

District 5240

Grant Management Seminar

Qualification for RY 2024-2025

Meeting guidelines

- The online seminars will be repeated on:
 - November 9
 - December 14
 - January 11, 2024 (if needed)
- Make sure that we know who you are
- Please be sure that your microphone is muted – post any questions in the chat box

Grant Management Seminar Overview

- The Rotary Foundation and Rotary International
- Club Qualification – *TRF Memorandum of Understanding (MOU)*
 - Club Officer Responsibilities
 - Financial Management Plan
 - Report on Use of Grant Funds
 - Document Retention
 - Reporting Misuse of Grant Funds
- District Grant Overview – *2024-2025 District Grant Policies*
- Global Grant Overview – *2024-2025 Global Grant Policies*
- Resources

TRF in Perspective

Rotary International

- Led by RI president
- Supported by dues
- Conducts the business of Rotary – Conferences, administration

The Rotary Foundation

- A separate organization
- Led by Trustees
- Supported by Donations
- 501(c)3 charity
- Files tax returns
- Must comply with IRS laws
- Issues grants to qualified clubs and districts

The Rotary Foundation Today



4

star charity - Charity
Navigator's highest level
15 years in a row



92%

of funds are spent on
program awards and operations

The Rotary Foundation

The mission of The Rotary Foundation of Rotary International is to **enable Rotarians** to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Why Must Clubs Be Qualified

- The qualification process ensures that your club has the financial and stewardship controls it needs to manage grant funds properly
- Strong stewardship protects The Rotary Foundation's integrity and gives our donors confidence that their contributions are used for its intended purpose.
- The Rotary Foundation requires that any club that wishes to be the primary sponsor of a global grant must be qualified
- District 5240 requires that clubs be qualified in order to receive District Designated Funds (DDF)

How Do Clubs Become Qualified

- The Club President for RY 2024-25 and at least one other member of the club must complete a district-sponsored grant management seminar
 - It is highly recommended that the members of the club that will be responsible for district grants and global grants attend a grant management seminar.
- Both the current club president (2023-24) and president-elect (2024-25) must sign the TRF MOU
- Incorporated clubs must create and submit a signed club resolution adopting the MOU
- To complete the qualification process, email the signed MOU and club resolution to D5240 Stewardship Chair, David Gore (davcgor@gmail.com)

Club qualification is for one Rotary Year. Your club must be requalified for each Rotary Year

If A Club Is Not Qualified

- Non-qualified clubs may not be the primary club on a Global Grant or on a District Grant
- Non-qualified clubs may participate in Global Grant projects written and submitted by qualified clubs
- Non-qualified clubs may contribute their cash or DDF allocation toward District Grant projects submitted by a qualified club

Club Responsibilities

- Clubs must comply with TRF Memorandum of Understanding (MOU)
- Clubs are responsible for the use of funds for club-sponsored grants
- Clubs must cooperate with any financial, grant, or operational audits
- Qualification may be suspended or revoked for misuse or mismanagement of grant funds

Club Officer Responsibilities

- Club officers hold primary responsibility for club qualification and club performance
- Appoint at least two experienced club members to implement, manage, and maintain club qualification
- Create a Grant Financial Management Plan
- Do not use grant funds for political or religious purposes
- Avoid any actual or perceived conflicts of interest
- Complete all grant reports on time

Grant Financial Management Plan

Clubs must:

- Have a written financial management plan for administering and monitoring grant funds
- Maintain a standard set of accounts
- Disburse grant funds in accordance with approved grant application
- Maintain segregation of duties for handling funds
- Monitor grant financial performance
- Comply with local law
- Report any misuse of funds

Report on Use of Grant Funds

- Clubs must adhere to all Rotary Foundation and District reporting requirements
- Keep a list of due dates for the club's reports and designate someone to monitor the process
- Document the project as it is being implemented
- Maintain records of use of funds (order, receipts) and all bank records
- Complete and submit your report by the required due date
- Advise the Grants Subcommittee of project delays that may impact project or report completion

Document Retention

- Clubs must retain qualification and financial records related to all grant projects for a minimum of 5 years
- Bank Information
- Club qualification documents including the signed club MOU
- Information related to use of funds, including receipts and invoices for all purchases, bank records, and important emails
- Photos and other information reporting the progress of the project
- District 5240 maintains a document-retention system based on box.com that is available to clubs at no cost – contact PDG Scott Phillips if you are interested in using this service for your club

Reporting Misuse of Funds

- Create a process for monitoring use of funds and for identifying misuse or mismanagement of funds
- Use an oversight committee of several Rotarians to implement the process
- Ensure that all club members are aware of their stewardship responsibilities with respect to grant funds
- Report any potential and real misuse or mismanagement of grant funds to the District Governor, the D5240 Grants Chair, and the District Rotary Foundation Committee Chair

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- District Grant Policies
- Global Grant Policies
- Resources

District Designated Funds

- District Designated Funds (DDF) are based on giving by Rotarians in District 5240 to The Rotary Foundation Annual Fund.
- The Rotary Foundation holds the funds for three years and then returns 47.5% of the donations to the district in the form of DDF
 - District 5240 initially allocates up to fifty percent of its DDF to support District Grants
 - The remainder is used to support global grants and other District-sponsored projects

District Grant Policies

District grants fund small-scale, short-term activities that address needs in our community and communities abroad. Clubs can use district grants to fund a variety of district and club projects and activities:

- Humanitarian projects, including service travel and disaster recovery efforts
- Scholarships for any level, length of time, location, or area of study
- Youth programs, including Rotary Youth Exchange, Rotary Youth Leadership Awards, (RYLA), Rotaract and Interact
- Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about their field or to learn more about it themselves

District Grant Policies: DDF

- District Grants are funded by cash and District Designated Funds(DDF)
- DDF for district grants is allocated to clubs based on club contributions to the Annual Fund for the preceding three Rotary Years as a percentage of all D5240 club contributions.
- Newly chartered Rotary and Rotaract clubs in District 5240 will receive a first-year allocation of \$500.
- The allocation schedule will be posted on the district website under 2024-25 District Grants

District Grant Policies: Funding

- DDF requested for District grants must be matched with cash by clubs on a \$ for \$ basis up to the club's DDF allocation
- Clubs can combine their DDF allocation to create larger projects
- Any club can support a District grant. Only qualified clubs may be the lead club
- There are no limits on the total dollar value for a district grant
- There is no World Fund match from The Rotary Foundation for District Grants

District Grant Policies - Application

- Clubs apply for a district grant by completing the District grant application and submitting it to the District Grants Committee
- If multiple clubs are participating in a District Club, the clubs providing support must complete a Cash Contribution or DDF Transfer form
- The total amount of DDF requested from the district must be matched by cash from clubs in the district
- The total District Grant funding must match the project budget
- The application is signed by the club president of the lead club
- Grant applications are accepted from February 1, 2024 through March 31, 2024

District Grant Policies - Application

- The District Grants Committee will review the grant application
- If the grant is complete and meets the requirements established by The Rotary Foundation and District 5240, the grant application will be approved and notice of approval sent to the lead club
- If an application is not approved, it will be returned to the lead club with an explanation and recommendations for amending the application

District Grant Policies: Project Info

- District grants approved for RY 2024-25 cannot begin before July 1, 2024
 - No commitments to partners or vendors can be made before July 1, 2024
- District grants approved for RY 2024-25 must be completed and the final report submitted no later than June 30, 2025
- District Grants are reimbursement grants. The club(s) must fund the expenses associated with grant project
- The district will reimburse the clubs up to the amount of the approved DDF upon acceptance of the final report
- Clubs are encouraged to submit their final reports as soon as the project is completed.

District Grant Policies: Final Report

- A final report is required for each approved District Grant
- The final report form is available from the district website
- The final report is due no later than June 30, 2025
- Reports should be emailed to the District Grants Committee at the email listed on the form
- The District Grants Committee will review the report and respond to the submitting club if it has questions
- The club(s) will be reimbursed based on actual project expenditures up to the amount of approved DDF
- **The committee will endeavor to make payment within 60 days after the final report is received**

Role of the District Grants Committee

- Serve as advisors for clubs preparing district grant applications
- Review district grant applications for compliance with District 5240 policy
- Monitor district grant progress. Serve in an advisory role as required
- Review final reports

District Grants Committee Chair

George Poulakos Email: GJP@tribecacom.com

Global Grants

Global Grants are large long-term projects that:

- Support humanitarian projects, graduate level study or vocational training teams
- Require international partnerships
- Satisfy a community need
- Align with The Rotary Foundation Areas Of Focus
- Have a minimum budget of \$30,000 USD
- Have sustainable, measurable outcomes

Global Grant Involvement

- Clubs can support Global Grants in one of three ways:
 - Provide financial support
 - Be the international partner club supporting a grant in another country
 - Financial, technical and grant writing support
 - Raise funds for the project
 - Promote the project within our district and Rotary in general
 - Be the host club – it's your project
 - Pretty much do it all with support from the international partner

Global Grant Lifecycle

Pre-Application Phase

☑ Contact the District 5240 Global Grant Committee Chair and provide basic information, such as the name of the grant, the partners, and the intended amount of District Designated Funds (DDF) that will be requested.

Application Phase

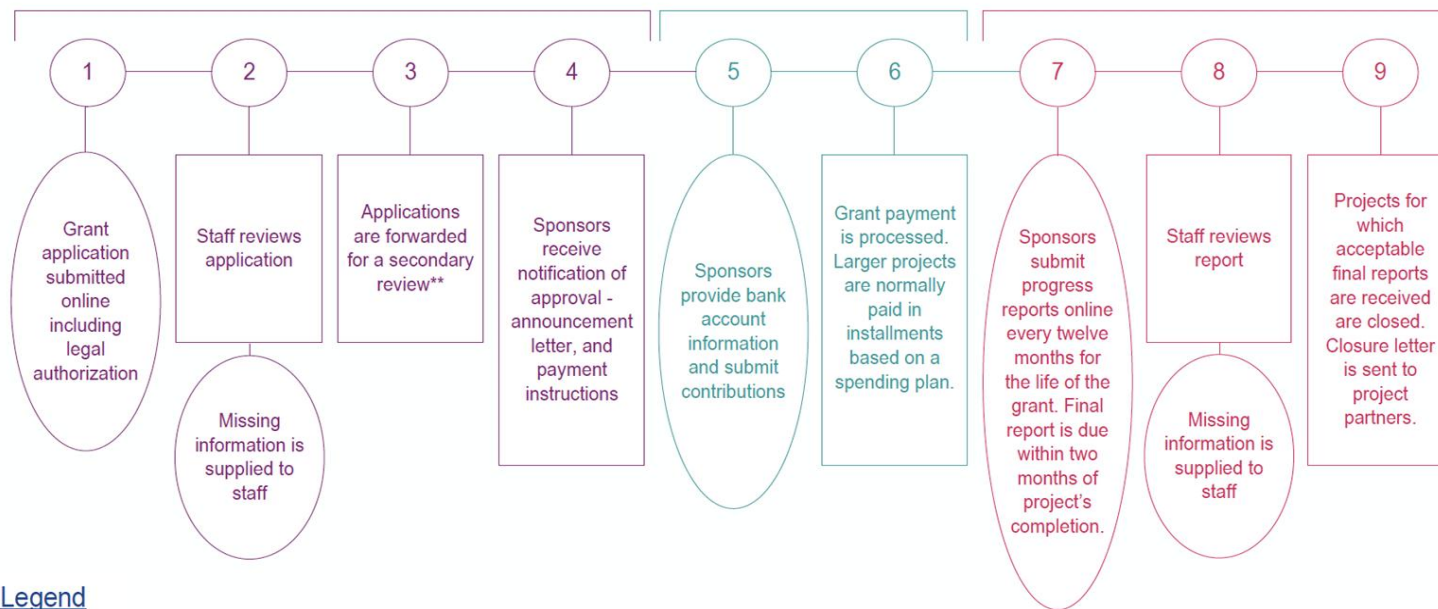
If application arrives at TRF complete, time from receipt to approval of application is approximately 4 weeks.*

Payment Phase

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

Reporting Phase

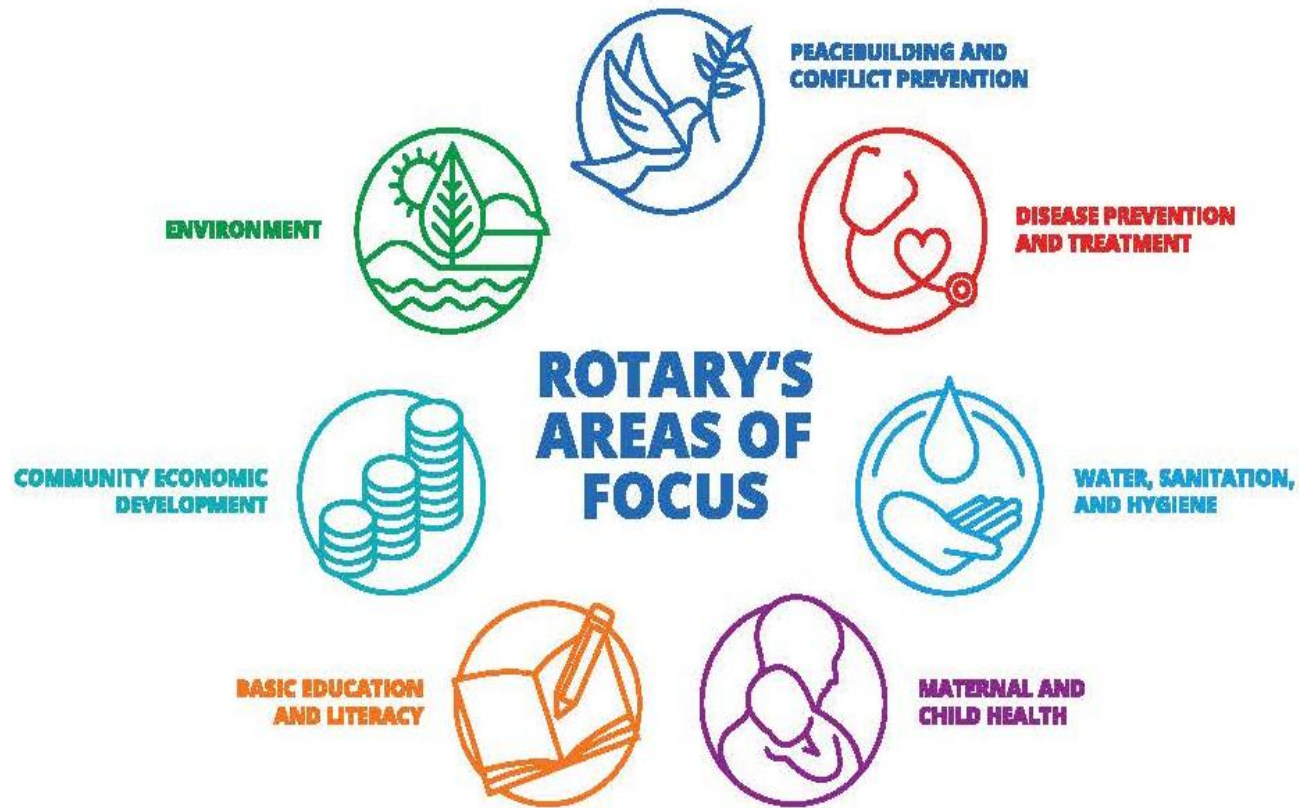
Staff review reports in the order in which they are received within 8 weeks of receipt at TRF.*



* 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.

Global Grants: Areas of Focus



Global Grants – Starting the Application

- Global grants require a host partner and an international partner
- Clubs in District 5240 must be qualified to be the host or international partner on a global grant
- Clubs that are not qualified can participate in global grants but cannot sponsor or submit one to The Rotary Foundation
- Clubs considering serving as a host or international partner in a global grant should contact the District Global Grants Committee early in the planning process

Global Grants: Preparing the Application

- The Rotary Foundation requires a Community Needs Assessment to be performed by Rotarians prior to submitting the Global Grant application
- Global grants must support at least one of The Rotary Foundation Areas of Focus
- A solid project plan and partner are the linchpins to any global grant

Global Grants: Funding

- Global grants must have a minimum budget of \$30,000 USD
- The international partner must provide at least 15% of the global grant funds
- Global grants are funded by cash, DDF and World Fund match
- District 5240 will match cash from clubs in the district with DDF up to a maximum of \$20,000
- The Rotary Foundation World Fund will match 80% of DDF
- Cash contributions are subject to a 5% administrative charge.
- Other clubs and districts can contribute to a District 5240 sponsored global grant

Global Grants: Funding Example

Clubs in District 5240 Cash Contribution -- \$20,000

District 5240 DDF Match (100% of Cash) -- \$20,000

World Fund Match (80% of DDF) -- \$16,000

Global Grant Funding -- \$56,000

5% surcharge on cash -- \$1,000

Cash Required (with 5% surcharge) -- \$21,000

- Non-sponsoring clubs supporting a global grant must complete a cash contribution form signed by the club president that is sent to the lead club in D5240

Global Grants: Application Submission

- Clubs may submit one global grant application in each half of the Rotary Year
- The Global Grants committee must review and approve global grant applications which include DDF from District 5240
- The District 5240 club is responsible for ensuring that its partner club is aware of this requirement before locking a grant application
- The District Governor and the DRFC Chair are required to authorize DDF before the grant will be reviewed by the TRF grant coordinator

Global Grants: TRF Review

- Global Grants are reviewed by the TRF Grant Coordinator in Evanston who supports the host partner district
- The TRF Grant Coordinator may request further clarification or additional information regarding a global grant application
- The Global Grants committee is a resource that can assist in responding to questions from the TRF Grant Coordinator
- District leadership does not have to reapprove the grant application unless the DDF commitment has changed

Global Grants – Approval

- The TRF Grant Coordinator will notify the host partner and international partner when a grant application is approved
- The partner clubs are responsible for ensuring that cash contributions associated with the grant application are forwarded to The Rotary Foundation in a timely manner
- Clubs should not send cash associated with the grant until the application has been approved

Global Grants: Implementation

- Global grant projects should be implemented in accordance with the information provided in the application
- Substantive changes to the project must be approved in advance by the TRF Grant Coordinator
- Clubs that are either host or international partner in a global grant are responsible for knowing the schedule for reports to TRF and ensuring that the reports are completed on time
- Clubs are encouraged to keep Rotarians in District 5240 informed about the project and its impact

Role of the Global Grants Committee

- Receive and record information from clubs in the district that are planning global grants
- Serve as advisors on preparation of community assessments and global grant applications
- Assist in obtaining support from resources such as the Rotary Action Groups or the TRF Regional Grant Coordinator
- Review the final version of the global grant application before the grant is locked
- Assist clubs in responding to questions from the Global Grants Committee
- Serve as advisors as requested to help clubs respond to questions from the TRF Regional Grant Coordinator
- Global Grants Committee Chair: Gerry Porter Email: gporter909@gmail.com

TRF Resources – Rotary Website: rotary.org/myrotary

- The Rotary Foundation
 - Global Grants
 - District Grants
 - The Grant Center
- Take Action
 - Apply for Grants
- Learning and Reference
 - Learning Center
- Grant Experts
 - Cadre of Technical Advisers
 - Rotary Action Groups

District Resources – Web Site: rotarydistrict5240.org



The screenshot shows the website header for Rotary District 5240. The navigation bar includes links for 'About The District', 'Avenues of Service', 'Club Resources', and 'Foundation'. The 'Foundation' dropdown menu is open, showing options: 'Donate', 'District Rotary Found', 'Bequest Society', 'Grants' (which is circled in blue), and 'Paul Harris Society'. A large blue arrow points from the 'Grants' link in the dropdown menu to the breadcrumb text below the main heading.

Rotary
District 5240

About The District ▾ Avenues of Service ▾ Club Resources ▾ **Foundation ▾**

WELCOME

The Rotary Foundation » Grants Sub-Committee » Global Grants

Donate
District Rotary Found
Bequest Society
Grants
Paul Harris Society

Grants Subcommittee

- Chair: Chas Wilson (cwilson3169@yahoo.com)
- District Grants Chair: George Poulakos (GJP@tribecacom.com)
- Global Grants Chair: Gerry Porter (gporter909@gmail.com)

What to do now

- Ensure that the club president-elect and at least one other member of the club have attended a district sponsored grant management seminar
- Have the current president and the president-elect review and sign the TRF MOU
- If your club is incorporated, schedule a board meeting to pass a resolution adopting the TRF MOU and have the resolution signed by the club president and the club secretary.
- Send the signed MOU and the board resolution to Dave Gore (davcgor@gmail.com)
- Begin to plan your 2024-2025 District Grant