project Summary	All Participating Clubs
→ Closure Letters	All Participating Clubs

District Community or International Grants

→ Applications (w/ attachments)	Participating Clubs/DGSC
→ Approval Notices	Participating Clubs/DGSC
→ Grant Agreements	Participating Clubs/DGSC
→ Information from Clubs	
◆ Funding requests	Participating Club
◆ Quotes for materials	Participating Club
◆ Receipts and invoices	Participating Club
◆ Reports	
→ Beneficiary documentation	
◆ Needs assessment	Participating Club
◆ Agreements	Participating Club
→ Vendor documentation	
◆ Quotes for materials	Participating Club
◆ Receipts and invoices	Participating Club
◆ Agreements	Participating Club
→ Scholar Documentation	
◆ Receipts and invoices	Participating Club
◆ Agreements	Participating Club
→ Vocational Training Documentation	
◆ Receipts and invoices	Participating Club
◆ Agreements	Participating Club
→ Financial Documentation	
◆ Bank Statements	Participating Club/DGSC
◆ Receipts and invoices	Participating Club/DGSC
◆ Inventory list	Participating Club/DGSC
→ Grant Reports	
◆ Support documentation	Participating Club/DGSC
◆ Photos	Participating Club
◆ Project Summary	Participating Club
→ Closure Letters	Participating Club/DGSC

Financial and Legal Records

→ Financial Management Plan & related procedures	Qualified Clubs/DGSC or DGGSC
→ General Ledger	Qualified Clubs/DGSC or DGGSC
→ Document Retention Plan and Procedures	Qualified Clubs/DGSC or DGGSC
→ Bank information	
◆ Account details	Qualified Clubs/DGSC or DGGSC
◆ Bank statements	Qualified Clubs/DGSC or DGGSC
◆ List of signatories	Qualified Clubs/DGSC or DGGSC
◆ Bank procedures for changing signatories	Qualified Clubs/DGSC or DGGSC
→ Annual financial assessment results	DRFCC
→ Reports of misuse of Grant funds	Ombudsman
→ Legal documents	
◆ Formation documents	Qualified Clubs/District Secretary

Annual Assessment (Stewardship Committee)

The Stewardship Committee is a three-member committee. None of the members may be voting members on the Grants Committee, and at least one must be a PDG or auditor.

No later than August 15 of each new Rotary Year, the DGSC and DGGSC will deliver to the Stewardship Committee documents to begin an independent financial assessment of the Grant Program since the previous assessment. The Assessment must meet the requirements delineated in the District MOU.

At a minimum, the assessment must include and report on the following:

1. Process for qualifying clubs
2. Financial management plan prepared the previous year
3. Expenditures for district and global grants
4. District Foundation bank account(s)
5. Grant-related financial transactions
6. Monitoring of grant activities and reporting
7. Document retention practices
8. Qualification practices
9. Process for reporting and resolving misuse of grant fund
10. Overall compliance with the District MOU

The examination will include:

- A comparison of expenditures representing at least 20% of the total expended over the period reviewed to their associated reconciliation documents
- A review of at least 20% of all expenditures to ensure funds were expended in a manner consistent with each grant award
- Identification of the purchasing procedures used for each grant
- A review of the bank reconciliations to confirm that they were prepared correctly and that opening balances match the financial records of the grant activities and bank statements.

The Stewardship Committee will formally report ("Assessment Report") the results of its findings to the District Governor by September 15 (with copies to the DRFCC, DGGSC, and DGSC). By September 30, the DRFCC, DGGSC and DGSC will provide to the District Governor a written report that states corrective action taken or the plan to address shortcomings identified in the Assessment Report ("Corrective Action Letter"). The Immediate Past DG, DG-E, DG-N, and Club Presidents will be notified via email that the Stewardship report is available on District Website. A copy of the Assessment Report along with the Corrective Action Letter shall be available on the District Website, Foundation tab, Stewardship Committee report for Members to review. "Sign-in" to website will be required in order to access report. The DGSC and DGGSC shall maintain a copy of both the Assessment Report and the Corrective Action Letter along with other documentation later produced to show completion of all actions recommended by the Stewardship Committee.

Global Grant Guidelines

Basic Requirements:

1. Global Grants may include the expenses for humanitarian projects, scholarships, vocational training teams or a combination of activities, including multiple vocational training teams serving one project.
2. Global Grants must be in one or more of the Six Areas of Focus identified by The Rotary Foundation (TRF):
 - a. Peace and conflict prevention/resolution
 - b. Disease prevention and treatment
 - c. Water and sanitation
 - d. Maternal and child health
 - e. Basic education and literacy
 - f. Economic and community development
3. Global Grants must be sustainable and measurable. Global Grants incorporate activities and safeguards that insure the continuity of project impact after TRF funding is fully expended. All grant applications must include a plan that ensures sustainability.
4. Global Grants are international in nature and require a qualified host Rotary Club in country which will implement the project. Global Project Grants are similar to the former matching grants in-as-much as they are international and require a qualified host Rotary Club which will implement the project. The minimum dollar amount is larger than District Community or International Grants and projects may require more lead time for planning and completing the application process. TRF will match DDF on a 1:1 basis and Club funds on a 0.5:1 basis. Project funding must be sufficient to generate a minimum TRF grant award of \$15,000 and a maximum of \$200,000.
5. A dedicated bank account controlled by the lead Rotary Club must be opened in either the host or international District to receive and hold grant funds. No other monies may be deposited in this account; however, the account may be used for multiple TRF-funded grants as long as each grant is accounted for separately with appropriate accounting software.
6. 30% of the total contributions (cash and DDF) must come from outside the host country (from the International Partner(s), only humanitarian projects).
7. There is no minimum host contribution.
8. The table below provides an example of the TRF and DDF match on a Global Grant for a \$35,000 project:

Funding Sources		TRF World Fund Match	Total
6 Clubs in District 5970	\$10,000	\$5,000	\$15,000
District 5970 DDF	\$10,000	\$10,000	\$20,000
TOTAL	\$20,000	\$15,000	\$35,000

District 5970 Policy on Global Grant Projects

1. The District Global Grants Subcommittee (DGGSC) will award DDF on a first-come, first-served basis during the Rotary year. This may be modified by the District Rotary Foundation Committee during a Rotary year as demand and DDF reserves dictate.
2. Priority will be given to Clubs that annually contribute to the Annual Program Fund of TRF.
3. While Clubs may submit applications directly to TRF, clubs will not receive DDF match unless approved by DRFC.
4. Policies and procedures developed to administer the allocation of funds will be reviewed annually with input from District Clubs.
5. 5970 DDF was contributed by Rotarians in District 5970 clubs. As such, DDF will only be used to match District 5970 cash commitments on Global grants from clubs. Clubs may choose to give cash donations to other districts; however, District 5970 DDF will not be used to match these donations to other districts.
6. DDF will be used to match club cash provided to projects at a 1:1 match, with a cap of \$15,000 per project per year.
7. DRFC reserves the right to modify policies and/or all Grant allocations to maximize club participation and preservation of future Grant funding.

Application Process for a Global Grant Project

Before commencing a Global Grant application, download and thoroughly review the Rotary Foundation Global Grants Application Checklist.

If DDF is being requested, District 5970 requires Clubs to submit a copy of the TRF application to the District Global Grants Subcommittee Chair (District 5970 will not require a separate form). Applications will be accepted for review throughout the year on a first-come, first-served basis.

Clubs are encouraged to consult with the District Global Grants Subcommittee prior to making application:

- To be sure that an appropriate amount of DDF is available;
- To identify potential problems that might cause a particular project to be rejected;
- To insure that a Cooperating Organization Memorandum of Understanding is executed with any cooperating organization involved in the project.

Completed applications for Global Grants will be reviewed by the District 5970 District Global Grants Subcommittee (DGGSC). Members include the Global Grants Subcommittee Chair, District Foundation Chair (DRFCC), DG, DG-E, and DG-N, as well as up to five Rotarians-at-large that may be appointed by the DGGSC and DRFCC. The District Global Subcommittee will submit recommendations to the District Governor and District Foundation Chair for final approval. The District Foundation Chair or Global Grants Subcommittee Chair will present at the next scheduled District Board meeting for final approval.

STEP 1: Application

For Club-developed Global Grants, the application must be completed online. The application formats are available online on the RI website. The application must provide an overview of the proposed project's objectives, the budget, and an outline of the financing plan. It must also demonstrate how the project addresses one or more of the six Areas of Focus and specifically identify how the project will be sustainable. This process is designed to increase the acceptance rate of grant applications. **Once the application is submitted to TRF, TRF will notify DRFCC of action or authorization needed.**

STEP 2: DDF Reservation

Remember, before a Club's application is submitted to TRF and a grant number is assigned, a reservation of DDF may be obtained from the DRFCC. DRFCC will contact Club to discuss grant application and DDF request.

STEP 3: Preliminary Review

DRFCC may request a Preliminary Review by TRF on the project. Based upon feedback from RI staff to quality of grant, DRFCC will either inform Club of needed changes, or bring DDF request to DRFC for reservation of funds.

STEP 4: Application

After an application has been accepted and DDF reserved, the Grant request will be formally reviewed by TRF staff.

Depending on the award amount and/or complexity of the project, TRF may request additional information. District Designated Matching Funds from the World Fund of \$100,000 or more require approval by the Trustees. The award from TRF must be between minimum of \$15,000 and \$200,000 maximum. The application must be approved within six months of submission.

STEP 5: Payment

Upon approval of the project application, TRF will notify all project partners and their committed funds must be **remitted to the World Fund within six months**. Otherwise, approval will be withdrawn. Once all funds are received, TRF will remit payment(s) to the host or international Rotary Club leading the project.

STEP 6: Project Implementation

Implementation of the approved project must begin within 12 months of project payment being made by TRF. If implementation will take more than one year, an annual progress report is required from the lead Clubs (host and international).

STEP 7: Final Report

Within two months of project completion, the sponsoring Clubs must submit a final report to TRF. Acceptance of this final report by TRF closes out the project. However, it is recommended that the impact and maintenance of the project be monitored by the sponsoring Rotary Clubs for up to five years from project completion with summary annual reports prepared.

Key Web Links from RI and TRF

The Grant Process

<https://www.rotary.org/myrotary/en/take-action/apply-grants/grant-process>

Accessing Rotary's Online Grant Application System

<https://vimeo.com/70442747>

Global Grants 1: Starting an Application and Adding Primary Contacts

<https://vimeo.com/70502756>

Global Grants 2: Area of Focus and Participant Sections

<https://vimeo.com/70503434>

Global Grants 3: Budget and Finance Sections

<https://vimeo.com/70504265>

Authorizations:

<http://vimeo.com/72898637>

Grant Management Manual

www.rotary.org/document/673

New Grant Model Video

<http://vimeo.com/38787391>

Global Grants

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

Community Assessment Tools

<https://www.rotary.org/myrotary/en/document/578>

Rotary's Area of Focus Guide

<https://www.rotary.org/en/document/589>

Global Grants Terms and Conditions

<https://www.rotary.org/en/document/728>

Grants application tool (requires member access login)

<https://www.rotary.org/en/secure/13166>

Global Grant Vocational Training Team (VTT)

Vocational Training Teams were developed in TRF's New Grant Model to build upon our successful Group Study Exchange program by including the requirements for meeting one or more of the Six Areas of Focus and incorporating sustainability. VTTs are designed to create a meaningful impact in the lives of others using the vocational and professional skills of team members, particularly in countries where resources and infrastructure are limited.

TRF Requirements for VTT Grants

1. Teams must consist of a minimum of one Rotarian team leader and three non-Rotarian team members with no maximum limit of participants. Rotarians may be included as team members as long as the team includes three non-Rotarians.
2. All participants on a single team must have careers linked to the goals of the grant, but they are not required to have the same profession.
3. Teams must be selected through a formal application and lead-Club interview process.
4. See additional qualification requirements on the participant application form: Global
5. Grants Vocational Training Team Participant Application.
6. Teams may be multi-vocational but must share a common purpose in support of the selected Area of Focus The goals of the team must be sustainable and measurable.
7. There is no restriction on the age of the team leader or team members.
8. One or more VTT teams may travel under each grant.
9. Teams may either receive or provide training. A key concept of successful VTT applications is providing opportunity for capacity building, i.e. the process of developing and strengthening the knowledge, skills and abilities necessary for individuals to achieve sustainable development.
10. Global VTT Grants must meet the \$30,000 minimum for the total project cost, including the expenses for the vocational training team, as well as any other grant activities.

Application Process:

1. A detailed travel itinerary must outline the team's travel arrangements (both local and international) including daily activities, and hosting accommodations as well as providing required information from any/all cooperating organization.
2. There is no minimum or maximum limitation on the duration of the team's visit to the project site.

Global Grant Scholars

The purpose of the Global Grant Scholarship program is to support international study at the graduate level. The new grant model builds on the very best of Rotary's Ambassadorial Scholar history. The new Global Grant Scholarship has a shorter processing time frame, expands the opportunities available for scholars and simplifies the rules. If District 5970 has allocated DDF for Global Grand Scholarships in a given Rotary year, the District Scholarship committee will solicit applications and interview and process prospective candidates the prior year. Qualified candidates for Global Grant Scholarships are scholars who:

- Possess excellent leadership skills and potential;
- Demonstrate a proven record of success in their academic fields and/or vocations;
- Demonstrate a commitment to world and community service;
- Have well-defined and realistic goals for their academic and professional futures;
- Plan to pursue a career in one of the six areas of focus;
- Understand the aims and values of Rotary.

During the course of study, Scholars are expected to interact with local Rotarians and Rotary Clubs and should always be mindful that they serve in the role of ambassadors of District 5970 to the community where they will be studying.

Peace Fellowships are not covered in this section as there have been no changes to their program, which does not fall into the Global Grant category.

Applicant Eligibility:

1. Global Grant scholars are individuals who are pursuing a career in one of the six Areas of Focus.
2. Scholars must be proficient in the native language of the host country.
3. The program of study must be at the graduate level. The program can be no less than one academic year and no more than four academic years.
4. The scholar must be traveling abroad for study.
5. The scholarship grant amount is a minimum of \$30,000 for the entire course of study.
6. Scholars must live in the immediate vicinity of the approved study institution and in the host Rotary District so that he/she can participate in the Rotary Club and District activities of the host Club/District.
7. Scholarships may not be used for studies that are already underway.
8. The Scholar may NOT be (1) a Rotarian; (2) an employee of a Club, District, or any other Rotary entity, or of Rotary International; (3) the spouse, a lineal descendant, or an ancestor (parent or grandparent by blood) of any person in the foregoing two categories. The Scholar MAY BE a member of a Rotaract Club.
9. Scholarships may not be used in conjunction with a "study abroad program" operated by an institution other than Rotary.

District 5970 Application Process for a Global Grant Scholarship

1. Nomination and Interview

The applicant submits a Global Grant Scholarship Application and a resume to a 05970 Rotary Club which then interviews the applicant. If the Club accepts the applicant, it forwards to the DSC the following:

- a. Global Grant Scholarship Application
- b. Estimated budget
- c. Official college/university transcript and resume
- d. Proposed humanitarian project in the host District (optional);
- e. Club's signed endorsement of the applicant
- f. Club must identify the name of primary Rotary contacts in the host District. g. Complete information regarding:
 - i. How the scholar's program of study relates to the selected area of focus;
 - ii. The educational and professional goals of the scholar and how the scholarship will advance these goals;
 - iii. How will the scholar will use his/her education to address a need on a long-term basis in his/her hosting and/or international sponsoring community(ies).

2. Proposal

Candidates who are selected by the District Scholarship Committee will be sponsored by District 5970, which starts the process with a proposal to The Rotary Foundation.

3. Application

Upon notification that the District's Global Grants Scholarship Proposal has been approved, the District will be invited to submit a "Global Grants Scholarship Application" within six months. Items required at time of the TRF international application:

- a. Letter of acceptance to the proposed school
- b. Foreign language proficiency exam results
- c. Host partner Club/District and host counselor information
- d. Detailed itemized budget
- e. The applying scholar should print out and complete the Global Grants Scholarship Application found at the District 5970 website and submit it to a Rotary Club in District 5970.

Additional terms and conditions are outlined in the Global Grants Scholarship Application.

Global Scholarship Business Cycle

Selection		Proposal	Application			Payment		Reporting		
1	2	3	4	5	6	7	8	9	10	11
Clubs Select Scholars from GG Applications & Resumes	District Interviews Applicants	Proposal Submitted to TRF	Documents Required: Rotary Club Endorsement Letter of Acceptance Language Exam Host Club Information	Application with documents submitted to TRF	TRF notifies District 5970 of decision on Approval	TRF processes payment to District 5970	District Scholarship Chair manages the financial needs of the scholar	Scholars submit progress reports every six months for life of the grant & final report within 2 months of completion to district	TRF Reviews Report Missing information is supplied to TRF	Final report is approved and grant is closed

Timeline for Selecting a Global Scholarship

July 1 - September 1 - Clubs advertise the grant opportunity and develop a committee for accepting, reviewing and interviewing scholarship applicants according to Global Grant Scholarship Guidelines. Clubs may submit to the District Scholarship Committee applications of proposed candidates who they believe best meet the goals and selection criteria of the Global Grants Scholarship.

October 1 - In order to provide Rotary Clubs with enough time to ensure prompt processing of scholarship applications, it is important for candidates to submit a complete application to their local District 5970 Rotary Club by this date.

October 15 - By this date, Rotary Clubs must submit to the District Scholarship Committee Chair their proposed candidates' applications, including resumes and official college/university transcripts.

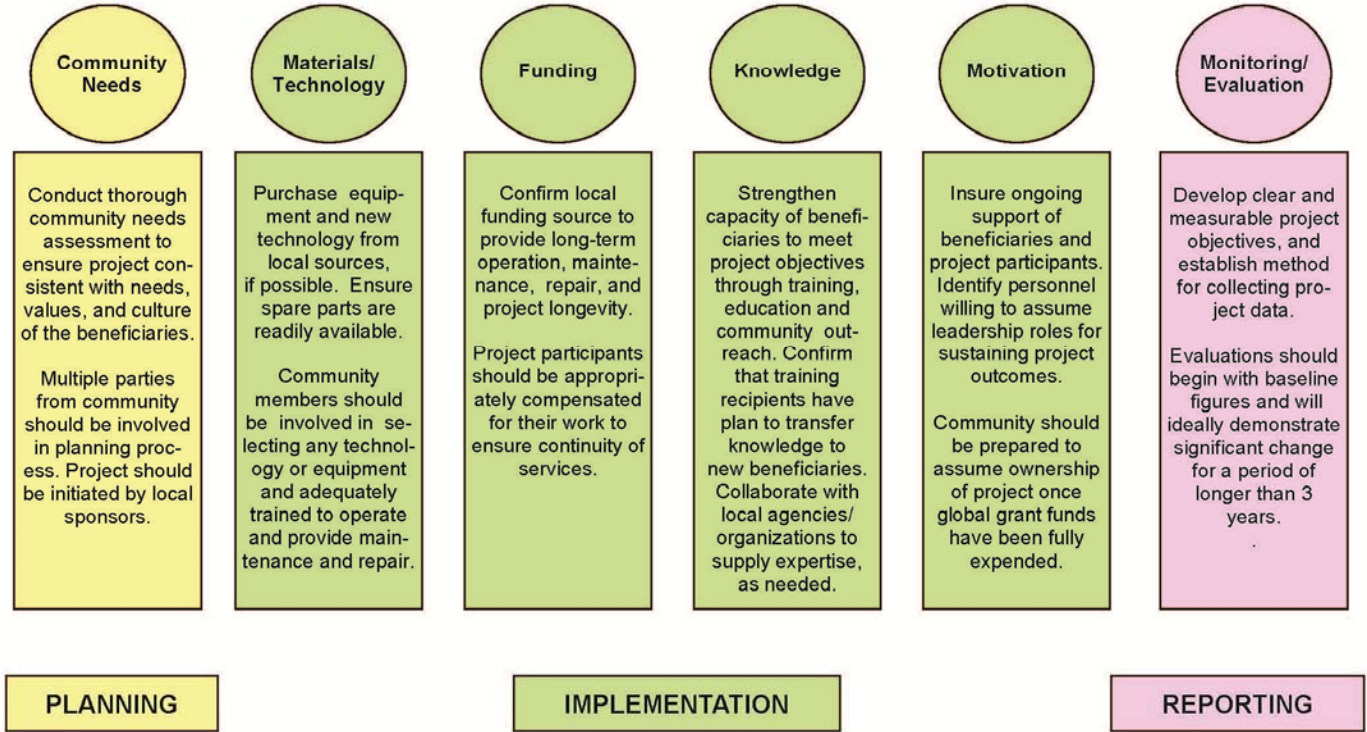
November 1 - Proposed applicants and Sponsor Clubs notified of interview decision and schedule.

Mid-November - Applicants will be interviewed.

December 1 - Interviewed applicants and Sponsor Clubs will be notified of decision on or before this date. District Scholarship Committee will proceed with the two-step grants application process of The Rotary Foundation.

TRF's 'Pillars of Sustainability'

The Rotary Foundation defines sustainability as the capacity for maintaining outcomes long-term to serve the ongoing needs of a community after grant funds have been expended. To meet this criteria, Global Grants should incorporate practices from each of the six 'Pillars of Sustainability.' If not provided with grant funds, sponsors should demonstrate how these sustainability practices are being met through existing community services.



Global Grant Timeline

District 5970 Requirements for Rotary Club Qualification

For any Club in 5970 to receive DDF for District, or Global the Club must be qualified.

To qualify, a Club must:

1. Designate at least one Club member, two are recommended, to attend a Grant Management Seminar. Several seminars will be offered prior to the start of the next Rotary year.
2. Execute a Memorandum of Understanding (MOU) and a 05970 Addendum to the MOU between the Club and District 5970 and submit them to the District Rotary Foundation Chair no later than May 1.
3. Be current on its Rotary International and District 5970 dues, and be in good standing with the District 5970, Rotary International, and The Rotary Foundation.
4. Be current on all tax returns for the Rotary Club and any associated Club Foundation.
5. Have established and reported an annual giving goal for the current year.
6. Be current on all Rotary Grant reporting requirements.

Clubs are encouraged to appoint a Club Rotary Foundation Chair to a three-year term. Qualification will be renewed annually.

In the following pages there are:

- Cover Letter for the Club Memorandum of Understanding (MOU);
- Club Memorandum of Understanding (MOU) to be executed by the Club;
- 05970 Addendum to the MOU; and
- A template for a Club Financial Management Plan.



ROTARY INTERNATIONAL DISTRICT 5970

SCAN COVER SHEET:

TO: foundationchair@district5970.org

DISTRICT FOUNDATION CHAIR,

FROM: DATE:

PLEASE RETURN THIS PAGE AND THE 4 PAGES OF THE CLUB MEMORANDUM OF UNDERSTANDING BY E-MAIL TO grants@district5970.org

The Rotary Foundation returns District Designated Funds to District 5970 in the form of District and Global Grants. In order to be eligible to receive applicable portions of these grants, Clubs must have at least one member, two are highly recommended, attend an annual Grant Management Seminar and after Board approval, sign the Club Memorandum of Understanding and return the signed document by e-mail no later than June 15.

This scan consists of the cover sheet and 4 pages. MOU and Addendum

CLUB MEMORANDUM OF UNDERSTANDING

DISTRICT 5970- Rotary Year _____

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- a. Upon successful completion of the qualification requirements the club will be qualified for one Rotary year.
- b. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- c. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- d. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- e. The club must cooperate with any financial, grant, or operational audits.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants. Club officer responsibilities include:

- a. Appointing at least one club member to implement, manage, and maintain club qualification
- b. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- c. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to:

- a. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- b. Disburse grant funds, as appropriate
Maintain segregation of duties for handling funds
- c. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- d. Ensure that all grant activities, including the conversion of funds, comply with local law

4. Bank Account Requirements

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- a. The club bank account must
 - i. Have a minimum of two Rotarian signatories from the club for disbursements
 - ii. Be a low- or non-interest-bearing account
- b. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- c. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- d. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- e. Bank statements must be available to support receipt and use of TRF grant funds.
- f. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

5. Report on Use of Grant Funds

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grants progress and how funds are spent.

6. Document Retention

The club must establish and maintain appropriate record keeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- a. Documents that must be maintained include, but are not limited to:
 - i. Bank information, including copies of past statements
 - ii. Club qualification documents including a copy of the signed club MOU
 - iii. Documented plans and procedures, including:
 - 1. Financial management plan
 - 2. Procedure for storing documents and archives
 - 3. Succession plan for bank account signatories and retention of information and

documentation

- iv. Information related to grants, including receipts and invoices for all purchases
- b. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- c. Documents must be maintained for a minimum of five years, or longer if required by local law.

7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

Authorization and Agreement

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of _____, the undersigned acknowledge that its Board of Directors has approved this MOU and agree to comply with all of the conditions and requirements of the MOU for Rotary year _____ and will notify Rotary International District 5970 of any changes or revisions to club policies and procedures related to these requirements.

The following Club members have attended a Grant Management Seminar:

Name: _____

Name: _____

Electronic Signatures are approved for electronic submission of application; However, to receive check, original signatures are required.

Club President (Year of Implementation)

Term	
Name	
Signature	
Date	

Club President-Elect (Year of Implementation)

Term	
Name	
Signature	
Date	

Addendum to the Club Memorandum of Understanding District 5970

District Requirements: Clubs submitting applications for District or Global Grants under the New Grants Model must be qualified by the District. District 5970 has established requirements in addition to those established by The Rotary Foundation. To be eligible to receive grant funding for any grant program, Rotary Clubs in District 5970 must:

1. Designate at least one Club member, two are highly recommended, to attend a Grant Management Seminar.
2. Execute a Memorandum of Understanding (MOU) and a District 5970 Addendum to the MOU between the Club and District 5970 and submit them to the District Rotary Foundation Chair no later than June 15.
3. Be current on its Rotary International and District 5970 dues, and be in good standing with the District 5970, Rotary International, and The Rotary Foundation.
4. Be current on all tax returns for the Rotary Club and any associated Club Foundation.
5. Have established and reported an annual giving goal for the current year.
6. Be current on all Rotary Grant reporting requirements.
7. If a Club intends to request District Designated Funds, (DDF) for its project, approval must be received from the DRFCC and DGSC, before starting the online TRF Grant Application process.
8. Clubs are encouraged to appoint a Club Rotary Foundation Chair to a three-year term.
9. Qualification will be renewed annually.

Bank Account Waiver: District 5970 will waive Rotary International MOU requirement #4, Bank Account Requirements, for participation in District Community or International Grants. This waiver does not apply to Global Grants.

Club Financial Management Plan Template: Clubs are free to use or adapt the template on the next page to create a Club Financial Management Plan. Whether or not your Club chooses to use the template, your Club's financial plan needs to be consistent with the Rotary Foundation's Club Memorandum of Understanding.

Electronic Signatures are approved for electronic submission of application; However, to receive check, original signatures are required.

Club President (Year of Implementation)

Term	
Name	
Signature	
Date	

Club President-Elect (Year of Implementation)

Term	
Name	
Signature	
Date	

Financial Plan Template for Club Use

Rotary Club of _____

Financial Management Plan (Dated) _____

Purpose and Scope:

The purpose of this document is to define the plan for managing the Rotary Club of _____ Foundation finances. As such, the scope of this plan is limited to those finances pertaining to the Club's stewardship over Funds used for Rotary Foundation District Community or International Grants, Global Grants and Packaged Grants as defined and specified by The Rotary Foundation (TRF). Specifically excluded from the scope of this plan is management of Club operations finances, Club charitable finances not involving the Rotary Foundation, and finances associated with a Club Foundation.

Club Rotary Foundation Member Responsibilities

1. The Club will appoint at least one member to implement, manage, and maintain Club qualification as defined in the Club Memorandum of Understanding.
2. The Club will appoint a Rotary Foundation Chair for a term of three years.

Guiding Principles

The guiding principles behind the Club's administration of District and Global Grants are:

- All projects funded with District and Global Grant money must comply with all requirements found in The Rotary Foundation Grants Management Manual, publication EN-611.
- It is desired that the funds granted result in a lasting benefit to the targeted population.
- Thus, it is desirable that Clubs join together in partnership to sponsor a single project that can be larger, have a broader and more sustained impact, and include more Rotarians from the District.
- It is desirable that Clubs partner with outside, third-party organizations to expand the impact of the projects. However, all projects funded by a District Grant must be proposed, managed and directed by Rotarians. All activities associated with District Grants must be verifiable and transparent at the District and Club levels.
- The Club's administration of District and Global Grants shall conform to the requirements and intents of the Rotary Foundation's Club Memorandum of Understanding (MOU) and the District 5970's Addendum to the MOU.

Grant Management Plan

1. Club Qualification

Applications for District or Global Grants must be from qualified Clubs. To remain qualified, the Club will:

- a. Designate at least one Club member, two are recommended, to attend a Grant Management Seminar.
- b. Execute a Memorandum of Understanding (MOU) and a District 5970 Addendum to the MOU between the Club and District 5970 and submit them to the District Rotary Foundation Chair no later than May 1.
- c. Be current on its Rotary International and District 5970 dues, and be in good standing with the District 5970, Rotary International, and The Rotary Foundation.
- d. Be current on all tax returns for the Rotary Club and any associated Club Foundation.
- e. Have established and reported an annual giving goal for the current year.
- f. Be current on all Rotary Grant reporting requirements.

Clubs are encouraged to appoint a Club Rotary Foundation Chair to a three-year term. Qualification will be renewed annually.

2. Financial Controls

- a. 1. The Club Treasurer, or others as assigned by the Rotary Foundation Committee Chair, will be perform the following:
 - i. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
 - ii. Maintain a standard set of accounts using Quickbooks Online or similar program approved by the Club board.
 - iii. Maintain receipts and check requests for all grant expenditures for a period of five years.
 - iv. Insure that all Club banking activities, including the conversion of funds, are in accordance with applicable laws.
 - v. Maintain a separate bank account for grant funds for Global Grants and/or Packaged
 - vi. Grants.
 - vii. Funds received from a District Grant can be deposited in the Club General account but must be accounted for separately. The Club must adhere to all Rotary Foundation bank account requirements as follows:
 1. The Club Grant Bank Account should be low or non-interest bearing; any interest earned will be documented and used on eligible, approved grant activities or returned to TRF.
 2. The name on the account will be "Club Name" Grant Bank Account.
 3. Grant funds may not be deposited in investment accounts of any kind.
 4. Signature approvals for the Club Grants account will be the Club Treasurer, the Club president, and the Club Rotary Foundation Chairperson.

Note: See the District 5970 Addendum to the MOU for a waiver to this TRF Requirement for District Grant funds.
 - viii. Perform monthly bank reconciliations and retain them electronically.
 - ix. As requested but at least annually within 30 days after the end of each Rotary year, the Club

Treasurer will make available to the Club President and the Club Rotary Foundation Chair, the General Ledger, Income Statements, Balance Sheet and Bank Statements.

- x. When a signatory position has a changed, ensure that new signature cards are completed with the bank immediately after the change.
- b. 2. All checks and withdrawals require two Rotarian signatures.
- c. 3. No disbursements are authorized without the approval of the Club Rotary Foundation
- d. Chairperson on an approved check request.
- e. 4. If the District Grant funds and the matching Club funds are not fully spent, unmatched District Designated Funds must be returned to the District.

3. Discrepancies

The District Rotary Foundation Chair and the Rotary Foundation will be notified of any discrepancies and/or misuse of funds as soon as they are identified. The Club Rotary Foundation Chairperson will cooperate with The Rotary Foundation to resolve these issues. Resolutions could include returning of funds to the Club, District, or The Rotary Foundation.

Records Management Plan:

Note: District 5970 will provide document retention system for Clubs to use for maintaining their District Grant records.

1. Individual project records will be maintained for a period of five years after the final report is completed and approved. These records will be maintained by each Club and will include the following:
 - a. The original application as reviewed by the District Community or International Grants Chairperson prior to funding.
 - b. A copy of the cancelled check sent to the (sponsoring) Club to fund the grant.
 - c. Copies of invoices and receipts.
 - d. Photos (optional).
 - e. Interim reports, if required.
 - f. The final report.
2. Other records will be maintained for five (5) full Rotary years as follows:
 - a. A copy of all Committee meeting minutes.
 - b. Any applicable legal documents.
 - c. A copy of liability insurance if necessary if necessary for specific projects.
 - d. Copy of travelers insurance policies if necessary for specific projects.
 - e. Club qualification documents and Memorandum of Understanding, including a copy of Club qualification application submitted to TRF or District.
 - f. A Copy of Club qualification approval letter from TRF and District.
 - g. All Club qualification documents.
 - h. Copies of reports submitted to TRF and information collected from project participants and entities receiving grant funds; including receipts and invoices for all purchases made with grant funds.
 - i. Copies of all checks received from TRF or 05970.
 - j. Written or electronic correspondence related to Rotary Foundation funds and projects as applicable.

Appendix A

District Rotary Foundation Team and District Rotary Foundation Committee (DRFC)

Please go to District website link to see current year appointments:

<http://www.district5970.org/Documents/en-us/be869a48-db72-429f-b6b7-ad20a0441d44/1>

Appendix B

New Grants Model Glossary

Agreement form - Legal document stating the responsibilities of grant sponsors and The Rotary Foundation Areas of focus - The six priority world needs to which The Rotary Foundation is directing its financial and volunteer resources to have a sustainable and measurable Impact. The areas of focus are peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education Beneficiary - Group or individual directing from Foundation grants. These Include scholars, Vocational training teams, and communities. Capacity building - The process of developing and strengthening the knowledge, skills, and abilities necessary for individuals and communities to achieve sustainable development. Club memorandum of understanding - Agreement between a club and its district, explaining the measures that the club will undertake to ensure proper Implementation of grant activities and management of Foundation grant funds. By authorizing this document, the club agrees that It will comply with all Foundation requirements. Contributors - Clubs or districts that provide funding but are not the primary sponsors of a grant. Cooperating organization - An organization - usually nonprofit but sometimes governmental, that is directly involved in the implementation of a project, offering technical expertise and project coordination; however, the project should be controlled by the co-sponsoring Rotary clubs or districts. Foundation funds may not be sent directly to a cooperating organization. District memorandum of understanding - Legal agreement between the district and the Foundation that lists the terms of district qualification and the requirements for ensuring proper oversight of grant funds. Host sponsor - Club or district In the location where the project or activity takes place. International sponsor - Club or district outside of the country/geographical area where the project or activity takes place. Measurable - Grant outcome that lends itself to data collection and analysis in order to demonstrate quantifiable results and impact within a community. Participation - Hands-on involvement throughout the life of the grant, which includes planning, direct implementation, and evaluation. Primary contact - Rotarian who serves as the point person between The Rotary Foundation and the project partner club or district. Each grant has two primary contacts: one host and one international.	Primary sponsors - One host club and one international club who are jointly responsible or submitting a global grant application, implementing the activity, and accounting and reporting to The Rotary Foundation. Qualification -The process of ensuring that districts and their member clubs have the appropriate financial and stewardship controls in place to properly manage foundation grant funds. Report - Details on the progress of the Implemented project. A report must be submitted at least every 12 months for the life of the grant. Rotary Foundation District Block Grant - Annual block grants made to districts to support short-term projects, both locally and internationally. Districts may request up to 50 percent of their available District Designated Fund (DOF) for these grants in a given Rotary year these funds may be used to support a variety of project types, including vocational training teams, scholarships, and humanitarian service activities. Rotary Foundation Global Grants - Grants that support sustainable, high-impact projects in one of the six areas of focus. Clubs and districts have the option of either developing their own global grant projects, which are funded by the sponsors and a matching World Fund award, or choosing a packaged global grant, developed by the Foundation and its strategic partners. With this option, the World Fund and the strategic partner provide 100 percent of the funding, and Rotarians implement the grant project. Stewardship - Proper use of Rotary Foundation funds in accordance with the terms of qualification. Strategic partner - An organization involved in a strategic partnership with The Rotary Foundation. strategic partnership – Trustee approved relationship between The Rotary Foundation and another organization (such as a nongovernmental organization, corporation, or university) that is currently working in one or more areas of focus; can share costs by providing funding, technical expertise, or advocacy support at a value of approximately US\$1 million or more; increase opportunities for, or the impact of, service opportunities for Rotarians; and operate on a global scale. It is anticipated that strategic partnerships will add to packaged grant opportunities for humanitarian projects, vocational .training, and/or scholarships. Sustainable - Grant outcome that can be maintained long-term to serve the ongoing needs of a community after grant funds have been expended.
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Appendix C

Terms and Conditions- Eligibility Project 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 Community or International Grants

1. Support local and international projects, scholarships, vocational training teams, and related travel
2. May allocate up to 3 percent of the grant award for grant-related administrative expenses such as bank fees, postage, software, and an independent financial assessment

Global Grants

1. Align with one or more of Rotary's areas of focus
2. Are sustainable. Host communities must be able to address their own needs after the Rotary club or district has completed its work.
3. Are measurable. Sponsors select standard measures from the Global Grant Monitoring and Evaluation Plan supplement, and may add their own measurements in their report to the Foundation. Expenses to measure project outcomes are capped at 10 percent.
4. Are host community-driven. The host community designs the grant based on local needs that they have identified.
5. Can include up to 10 percent of the project budget for a project manager
6. Support humanitarian and educational projects
7. Provide scholarships to fund graduate-level coursework or research or its equivalent for a term of one to four academic years
8. Support vocational training teams that address a humanitarian need by providing or receiving professional

training

9. Support travel for up to two individuals as part of a humanitarian project. These individuals provide training or implement the project should the host club confirm that their skills are not readily available locally.
10. Support communities in Rotary countries and geographical areas
11. Are sponsored by at least one Rotary club or district in the country or geographical area where the grant project will take place (primary host sponsor) and one or more outside that country or geographical area (primary international sponsor)

Project Restrictions

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; support Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, or Interact; or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

1. Continuous or excessive support of any one beneficiary, entity, or community
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account. Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in section Roman Numeral X of [Terms and Conditions for Rotary Foundation District Grants and Global Grants](https://www.google.com/search?q=terms+and+conditions+for+rotary+foundation+district+grants+and+global+grants&oq=terms+and+conditions+for+rotary+foundation+district+grants+and+global+grants&aqs=chrome..69j57.13991j0j7&sourceid=chrome&espv=210&es_sm=122&ie=UTF-8), updated June, 2013
https://www.google.com/search?q=terms+and+conditions+for+rotary+foundation+district+grants+and+global+grants&oq=terms+and+conditions+for+rotary+foundation+district+grants+and+global+grants&aqs=chrome..69j57.13991j0j7&sourceid=chrome&espv=210&es_sm=122&ie=UTF-8
3. Purchase of land or buildings
4. New construction of any structure in which individuals live, work, or engage in any gainful activity, such as buildings (schools, homes/low-cost shelters, and hospitals), containers and mobile homes, or of structures in which individuals carry out manufacturing or processing activities. Additions to existing structures are acceptable.
5. Fundraising activities
6. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
7. Public relations initiatives not directly related to a humanitarian or educational activity
8. Project signage in excess of \$500 (Limited to Rotary Signage Identification)
9. Operating, administrative, or indirect program expenses of another organization
10. Unrestricted cash donations to a beneficiary or cooperating organization
11. Travel for staff of a cooperating organization involved in a humanitarian project
12. Global grant humanitarian projects that consist solely of individual travel expenses
13. Activities and expenses already in progress or completed
14. Activities primarily implemented by an organization other than Rotary
15. Transportation of vaccines by hand over national borders
16. Travel to National Immunization Days (NIDs)
17. Immunizations that consist solely of the polio vaccine
18. International travel for youth under the age of 18, unless accompanied by their parents or guardians

Appendix D

Rotary District 5970 Community or International Grant

Individual Project Final Report

Return this completed form to your District Rotary Foundation Committee Chair.

Rotary Club: _____ Project Title: _____

Interim Report: _____ Due January 1st

Final report : _____ Due May 31. Project must be complete by June 1.

1. Describe the project. What was done, when, and where did project activities take place? Attach photos of completed project.

2. How many people benefited from this project? _____

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

4. How many Rotarians participated in the project? _____

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

Financial Report (District must retain receipts of all expenditures for at least five years)

Currency: _____ Exchange Rate: _____ = 1 USD

7. Income

Sources of Income	Currency	Amount
District Community Grant Funds received from the District		
Other (specify)		
Total Project Income		

8. Expenditures

Budget Items	Name of Supplier	Currency	Amount
	Total Project Expenditures		

- 9. Include copy of cancelled check(s) payable to vendor(s) from Club.**
10. Include copy of invoice(s) for payment in amount at least as great as total project.

By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible Items In accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free Irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

Certifying Signature _____

Date: _____

Print Name and Rotary Title and Club: _____

All final reports must be submitted via email to: grants@district5970.org

To be completed by the District 5970 Foundation Committee Chair
District Grant # _____

Individual Project Report # _____

Appendix E

Final Report for Global Grants

This report is online and will be accessible when you are at a certain point in the grant process. See page 4.2 in the RI Grant Management Manual for further description.

Appendix F

District 5970- Community or International Grants COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

Between _____ (HOST SPONSOR, Non-US Club)

and _____, (COMMUNITY OR INTERNATIONAL SPONSOR, District 5970 Club)

and _____ (COOPERATING ORGANIZATION)

Subject

District Community or International Grant in _____, _____
Community Country

Purpose

This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary Foundation **District Community or International Grant**.

Primary Contacts

	Host Sponsor	International Sponsor	Cooperating Organization
Name			
Address			
Phone			
Email			

Understandings

1. All parties affirm that District Community or International Grant is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the project.
2. HOST SPONSOR and COMMUNITY OR INTERNATIONAL SPONSOR affirm that COOPERATING ORGANIZATION is reputable and responsible and acts within all governing laws of the project country.
3. All parties acknowledge that District Community or International Grant, if approved, will be awarded to HOST SPONSOR and COMMUNITY OR INTERNATIONAL SPONSOR and not to COOPERATING ORGANIZATION.
4. All project funds will be in the custody of the Sponsor Rotarians and will not be managed by COOPERATING ORGANIZATION.
5. COOPERATING ORGANIZATION must abide by District 5970 Foundation grant terms and conditions.
6. COOPERATING ORGANIZATION and its involvement in this project may be subject to financial and operational

review/audit by District 5970 Foundation Committee and/or The Rotary Foundation.

HOST SPONSOR shall:

- A.
- B.
- C.

COMMUNITY OR INTERNATIONAL SPONSOR shall:

- A.
- B.
- C.

COOPERATING ORGANIZATION shall:

- A.
- B.
- C.

Modification

Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, and approved by 5970 District Rotary Foundation Committee prior to any changes being performed.

Conflict of Interest

Any real or perceived conflicts of interest must be disclosed to the 5970 District Rotary Foundation Committee, including any Rotarians serving as paid staff or board of directors for the cooperating organization.

Signatures

By signing below, the aforementioned parties agree to the terms of this memorandum of understanding.

Electronic Signatures are approved for electronic submission of application; However, to receive check, original signatures are required.

Host Sponsor _____ DATE _____

Community or International Sponsor _____ DATE _____

Manager, Cooperating Organization _____ DATE _____

Appendix G

Frequently Asked Questions

1. Q: May a non-trained Club participate in a District Grant?
A: Yes. The trained Club is the Club of record, and therefore is held accountable for all record keeping, etc.
Trained Clubs may cooperate with non-trained Clubs to receive donations or volunteer labor, etc., for project.
2. Q: Who volunteers on the District Grant Committee?
A: The District Community or International Grants Committee is detailed on page 48 of the Grants Handbook, or at the following link:

<https://docs.google.com/drawings/d/1h0dA3Un2t9UDQewDUVE24HGMMOxgrhQNACKQPz2v5jM>
3. Q: May a Club apply for more than one Grant?
A: Yes, but Clubs should rank submissions so that if funds are limited, the Committee allocates funds to the Club's top priority.
4. Q: What is the Foundation process to finalize a grant?
A: Clubs should submit a grant with the Final Report in mind, so that the necessary data is collected throughout the project. The Final Report will need to have copies of invoice(s) from Vendor(s), in order to validate disbursement of funds. Club cannot simply donate funds to a grant recipient for expenditures.
5. Q: I cannot get RI Central to accept my grant. I am author and am going on VTT.
A: The Computer flags this as a potential conflict of interest. RI is working on a resolution.
6. Q: How do I submit a grant on RI Foundation website? It is asking for my password, etc.
A: You must first register on Rotary Central website, in order to enter a Grant submission.
7. Q: How do I know if my involvement in a Grant submission presents a conflict of interest?
A: Review the Conflict of Interest section of the Grant Handbook, on page 13, #11. Basically, Rotarians must exercise complete transparency and disclose any actual or perceived conflict of interest due to Rotarian's association with a Grant or participating institution, including serving as paid staff or on the Board of Directors for a cooperating organization.
8. Q: Do I have to sign my Grant request, Final Report, etc?

A: Yes, RI requires signatures on all submitted forms by the Club officers who will be in office during the year of implementation of the Grant. While your Club will be allowed to submit District Grant request electronically, in order to receive a check, a fully executed, signed application must be delivered to the District.

9. Q: I was trained last year. Do I have to be trained again?

A: Yes. There is effectively no carry-over of knowledge at the Club level from year to year as it relates to Grants and the Foundation. More importantly, training allows for a real-time method to talk directly to other Rotarians who are writing Grants, and it has increased the awareness of Grants in general.

10. Q: My Final Report has not yet been accepted by RI. Does my club have to send a representative this year, even if we don't want to submit a new grant?

A: Until the Grant is officially closed by RI, the Club must maintain "qualified status." Therefore, you will need to send a representative to training

11. Q: The Grants Committee has approved our project. Can we go ahead and start the project before we receive the check from the District?

A: No. The Club may not commence work until the District receives and distributes the funds from RI.

APPENDIX H

DISTRICT GRANTS

CONTINGENCY FUNDS POLICY

- Rotary International allows districts to reserve up to 20% of their District Grant Funds for contingencies that may arise during the Rotary year.
- No monies are actually distributed to the district. The Contingency Fund is simply allocated and held in The Rotary Foundation (TRF) District Designated Funds account. Funds may be requested out of this Contingency Fund for projects or expanded needs that may arise during the Rotary year.
- If at the end of the Rotary fiscal year there are any unused contingency dollars, those dollars automatically roll into the District's Global allocation for the next Rotary year.
- Contingency funds may be used at the discretion of the District Foundation Committee. Generally, the fund is used for augmenting existing grants, and/or grants which after investigation meet the grant criteria, but whose approval is after July 1 of the Rotary year.
- At the end of each Rotary year, or when the District Fund Report for the spending plan is submitted to TRF, the actual use of contingency funds will be itemized.