

ROTARY DISTRICT 5150
GRANTS AND MOU TRAINING
January 11, 2020 and February 22 2020

January 11, 2020 at Rotary Terrace, 312 Miller Avenue, South San Francisco

February 22, 2020 at Wells Fargo Bank, 2nd Floor, 1203 4th Street, San Rafael (enter from parking lot behind Bank)

8:00 to 8:30 am	Sign-in and Snacks
8:30 am	Introduction of Presenters and District Representatives
8:35 am	Grant Management Training
11:40 am	District Grant Application and Report
11:55 am	Questions
Noon	Close PEs and PENs sign MOUs if all training requirements met

If you need to get a cup of coffee or use the restroom during the presentation, please do that.
We are not taking a break so that we can get in all the material that needs to be covered.



TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT GRANTS AND GLOBAL GRANTS

The Rotary Foundation may modify these terms and conditions at any time to reflect policy changes and to add clarity. Some recent changes include:

- Removing the reference to building low-cost shelters and simple schools, because those project types are no longer eligible for global grant funding (see section II)
- Clarifying that if a grant depends on the construction of a building, that construction must be paid for with non-grant funds (see section III)
- Correcting the total funding amount for Level 2 applications (see section IV)
- Removing the stipulation that grant funds need to stay in the account listed in the Grant Center until they're used to directly pay project expenses (see section VIII)
- Adding the total funding amount for grants that will be paid in installments (see section VIII)

You can find additional updates and resources at rotary.org/grants.

I. WHAT WE FUND

The Rotary Foundation funds district grants and global grants. We distribute district grants as lump sums that pay for scholarships, travel, and projects that all align with our mission. That mission is to help Rotarians contribute to world understanding, goodwill, and peace by improving people's health, supporting education, and alleviating poverty. We fund global grants for scholarships, vocational training, and projects that have measurable goals, are sustainable and based on community needs, and are centered on at least one of our six areas of focus.

II. ELIGIBILITY GUIDELINES

All Foundation grant activities need to:

1. Relate to the Foundation's mission
2. Include active participation from Rotarians
3. Exclude The Rotary Foundation or Rotary International from any liability beyond the amount funded by the grant
4. Comply with the laws of both the United States and the area where the grant will be carried out and cause no harm. If you sponsor projects in or plan travel to countries sanctioned by the U.S. Treasury

Department's Office of Foreign Assets Control, you may need to supply more information.

5. Be reviewed and approved by the Foundation before being implemented. You can't use grants to reimburse clubs or districts for activities and expenses that are in progress or already completed. We encourage you to plan for activities before a grant is approved, but don't incur any expenses. If you want to alter a project after a grant is approved, the Foundation also needs to approve those changes before they are carried out.
6. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out
7. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of The Rotary Foundation Code of Policies and in Section XIII below.
8. Comply with Rotary International's policies for the use of the name "Rotary" and other Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the Rotary Code of Policies.
9. Include signs on or near projects that identify the role of the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of The Rotary Foundation Code of Policies and in accordance with Rotary's Voice and Visual Identity Guidelines.
10. Follow Rotary's Privacy Statement for Personal Data outlined in section 26.080. of the Rotary Code of Policies. Don't include the personal data (name, age or date of birth, or other identifying information) of grant beneficiaries or images of them in grant applications and reports unless the Foundation requests it and you have the written consent of the beneficiary (or their parent or legal guardian). Inappropriately including that personal data can cause delays in the grant process while we ensure compliance with Rotary's Privacy Policy.

District grants

In addition to the eligibility criteria listed above, district grants:

1. Support local and international projects, scholarships, vocational training teams, and related travel
2. May fund scholar and vocational training team orientation and grant management seminars
3. May pay for travel to and participation in Rotary project fairs to help clubs and districts find partners
4. Fund projects and activities both in countries where Rotary has clubs and in areas where we do not, and in geographic areas where permitted by law and in accordance with Foundation policies.

Global grants

In addition to the eligibility criteria listed above, global grants:

1. Support activities that align with one or more of Rotary's six areas of focus. These activities include humanitarian projects, international scholarships to fund graduate-level coursework or research for one to four academic years, and/or vocational training teams that address a humanitarian need by providing professional training.
2. Benefit communities in countries and geographical areas where Rotary has clubs
3. Are based on the needs of the community where a project will be carried out. Any club or district that applies for a global grant to support a humanitarian project or a vocational training team needs to conduct

a community assessment and design the project with the host community in response to the results. Sponsors must also include the results in the grant application.

4. Are sponsored by at least one Rotary club or district in the country where the grant project will take place (the primary host sponsor) and one or more outside that country (the primary international sponsor). We may make exceptions for projects in countries where Rotary doesn't have clubs but where Rotary International's Board is actively pursuing extension.
5. Are sustainable. Communities where a project is carried out must be able to address their own needs after the Rotary club or district has completed its work.
6. Are measurable. Sponsors select standard measures from the Global Grant Monitoring and Evaluation Plan Supplement, and may add their own measurements.
7. May be used to build infrastructure, such as toilet blocks and sanitation systems; access roads; dams; bridges; storage units; fences and security systems; water or irrigation systems; and greenhouses. If your project will access groundwater, you need to have done a hydrogeological survey. The cost of that can be included in the grant budget.
8. Support international travel for up to two people as part of a humanitarian project. These people provide training or implement the project if the local Rotary club confirms that those skills aren't readily available locally.

III. 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 weapons or ammunition, or serve as a new contribution to the Foundation or to another Foundation grant.

Grants also cannot fund:

1. Continuous or excessive support of any one beneficiary, entity, or community
2. The 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 X.
3. The purchase of land or buildings
4. Fundraising activities
5. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
6. Public relations initiatives, unless they are essential to carrying out the project
7. Project signs that cost more than \$1,000
8. The operating, administrative, or indirect program expenses of another organization, with the exception of expenses allowed within the project management allocation for global grants

9. Unrestricted cash donations to a beneficiary or cooperating organization
10. Activities for which the cost has already been incurred
11. Transportation of vaccines over national borders without prior approval of appropriate government and regulatory authorities in the originating and recipient countries
12. Travel to National Immunization Days
13. Immunizations that consist solely of the polio vaccine
14. Study at a university that hosts a Rotary Peace Center in the same or similar academic program as Rotary Peace Fellows

Global grants

In addition to the restrictions listed above, global grants cannot fund:

1. Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, or Interact programs
2. International travel for people under age 18, unless they are accompanied by a parent or guardian
3. New construction of any permanent structure in which people live, work, or spend a significant amount of time, such as hospitals or container and mobile homes, or of structures in which people carry out activities such as manufacturing and processing. If the grant depends on the construction of a building, that construction must be paid for with non-grant funds.
4. Renovations to complete buildings that are partially constructed (including those with only the exterior completed) but that have never been occupied or operational
5. Travel for staff of a cooperating organization involved in a humanitarian project
6. Activities primarily carried out by an organization other than Rotary
7. Humanitarian projects that are primarily research-oriented or focused on data collection
8. Humanitarian projects that consist solely of individual travel expenses
9. Undergraduate studies, such as for a bachelor's degree
10. Multiple unrelated projects under one grant

IV. HOW TO APPLY

Apply for grants online in the Grant Center.

To receive a grant from The Rotary Foundation, all the primary sponsor districts involved need to be qualified by the Foundation. For global grants, all the primary sponsor clubs involved need to be qualified by their district. Districts, clubs, and all grant committee members also need to be in good standing with Rotary International and The Rotary Foundation, and the name of the project receiving the grant needs to be in compliance with the Rotary International policies for use of the Rotary logos, emblems, and graphics (see section II). People who may not serve on a grant committee include Rotary International fiscal agents, national treasurers, and board members and paid staff of a cooperating or beneficiary organization associated with the grant. As a primary sponsor, each

district and each club is limited to 10 open grants at a time.

District grants

Your district needs to establish a grant committee of three Rotarians: the district governor of the implementation year, the district Rotary Foundation committee chair, and the district grants subcommittee chair. These committee members are responsible for authorizing and submitting the district grant application.

Districts may submit one application per Rotary year, and it needs to include a spending plan. Any requests for an increase in the grant amount need to be made before the Foundation has paid any portion of the grant. All district grant applications must be received by 15 May of the Rotary year for which the funds are requested.

In a district grant application:

1. Your district may allocate up to 20 percent of its district grant funds for contingencies that may arise during the year, but all projects and activities you add to the grant after it has been approved need to then be approved by the Foundation before you can spend the money. Note this contingency fund on the spending plan and itemize contingency items when you submit your final report.
2. You 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

Primary host and international sponsors need to each establish a grant committee of three Rotarians for a global grant. Members of this grant committee need to come from the primary sponsor club (if the grant is club-sponsored) or district (if the grant is district-sponsored). For club-sponsored grant applications, district Rotary Foundation committee chairs need to confirm that the primary sponsor clubs are qualified. Applications are accepted on a rolling basis throughout the Rotary year and approved throughout the year, based on the availability of funds.

In a global grant application:

1. Sponsors may include a budget line item for contingencies representing no more than 10 percent of the total budget, in order to offer protection from price increases or currency fluctuations. Sponsors need to report on the use of these funds or return them to the Foundation if they aren't used.
2. Sponsors may allocate up to 10 percent of the project budget for project management costs, which may include a project manager and project-specific overhead and administrative costs for cooperating organizations.
3. Sponsors may include up to 10 percent of the project budget to cover expenses to measure project outcomes.

Scholars and vocational training team members need to submit individual applications to supplement the overall grant application. Grant sponsors should ensure that scholar and vocational training team applicants understand that the Foundation needs to approve their applications before they incur any expenses or make travel arrangements. Applications involving travel for scholars, vocational training teams and volunteer travelers need to be submitted 90 days before the travel dates.

Note that:

1. If grant applications aren't formally submitted within 12 months of initiation, the application will be canceled.
2. If grant applications aren't completed and approved within six months of submission, the application will be canceled.
3. If payment requirements aren't met within six months of approval, the grant will be canceled.
4. If grants aren't implemented within 12 months of payment, the grant will be canceled, and the sponsors will be required to return the funds.

Additional criteria for scholarships:

1. Applicants need to provide proof of university admission to a graduate-level program or letter of invitation to conduct postgraduate-level research when applying for the grant. Admission that requires a guarantee of financial support is acceptable.
2. Applicants need to study outside their home country.
3. Applications for scholars who will begin studies in August, September, or October need to be submitted by 30 June.
4. The scholar's study period may begin at any semester during the course of their studies, but funding can be for no less than one academic year.

Additional criteria for vocational training teams:

1. Teams need to be composed of at least three members, including a Rotarian team leader and at least two other members. The team members must have at least two years of work experience each in the area of focus. The Rotarian team leader needs to have a general level of Rotary knowledge, international experience, leadership skills, and some expertise within the area of focus. Non-Rotarians may serve as team leaders if the sponsors establish a need for this in the grant application.
2. Rotarians and their family members may participate in a vocational training team as long as the team is providing training, not receiving training.
3. Relatives of a vocational training team member may participate on the same team if they meet eligibility requirements.
4. If more than one team is traveling under a single grant, the teams must share the same two primary sponsors and begin travel within one year of each other.
5. All team members need to be approved by the Foundation before travel. Any changes to the team's

composition need to be reported to and approved by the Foundation.

Global grant applications will have these kinds of assessments:

1. Requests for a World Fund amount of \$15,000-\$50,000, known as Level 1 applications, will be reviewed by the general secretary and analyzed by an expert in the area of focus if necessary.
2. Requests for a World Fund amount of \$50,001-\$200,000, or total funding of \$100,001-\$400,000 involving directed gifts or endowment earnings, known as Level 2 applications, will be reviewed by the general secretary, analyzed by an expert in the area of focus, and have an interim site visit from The Rotary Foundation Cadre of Technical Advisers.
3. Requests for a World Fund amount of \$200,001-\$400,000, or total funding of \$400,001 or more involving directed gifts or endowment earnings, known as Level 3 applications, will be reviewed by the general secretary, analyzed by an expert in the area of focus, have an advance site visit from the Cadre, and have an audit and/or an interim site visit by the Cadre. These applications are also reviewed by the Trustees. The Trustees will review global grant applications received by:
 - a. 1 June in September/October
 - b. 1 October in January
 - c. 1 December in April
 - d. 1 March in June

An area of focus expert, working with the Cadre chair, may decide that a grant needs a different level of assessment, and can waive or add requirements. Grants that consist exclusively of a vocational training team or scholarship are exempt from Cadre review requirements.

V. TRAVEL POLICIES

Anyone traveling for a grant should make their own travel arrangements. They can work with Rotary International Travel Service (RITS) or organize travel on their own.

Rotary Foundation grants will cover these budgeted expenses related to international travel:

1. Economy-class ticket(s)
2. Transportation to and from airports and local travel related to implementing the grant
3. The cost of inoculations or immunizations, visas, and entry and exit taxes
4. Normal and reasonable luggage charges
5. Travel insurance

Rotary Foundation grants will not cover:

1. Expenses associated with optional stopovers before or after travel that has been approved
2. Penalties resulting from changes in personal travel arrangements, including optional stopovers
3. Charges for excess baggage and shipping

The club or district sponsoring the grant should maintain emergency contact information and travel itineraries for anyone traveling on grant funds. You should share this information with the Foundation when asked to do so.

Grant recipients are responsible for:

1. Making travel arrangements. Failure to arrange travel promptly may increase the cost of it or lead to the grant being canceled.
2. Any expenses that exceed the approved travel budget, unless approved by the Foundation
3. Meeting all medical requirements for international travel
4. Arranging and funding any personal travel, which may take place for up to four weeks at the end of the grant activities. After that, grant recipients are expected to return home.
5. Abiding by Rotary International travel restrictions for a particular country
6. Obtaining travel insurance

Each health care professional who will provide services as part of the grant activities is expected to have at least \$500,000 in professional liability insurance coverage (known as errors and omissions liability). This refers to coverage for legal liability that could arise from that person's professional acts or omissions that cause harm to others. The participant should obtain and pay for this coverage.

Rotary International works with a global security advisory firm to maintain a travel ban list of extremely dangerous countries. The Foundation does not fund travel to these countries because of safety concerns. If a country is added to the list while funded travelers are in that country, plans will be made for their immediate evacuation. Should the person not defer travel to or evacuate from a country as instructed, the Foundation will cancel the grant and request the return of any funds already issued. The Foundation cannot fund any grant whose success relies on international travel to a country on the list, even if the cost of travel is not part of the project budget.

Non-Rotarians who receive grant funding for scholarships, participation in vocational training teams, or travel to implement a humanitarian project are expected to:

1. Demonstrate knowledge of Rotary
2. Participate in an orientation session before their departure (either online or in person)
3. Take part in club and district activities as requested by their sponsors, such as speaking at club or district meetings and participating in service projects

4. Be proficient in the language of the host country

VI. HOW GRANTS ARE FUNDED

District grants

District grants are funded by The Rotary Foundation solely with allocations from the District Designated Fund (DDF). A district may apply for a single grant each Rotary year to support one or more projects using up to 50 percent of its SHARE allocation, which represents 50 percent of its annual giving from the previous three years plus any Endowment-SHARE earnings.

Global grants

Global grants are funded by The Rotary Foundation from the World Fund in a range of \$15,000-\$400,000. The Foundation matches cash at 50 percent and DDF contributions at 100 percent. Global grants have a minimum budget of \$30,000.

The Foundation will match non-Rotarian contributions toward a grant at 50 percent, as long as they don't come from a cooperating organization or someone who benefits from the grant. Funds should never be collected from beneficiaries in exchange for receiving the grant or as part of the cash contribution toward a match. At least 30 percent of contributions (including all cash and DDF contributions to be matched by the Foundation) to global grants that fund humanitarian projects need to come from outside the project country. Host sponsors for humanitarian projects are encouraged to contribute toward the financing of the grant.

Grant financing cannot be changed after it is approved. Paul Harris Fellow recognition credit will be given only for sponsor contributions sent to The Rotary Foundation, not for contributions sent directly to the project. Sponsors shouldn't send contributions before a grant is approved. They'll be credited to the grant application, but if the application isn't approved, the contributions will be credited to the Annual Fund and can't be reallocated after that. All global grant contributions are considered irrevocable contributions to The Rotary Foundation and will not be refunded.

Scholars who receive funding from sources other than their Rotary scholarship may use them, but the Foundation will not match other scholarship or personal funds. The Rotary Foundation is required to withhold tax from global grant scholarships awarded for study in the U.S. (except for scholars from Japan, Canada, and Germany, who are funded through associate foundations in those countries) on any expenses beyond tuition, books, necessary equipment, and fees. The amount withheld will be deducted from the scholarship payment.

VII. COOPERATING ORGANIZATIONS

Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations need to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchases as required. Universities hosting scholars are not considered cooperating organizations.

District grants

All funding provided to cooperating organizations needs to be used for specific project expenses. The sponsor district needs to maintain an itemized report of these expenses.

Global grants

With a grant application, sponsors need to provide a memorandum of understanding (MOU) signed by both primary sponsors and the cooperating organization. It should include:

1. Verification from both primary sponsors that the grant is initiated, controlled, and managed by Rotary clubs or districts
2. An endorsement from the primary sponsors affirming that the cooperating organization is reputable, responsible, and acting within all governing laws
3. A grant implementation plan clearly listing the activities of each party
4. An agreement from the cooperating organization to participate in any financial review by the Foundation of activities connected with the grant

VIII. PAYMENTS

District grants

Grant funds will be paid only to the district or district foundation bank account that you listed in your application. District grant funds will not be released until the district grant from the previous Rotary year is closed. District grants are paid out at the Rotary International exchange rate at the time of payment. Funds are not available after the close of the implementation year, meaning that if sponsors don't meet all payment requirements by 31 May of the implementation year, the grant will be canceled.

Global grants

Grant funds won't be released until the grant sponsors have entered their bank account information in the Grant Center, sponsor contributions have been submitted to The Rotary Foundation, and any payment contingencies have been met. Grant funds will be sent to the account listed in the Grant Center. Project funds may not be paid to a vendor, cooperating organization, or beneficiary organization before project expenses have been incurred or services have been delivered. Organizations being reimbursed for project expenses need to give the Rotarian project sponsors copies of the original invoice or receipt before they'll be paid. The people with signing authority on the bank account need to be members of the sponsoring club or district. Grants will be paid out at the Rotary International exchange rate at the time of payment. If a grant project is canceled after the project sponsors receive a payment, all remaining grant funds need to be returned to the Foundation and will be credited to the World Fund.

Grants for which the World Fund award is \$50,001-\$400,000, or total funding is \$100,001 or more involving directed gifts or endowment earnings (Level 2 and 3 applications), will be paid in installments according to a

spending plan. Payments after the first installment will be made after the grant sponsors submit a satisfactory progress report and a Cadre representative conducts an interim site visit.

The following points apply to global grants funded with cash contributions:

1. All grant-related transactions will be recorded using the current published monthly Rotary International exchange rate, and all grant-related transactions will be officially communicated in U.S. dollars.
2. For the part of the grant funded by cash contributions, sponsors will be shielded from currency exchange fluctuations of more than 10 percent of the rate at the time it was approved. The Foundation also will not distribute currency gains to project sponsors of more than 10 percent of the rate at the time it was approved.
3. All cash contributions to global grants need to include an extra 5 percent to offset processing and administrative costs. Paul Harris Fellow recognition points will be awarded on the full cash contribution, and charitable tax receipts will reflect that amount. The additional 5 percent is not matched by the Foundation. It also isn't required for contributions sent directly to a project's bank account. Those contributions don't generate Paul Harris Fellow recognition points, however, and the Foundation won't issue tax receipts for them.
4. All cash contributions submitted to the Foundation above the amount pledged to the grant will be transferred to the World Fund.
5. Contributions received for any grants that are canceled will be moved to the World Fund. Donors will have 90 days to ask the Foundation to transfer the contributions to an approved global grant or any Foundation fund.

IX. REPORTING REQUIREMENTS AND DOCUMENTATION

Grant recipients need to report to the Foundation how grant funds are used. Submit progress and final reports in the Grant Center. All forms need to be entirely complete to be accepted. The Foundation won't accept new grant applications if a grant sponsor has an overdue report for any Foundation grant. (*See exception below.) The Foundation may at any time review grants, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.

These provisions also apply to grant recipients:

1. Districts need to report the use of grant funds to their member clubs according to the terms of their qualification.
2. Grant sponsors need to keep copies of all receipts and bank statements related to grant-funded spending, according to the terms of their qualification and applicable laws.
3. Grant sponsors who don't adhere to Foundation policies and guidelines in implementing and financing grant projects will need to return all grant funds and may be barred from receiving other grants for up to five years.

District grants

These additional conditions apply to district grants:

1. Final reports that document the disbursement of funds must be submitted to the Foundation within 12 months of when sponsors receive the payment, or within two months of the last grant money being disbursed.
2. All grant projects and activities funded by district grants need to be completed within 24 months of the Foundation or the local district transferring funds to the club or project site.
3. If \$500 or more of grant funds remain after the projects are completed, the Foundation needs to approve their use for additional project-related expenses. You can use remaining grant funds of less than \$500 for activities that meet the district grant eligibility requirements and do not require pre-approval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the district grant. If you cannot spend these funds as described, you must return them to The Rotary Foundation, and they will be credited to the district's DDF.

Global grants

These additional conditions apply to global grants:

1. You need to send in a first progress report within 12 months of receiving the first grant payment. After that, progress reports are due within 12 months of the acceptance date of the previous report.
2. Final reports need to be submitted within two months of completing the project.
3. If \$500 or more of grant funds remain after a project is completed, the Foundation needs to approve their use for additional project-related expenses. You can use remaining grant funds of less than \$500 for activities that meet the global grant eligibility requirements and do not require pre-approval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the global grant. If you cannot spend these funds as described, you must return them to The Rotary Foundation, and they will be credited to the World Fund.

*Both host and international sponsors are required to complete, authorize, and submit global grant reports. However, international sponsors of humanitarian global grants won't be restricted from receiving new grants if a report is overdue and the international sponsors did not receive the funds.

Acceptable reports contain detailed accounts of the project's implementation. You should include:

1. A description of how the project has advanced the goals of the selected area(s) of focus
2. An account of how the project achieved the specific objectives outlined in the grant application, including the measures you set and what data you collected
3. An explanation of how the project's results will be sustained over time
4. A description of how the host and international partners, as well as any cooperating organizations associated with the grant, participated in the project
5. A detailed account of project spending and complete project account bank statements. The Foundation may also ask that sponsors submit receipts. Scholars and vocational training teams need to provide receipts to their sponsors for expenses of more than \$75.

The Foundation will close the grant once the project implementation is complete and sponsors have shown that sustainability measures are in place to ensure that local community members will keep the project going.

X. MICROCREDIT

The Rotary Foundation is committed to using microcredit programs to facilitate small, self-help enterprises. Clubs and districts that are applying for global grants need to work with registered microfinance institutions that have been operating for at least three years in order to administer loan programs as a way to carry out sustainable development projects. But microcredit programs funded by the Foundation need to incorporate a component, such as training, that extends beyond the management of loan capital. In addition:

1. Clubs and districts that want to use global grant funds to support a microcredit project need to submit a Global Grant Application Supplement for Microcredit Projects with their grant applications.
2. Microcredit activities need to be supervised and controlled by the sponsoring club or district.
3. Grant funds need to be tracked separately in the accounting system of the microfinance institution.
4. Interest and fees generated by microcredit fund capital from The Rotary Foundation may be used for administrative expenses that directly support the project.
5. Grant sponsors need to submit a Global Grant Report Supplement for Microcredit Projects with the final grant report.
6. If a microcredit project ends before meeting our reporting requirements, sponsors need to return grant funds to the Foundation.
7. The Rotary Foundation will not fund loan guaranty systems.

XI. SPECIAL CONSIDERATIONS FOR ROTARY FOUNDATION (INDIA)

In addition to all other terms and conditions, grants with full or partial payment to a Rotary club or district in India need to follow the payment and reporting procedures below to comply with Government of India laws and the Foreign Contribution Regulation Act (FCRA). For general information about the FCRA, go to <https://fcraonline.nic.in/home/index.aspx>. A FCRA-registered club or district is responsible for furnishing FC-4 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.

Grant payments

All grant payments will be remitted to bank accounts especially opened to receive INR funds or to a club-controlled FCRA account. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the staff need to determine that enough funds are available from contributions made within India or the sponsors need to provide documentation showing that the bank account is registered under the FCRA. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when more contributions (within India) are made and enough funds are available. Grant sponsors need to ensure that funds received in a FCRA-registered bank account are not commingled with local funds.

District grants

Payment is contingent upon the approval of a detailed spending plan that includes an itemized budget for each listed project or activity. Grant funds will be paid only to the district bank account, which needs a name that identifies both the district and the project (for example, Rotary District 0000 District Grant 12345). District grant funds will not be released until the previous Rotary year's district grant is closed. Funds are not available after the close of the implementation year. If sponsors don't meet all payment requirements by 31 May of the implementation year, the grant will be canceled.

Global grants

Funds won't be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.

Grant reporting

Progress reports on grant funds paid out from Rotary Foundation (India) through 31 March are due by 31 May of that same year. Final reports are due two months after the grant's completion. All progress reports need to meet all general reporting requirements as listed in section IX. In addition, the grant sponsors need to:

1. Submit a progress report electronically in the Grant Center
2. Inform the South Asia office that the progress report has been filed electronically in the Grant Center
3. Submit an original hard copy of the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number)
4. Submit an original bank statement or pass book (or a photocopy certified by the bank manager or a chartered accountant)
5. Upload all the bills, invoices, and receipts in the Grant Center

If the grant funds were not used for any reason, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if the grant amount was received before March.

All final reports need to meet all general reporting requirements as listed in section IX. In addition, the grant sponsors need to:

1. Submit a final report electronically in the Grant Center
2. Inform the South Asia office that the final report has been filed electronically in the Grant Center
3. Submit an original hard copy of the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number)

4. Submit an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant)
5. Submit a bank reconciliation statement, if multiple grants were paid to a single INR or FCRA account
6. Upload all the bills, invoices, and receipts in the Grant Center
7. Upload the undertaking in the Grant Center that "all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India)"
8. Return any remaining funds of any amount to the Rotary Foundation (India)
9. Retain beneficiary information, including photographs, newspaper clippings, or letters or appreciation from the beneficiaries or beneficiary organization, since it may be requested by Rotary Foundation (India)

XII. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES

In addition to all the other terms and conditions, grants paid to a Rotary district in the Philippines require more documentation to comply with Philippine law. The Securities and Exchange Commission of the Philippines requires foundations to include supporting documents for all projects for which they have provided funding when they file financial statements. More information can be found in Securities Regulation Code 68, as amended. So that the Foundation can comply, grant sponsors need to get certification from any of these people or organizations in the area where they have jurisdiction:

1. Office of the Mayor, stamped with an office seal
2. Head of the Department of Social Welfare and Development, stamped with an office seal
3. Head of the Department of Health, stamped with an office seal
4. Office of the Barangay Chairman, stamped with an office seal
5. Head or an officer of private institution or actual beneficiaries, notarized

Please send five original certificates on each project to:

Phil. Consulting Center, Inc.

c/o Erika Mae Bautista

2D Penthouse, Salamin Bldg.

197 Salcedo St., Legaspi Village

Makati City 1229

Philippines

You can get sample templates of the certification from the Rotary International South Pacific and Philippines office. Certifications of projects that were paid for from July to May should be received by 30 June of the same fiscal year, while those paid in June should be received by 31 July.

XIII. CONFLICT OF INTEREST POLICY FOR PROGRAM PARTICIPANTS

Ensuring integrity in The Rotary Foundation grants program requires that all people involved in a program grant or award conduct themselves in a way that avoids any conflicts of interest. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant or award that could benefit them, an immediate family member, a business partner, or an entity in which they, an immediate family member, or a business partner has a significant financial interest or in which any of them is a trustee, director, or officer.

All actual or potential conflicts of interest need to be disclosed to the general secretary. If you're not sure if there's a potential conflict, you should disclose it. No Rotarians can serve on a grant committee for any global grant for which they have a conflict of interest. Global grants may not be financed with contributions (directed gifts, Corporate Social Responsibility funds, etc.) from donors who have conflicts of interest regarding the grant.

The general secretary will advise grant applicants on how to interpret and implement this policy. The general secretary and/or the Trustees will determine whether a conflict of interest exists in a particular case. If they conclude that there is or has been a conflict of interest in a grant or award, the general secretary will recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. That remedy may be canceling current funding or suspending future funding involving a particular Rotarian, club, or district.

Award recipient eligibility

Some people are not eligible to be candidates or final award recipients or beneficiaries of any Foundation program. As listed in section 9.3 of the Foundation bylaws, they include:

1. Current Rotarians
2. Employees of clubs, districts, other Rotary entities (as defined in section 1.040. of the Rotary Code of Policies) and of Rotary International
3. The spouses; children or grandchildren by blood, legal adoption, or marriage without adoption; the spouses of those children or grandchildren, or parents or grandparents by blood of people listed above; and employees of agencies, organizations, or institutions that work with Rotary International or the Foundation

Former Rotarians will be ineligible for three years after the end of their membership. People who were ineligible based on their family relationship with a former Rotarian will also be ineligible for three years after the end of their relative's membership. These people will be eligible, however, to participate in vocational training teams and in individual travel for humanitarian projects (if they are determined to be qualified to do so) funded by district grants and global grants as long as they provide a benefit to others.

Impartiality of selection committees

Rotarians who serve on a club- or district-level selection committee for a Foundation program need to be completely transparent about their personal, family, or business relationship with an applicant and must, before a selection process, notify the committee chair of any actual or perceived conflict of interest (for example, working at the same business or organization, being members of the same Rotary club or a member of the club sponsoring

an application, or having a family relationship with a candidate).

The selection committee chair will decide if and how that committee member should participate in the selection process. If the selection committee chair has an actual or perceived conflict of interest, the club board or the district Rotary Foundation chair will decide if and how that person should participate in the selection process.

Business transactions with vendors

Before the Foundation, a Rotary district, a Rotary club, or a Rotarian conducts business related to a Foundation program award that involves a vendor being paid by a Rotary entity, a fair, open, and thorough request for proposals or bidding process must be conducted to ensure that the best services are secured at a reasonable cost. Possible conflicts of interest may arise when a Rotary entity is considering business in which funds will be paid to a Rotarian, a provider of goods or services owned or managed by a Rotarian, honorary Rotarian, and the people listed above who are ineligible for Foundation awards.

Business relationships that may need further review to confirm that there's no conflict of interest include transactions with a partner nongovernmental organization, provider of goods or services, insurance company, travel agency, shipping agency, study institution, or a language skills testing firm. These kinds of business transactions can be completed with the general secretary's approval if they provide the best product or service at fair market cost, as evidenced by a sales quote or offer obtained through a fair, open, and thorough process.

The general secretary will provide advice on how to interpret and implement this policy. Any Rotarian or Rotary entity with an unresolved conflict of interest involving a program grant or award must report it to the general secretary at least 30 days before the selection process or proposed transaction. The general secretary will decide if a conflict of interest might exist in a particular case. If the general secretary then decides there is or has been a conflict of interest in a grant or award, he or she will determine an appropriate remedy that may include canceling current funding or suspending future funding that involves a particular Rotarian, club, or district.

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

THE ROTARY FOUNDATION

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
- C. Maintain segregation of duties for handling funds
- D. 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
- E. 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
 - 1. Have a minimum of two Rotarian signatories from the club for disbursements
 - 2. Be a low- or noninterest-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 grant's progress and how funds are spent.

6. Document Retention

The club must establish and maintain appropriate recordkeeping 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:
 - 1. Bank information, including copies of past statements
 - 2. Club qualification documents including a copy of the signed club MOU
 - 3. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
 - 4. 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 agree to comply with all of the conditions and requirements of the MOU for Rotary year 2020-2021 and will notify Rotary International District 5150 of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	2020-2021
Name	
Signature	
Date	

Club President-elect	
Term	2020-2021
Name	
Signature	
Date	

DISTRICT 5150 MEMORANDUM OF UNDERSTANDING ADDENDUM ROTARY YEAR 2020 - 2021

This Addendum gives Rotary Clubs in District 5150 additional guidance, conditions and requirements above and beyond The Rotary Foundation--Club Qualification Memorandum of Understanding. Clubs must comply with all provisions of both documents in order to participate in any TRF grant program.

REQUIRED BY DISTRICT

1. In order to receive a distribution of District Designated Funds ("DDF") from The Rotary Foundation for a District or Global Grant, a Club must be qualified. The District will allocate DDF to non-qualified Clubs for them to allocate to other Clubs or Districts, but the Clubs cannot use the DDF for their own project.

2. To obtain club qualification, the Club President-Elect's attendance is mandatory at one of the Grants Management and Memorandum of Understanding (MOU) training sessions sponsored by the District. Also at least one of the following must attend this training: President Nominee (preferable), International Chair, Community Service Chair or Rotary Foundation Chair. The signatures of the President Elect and President Nominee are required on the TRF MOU and District's MOU Addendum. In the absence of a President Nominee, then one of the above-mentioned club committee chairs who attended the Grants MOU training may sign the MOU.

The Club President-Elect, Club President Nominee (or alternate as set forth above) and the Club Rotary Foundation Chair must have taken and passed the Rotary Foundation Basics Course in RI's online Learning Center no later than March 21, 2020.

The Club President-Elect must enter goals into Rotary Club Central for The Rotary Foundation's Annual Fund no later than April 1, 2020

Club certification including all the foregoing and following steps must be completed by April 1, 2020 for the 2020 - 2021 Rotary Year.

3. Clubs must be:

- Current on Rotary International and District dues;
- In good standing with RI and the District, including membership reporting and financial obligations; and
- Compliant with its State and Federal tax and other reporting requirements. The District Stewardship Chair will require proof of tax filing compliance before approving the Club as qualified to undertake Grants.

4. All information contained in the Grant Application must be true and accurate. The Club agrees to undertake each project as an activity of the Club. Clubs must be compliant with all requirements and conditions of their District and Global grants. Completing District Grant requirements after the due date will make that Club ineligible to participate in a District Grant and Global Grant the following year.

5. Grant funds will be disbursed as represented in the Application for the District Grant.

DISTRICT 5150 MEMORANDUM OF UNDERSTANDING ADDENDUM ROTARY YEAR 2020 - 2021

6. The Club will maintain a separate bank account for each District Grant over \$2,000 and for each Global Grant regardless of size.
7. The Club will comply with the required Rotarian activities and reporting requirements established from time to time by Rotary International and District 5150. If the project takes more than one year to complete, Interim Reports will be submitted every year, and Final Reports will be provided no later than two months after the completion of the project. District Grants must be completed in 22 months.

ADDITIONAL INFORMATION AND RECOMMENDATIONS BY DISTRICT

8. If a Club desires to support a Vocational Training Team, it can be incorporated into a District Grant or a Global Grant Project. Only Global Grants receive matching funds from TRF.
9. Scholar programs may receive DDF allocations through either a District Grant or a Global Grant. Only Global Grants receive matching funds from TRF for Graduate Scholars.
10. The District recommends that the Club appoint the Club Foundation Chair and Avenues of Service Committee chairs to a 3-year term to facilitate continuity in those positions for their Club.

AUTHORIZATION AND AGREEMENT

On behalf of the Rotary Club of _____, the undersigned agree to comply with all of the conditions and requirements of this Addendum to the Memorandum of Understanding (MOU) for Rotary year **2020-2021** and will notify Rotary International District **5150** of any changes or revisions to club policies and procedures related to these requirements.

Incoming Club President

President Term 2020-2021

Name _____

Signature _____

Date _____

Incoming Club President-Elect

President-Elect Term 2020-2021

President Term 2021-2022

Name _____

Signature _____

Date _____

Email completed TRF MOU and this Addendum to:

William Gilmore
District 5150 Stewardship Chair
wg-arch@outlook.com



SUSTAINABILITY

For Rotary, sustainability means providing long-term solutions to community problems that community members themselves can support after the grant funding ends.



Start with the community

Identify a need and develop a solution that builds on community strengths and aligns with local values and culture.



Encourage local ownership

Identify key community members who can help pioneer lasting improvements.



Provide training

A project's success depends on people.



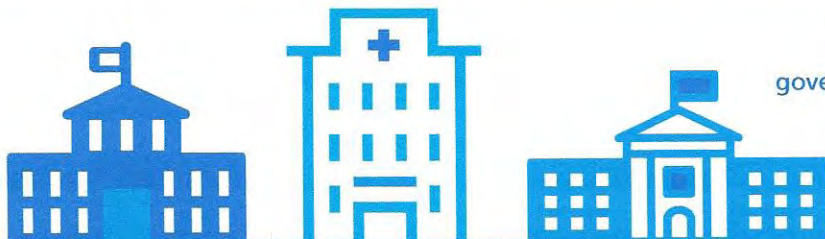
Buy local

Purchase equipment and technology from local sources.



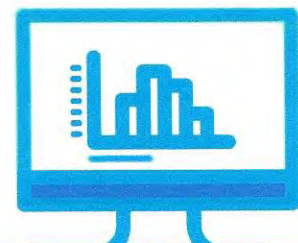
Find local funding

Get local funding through governments, hospitals, companies, and other organizations.



Measure your success

Develop clear and measurable project outcomes and determine how you will collect your data.





GLOBAL GRANTS COMMUNITY ASSESSMENT RESULTS

Use this form to report community assessment findings to The Rotary Foundation when you apply for a global grant.

Assessing the strengths, weaknesses, needs, and assets of the community you plan to help is an essential first step in designing an effective and sustainable global grant project. See [Community Assessment Tools](#) for full instructions and helpful tips.

This form will help you report the results of your community assessment, and it's required when you apply for any humanitarian or vocational training team grant. Complete a separate form for each beneficiary community (e.g., school, health care system, or village), using information that is both current and specific to each community. Remember, you can't use global grant funds to cover the cost of doing an assessment, but you can use district grant funds.

Beneficiary community or institution

Click or tap here to enter text.

Groups in the community that would receive a clear, direct, and immediate benefit from the project

Click or tap here to enter text.

Beneficiaries' demographic information, if relevant to the project

Click or tap here to enter text.

Who conducted the assessment? (check all that apply)

- ☐ Host sponsor members
- ☐ International sponsor members
- ☐ A cooperating organization

- ☐ University
- ☐ Hospital
- ☐ Local government
- ☐ Other Click or tap here to enter text.

Assessment dates

Click or tap here to enter text.

What methods did you use? (check all that apply)

- ☐ Survey
- ☐ Community meeting
- ☐ Interview
- ☐ Focus group
- ☐ Asset inventory
- ☐ Community mapping
- ☐ Other Click or tap here to enter text.

Who from the community participated in the assessment?

Click or tap here to enter text.

List the community needs you identified that your project would address.

- 1.
- 2.
- 3.

List any needs you identified that your project would not address.

- 1.
- 2.
- 3.

List the community's assets, or strengths.

- 1.
- 2.
- 3.

Considering the needs and assets you listed, explain how you determined the project's primary goal.

Click or tap here to enter text.

How would your project's activities accomplish this goal?

Click or tap here to enter text.

What challenges have prevented the community from accomplishing the project's goals?

Click or tap here to enter text.

How is the community addressing these challenges now?

Click or tap here to enter text.

Why are the project's activities the best way to meet this community need?


Click or tap here to enter text.



AREAS OF FOCUS POLICY STATEMENTS

The Rotary Foundation strives to process grants efficiently and ensure the quality of grant-funded projects. In each policy statement, you'll find lists of eligible and ineligible activities, including examples of the types of projects that Rotary clubs and districts have successfully implemented. All grant requests must comply with the policy statement related to their intended area of focus. Project planning is the responsibility of the host club or district.

Environmental Projects


Most areas of focus include projects designed to protect the environment. Look for the  to find projects with an environmental focus.

PEACEBUILDING AND CONFLICT PREVENTION

Rotary supports training, education, and practices related to peacebuilding and conflict prevention through initiatives that help transform¹ conflict in our communities and around the world.

Area of Focus Statement of Purpose and Goals


TRF enables Rotarians to advance peacebuilding and prevent conflict by:

1. Enhancing the capacity of individuals and communities to transform conflict and build peace
2. Training community members in peace education, peace leadership, and conflict prevention and resolution
3. Providing services that help integrate vulnerable populations into society
4. Improving dialogue and community relations to determine how best to manage natural resources 
5. Funding graduate scholarships for career-minded professionals related to peacebuilding and conflict prevention

¹ Conflict transformation involves identifying and working with the underlying conditions, relationships, and social structures that give rise to conflict. Through this process, one moves beyond conflict resolution or management to change the environment that has led to conflict. This focus on transformation helps ensure sustainable peace.

Parameters for Eligibility

TRF considers the following activities to be within the scope of the peacebuilding and conflict prevention area of focus:

1. Group activities including workshops, trainings, and other programs that support peace leadership and education, Positive Peace,² community integration of vulnerable populations, facilitated dialogue, communication, and conflict prevention and transformation
2. Education for youth on constructive ways to prevent, manage, and transform conflict, including after-school or community-based programming with robust peacebuilding and conflict-diversion activities
3. Training programs or campaigns to address conflict, or the risk of conflict, related to the use and management of natural resources 
4. Legal, psychological, social, and rehabilitative services that help integrate vulnerable populations into society, including at-risk youth, refugees, trafficked people, and others affected by conflict or violence

TRF considers the following activities to be outside the scope of the peacebuilding and conflict prevention area of focus and not eligible for global grant funding:

1. Peace conferences in which Rotarians are the primary participants
2. Programs with a sole focus on music, sports, or extracurricular activities. Programs must have robust peacebuilding and conflict-diversion aspects to receive global grant funding.
3. Enrollment at a Rotary Peace Center partner university in the same, or similar, academic program as those pursued by Rotary Peace Fellows

Elements of Successful Humanitarian Projects and Vocational Training Teams

Peacebuilding and conflict prevention global grants are:

1. Sustainable — Communities can continue to make progress in peacebuilding and conflict prevention after the Rotary clubs or districts complete their work.
2. Measurable — Sponsors need to set targets and identify measurements to track project outcomes. Standard measures for peacebuilding and conflict prevention are listed in the [Global Grant Monitoring and Evaluation Plan Supplement](#).
3. Community driven — Projects meet the needs identified by the host community.

Elements of Successful Scholarships

Global grants support graduate-level scholarships for professionals interested in pursuing careers in

² Rotary has a strategic partnership with the Institute for Economics and Peace to help address the underlying causes of conflict and create conditions that foster peace. [Learn more](#) about our work in Positive Peace.

peacebuilding and conflict prevention. TRF considers the following when evaluating global grant scholarship applications:

1. The applicant's previous professional experience in peacebuilding and conflict prevention, including work or research with nongovernmental organizations, governmental agencies, or international associations
2. The academic program's alignment with peacebuilding and conflict prevention
 - a. Preferred academic programs include conflict prevention and resolution, peace and justice studies, social entrepreneurship related to peace, security studies, international relations, and other degrees with a specialization in peace and conflict, such as human rights law.
 - b. Programs that focus directly on peace and conflict issues and outcomes will be considered favorably.
 - c. Programs that will not be considered favorably include those related to general international relations with no emphasis on peacebuilding, conflict transformation, or conflict prevention and resolution, as well as other general social development degrees.
3. The applicant's career plans as they relate to peace and conflict transformation, prevention, and resolution



COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

An agreement between

[Name of host Rotary club or district, country], "Host Sponsor,"
[Name of international Rotary club or district, country], "International Sponsor,"
[Name of cooperating organization, country], "Organization 1,"
and [Name of cooperating organization, country], "Organization 2"

Note: The Foundation needs to receive this memorandum of understanding (MOU) in this exact form. Complete the form fields but do not edit any other text. If you aren't sure how to complete the fields, refer to the tips at the end.

1. SUBJECT

Global Grant #[Grant number], [Title], in [Community], [Country], the "Rotary Grant."

2. DEFINITION

A cooperating organization is any reputable non-Rotary organization that provides expertise, infrastructure, advocacy, training, education, or other support for the grant project. Cooperating organizations must comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts as requested.

3. PURPOSE

This document establishes an agreement between the parties listed above to implement a project funded by a Grant from The Rotary Foundation. This document may also be used with other groups that are participating in the project, such as beneficiary organizations, nonprofit contractors, or government agencies.

4. PROJECT OBJECTIVES

All parties listed in this agreement will collaborate to achieve the following project objectives:

- a. [add objective]

- b. [add objective]
- c. [add objective]

5. HOST SPONSOR RESPONSIBILITIES

Describe the specific responsibilities of the Host Sponsor. The Host Sponsor will:

- a. [add specific responsibilities for this project]
- b. [add specific responsibilities for this project]
- c. [add specific responsibilities for this project]

6. INTERNATIONAL SPONSOR RESPONSIBILITIES

Describe the specific responsibilities of the International Sponsor. The International Sponsor will:

- a. [add specific responsibilities for this project]
- b. [add specific responsibilities for this project]
- c. [add specific responsibilities for this project]

7. ORGANIZATION 1 RESPONSIBILITIES

Describe the specific responsibilities of Organization 1. Organization 1 will:

- a. [add specific responsibilities for this project]
- b. [add specific responsibilities for this project]
- c. [add specific responsibilities for this project]

8. ORGANIZATION 2 RESPONSIBILITIES

Describe the specific responsibilities of Organization 2. Organization 2 will:

- a. [add specific responsibilities for this project]
- b. [add specific responsibilities for this project]
- c. [add specific responsibilities for this project]

9. MUTUAL UNDERSTANDINGS

All parties agree that:

- a. The Rotary Grant, if approved, will be awarded to the Host Sponsor and International Sponsor.
- b. The Host Sponsor and International Sponsor will control and manage the Rotary Grant.
- c. The Host Sponsor and International Sponsor will be involved in all stages of the project.

- d. The Host Sponsor and International Sponsor will each have a grant project management committee with at least three members, responsible for managing the project on their behalf.
- e. The Host Sponsor and International Sponsor and the Organizations will abide by the Terms and Conditions for Rotary Foundation District Grants and Global Grants.
- f. The Host Sponsor and International Sponsor affirm that the Organizations are reputable and responsible and act within all laws of the project country.
- g. All grant funds will be received and managed by the Host Sponsor or the International Sponsor and will not be managed by the Organizations.
- h. Grant funds will remain in the designated Rotary Grant bank account until they are needed to pay a vendor or reimburse a purchase.
- i. All payments to vendors and reimbursements to Organizations will be supported by receipts, paid invoices, vouchers or written agreements.
- j. The Organizations may contribute funds toward the project, but The Rotary Foundation does not match these funds.
- k. The Organizations' project-related documentation may be subject to independent financial and operational review by The Rotary Foundation.
- l. In their separate club or district qualification memorandum of understanding, the Host Sponsor and International Sponsor have agreed to:
 - Ensure that all grant activities, including the conversion of funds from one currency to another, comply with local law
 - Ensure that the project adheres to The Rotary Foundation's stewardship measures and grant management practices
 - Ensure that all people involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest
 - Report to the district any potential or real misuse or mismanagement of grant funds
 - Cooperate with any financial, grant, or operational audits
 - Maintain a standard set of accounts, which includes a general ledger and a complete record of all receipts and all disbursements of grant funds
 - Disburse grant funds in accordance with the Terms and Conditions for Rotary Foundation District Grants and Global Grants
 - Maintain records for items that are purchased, produced, or distributed through grant activities
 - Maintain a dedicated bank account to be used only for receiving and disbursing grant funds
 - Have a minimum of two Rotarian bank account signatories from the sponsoring clubs or districts for disbursements

- Maintain a separation of duties for handling funds so no one person is solely in control of them
- Maintain a written plan for transferring custody of bank accounts in the event of a change in signatories
- Retain bank statements to substantiate the receipt and use of grant funds
- Retain grant documents in a location known by and accessible to club and district officers
- Retain grant documents for a minimum of five years, or longer if required by local law

10. CONFLICTS OF INTEREST

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, in compliance with The Rotary Foundation's Conflict of Interest Policy for Program Participants in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. This includes any instances of Rotarians acting as vendors or serving as trustees, directors, officers, or staff of one of the Organizations. If in doubt, any potential conflict should be disclosed.

Identify any real or perceived conflicts here:

[Names, roles]

11. MODIFICATION

Modifications to this document will be made by mutual consent of the parties. A written modification, signed and dated by all parties and approved by The Rotary Foundation, must be issued before acting on any changes.

12. CONTACT INFORMATION

Your privacy is important to Rotary International and The Rotary Foundation (collectively, "Rotary") and the personal data you share with Rotary will only be used for official Rotary business, such as in relation to the Rotary Grant. Personal data collected on this form is subject to [Rotary's privacy policy](#).

13. AUTHORIZATIONS

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

Host Sponsor authorization:

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Postal Address: _____

Phone: _____ Email: _____

International Sponsor authorization:

Signature: _____ Date: _____

Printed Name: _____ Printed Name _____ Title: _____

Postal Address: _____ Postal Address _____

Phone: _____ Phone _____ Email: _____

Organization 1 authorization:

Signature: _____ Date: _____

Printed Name: _____ Printed Name _____ Title: _____

Postal Address: _____ Postal Address _____

Phone: _____ Phone _____ Email: _____

Organization 2 authorization:

Signature: _____ Date: _____

Printed Name: _____ Printed Name _____ Title: _____

Postal Address: _____ Postal Address _____

Phone: _____ Phone _____ Email: _____

TIPS FOR COMPLETING THIS FORM

GENERAL

If you're working with just one organization, provide information for Organization 1 only. Always include the Rotary Host Sponsor and International Sponsor.

PROJECT OBJECTIVES

In this section, project partners outline the overall goals of the project that all partners hope to achieve together.

For example:

- Improve the quality of education students receive at Community Primary School
- Improve the quality of care for cancer patients at Community Hospital
- Increase farmers' yields by 10% through drip irrigation

RESPONSIBILITIES SECTIONS

Meeting with all project partners to assign responsibilities and record them in writing can prevent conflicts and increase your project's chances of success. It helps ensure that everyone agrees on the basics of the project plan and prevents confusion during implementation. When you define the responsibilities of each partner, carefully consider their resources and skills. Remember that each project has its own unique roles and responsibilities that are essential for effective implementation. List detailed and specific responsibilities for your project.

Questions to consider when determining responsibilities:

- Who will provide technical and professional services? What specific services will be provided, or what specific skills are needed?
- What types of staffing, infrastructure, or equipment is required, and who will provide those?
- Who will provide training, mentoring, education, advocacy, and financial review?
- Who will direct and coordinate local community education and public relations?
- Who will seek community support and resources for the project?
- Who will manage the grant funds and pay suppliers, vendors, and contractors?
- Will cooperating organizations submit itemized expense statements and receipts before they receive grant funds?
- Who will direct and coordinate fundraising efforts?
- Who will pay for long-term equipment maintenance, operations, programming, and staffing

after Rotary Grant funding ends? (Note that Rotarians may continue to support the project, but the project should not depend solely on that support.)

- Who will prepare Rotary Grant reports? Who will collaborate on reporting?
- How will financial records be stored? Who will maintain these records? What is the document retention plan?
- Who will measure and evaluate the project's outcomes? How will they do this? Who will collect results? How will the outcomes be shared?

MUTUAL UNDERSTANDINGS

For legal reasons, the Foundation needs this section to remain as it is. It must not be added to or edited. We understand that, for certain relationships, Rotarians may need to sign a second MOU or contract to comply with local laws. Even in such cases, however, the Foundation needs this MOU to be submitted with your grant application.

AUTHORIZATIONS

Make sure that all parties have signed the MOU. If any signature is missing, it will be considered incomplete. Each sponsor and organization should decide who will represent it as a signatory.

If you have any concerns or questions, your regional grants officer can review your MOU before it is signed to make sure it's complete.

MATERNAL AND CHILD HEALTH MEASURES

TRF enables Rotarians to improve the health of mothers and their children by

1. Reducing the mortality and morbidity rate for children under the age of five
2. Reducing the maternal mortality and morbidity rate
3. Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children
4. Supporting studies for career-minded professionals related to maternal and child health

Measure	Measurement Options
Total number of direct beneficiaries	Grant records and reports Direct observation
Number of children under age 5 receiving medical treatment	Grant records and reports Direct observation Public records
Number of mothers receiving prenatal care	Grant records and reports Direct observation Public records Questionnaires and surveys
Number of maternal and child health professionals trained	Grant records and reports Direct observation
Number of communities that report decreased child mortality rates of children under age 5	Public records Questionnaires and surveys
Number of communities that report decreased morbidity rates of children under age 5	Public records
Number of communities that report decreased maternal mortality rates	Grant records and reports Public records
Number of communities that report decreased morbidity rates of mothers	Public records Questionnaires and surveys
Number of benefiting health facilities	Grant records and reports Direct observation

10 WAYS TO IMPROVE YOUR GLOBAL GRANT APPLICATION

1. Conduct a thorough assessment of community needs and strengths
2. Based on needs assessment, identify the most appropriate area of focus
3. Provide a detailed project implementation plan that encompasses all aspects of the proposed project activity
4. Provide a detailed listing of the specific tasks that both the host and international Rotarians will carry out in conjunction with the project
5. Provide a detailed budget with vendor information and information about how these vendors were selected
6. Clearly explain specific sustainability components
7. Include DETAILED information for each training opportunity presented in application
8. Include MOUs for each cooperating organization
9. Include specific information related to measurement and evaluation
10. Complete the entire application

Is this Project Eligible for Grant Funding?

GRANT APPLICATION – GLOBAL GRANT

DESCRIPTION: Maternal and Child Health VTT (meets two Area of Focus Goals): This project will provide intensive, practical medicine skills-training for local health care providers, along with life-improving surgeries, in this remote region of Mexico, with an approximate population of 28 thousand inhabitants of which 45% live in extreme poverty. The maternal mortality rate for this region is 68.5.

An onsite Community Needs Assessment was conducted by Rotarians from the host and international clubs. Participants included local community leaders and community health care educators, local midwives, doctors from US and the local community, Mexico Ministry of Health, and Partners In Health. Based on the results, the scope of work and project were designed.

This project has three phases which include (1) Train the Trainer Maternal Health academic workshop; (2) Operating room equipment for the support of prenatal care, natural and surgical deliveries; (3) elective life-improving surgeries for the women pre-screened by local providers and public health officials. Both the host Rotary Club and Partners in Health will perform ongoing monitoring and evaluation.

HOST SPONSOR: Rotary Club of Anytown, D8000

INTERNATIONAL SPONSOR: Rotary Club of Downtown, D5555

PROJECT BUDGET: \$95,000

Is this project eligible for Global Grant Funding? Why or why not? List or underline elements present or needed. (use reverse of page if needed)

GRANT APPLICATION – DISTRICT GRANT

DESCRIPTION: The Rotary Club of Anytown wants to renovate a garden at a historic house in conjunction with the Historic Society. Club Rotarian George meets with the Historic Society and agrees to provide \$7000 so that the Society can renovate the garden along with their patio repair. George suggests the Society use one of his club members as their landscaping contractor. George invites the President of the Historic Society to a club meeting for the check presentation.

HOST SPONSOR: Rotary Club of Anytown, D5190

CLUB FUNDING: \$4000

GRANT REQUEST: \$2000

PROJECT BUDGET: \$6000

Is this project eligible for District Grant Funding? Why or why not? List or underline elements present or needed. (use reverse of page if needed)



Global Grant Lifecycle

Application Phase

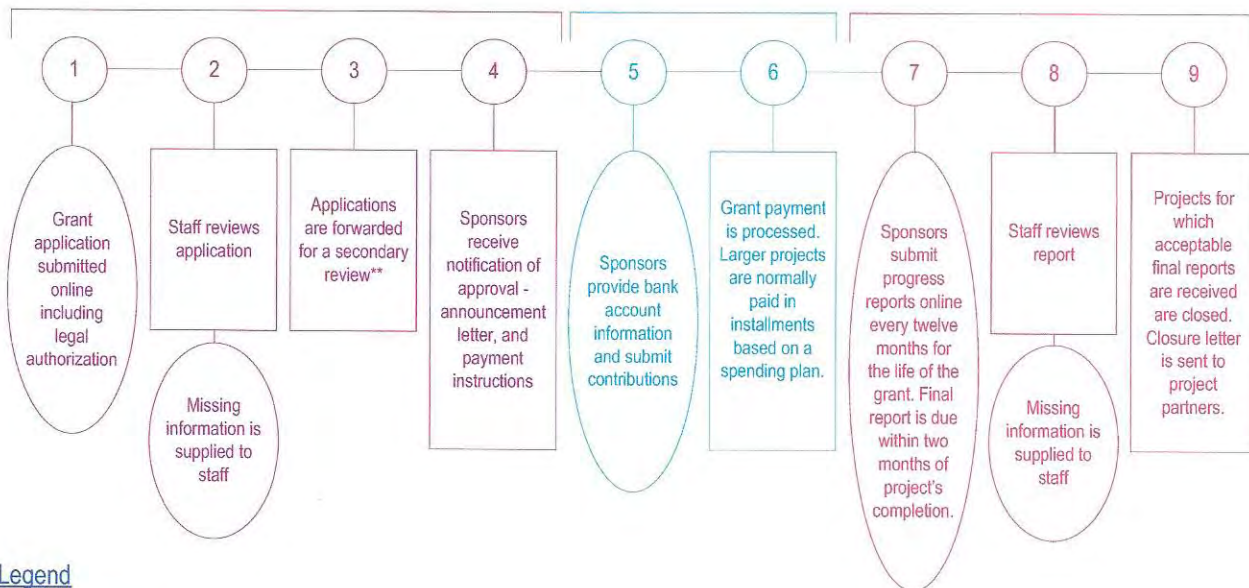
If application arrives at TRF complete, time from receipt to approval of application is approximately 4 weeks.*

Payment Phase

From time that TRF receives bank account information and contributions, processing of payment takes approximately 2-4 weeks.*

Reporting Phase

Staff review reports in the order in which they are received within 8 weeks of receipt at TRF.*



Legend

○ = Rotarian action

□ = TRF action

* Timeframe may be longer during peak times.

** Applications requesting a match of more than \$50,000 are reviewed by the Cadre. Applications requesting a match of more than \$100,000 are reviewed by the Trustees.

Document Retention Check List



Use this check list to ensure you are retaining the correct documentation. All documents must be saved to a cloud-based system or hardcopy and be accessible to members.

For club qualification	For district and global grants
<ul style="list-style-type: none"> <input type="checkbox"/> Copy of signed club MOU <input type="checkbox"/> Financial management plan and related procedures <input type="checkbox"/> Bank information <ul style="list-style-type: none"> ○ Account details ○ Bank statements ○ List of signatories ○ Bank procedure for changing signatories <input type="checkbox"/> Legal documents <input type="checkbox"/> General ledger and statement of accounts <input type="checkbox"/> Document retention procedures <input type="checkbox"/> Succession plans <input type="checkbox"/> Correspondence on qualification <input type="checkbox"/> Other documents required by the district or local laws 	<ul style="list-style-type: none"> <input type="checkbox"/> All grant correspondence, including email <input type="checkbox"/> Beneficiary documentation: <ul style="list-style-type: none"> ○ Community assessment ○ MOUs and Agreements ○ Training Agendas and Attendee lists <input type="checkbox"/> Vendor documentation: <ul style="list-style-type: none"> ○ Quotes for materials ○ Agreements <input type="checkbox"/> Scholar documentation: <ul style="list-style-type: none"> ○ Receipts and invoices ○ Agreements and report supplements <input type="checkbox"/> Vocational training documentation <ul style="list-style-type: none"> ○ Receipts and invoices ○ Agreements and report supplements <input type="checkbox"/> Grant-related documentation: <ul style="list-style-type: none"> ○ Bank statements ○ Quotes from vendors ○ Receipts and invoices ○ Inventory list ○ Photos <input type="checkbox"/> Other documentation required by the district or local laws

January 11, 2020: Grants Management and MOU (Memoranda of Understanding with The Rotary Foundation and with District 5150) training between 8:00 am to 12 noon at Rotary Terrace, South San Francisco. President Elects and President Nominees (or substitute member) must take this training or the one on February 22, 2020. If they do not, their Clubs will be ineligible to sponsor District or Global Grants during the 2020-21 Rotary year. Other Club members are also welcome to take the training.

January 31, 2020: David Hellman, Grants Committee Chair, will send reminder to Clubs that District Designated Funds (DDF) Global Grant Allocation forms for the 2019-20 Rotary Year must be submitted to David Hellman at davidhellman@earthlink.net by March 1, 2020 or the District Grants Committee will make the allocation of unallocated DDF to District 5150 Global Grant projects/Polio Plus/Peace Fellows

February 22, 2020: Makeup for Grants Management and MOU (Memoranda of Understanding with The Rotary Foundation and with District 5150) training for those President Elects and President Nominees (or substitute members) who did not take training on January 11, 2020. This makeup will be on the second floor of Wells Fargo Bank, San Rafael between 8:00 am and 12 noon. Other Club members are also welcome to take the training. President Elects and President Nominees (or substitute member) must take one of those trainings or their Clubs will be ineligible to sponsor District or Global Grants during the 2020-21 Rotary year.

March 1, 2020: DDF Global Grant Allocation Forms for the 2019-20 Rotary year must be submitted to David Hellman, Grants Committee Chair, at davidhellman@earthlink.net or the District will make the allocation of unallocated DDF to other Global Grant projects/Polio Plus/Peace Fellows. The Rotary Club DDF "Fair Share" Transfer Approval and the Rotary Club DDF "Fair Share" Use Form are available on the District 5150 Website to make those allocations.

March 21, 2020: The Club President-Elect, President-Elect Nominee and Rotary Foundation Chair must complete and pass the Rotary Foundation Basics Course in RI's online Learning Center.

April 1, 2020: 1. The Rotary Foundation "Club Qualification Memorandum of Understanding" and the "District 5150 Addendum" must be signed by the President Elect and President Nominee (or substitute person if none) and sent to William Gilmore, District Stewardship Committee Chair, at wg-arch@outlook.com or the Club will not be allowed to do its own District or Global Grants during the 2020-21 Rotary year.

2. The Club President-Elect must enter goals into Rotary Club Central for The Rotary Foundation's Annual Fund.

April 20, 2020: David Hellman, Grants Committee Chair, will send Clubs an estimate of the DDF that will be available to them during the 2020-21 Rotary year.

May 1, 2020: Clubs must submit their Final or Interim Report for 2019-20 District Grants to Cyndy Simms (District Grants Coordinator) at districtgrants5150@gmail.com. If they are not submitted timely, the Club will not be allowed to do its own District or Global Grants during the 2020-21 Rotary year.

June 1, 2020: Clubs desiring to do a District Grant project during the 2020-21 Rotary year must submit their District Grant Application to Cyndy Simms, District Grants Coordinator, at districtgrants5150@gmail.com. The Application must be signed by the President Elect and President Nominee. If the Application is not submitted timely, the Club will not be allowed to do its own District Grant during the 2020-21 Rotary year.

RELEVANT GRANT DATES FOR 2020-2021 ROTARY YEAR

June 30, 2020 (or thereabouts): David Hellman, Grants Committee Chair, will submit the District's 2019-20 Rotary year District Grants Report to The Rotary Foundation. Until this report is submitted the District will not be able to receive funding for District Grants for the 2020-21 Rotary year.

July 5, 2020: David Hellman, Grants Committee Chair, will notify the Clubs of the amount of DDF available to the Club for the 2020-21 Rotary year.

July 15, 2020: Cyndy Simms, District Grants Coordinator, will notify the Clubs of the amount of District Grants the District has approved (subject to The Rotary Foundation approval) for the 2020-21 Rotary year. When the TRF approval is received, the Clubs will be notified by Cyndy Simms, District Grants Coordinator, of final approval (approximately August 15, 2020).

July 20, 2020: David Hellman, Grants Committee Chair, will submit the District's Application to The Rotary Foundation for District Grants for the 2020-21 Rotary year.

March 1, 2021: DDF Global Grant Allocation Forms for the 2020-21 Rotary year must be submitted to David Hellman, Grants Committee Chair, at davidhellman@earthlink.net or the District will make the allocation of unallocated DDF to other Global Grant projects/Polio Plus/Peace Fellows. The Rotary Club DDF "Fair Share" Transfer Approval and the Rotary Club DDF "Fair Share" Use Form are available on the District 5150 Website to make those allocations.

May 1, 2021: Clubs must submit their Final or Interim Report for 2020-21 District Grants to Cyndy Simms (District Grants Coordinator) at districtgrants5150@gmail.com. If they are not submitted timely, the Club will not be allowed to do its own District or Global Grants during the 2021-22 Rotary year.

June 1, 2021: Clubs desiring to do a District Grant project during the 2021-22 Rotary year must submit their District Grant Application to Cyndy Simms, District Grants Coordinator, at districtgrants5150@gmail.com. The Application must be signed by the President Elect and President Nominee. If the Application is not submitted timely, the Club will not be eligible to do one or more District Grants during the 2021-2022 Rotary year.

July 5, 2021: David Hellman, Grants Committee Chair, will notify the Clubs of the amount of DDF available to the Club for the 2021-22 Rotary year.

July 15, 2021: Cyndy Simms, District Grants Coordinator, will notify the Clubs of the amount of District Grants the District has approved (subject to The Rotary Foundation approval). When the TRF approval is received, the Clubs will be notified by Cyndy Simms, District Grants Coordinator, of final approval (approximately August 15, 2021).

July 20, 2021: David Hellman, Grants Committee Chair, will submit the District's Application to The Rotary Foundation for District Grants for the 2021-22 Rotary year.

The following are the District Grant Policies that apply for allocation of District Designated Funds (DDF) for District Grants and which must be followed for use of DDF for District Grants.

CLUB QUALIFICATION AND MOU REQUIREMENTS

- Rotary clubs must be qualified by the District Stewardship Committee to participate in District Grant funding. To be qualified, Club officers (see next bullet point) must attend District Grants Management and Memorandum of Understanding (MOU) training and sign The Rotary Foundation's Club Memorandum of Understanding (TRF MOU) and the District's MOU Addendum. In addition, the Club must have no past due Rotary International Dues or District 5150 Dues, must be in good standing with Rotary International and the District, and must be compliant with its State and Federal tax and other reporting requirements.
- To qualify for club qualification, the Club President-Elect's attendance is mandatory at one of the Grants Management and MOU training sessions sponsored by the District. Also at least one of the following must attend this training: President Nominee (preferable), International Chair, Community Service Chair or Club Rotary Foundation (TRF) Chair. The signatures of the President Elect and President Nominee are required on the TRF MOU and District's MOU Addendum. In the absence of a President Nominee, then one of the above-mentioned club committee chairs who attended the Grants MOU training may sign the MOU.
- The Club President-Elect, Club President Nominee (or alternate as set forth above) and the Club Rotary Foundation Chair must have taken and passed the Rotary Foundation Basics Course in RI's online Learning Center no later than March 21, 2020.
- The Club President-Elect must enter goals into Rotary Club Central for The Rotary Foundation's Annual Fund no later than April 1, 2020

DISTRICT GRANT PROGRAM FUNDING

- Each Rotary Club will receive a "Fair Share" allocation from the District Designated Funds (hereinafter "DDF") set aside for both District and Global Grants. The Rotary Foundation (hereinafter "TRF") will match approved Global Grants \$1 for \$1 for DDF allocated to Global Grant projects, but it will not match any DDF funds allocated to District Grants.
- Rotary Clubs will receive notice of their Fair Share allocations in July, 2020. Allocations will be based on each Club's pro-rata share of the three prior years' Annual Fund contributions, weighted 33-1/3% for each of the three prior years. District Grant projects may be either local Community Service projects or small International Service projects not tied to a Global Grant and in which our District Club is carrying out the project in the foreign country and maintaining control of all funds for the project.
- Each Club may choose how much of its DDF allocation it wishes to spend on District Grant projects and/or reserve for Global Grant projects. There is no limit of the amount of the Club's Fair Share that the Club may spend on a District Grant project. However, If the total amount of District

Grants requested by all Clubs in the District exceeds 50% of District DDF available for the year (the limit imposed by TRF), then the Grant Allocation Group (defined at the end of these policies) will allocate the available DDF between the Clubs applying for DDF for District Grant projects. A preference will be given in such allocations for projects that are within one or more of the six TRF Areas of Focus. Clubs will be guaranteed at least 50% of the requested DDF allocation if their projects are within the TRF guidelines for District Grants.

- For the first three years of a new Rotary Club's existence following its charter year, if needed the new Club shall be allocated sufficient DDF so that the Club has \$500 of DDF available for allocation to District and/or Global Grant projects. If the Club's own DDF allocation exceeds \$500, then no DDF shall be allocated to that Club from these funds. These DDF funds shall come from earnings on the TRF Endowed Funds that are credited to District 5150.

REQUIRED TRAINING

- President Elects and the President Nominee (or, if none is elected, the Club's Rotary Foundation (TRF) Chair, International Service Chair or Community Service Chair) will be required to attend the Grants Management and MOU (Memorandum of Understanding with The Rotary Foundation and District 5150) training on January 11, 2020 or on February 22, 2020 to assist them with their decision on how to use the DDF allocated to their Rotary Club.

APPLICATION PROCESS

- Applications for District Grants must be completed on line at the District 5150 website, and are due by **June 1st** preceding the Rotary Year. Only Clubs qualified to administer Rotary Foundation funds (having signed a TRF Club Qualification Memorandum of Understanding and District 5150 Addendum and met all the conditions in these policies) may apply to use their DDF funds for a District Grant. A Club that is not qualified may allocate its Club's DDF Fair Share to another qualified District 5150 Club's District or Global Grant project.
- By April 20th preceding the Rotary Year, the Chair of the District Grants Committee will send the Club President Elects an estimate of their Fair Share for the next Rotary Year based on Annual Fund giving to March 31st of that year. The actual amount of DDF available for the next Rotary Year will not be available until July of the Rotary Year. In the Club's Application for a District Grant, the amount of DDF requested for the District Grant project should be characterized as either "up to \$___ of DDF available" or "___% of DDF available not to exceed \$___". The DDF that the District applies to TRF to use for District Grants will be based upon the total dollar amount requested by the Clubs. Clubs should be prepared to fund any District Grant project DDF shortfall with cash from their own Club budget.

ELIGIBILITY CRITERIA

Proposed District Grant projects must include the active participation of Rotarians to achieve project objectives. They need to relate to the mission of The Rotary Foundation. District grants can support local and small international humanitarian projects, including service travel and disaster recovery efforts.

For example, a District Grant could be used to conduct a Community Needs Assessment for a proposed Global Grant project.

- See the District Grant Scholarship Policy to for specific policies and recommendations. Scholarships for any level, length of time, location, or area of study are eligible for District Grants. These Grants can also be used for youth programs including Rotary Youth Exchange, Rotary Youth Leadership Awards (RYLA), Rotaract and Interact. Vocational training teams (VTT) are also eligible.
- District Grant funds CANNOT be used for: Unrestricted cash donations to a beneficiary or cooperating organization, or for operating, administrative or indirect program expenses of another organization. They may not be used as matching funds for any other project; or as reimbursement for previously completed projects.
- District grant funds also may not be used to purchase land or buildings, or for construction or rehabilitation of buildings except for water and sanitation projects. Such projects would need to have adequate insurance as approved by the District.
- Fundraising activities and expenses related to Rotary events such as conferences, institutes, anniversary celebrations or entertainment activities are also prohibited.
- Up to 3% of grant funds may be allocated to administrative costs, and not more than 10% of the grant budget may be used for contingencies.

NOTE:

ADDITIONAL RESTRICTIONS APPLY. See TRF publication: "Terms and Conditions for Rotary Foundation District Grant and Global Grant Projects"

ACTIVE PARTICIPATION BY ROTARIANS: District Grants require the direct involvement of Rotarians to:

- assess community needs;
- develop a project plan;
- establish a committee of at least two Rotarians to oversee the expenditure of funds and implementation of the project;
- promote the project in local media; and
- submit the required reports timely.

PROJECT IMPLEMENTATION AND STEWARDSHIP

- The District recommends that each Club maintain a separate bank account for its District Grant Project. However, for projects that use less than \$2,000 of DDF, District Grant DDF funds may be kept in a Rotary Club's bank account. For each District Grant Project using \$2,000 or more of

DDF, a separate bank account must be used.

- For smaller projects where a Club does not set up a separate bank account, a separate ledger of expenses and income must be maintained for funds in that multi-use account. Bank statements, cancelled checks, bills/invoices/statements for materials used and other evidence of project cost also must be retained with the Project records for a period of five years after the year in which the project is completed. The Club must provide a copy of all these documents to the Grants Committee to forward as a permanent record to the District Stewardship Committee.

DICTIONARY PROJECTS

- The following shall apply to Clubs that allocate DDF for dictionary projects that utilize dictionaries purchased by the District, where the Clubs reimburses the District for the cost of the books. When the District Treasurer is distributing DDF to the Clubs pursuant to their approved District Grant applications, the Treasurer shall retain the amount of DDF that each Club has approved for Dictionary costs from that District Grant and credit the DDF against the Club's obligation to the District for the books. The Club shall remain responsible for paying to the District any costs for the books that is greater than the amount of DDF reserved by the District for the books.
- In determining whether the Club needs to establish a separate bank account for its District Grant project, the amount of DDF retained by the District shall not count as part of the cash for the project. When the Club accounts for the District Grant dictionary project in its Final Report, it shall include in its accounting the amount of DDF allocated for dictionaries that was retained by the District and applied to the purchase cost of the books.

MULTI-CLUB PROJECTS

- For projects that are sponsored by more than one Club in our District, the following shall apply.
 - A. Each Club participating in the project shall submit a separate District Grant Application for use of DDF for the project. The Application must be submitted to the District Grants Coordinator within the time requirements for all Grants. A Master Application may be created that has blanks for the Clubs to complete the items with numbers:
 1. Club Name
 5. Club Rotarian participation
 10. Project Contacts (for Club)
 11. Budget including DDF, amount of Club Match (if any), and Total contributions to the project by the Club
 12. Funding (Club portion of the total project)
 13. Authorization (Club signatures)
 - B. Each Club shall submit separate required Reports for the project. The Report(s) must be submitted to the District Grants Coordinator within the time requirements for all Reports. A Master Report form may be created that has blanks for the Clubs to complete the items with numbers (if applicable):

Rotary Club name

2. If the master form does not show the number of participants by Club, then add a line indicating how many of the reporting Club's members participated
8. Income Amount complete for the Club—DDF used, Club Funding provided, other funding arranged by the Club, and total
9. The Club's percentage of the expenditures listed based on total project funding
- 11 Date/Signature/Club Name

DISTRICT GRANT REPORTING REQUIREMENTS

- District Grant projects must be completed on line at the District 5150 website in no more than 22 months from the beginning of the Rotary Year. A final report for a completed project or an interim report for an uncompleted project must be made by the Club to the District by **May 1st of the Rotary Year**, and if the project is longer than a one-year project, a final report is due **May 1st of the next Rotary Year**.
- Projects must be pre-approved by the District Grants Coordinator to assure compliance with TRF Grant guidelines and District Policy. The project may be the same as a project previously completed by the Club with a District Grant. Clubs that fail to timely submit their reports will not be qualified for a Memorandum of Understanding for District and/or Global Grants for the next Rotary year. These Clubs will also be excluded from participating in the next Rotary Year's District and Global Grants.

PROJECTS NOT COMPLETED

- DDF allocated but not used by a Club for an approved District Grant project may be re-allocated for another District Grant project for that Club. Reuse of funds must be in the same Rotary year and must be approved by the District and TRF. All funds allocated to the Club that are not used must be returned to the District for it to return to TRF. In that case, the DDF returned to TRF will be credited to the Club for it to use or allocate to others for Global Grants, or to be reallocated by the District under the terms of the District's Global Grants policy.

The "Grant Allocation Group" mentioned above is composed of the District Governor for the Rotary Year that this policy applies, District Rotary Foundation Chair for the Rotary Year that this policy applies, and the Grants Committee. That group shall be chaired by the District Grants Subcommittee Chair for the Rotary Year that this policy applies. If a member of this Committee is also a member of a Club that is applying for a District Grant, that member must abstain from participation in the vote on any project for the member's Club being considered by the Committee.

DISTRICT GRANT SCHOLARSHIP POLICY ROTARY YEAR 2020-2021

OVERVIEW

Clubs can develop and manage a Club scholarship program using District Grants or alternatively using its own funds. This policy covers the use of District Grants for scholarships.

Factors to consider are:

- Who will manage the application process for scholarships funded by district grants.
- What types of scholarships will be offered.
- Determine and communicate the eligibility requirements for the scholarships.
- Define and publicize the application and selection process as early as possible.
- Determine what reporting you will require of scholars.
- Help scholars prepare for their scholarship experiences.
- Determine how the funds will be transferred to the scholar.
- Establish a procedure for obtaining receipts for expenses covered by the scholarship and communicate it clearly to scholars.

MANAGING THE PROCESS

Clubs may want to set up a scholarships subcommittee, perhaps under the Youth Services Committee. Clubs may enlist the services of another organization to help with the process. For example, an organization which helps low-income students prepare for college application and enrollment may be used to provide a pool of applicants for the scholarships based upon the eligibility requirements set by the club. Rotarians must be actively involved in the selection process. Any fees charged by that organization cannot be funded by the District Grant.

DECIDING TYPES OF SCHOLARSHIPS

Clubs may consider many types of scholarships, such as:

- Location of studies (county, District, state, U.S., foreign).
- Level and/or type of studies (secondary, vocational, undergraduate, graduate).
- Length of the study program (one semester, one academic year, full undergraduate or graduate degree program).
- Field of study, research or vocational training.
- Basis for funding (financial need, merit, or a combination of the two).
- Amount of scholarship award (fixed, within a range, open amount based upon the application).

DISTRICT GRANT SCHOLARSHIP POLICY ROTARY YEAR 2020-2021

Clubs may set certain responsibilities and expectations that applicants should be made aware of. These might include:

- Make presentations at Club meetings and events, both before and after the study program.
- Submit a written report or keep an online journal to document their achievements and experiences or to give feedback about the scholarship.
- Become involved with Rotary in the community where they will study by attending Rotary Club meetings, speaking to Rotaract clubs or participating in service projects.

SETTING ELIGIBILITY REQUIREMENTS

Clubs determine the eligibility requirements for scholarships funded by a District Grant. Typical requirements may include:

- Minimum academic level and performance.
- Financial need. For example, an income below a certain level.
- Geographic location. This may be either a residency or full-time work or study within an area.
- Strong public speaking and interpersonal skills.
- High ethical standards demonstrated in their personal, academic or professional lives.
- Knowledge of local, regional, national and international current events.

Scholarships funded by District Grants cannot be awarded to anyone in the following categories:

- Rotarians, including honorary Rotarians.
- Employees of Rotary Clubs, Districts or other Rotary entities, 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 above categories.
- Employees of agencies, organizations, or institutions that partner with the Rotary Foundation or Rotary International.
- Former Rotarians and honorary Rotarians who have terminated their membership within the preceding 36 months.
- Persons who were ineligible based on their familial relationship to a former Rotarian or honorary Rotarian, for a period of 36 months after termination of their family's membership.

All eligibility requirements that are set must conform to all antidiscrimination laws in effect in California.



DISTRICT GRANT SCHOLARSHIP POLICY ROTARY YEAR 2020-2021

DEFINING THE APPLICATION AND SELECTION PROCESS

The Club decides what documentation applicants must provide and specifies how applicants may submit their application materials. The club should identify and share the contact information for a Rotarian who will answer questions about the scholarship, the deadline, and the application process. The club should establish a selection committee and ensure that members have no actual or perceived conflicts of interest. Notification procedures should be established as part of the process.

SETTING REPORTING REQUIREMENTS

Clubs are required to collect and retain receipts from the scholar for expenses of \$75 or more for a minimum of five years.

ISSUING SCHOLARSHIP FUNDS

The Club may choose to transfer the scholarship funds directly to the scholar or to the organization assisting with the scholarship program which in turn will direct the funds to the scholar.

The Club may issue the scholarship funds in installments, to ensure that any reporting requirements are met or to simply assist the scholar with budgeting. If the scholarship will be paid in installments, clearly communicate when they should expect to receive the disbursements and the amount of each disbursement.

CLOSING GRANTS

The District 5150 Final or Interim District Grant Report is to be submitted as required. If Clubs require any additional reports such as written assessments of their experiences or academic transcripts, it should collect these as soon after the end of the scholarship term as is reasonable. As scholars approach the end of their studies, it is useful to discuss how the Club plans to continue to involve them as Rotary Alumni.

The following are the Grant policies and procedures that apply for allocation of District Designated Funds (DDF) for Rotary Foundation Global Grants in Rotary District 5150:

ALLOCATION OF DISTRICT DESIGNATED FUNDS (DDF) TO ROTARY CLUBS

- Each Rotary Club will receive a “Fair Share” allocation from the District Designated Funds (hereinafter “DDF”) money set aside for District 5150 by The Rotary Foundation (hereinafter “TRF”). TRF will match approved Global Grant projects \$1 for \$1 of DDF allocated to those projects. It will not match any DDF funds allocated to District Grants. Rotary Clubs will receive their Fair Share allocations in July for that Rotary Year.
- Allocations will be based on each Club’s pro-rata share of the three prior years’ Annual Fund contributions, weighted 33-1/3% for each of the 3 prior years. The Fair Share available to each Club for Global Grants will only be reduced by: (1) the amount allocated to that Club for District Grants; and (2) the Club’s DDF allocated to a District Global Scholarship by the Club’s President-Elect at a District meeting preceding the Rotary Year in which the President-Elect will be Club President.
- All DDF received from endowment earnings shall be allocated in the Rotary year following receipt of the earnings for use for Global Grants. The DDF shall be allocated on the same basis as DDF allocated from club contributions to the Annual Fund with the same requirements and deadlines. Before allocation to the clubs in this manner, a portion of the DDF will be provided to new clubs to give them \$500 of DDF for their first three years of existence after the Rotary year the club was chartered. If the Club’s own DDF allocation exceeds \$500, then no DDF shall be allocated to that Club from these funds. Clubs receiving this allocation will not participate in the further allocation of this source of DDF.

ROTARY CLUBS USE OF DDF FUNDS

- DDF allocated to Rotary Clubs can be used for the Rotary Club to sponsor its own Global Grant project, or to support other Rotary clubs’ Global Grant projects. Clubs can donate their fair share allowance to a qualified Club’s or District’s Global Grant project, even if the donating Club is not qualified to sponsor a Global Grant project.
- Club DDF funding may be committed and reserved for a Global Grant project by providing the Grants Committee Chair with a DDF-Club Use Form or a DDF-Club Transfer Form by March 1st of the Rotary Year.
- If the Club has any overdue Rotary International Dues, District 5150 Dues, District Reports, and/or Global Grant reports, the District will not allow allocation of the Club’s DDF to any other Global Grant until the overdue Dues, District Grant Reports, and/or Global Grant Reports have been submitted and accepted.

SPONSORSHIP OF ROTARY FOUNDATION GLOBAL GRANT PROJECTS

- Only Clubs qualified to administer Rotary Foundation funds may apply for a TRF Global Grant. To be qualified Club officers (see next bullet point) must attend District Grants Management and Memorandum of Understanding (MOU) training, and sign TRF's Club Memorandum of Understanding (TRF MOU) and the District's MOU Addendum.

To qualify, the Club President-Elect's attendance is mandatory at one of the Grants Management and MOU training sessions sponsored by the District. Also at least one of the following must attend this training: President Nominee (preferable), International Chair, Community Service Chair or Rotary Foundation Chair. The signatures of the President-Elect and President Nominee are required on the TRF MOU and District's MOU Addendum. In the absence of a President Nominee, then one of the above-mentioned club committee chairs who attended the Grants MOU training may sign the MOU. In addition, the Club President-Elect, Club President Nominee (or alternate as set forth above) and the Club Rotary Foundation Chair must have taken and passed the Rotary Foundation Basics Course in RI's online Learning Center no later than March 21, 2020.

- If the Club has any overdue Rotary International Dues, District 5150 Dues, District Grant Reports, Global Grant Reports, and/or Tax Returns at the time the District is issuing the next Rotary Year's Memorandum of Understanding, the Club will not be issued a Memorandum of Understanding for District and/or Global Grants until the overdue dues have been paid and/or District and/or Global Grant Reports have been submitted and approved.

GLOBAL GRANT ASSISTANCE FOR ROTARY CLUBS

- All lead Clubs should notify David Hellman, District Grants Committee Chair at the commencement of the Club's Global Grant Project Application about the nature of the project, if the project needs additional cash and DDF support, and if the Club needs assistance from the Grants Committee in developing their Global Grant Application.
- If projects are acceptable, the Grants Chair will cause the Global Grant projects to be posted on the District Website. The posting will include if the project needs additional cash or DDF funding. That will be the source of District information for all Clubs to see if they want to assist the project.
- If requested, the Grants Chair will assign a technical resource expert to work with the Club to develop the Global Grant project and to complete the Application. The assigned person will periodically inform the Grants Committee Chair and the District International Service Committee Chair about the Global Grant application progress and any need for additional funding from other Clubs and Districts.

DEADLINE FOR USING ROTARY CLUB DDF GRANT FUNDS

- Uncommitted Fair Share DDF allocations to Clubs will expire on **March 1st**. By January 15th of the Rotary Year, the Grants Committee Chair will communicate with all District Clubs that they

have until **March 1st** of the Rotary Year to use or commit any unused DDF allocation to a Global Grant project for that Rotary Year. The commitment can be to their own or another qualified Club's or District's current Rotary Year Global Grant project.

- The unused DDF will be recaptured for reallocation to meritorious projects. The allocation will be made by the "Grant Allocation Group" composed of the District Governor for the Rotary Year that this policy applies, District Rotary Foundation Chair, and the Grants Committee. This group shall be chaired by the District Grants Committee Chair for the Rotary Year that this policy applies. If a member of this Committee is also a member of a Club that is applying for a DDF allocation for a Global Grant, that member must abstain from participation in the vote on any allocation for the member's Club being considered by the Committee.
- All Clubs requesting unused DDF from the Grants Committee to supplement a Global Grant after March 1st shall submit a written request to the Chairman of the Grants Committee.
- DDF that is not allocated by clubs by the March 1st deadline shall be allocated to District 5150 Global Grant projects for which a District 5150 Club is the primary international sponsor. This allocation is to complete funding for projects that are ready to be submitted to TRF but need some additional DDF to complete the financing. If there are not sufficient projects to use all the funds, the Committee shall decide between other Global Grant projects in the District, Polio Plus, Peace Centers, or to hold the DDF for future use.

PROJECTS NOT ABLE TO PROCEED

- DDF allocated by a Club to a Global Grant project that does not come to fruition shall be re-allocated to the donating Club when the Global Grant project is cancelled and removed from The Rotary Foundation list of pending Global Grants. The Club shall have six (6) months following notice of the reallocation by the District Grants Committee to allocate those DDF funds to another Global Grant project. If the Club fails to make such an allocation, then the Grant Allocation Group will reallocate the funds to complete funding of projects that are ready to be submitted to TRF but need some additional DDF to complete the financing. If there are not sufficient projects to use all the funds, the Committee shall decide between other Global Grant projects in the District, Polio Plus, Peace Centers, or to hold the DDF for future use.

Contact: David Hellman, Grants Committee Chair

Email: davidhellman@earthlink.net

GLOBAL GRANTS AND DISTRICT GRANTS ESTIMATED ALLOCATIONS 2020-2021 AT 12/31/19

ROTARY CLUB	2017-2018 UNDISTRICT TRF CONTR	2018-2019 UNDISTRICT TRF CONTR	2019-2020 UNDISTRICT TRF CONTR TO 12-31-19	AVG% 17-20 DISTRICT UNDES. TRF	TRF 2017- 20 UNALLOCATED CONTRIB- TO MIN. \$500 DDF	NEW CLUB INCREASE TO MIN. DDF TO RE- ALLOCATE	ALLOC FAIR WITH ADDITION AL AMOUNTS	CLUBS ALLOCATED TO GLOBAL SCHOLAR	2020-21 DDF AVAIL. BEFORE 2020-21 DDF USED FOR DIST. GRANT	NET DDF AVAIL. FOR GLOBAL GRANTS IN 2020-21	TOTAL DDF USED FOR GLOBAL GRANTS IN 2020-21	TOTAL UNUSED DDF FOR 2020-21	GLOBAL GRANT PROJECT DESCRIPTION	66 #	DDF FOR 2019-2020 USED FOR PROJECT	STATUS
BELMONT-RODWD SHRS	4000.00	6245.00	1890.00	0.907682%	2,329.16		2,329.16	0.00	2,329.16	2,329.16		2,329.16				
BURLINGAME	5780.00	7075.00	4740.00	1.316083%	3,377.13		3,377.13	0.00	3,377.13	3,377.13		3,377.13				
CENTRAL MARIN	1620.00	1195.00	870.00	0.275633%	707.29		707.29	0.00	707.29	707.29		707.29				
DALY CITY	1760.00	0.00	1652.00	0.255213%	654.89		654.89	0.00	654.89	654.89		654.89				
FOSTER CITY	13438.51	15245.00	13260.00	3.131320%	8,050.51		8,050.51	0.00	8,050.51	8,050.51		8,050.51				
HALE MOON BAY	13857.00	15800.00	5813.00	2.653107%	6,808.01		6,808.01	0.00	6,808.01	6,808.01		6,808.01				
IGNACIO	8195.23	12080.00	6914.13	2.033729%	5,218.64		5,218.64	0.00	5,218.64	5,218.64		5,218.64				
MARIN EVENING	60150.00	55620.00	13490.00	9.441093%	24,226.29		24,226.29	0.00	24,226.29	24,226.29		24,226.29				
MARIN SUNRISE	4680.00	5315.00	2500.00	0.934610%	2,398.25		2,398.25	0.00	2,398.25	2,398.25		2,398.25				
MENLO PARK	7950.00	11740.00	2450.00	1.550433%	4,249.49		4,249.49	0.00	4,249.49	4,249.49		4,249.49				
MILL VALLEY	13309.00	8220.00	4780.00	1.967879%	5,049.67		5,049.67	0.00	5,049.67	5,049.67		5,049.67				
MILLBRAE	18136.00	19225.00	16974.00	4.064188%	10,428.90		10,428.90	0.00	10,428.90	10,428.90		10,428.90				
MISSION SAN RAFAEL	7680.68	11764.01	7860.00	2.042356%	5,240.78		5,240.78	0.00	5,240.78	5,240.78		5,240.78				
NOVATO	33332.79	27773.96	20923.00	6.135719%	15,744.55		15,744.55	0.00	15,744.55	15,744.55		15,744.55				
NOVATO SUNRISE	11150.36	7464.02	5185.55	1.780204%	4,568.09		4,568.09	0.00	4,568.09	4,568.09		4,568.09				
PACIFICA	5239.00	8815.00	6150.00	1.511233%	3,877.90		3,877.90	0.00	3,877.90	3,877.90		3,877.90				
PENINSULA STARLIGHT (4/30/19)	0.00	6610.00	3314.00	0.742302%	1,904.78		1,904.78	0.00	1,904.78	1,904.78		1,904.78				
PENINSULA SUNRISE	7302.45	2402.80	4702.10	1.077651%	2,765.30		2,765.30	0.00	2,765.30	2,765.30		2,765.30				
REDWOOD CITY	3720.00	3345.00	2760.00	0.734897%	1,885.78		1,885.78	0.00	1,885.78	1,885.78		1,885.78				
ROSS VALLEY	3105.00	4200.00	2600.00	0.740881%	1,901.14		1,901.14	0.00	1,901.14	1,901.14		1,901.14				
SAN BRUNO	6529.00	6580.00	5193.00	1.368966%	3,512.83		3,512.83	0.00	3,512.83	3,512.83		3,512.83				
SAN CARLOS	9968.00	10165.50	6090.00	1.958492%	5,025.58		5,025.58	0.00	5,025.58	5,025.58		5,025.58				
S. F. BAYVIEW	1200.00	1210.00	1300.00	0.277503%	712.09		712.09	0.00	712.09	712.09		712.09				
S. F. CASTRO (3/2018)	200.00	1200.00	0.00	0.104718%	266.71	231.29		500.00	500.00	500.00		500.00				
S.F. CHINATOWN	33464.00	33088.00	10974.00	5.798845%	14,880.11		14,880.11	0.00	14,880.11	14,880.11		14,880.11				

GLOBAL GRANTS AND DISTRICT GRANTS ESTIMATED ALLOCATIONS 2020-2021 AT 12/31/19

ROTARY CLUB	2017-2018 UNDESIGN. TRF CONTR.	2018-2019 UNDESIGN. TRF CONTR.	2019-2020 UNDESIGN. TRF CONTR.	Avg % 17-20 DISTRICT UNDES. TRF	TRF 2017- 20 UNALLOCA TED CONTRIB-	NEW CLUB INCREASE DUE TO MIN.	PRIOR YEAR ADDITION TO RE- ALLOCATE	ALLOC FAIR WITH 2020-21 CLUBS ALLOCATED TO GLOBAL SCHOLAR	2020-21 DDF AVAIL. BEFORE DIST & FOR DIST. GRANT	NET DDF AVAIL. FOR GLOBAL GRANTS IN 2020-21	TOTAL DDF USED FOR GLOBAL GRANTS IN 2020-21	TOTAL UNDESIGNED DDF FOR 2020-21	GLOBAL GRANT PROJECT DESCRIPTION	66 #	DDF FOR 2019-2020 USED FOR PROJECT	STATUS
S.F. EVENING	12337.60	5270.00	2822.00	1.582108%	3,921.20			3,921.20	0.00	3,921.20		3,921.20				
S.F. FISHERMANS WHARF	58976.00	118356.56	8350.00	13.887320%	35,635.52			35,635.52	0.00	35,635.52		35,635.52				
S.F. GREATER MISSION	8600.00	3500.00	3300.00	1.151900%	2,955.83			2,955.83	0.00	2,955.83		2,955.83				
S.F. INTERNATIONAL AIRPORT	1000.00	2200.00	0.00	0.239356%	614.20			614.20	0.00	614.20		614.20				
S.F. SUNSET (4/30/19)	0.00	0.00	0.00	0.000000%	0.00	500.00		500.00	0.00	500.00		500.00				
S.F. WEST	5565.00	3660.00	2100.00	0.847095%	2,173.69			2,173.69	0.00	2,173.69		2,173.69				
SAN FRANCISCO #2	35224.92	47360.00	11710.00	7.053138%	18,098.69			18,098.69	0.00	18,098.69		18,098.69				
SAN FRANCISCO SOMA	0.00	500.00	300.00	0.059839%	153.55			153.55	0.00	153.55		153.55				
SAN MATEO	10110.00	10367.00	9790.00	2.263933%	5,809.36			5,809.36	0.00	5,809.36		5,809.36				
SAN MATEO SUNRISE	5452.50	4180.00	2550.00	0.911235%	2,338.27			2,338.27	0.00	2,338.27		2,338.27				
SAN RAFAEL	4250.00	9470.00	4680.00	1.376296%	3,531.64			3,531.64	0.00	3,531.64		3,531.64				
SAN RAFAEL EVENINGS (6/5/14)	11569.71	10067.40	3320.00	1.866760%	4,790.19			4,790.19	0.00	4,790.19		4,790.19				
SAN RAFAEL HARBOR	8789.00	10491.60	10425.00	2.221941%	5,701.60			5,701.60	0.00	5,701.60		5,701.60				
SAUSALITO	9917.00	8963.00	1695.00	1.538983%	3,949.10			3,949.10	0.00	3,949.10		3,949.10				
SOUTH SAN FRANCISCO	7596.50	12220.00	13465.00	2.489413%	6,387.95			6,387.95	0.00	6,387.95		6,387.95				
TERRA LINDA	34836.97	20761.50	8890.11	4.826633%	12,377.75			12,377.75	0.00	12,377.75		12,377.75				
TIBURON BELVEDERE	5798.00	2282.50	2568.50	0.796531%	2,043.94			2,043.94	0.00	2,043.94		2,043.94				
TIBURON SUNSET	1520.00	2285.00	4420.00	0.615219%	1,578.68			1,578.68	0.00	1,578.68		1,578.68				
WEST MARIN	4290.00	6980.00	3128.00	1.076952%	2,763.51			2,763.51	0.00	2,763.51		2,763.51				
WOODSIDE/PV	9960.00	12770.00	8500.00	2.339564%	5,994.19			5,994.19	0.00	5,994.19		5,994.19				
no after club name means not qualified to do grants													2020-2021 Alloc		255,604.72	
TOTALS FOR YEAR	511560.22	571042.85	254318.39	100.000000%	256604.72	731.29	0.00	257336.01	0.00	257336.01	0.00	257336.01			256,604.72	
ADDITIONAL FOR NEW CLUBS MIN. \$500 DDF															731.29	
CLUBS ALLOCATED TO GLOBAL SCHOLAR															0.00	

GLOBAL GRANTS AND DISTRICT GRANTS ESTIMATED ALLOCATIONS 2020-2021 AT 12/31/19

ROTARY CLUB	2017-2018 UNDESIGN. TRF CONTR.	2018-2019 UNDESIGN. TRF CONTR.	2019-2020 UNDESIGN. TRF CONTR. TO 12-31-19	AVE % 17-20 DISTRICT UNDES. TRF	TRF 2017- 20 UNALLOCA TED CONTRIB- ALLOCA FAIR	NEW CLUB INCREASE TO MIN. \$500 DDF	PRIOR YEAR DDF TO RE- ALLOCATE	ALLOC FAIR SH 2020-21 WITH ADDITION AL AMOUNTS	CLUBS ALLOCATED TO GLOBAL SCHOLAR	2020-21 DDF AVAIL. BEFORE DIST & GLOBAL GRANTS	2020-21 DDF USED FOR DIST. GRANT	NET DDF AVAIL. FOR GLOBAL GRANTS IN 2020-21	TOTAL DDF USED FOR GLOBAL GRANTS IN 2020-21	TOTAL UNUSED DDF FOR 2020-21	GLOBAL GRANT PROJECT DESCRIPTION	GG #	DDF FOR 2019-2020 USED FOR PROJECT	STATUS
DDF TO RE-ALLOCATE																	257,336.01	
TOTAL DDF AVAILABLE																	0.00	
TOTAL DDF ALLOCATED																	257,336.01	
TOTAL 2020-2021 DDF LEFT TO ALLOCATE																		

ROTARY CLUB DDF "FAIR SHARE" TRANSFER APPROVAL

The Rotary Club of (Transferor) _____ from District 5150 approves the use of our DDF Fair Share for the Rotary Club of or District (Transferee) _____ to used for _____ (Project) in _____ (Country) with Global Grant Number _____.

Our available DDF funds may be used as follows:

- _____ Entire amount of our Fair Share, in amount of _____.
- _____ The amount of \$ _____, if within the Fair Share available to this Rotary Club.

We understand that the amount transferred by this action will not be available for the future use of our Rotary Club on a different project.

We understand that our Club has the responsibility to send a copy of this form to the Transferee Club or District so that it is aware of this allocation of DDF and will claim it on its Global Grant Application.

We understand that our Club has the responsibility to send a copy of this form to the District Grants Sub-Committee Chair (David Hellman) by March 1st, and if we do not do that this allocation of DDF will not be effective.

Rotary Club President

Date

International/World Community
Service Chair

Date

ROTARY CLUB DDF "FAIR SHARE" USE FORM

The Rotary Club of _____ of District 5150 approves the use of our Club's
DDF Fair Share to used for _____
_____ (Project) in _____ (Country) with Global Grant Number _____
_____.

Our available DDF funds may be used as follows:

- _____ Entire amount of our Fair Share, in amount of _____.
- _____ The amount of \$ _____, if within the Fair Share available to
this Rotary Club.

We understand that the amount transferred by this action will not be available for the future use
of our Rotary Club on a different project.

We understand that our Club must have signed a Memorandum of Understanding with the
District, have the necessary training, and not be delinquent on any reports due The Rotary
Foundation in order to use the DDF for a project sponsored by our Club.

We understand that our Club has the responsibility to send a copy of this form to the District
Grants Sub-Committee Chair (David Hellman) by March 1st, and if we do not do that this
allocation of DDF will not be effective.

Rotary Club President

Date

International/World Community
Service Chair

Date

60

DISTRICT 5150 GRANTS COMMITTEE
RY 2019-2020

David (Dave) Hellman, Chair
RC Mission San Rafael
851 Irwin St, Suite 205
San Rafael, CA 94901
415-457-4411 (w)
415-457-0356 (fax)
davidhellman@earthlink.net
Appointed- One year term

Keith Axtell
RC Marin Evening
410 Manzanita Avenue
Corte Madera, CA 94925
415-924-5930 (h & fax)
keaxtell@aol.com
Advisor Position as
Dist. Resource Network Chair

Rick Chinn
RC Millbrae
1240 Tournament Drive
Hillsborough, CA 94010
650-573-0328 (w) / 650-573-8889 (h)
650-678-0715 (cell)
rbchinn@sbcglobal.net
Advisor position as
Dist. Water & Sanitation Comm.
Chair

Jeri Fujimoto
RC Peninsula Starlight
2724 Sequoia Way
Belmont, CA 94002
Jeri94002@yahoo.com
650-796-3730
Appointed-Three years
remaining on term

Chris Gallagher
RC Sausalito
2100 Bridgeway
Sausalito, CA 94965
415-250-5542
vipsbears@gmail.com
Dist. International Chair
Appointed-One year term

Bruce Huff
RC Sausalito
10 Liberty Ship Way, Suite 150
Sausalito, CA 94965
415-331-6466 (office)
415-740-0596 (cell)
Burce.huff@kimber.net or
Bruce.huff@rotary.comcastbiz.net
Rose Stone Fund Coordinator

Max Huff
RC Sausalito
10 Liberty Ship Way, Suite 150
Sausalito, CA 94965
415-331-6466 (office)
415-740-0665 (cell)
max@kimber.net
Rose Stone Fund Coordinator

Jayne Hulbert
RC Marin Evening
104 Oak Road
Fairfax, CA 94930
415(300-7637 (cell)
jaynehulbert@comcast.net
District Rotary Foundation Chair

DISTRICT 5150 GRANTS COMMITTEE
RY 2019-2020

Brian McLeran
RC Terra Linda
P.O. Box 2667
San Rafael, CA 94912
(415) 828-6971
brianmcleran7@gmail.com
Appointed Two Years remaining
on Term

Cynthia (Cyndy) Simms
RC Foster City
PO Box 161
San Mateo, CA 94401
(909) 544-9966 (cell)
cyndysimms@me.com
District Grants Coordinator
Appointed-One year term

Anita T. Stangl
RC San Francisco #2
130 Frederick #3
San Francisco, CA 94117
(415) 215-1099 (cell)
anita@allianceforsmiles.org
Advisor Position

Steve Wright
RC Pacifica
PO Box 228
Pacifica, CA 94044
(650) 898-8496
(650) 898-8473 (fax)
(877) 316-4504 (toll free)
stevewright1220@gmail.com
Appointed-One year
remaining on term
Global Grants Coordinator

DISTRICT 5150 TECHNICAL RESOURCE NETWORK

Assistance is available to help Rotary Clubs with applications for Rotary Foundation Global Grants. To request assistance, please contact Keith Axtell at keaxtell@aol.com.

The following technical experts are available to assist:

Keith Axtell- keaxtell@aol.com
415-924-5930

Mark Shirley- markshirley@mac.com
415-945-9593

Rick Chinn- rbarry.61@gmail.com
650-678-0715

Steve Wright- stevewright@granitecollects.com
650-898-8496

Jay Colingham- jaycolingham@gmail.com
425-233-8288

Technical advice is available in the following areas:

Global Grant Application Process-

Keith Axtell
Mark Shirley
Steve Wright

Water and Sanitation Projects-

Rick Chinn
Jay Colingham

Disease Prevention and Treatment

Jay Colingham

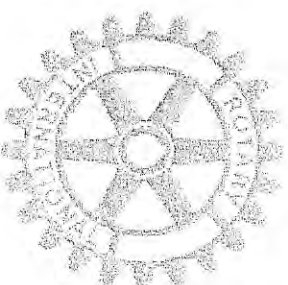
Health Projects

Mark Shirley

Microcredit, and Economic and
Community Development Projects-

Keith Axtell

Rotary



ROTARY DISTRICT 5150

DISTRICT GRANTS MANAGEMENT AND MOU TRAINING

January 11, 2020

February 22, 2020

**WHERE IS THE
DISTRICT GRANT APPLICATION
ON THE
DISTRICT 5150 WEBSITE?**

Rotary

District 5150

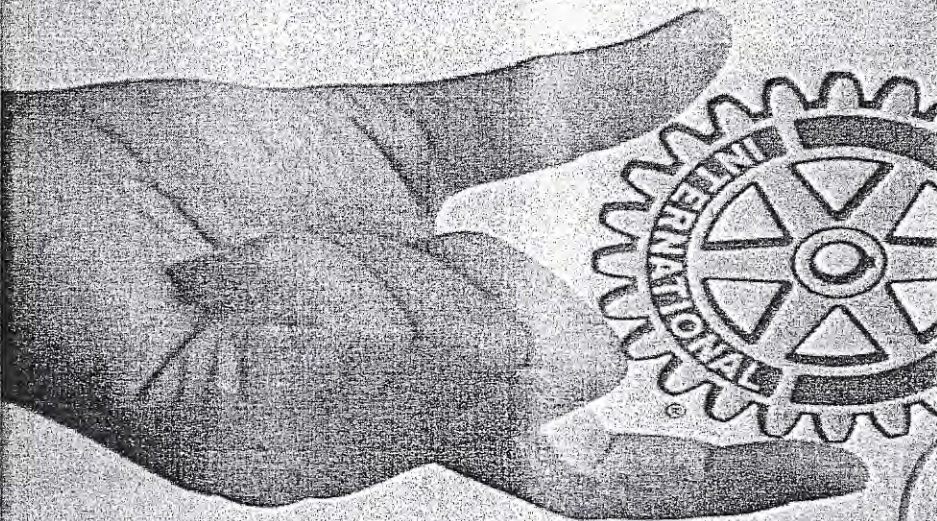


Rotary



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rotary.org



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[Members Home](#) [a](#)

Members Section

Home / Members Section

Welcome to The Rotary District 5150 Website

Rotary is a worldwide network of inspired individuals who translate their passions into relevant social causes to change lives in communities.

Made up of over 35,000 Rotary clubs around the world, Rotary International forms a global network of business, professional, and community leaders who volunteer their time and talents to serve communities locally and around the world - and form strong, lasting friendships in the process.

The Rotary Foundation

Donate

The Rotary Foundation

End Polio Now

Global Scholars

Rotary Grants

Contribute

District/Global Grants

Grant Resources

District Grant Overview -
2019-2020

Rose C Stone Donor Advised
Fund (DAF) for Clubs

STEP 1 of the District Grant process: Welcome!

You are now on your way to accessing available funding to do an amazing project or service during the 2020-2021 Rotary year. Carefully read this overview and then you'll be ready to move to Step 2.

In order for District 5150 to continue qualifying to receive grant funding from The Rotary Foundation (TRF), each Club must understand and comply with TRF's strict rules regarding the grant process. Those requirements are included in District 5150's District Grant application. Click [here](#) for details about TRF's rules.

As you read through the District Grant process, if you have questions or need assistance, please contact District Grants Coordinator Cyndy Simms at districtgrants5150@gmail.com or 909-544-9966.

Let's begin...

Where does District Grant funding come from?

District Designated Funds (DDF) provide funding for District Grants and Global Grants. Each Club is allocated DDF annually by District 5150 based on the Club's prior 3 years of donations to The Rotary Foundation's (TRF) Annual Fund. Estimated DDF allocations for the coming Rotary year are sent to Club Presidents and President-Elects by the end of April each year.

STEP 2 of the District Grant process: Get Qualified before April 1

- 1) The Club President-Elect must attend one of the Grants Management and Memorandum of Understanding (MOU) training sessions sponsored by District 5150 scheduled for January 11, 2020 or February 22, 2020.
- 2) One of the following Club leaders must also attend one of the Grants Management and Memorandum of Understanding (MOU) training sessions sponsored by District 5150:
 - a. President Nominee (preferable)
 - b. International Chair
 - c. Community Service Chair
 - d. The Rotary Foundation (TRF) Chair
- 3) The signatures of the President-Elect and President Nominee are required on The Rotary Foundation (TRF) Memorandum of Understanding (MOU) and the District 5150 MOU Addendum. If the Club does not have a President Nominee by April 1, one of the Chairs (2b, 2c, 2d) who attended the Grants Management and MOU training session may sign in lieu of the President Nominee. Click [here](#) for copies of the TRF MOU and the District 5150 MOU.

- 4) The President-Elect, President Nominee (or one of the Chairs (2b, 2c, 2d) and The Rotary Foundation (TRF) Chair must have taken and passed the Rotary Foundation Basics Course in RI's online Learning Center no later than March 21, 2020.
- 5) The Club President-Elect must enter goals into Rotary Club Central for The Rotary Foundation's Annual Fund no later than April 1, 2020
- 6) Qualification requirements must be completed by April 1, 2020 for the 2020-2021 Rotary Year and submitted to William Gilmore, District Stewardship Chair, at wg-arch@outlook.com
- 7) NOTE: You must complete Step 2 before advancing to Step 3.

In addition, the Club must be:

- a. Current on Rotary International and District 5150 dues
- b. In good standing with Rotary International and the District including membership reporting and financial obligations
- c. Compliant with State and Federal Tax reporting requirements

STEP 3 of the District Grant process: Complete the District Grant Application before June 1, 2020

- 1) Work with your Club or Board of Directors to determine DDF grant projects for your Club in 2020-2021.
- 2) Click on District 5150 Grant application and follow the directions to complete the application.
- 3) Allow enough time to complete the application and secure the signatures of the 2019-2020 President-Elect and 2019-2020 President Nominee before June 1.
- 4) Completed on-line applications will automatically be emailed to Cyndy Simms, District 5150 Grants Coordinator. Applications must be received by June 1, 2020.
- 5) Need help? Contact District Grants Coordinator Cyndy Simms at districtgrants5150@gmail.com or 909-544-9966.

Seems obvious, but all information in the District Grant application must be true and accurate.

TIPS BEFORE YOU BEGIN...

- Review the application form
- Be sure you have the information required to complete the application
- If your Club applied for DDF funds last year, use a copy of last year's application as a guide
- Confirm your 2020-21 Club President's and President-Elect's approval

Rotary District 5150 District Grant Application 2020-2021

Step 1 of 2: Submit

Thank you for the good work your Club is about to do! Applications for DDF (District Designated Funds) are completed on-line and must be received by JUNE 1, 2020. See District Grant Policy 2020-2021 (link) and TRF "Terms and Conditions for Rotary Foundation District Grant Projects" (link) for reference, as needed. If you have questions about this application, please contact District Grants Coordinator Cyndy Simms at districtgrants5150@gmail.com or 909-544-9966. Thank you for applying!

LEAD CLUB NAME *

Foster City

If Multi-Club Project, List Names of Supporting Clubs

PROJECT NAME *

3rd Grade Dictionary Project

Briefly describe the project and what the project will do. *

Distribute dictionaries to 3rd grade students at Audubon, Brewer Island, and Foster City elementary schools

Start Date *

2020-12-01

Estimated Completion Date *

2021-01-31

District Grants require active involvement of Rotarians to:

- * Assess community needs
- * Develop a project plan
- * Establish a committee of 2+ Rotarians to oversee expenditure of funds and implementation of the project
- * Promote the project in local media
- * Submit required reports on time

Number of Rotarians that will participate in this project? *

20

Describe active participation by Rotarians (non-financial). Provide at least two (2) examples of active participation. *

Place Rotary labels in the front of each dictionary and distribute dictionaries to 3rd grade students

Number of non-Rotarians that will benefit from this project? *

400

Who is the relevant community and how will the project improve their lives? *

3rd grade students, their parents, and teachers will see students using improved dictionary skills

What are the expected long-term community impacts? *

Students will be better writers, spellers, and readers

Is this a Dictionary Project? *

☒ Yes

☐ No

If yes, how many dictionaries will be distributed?

400

Is this a RYLA Project? *

☐ Yes

☒ No

If yes, how many students will be sponsored?

0

Will the project address any of the 6 Areas of Focus? If YES, which Area(s)? *

☐ No

☐ Peace and Conflict Prevention/Resolution

☐ Disease Prevention and Treatment

☐ Water and Sanitation

☐ Maternal and Child Health

☒ Basic Education and Literacy

☐ Economic and Community Development

How will the project meet the goals of that Area of Focus? *

Students will become better writers, spellers, and readers

Describe how the general public will know that this is a Rotary-sponsored project? Provide examples. *

Articles in the Islander newspaper and school district newsletters

Is a cooperating organization involved in the project? *

☒ Yes

☐ No

If YES, what is the name of the organization(s) and what role does it play in the project?

San Mateo-Foster City School District gives approval for the dictionary project

CLUB PRIMARY CONTACT NAME *

Rich Mozzini

Club Primary Contact Rotary Position *

Dictionary Project chairperson

Club Primary Contact Email Address *

rmozzini@sanbrunocable.com

Club Primary Contact Phone Number *

650-555-5555

CLUB SECONDARY CONTACT NAME *

Mary Lou Griffin

Club Secondary Contact Rotary Position *

Club President 2020-2021

Club Secondary Contact Email Address *

marylougriffin1@yahoo.com

Club Secondary Contact Phone Number *

650-555-5555

ITEMIZED BUDGET

The ITEMIZED BUDGET must specify INCOME (District Grant funds - DDF, Club funds, other funds) and EXPENDITURES (costs of equipment, furniture items, gasoline, meals, lodging, training, number of dictionaries, etc.). Supporting documentation may be requested. Receipts are required for the Final Report.

INCOME

DISTRICT GRANT FUNDS (DDF) REQUESTED UP TO \$_____ OF DDF AVAILABLE *

4300 0

Club Funds

0 0

Other Funds - please specify source

0

TOTAL PROJECT INCOME *

4300 0

EXPENDITURES

EXPECTED EXPENDITURES - provide specific costs *

400 dictionaries x \$10.75 each

TOTAL PROJECT EXPENDITURES *

4300

^

If your Club does not receive the entire amount of DDF requested, can your Club fund the shortfall from its own funds? *

☒ Yes

☐ No

If NO, can the project be downsized to meet the amount of the District Grant and Club contribution to the project?

☐ Yes

☐ No

REQUIRED AUTHORIZATION

As President of this Rotary Club for 2020-2021, I affirm that the Club has voted to undertake this project as an activity of the Club.

2020-2021 PRESIDENT NAME *

Mary Lou Griffin

Signature *

Date: Monday, 6 January 2020 (EST)

Name:

Mary Lou Griffin

Date *

2020-03-15

2021-2022 PRESIDENT NAME (2020-2021 PRESIDENT-ELECT) *

Curtis Chen

Signature *

Date: Monday, 6 January 2020 (EST)

Name:

Curtis Chen

Date *

2020-03-16

ALTERNATE NAME (if 2020-2021 President-Elect is unknown)

ALTERNATE ROTARY POSITION

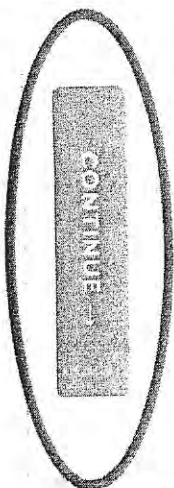
- ☐ Club Rotary Foundation (TRF) Chair
- ☐ Community Service Chair
- ☐ International Service Chair

Signature

Date: Monday, 6 January 2020 (EST)

Name:

Date



* indicates required fields

Rotary District 5150 District Grant Application 2020-2021

Step 2 of 2: Confirm



If the information below is correct, press Confirm to complete your form submission. Otherwise, press Modify.

← MODIFY

CONFIRM

LEAD CLUB NAME

Foster City

If Multi-Club Project, List Names of Supporting Clubs

PROJECT NAME

3rd Grade Dictionary Project

Briefly describe the project and what the project will do.

Distribute dictionaries to 3rd grade students at Audubon, Brewer Island, and Foster City elementary schools

Start Date

Tuesday December 01, 2020

Estimated Completion Date

Sunday January 31, 2021

Number of Rotarians that will participate in this project?

20

Describe active participation by Rotarians (non-financial). Provide at least two (2) examples of active participation.

Place labels in the front of the dictionaries and distribute the dictionaries to 3rd grade students



Number of non-Rotarians that will benefit from this project?

400

Who is the relevant community and how will the project improve their lives?

3rd grade students, their parents, and teachers will see students using improved writing and spelling skills

What are the expected long-term community impacts?

Students will be better writers, spellers, and reader

Yes

yes

No

no

If yes, how many dictionaries will be distributed?

400

Yes

no

No

yes

If yes, how many students will be sponsored?

No

no

Peace and Conflict Prevention/Resolution

no

Disease Prevention and Treatment

no

Water and Sanitation

no

Maternal and Child Health

no

Basic Education and Literacy

yes

Economic and Community Development

no

How will the project meet the goals of that Area of focus?

Students will become better writers, spellers, and readers

Describe how the general public will know that this is a Rotary-sponsored project? Provide examples.

Articles in the Islander newspaper and in the school district newsletters

yes

yes

No

no

If YES, what is the name of the organization(s) and what role does it play in the project?

San Mateo-Foster City School District gives approval to distribute the dictionaries

CLUB PRIMARY CONTACT NAME

Rich Mozini

Club Primary Contact Rotary Position

Dictionary Project chairperson

Club Primary Contact Email Address

rmozini@sanbrunocable.com

Club Primary Contact Phone Number

650--555-5555

CLUB SECONDARY CONTACT NAME

Mary Lou Griffin

Club Secondary Contact Rotary Position

Club President 2020-21

Club Secondary Contact Email Address

marylougriffin1@yahoo.com

DISTRICT GRANT FUNDS (DDF) REQUESTED UP TO
\$-----OF DDF AVAILABLE

4300

Club Funds

0

Other Funds - please specify source

0

TOTAL PROJECT INCOME

4300

EXPECTED EXPENDITURES - provide specific costs

400 dictionaries x \$10.75 each

TOTAL PROJECT EXPENDITURES

4300

Yes

yes

No

no

Yes

no

No

no

2020-2021 PRESIDENT NAME

Mary Lou Griffin

Signature

Mary Lou Griffin

Date

Tuesday January 07, 2020

2021-2022 PRESIDENT NAME (2020-2021 PRESIDENT-ELECT)

Curtis Chen

Signature

Curtis Chen

Date

Tuesday January 07, 2020

ALTERNATE NAME (if 2020-2021 President-Elect is unknown)

Club Rotary Foundation (TRF) Chair

no

Community Service Chair

no

International Service Chair

no

Signature

Date

← MODIFY

CONFIRM

BEFORE YOU HIT "CONFIRM",

MAKE A COPY FOR YOUR FILES

Rotary District 5150 District Grant Application 2020-2021

Thank You



The form was submitted successfully. Thank you.

Reference number: **1D3WMDAF1DYPDFFFVJCBR2PEY**

[Privacy Policy](#)

Web form by FormSmarts

STEP 4 of the District Grant process: Implement your Project!

Once your District Grant application is approved, you are ready to implement your project. **Do not begin** implementation of your project **until you have received written notification** from District Grants Coordinator Cyndy Simms that the application has been approved by the District 5150 Grants Committee and The Rotary Foundation. Notification usually occurs by September 1.

Remember:

- The Club must maintain a separate bank account for each District Grant over \$2,000.

STEP 3 of the District Grant process: Final/Interim Report due by May 1, 2021.

Once your project is finished, complete your Final/Interim Report on line at District Grant Final Report on the District 5150 website.

- 1) The Final/Interim Report is due no later than May 1, 2021.
- 2) It is a good idea to complete the Final Report as soon as the project is finished. The Final Report can be submitted anytime prior to May 1, 2021.
- 3) If your project covers more than one Rotary Year (July 1st to June 30th), you must file an Interim Report for the first year of the project.
- 4) All District Grant projects must be completed by April 30 of the second Rotary Year of the project.
- 5) If the project spans a second Rotary Year, the Final Report must be submitted by May 1, 2022.

Remember:

- The Final/Interim Report must include receipts for the project's costs and signatures from both the 2020-2021 President and President-Elect.

REMINDER!

2019-2020

FINAL REPORT

DUE

MAY 1, 2020

QUESTIONS?

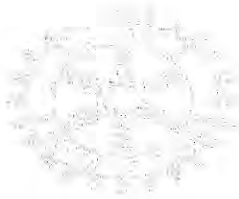
Contact District Grants Coordinator

Cyndy Simms at

districtgrants5150@gmail.com

909-544-9966

Rotary



ROTARY INTERNATIONAL DISTRICT 5150

DISTRICT GRANT OVERVIEW 2020-2021

STEP 1 of the District Grant process: Welcome!

You are now on your way to accessing available funding to do an amazing project or service during the 2020-2021 Rotary year. Carefully read this overview and then you'll be ready to move to Step 2.

In order for District 5150 to continue qualifying to receive grant funding from The Rotary Foundation (TRF), each Club must understand and comply with TRF's strict rules regarding the grant process. Those requirements are included in District 5150's District Grant application. Click [here](#) for details about TRF's rules.

As you read through the District Grant process, if you have questions or need assistance, please contact District Grants Coordinator Cyndy Simms at districtgrants5150@gmail.com or 909-544-9966.

Let's begin...

Where does District Grant funding come from?

District Designated Funds (DDF) provide funding for District Grants and Global Grants. Each Club is allocated DDF annually by District 5150 based on the Club's prior 3 years of donations to The Rotary Foundation's (TRF) Annual Fund. Estimated DDF allocations for the coming Rotary year are sent to Club Presidents and President-Elects by the end of April each year.

What is the difference between a District Grant and a Global Grant?

Global Grants support large international projects with long-term, sustainable outcomes in one or more of Rotary's 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

While it is possible for the project to be completed within a single Rotary year, typically a Global Grant spans several years depending on the size and scope. Global Grants range from \$30,000 to \$200,000, and your Club as Lead Club is responsible for arranging the funding to access the Global Grant program. The Rotary Foundation will match an approved Global Grant project \$1 for \$1 of DDF allocated to the project and \$.50 for \$1 of cash allocated to the project. The minimum budget for a Global Grant is \$30,000 and Global Grants are administered by The Rotary Foundation.

For more information about Global Grants, refer to <http://rotary5150.org/foundation/grants/> or contact Global Grants Coordinator Steve Wright at stevewright1220@gmail.com or 650-808-8496.

District Grants, on the other hand, fund smaller-scale short-term projects that address immediate needs in your community or internationally. These grants are usually completed within a Rotary year and are easier to obtain than Global Grants, with fewer restrictions and requirements. District Grants are administered by the District 5150 District Grants Committee. Click here for details about District 5150 requirements for District Grants.

What can a District Grant be used for?

A District Grant can be used to fund local community or international humanitarian projects in the areas of youth, elderly, literacy, or community or Rotary International's 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

Here are some examples of District Grant projects in District 5150 in 2019-2020:

- Teacher Mini-Grants
- Dictionary Distribution for 3rd Grade Students
- Yurok Tribe Playground Installation
- RYLA Scholarships
- Community Needs-Based Scholarships
- Rotary Park Improvement
- Furnishings for Center for Domestic Peace
- Rotacare
- SPARK Program
- Sanitary Products for Girls in Uganda
- Thanksgiving Dinners for Low-Income Families
- Bay Cruise and Movie for Low-Income Children with Disabilities
- Hams for Single Moms

Here are some examples of District Grant projects in other Rotary Districts

Small International Projects

- Solar lighting, sanitation and creation of room for school children in India
- Build ten toilets for girls in a public school in Nepal
- Install water filters in other countries

- Provide laptop computers to scholarship students from Project Amigo in Colima, Mexico
- Partial funding to build a community center in Tijuana with focus on youth, children and women
- Fund wheelchair lift for school bus to bring disabled children from surrounding areas into city to attend school
- Provide treated mosquito nets at an orphanage in Uganda
- Provide food, school supplies and utility bill assistance to a school for the deaf in Mexico
- Purchase tuktuk to provide meals to homebound seniors in Guatemala
- Provide onsite community assessment activities for potential Global Grant in another country
- Vocational Training Teams (VTT) of professionals who travel internationally to teach local professionals about their field or to learn more about the field themselves
- Fund Global Grant community assessments

Local Community Projects

- Fund transportation of elementary students to visit downtown library and provide each with a book
- Build and place "Little Free Library Book Stations" throughout neighborhoods for book exchanges
- Create a walking path to encourage residents to exercise and combat obesity
- Provide comfort bags to Alaskan children in the foster care system
- Provide backpacks and school supplies for low income children
- Build outdoor gardens at local elementary schools
- Provide bikes and helmets for underprivileged and low income children
- Provide books to a local library
- Youth programs including Rotary Youth Exchange, Rotary Youth Leadership Awards (RYLA), Rotaract, and Interact
- Vocational Training Teams (VTT) of professionals who travel internationally to teach local professionals about their field or to learn more about the field themselves

Wow! Can I use my DDF for more than one District Grant project?

Yes. You'll need to complete a District Grant application for each project.

What can a District Grant NOT be used for?

District Grants cannot be used for:

- Unrestricted cash donations to a beneficiary or cooperating organization
- Operating, administrative, or indirect program expenses of another organization
- Matching funds for any other project
- Reimbursement for previously completed projects
- Purchasing land or buildings
- Construction or rehabilitation of buildings except for water and sanitation projects
- Fundraising activities and expenses related to Rotary events such as conferences, institutes, anniversary celebrations, or entertainment activities

I want to apply for a District Grant! What do I do now?

Congratulations! You've just completed Step 1 by reading the overview. Now you are ready for Step 2.

STEP 2 of the District Grant process: Get Qualified before April 1

- 1) The Club President-Elect must attend one of the Grants Management and Memorandum of Understanding (MOU) training sessions sponsored by District 5150 scheduled for January 11, 2020 or February 22, 2020.
- 2) One of the following Club leaders must also attend one of the Grants Management and Memorandum of Understanding (MOU) training sessions sponsored by District 5150:
 - a. President Nominee (preferable)
 - b. International Chair
 - c. Community Service Chair

- d. The Rotary Foundation (TRF) Chair
- 3) The signatures of the President-Elect and President Nominee are required on The Rotary Foundation (TRF) Memorandum of Understanding (MOU) and the District 5150 MOU Addendum. If the Club does not have a President Nominee by April 1, one of the Chairs (2b, 2c, 2d) who attended the Grants Management and MOU training session may sign in lieu of the President Nominee. Click here for copies of the TRF MOU and the District 5150 MOU.
 - 4) The President-Elect, President Nominee (or one of the Chairs (2b, 2c, 2d) and The Rotary Foundation (TRF) Chair must have taken and passed the Rotary Foundation Basics Course in RI's online Learning Center no later than March 21, 2020.
 - 5) The Club President-Elect must enter goals into Rotary Club Central for The Rotary Foundation's Annual Fund no later than April 1, 2020
 - 6) Qualification requirements must be completed by April 1, 2020 for the 2020-2021 Rotary Year and submitted to William Gilmore, District Stewardship Chair, at wg-arch@outlook.com
 - 7) NOTE: You must complete **Step 2** before advancing to **Step 3**.

In addition, the Club must be:

- a. Current on Rotary International and District 5150 dues
- b. In good standing with Rotary International and the District including membership reporting and financial obligations
- c. Compliant with State and Federal Tax reporting requirements

STEP 3 of the District Grant process: Compete the District Grant Application before June 1, 2020

- 1) Work with your Club or Board of Directors to determine DDF grant projects for your Club in 2020-2021.
- 2) Click on District 5150 Grant application and follow the directions to complete the application.
- 3) Allow enough time to complete the application and secure the signatures of the 2019-2020 President-Elect and 2019-2020 President Nominee before June 1.

- 4) Completed on-line applications will automatically be emailed to Cyndy Simms, District 5150 Grants Coordinator. Applications must be received by June 1, 2020.
- 5) Need help? Contact District Grants Coordinator Cyndy Simms at districtgrants5150@gmail.com or 909-544-9966.

Seems obvious, but all information in the District Grant application must be true and accurate.

STEP 4 of the District Grant process: Implement your Project!

Once your District Grant application is approved, you are ready to implement your project. Do not begin implementation of your project until you have received written notification from District Grants Coordinator Cyndy Simms that the application has been approved by the District 5150 Grants Committee and The Rotary Foundation. Notification usually occurs by September 1.

Remember:

- The Club must maintain a separate bank account for each District Grant over \$2,000.

STEP 5 of the District Grant process: Final/Interim Report due by May 1, 2021.

Once your project is finished, complete your Final/Interim Report on line at District Grant Final Report on the District 5150 website.

- 1) The Final/Interim Report is due no later than May 1, 2021.
- 2) It is a good idea to complete the Final Report as soon as the project is finished. The Final Report can be submitted anytime prior to May 1, 2021.
- 3) If your project covers more than one Rotary Year (July 1st to June 30th), you must file an Interim Report for the first year of the project.
- 4) All District Grant projects must be completed by April 30 of the second Rotary Year of the project.
- 5) If the project spans a second Rotary Year, the Final Report must be submitted by May 1, 2022.

Remember:

- The Final/Interim Report must include receipts for the project's costs and signatures from both the 2020-21 President and President-Elect.

Questions? Contact District Grants Coordinator Cyndy Simms at districtgrants5150@gmail.com or 909-544-9966.

Rotary District 5150

District Grant Application

2020-2021

Thank you for the good work your Club is about to do! Applications for DDF (District Designated Funds) are completed on-line and must be received by JUNE 1, 2020. See District Grant Policy 2020-2021 (link) and TRF "Terms and Conditions for Rotary Foundation District Grant Projects" (link) for reference, as needed. If you have questions about this application, please contact District Grants Coordinator Cindy Smith at districtgrants5150@gmail.com or 809-544-9966. Thank you for applying!

LEAD CLUB NAME *

Foster City

If Multi-Club Project, List Names of Supporting Clubs

PROJECT NAME *

3rd Grade Dictionary Project

Briefly describe the project and what the project will do.

Distribute dictionaries to 3rd grade students at Audubon, Brewer Island, and Foster

Start Date *

2020-12-01

Estimated Completion Date

2021-01-31

District Grants require active involvement of Rotarians to:

- * Assess community needs
- * Develop a project plan
- * Establish a committee of 2+ Rotarians to oversee expenditure of funds and implementation of the project
- * Promote the project in local media
- * Submit required reports on time

Number of Rotarians that will participate in this project? *

20

Describe active participation by Rotarians (non-financial). Provide at least two (2) examples of active participation.

Place labels in the front of the dictionaries and distribute the dictionaries to 3rd grade

Number of non-Rotarians that will benefit from this project? *

400

Who is the relevant community and how will the project improve their lives?

3rd grade students, their parents, and teachers will see students using improved w

What are the expected long-term community impacts?

Students will be better writers, spellers, and readers.

Is this a Dictionary Project? *

☒ Yes

☐ No

If yes, how many dictionaries will be distributed?

400

Is this a RYLA Project? *

Yes

☒ No

If yes, how many students will be sponsored?

Will the project address any of the 6 Areas of Focus? If YES, which Area(s)? *

No

Peace and Conflict Prevention/Resolution

Disease Prevention and Treatment

Water and Sanitation

Maternal and Child Health

☒ Basic Education and Literacy

Economic and Community Development

How will the project meet the goals of that Area of Focus? *

Students will become better writers, spellers, and readers

Describe how the general public will know that this is a Rotary-sponsored project? Provide examples. *

Articles in the Islander newspaper and in the school district newsletters

Is a cooperating organization involved in the project? *

☒ Yes

No

If YES, what is the name of the organization(s) and what role does it play in the project?

San Mateo-Foster City School District gives approval to distribute the dictionaries.

CLUB PRIMARY CONTACT NAME

Rich Mozzini

Club Primary Contact Rotary Position

Dictionary Project chairperson

Club Primary Contact Email Address

rmozzini@sanbrunocable.com

Club Primary Contact Phone Number

650--555-5555

CLUB SECONDARY CONTACT NAME

Mary Lou Griffin

Club Secondary Contact Rotary Position

Club President 2020-21

Club Secondary Contact Email Address

marylougriffin1@yahoo.com

Club Secondary Contact Phone Number

650-555-5555

ITEMIZED BUDGET

The ITEMIZED BUDGET must specify INCOME (District Grant funds - DDF, Club funds, other funds) and EXPENDITURES (costs of equipment, furniture items, gasoline, meals, lodging, training, number of dictionaries, etc.). Supporting documentation may be requested. Receipts are required for the Final Report.

INCOME

DISTRICT GRANT FUNDS (DDF) REQUESTED UP TO \$ _____ OF DDF
AVAILABLE

4300

Club Funds

0

Other Funds - please specify source

0

TOTAL PROJECT INCOME

4300

EXPENDITURES

EXPECTED EXPENDITURES - provide specific costs

400 dictionaries x \$10.75 each

TOTAL PROJECT EXPENDITURES

4300

If your Club does not receive the entire amount of DDF requested, can your
Club fund the shortfall from its own funds?

Yes

No

If NO, can the project be downsized to meet the amount of the District Grant and Club contribution to the project?

Yes

No

REQUIRED AUTHORIZATION

As President of this Rotary Club for 2020-2021, I affirm that the Club has voted to undertake this project as an activity of the Club.

2020-2021 PRESIDENT NAME

Mary Lou Griffin

Signature *

Date: Tuesday, 7 January 2020 (EST)

Name:

Mary Lou Griffin

Date *

2020-01-07

2021-2022 PRESIDENT NAME (2020-2021 PRESIDENT-ELECT)

Curtis Chen

Signature *

Date: Tuesday, 7 January 2020 (EST)

Name:

Curtis Chan

Date *

2020-01-07

ALTERNATE NAME (if 2020-2021 President-Elect is unknown)

ALTERNATE ROTARY POSITION

Club Rotary Foundation (TRF) Chair

Community Service Chair

International Service Chair

Signature

Date: Tuesday, 7 January 2020 (EST)

Name:

Date

* indicates required fields