

## **Rotary District 5240**

### **Global Grant Policy for Rotary Year 2024-2025**

Global Grants are governed by the Terms and Conditions prescribed by The Rotary Foundation (TRF). The [Rotary International guidelines](#) can be found in the Grants Center in My Rotary. In addition to the Rotary International guidelines, every district has its own guidelines related to use of its District Designated Funds (DDF). This document includes the District 5240 policy on global grants and use of DDF. Global grants must be in compliance with these District 5240 practices prior to submittal to and approval by the District Global Grants Committee

Global grants are defined as having a minimum budget of **\$30,000** and a maximum World Fund award of **\$400,000**. Global grants can use a combination of funding sources as described below to fund a global grant.

- District Designated Funds — Matched 80% by the World Fund
- Rotary member or club cash contributions — Outright gifts to The Rotary Foundation from Rotary members or funds raised by Rotary members. Cash contributions are no longer matched by the World Fund.
- Nonmember cash contributions — Donations to the project account or to The Rotary Foundation from other organizations or parties (not including cooperating organizations or beneficiaries of the project). These contributions are no longer matched by the World Fund.
- Directed gifts — Donors must not have a conflict of interest as defined in the Foundation's conflict of interest policy. Directed gifts are used in \$15,000 increments and do not receive a World Fund match. Grants funded by directed gifts have a special set of rules. Contact the District Global Grants chair if the proposed grant is funded by a directed gift.
- Endowment earnings — Earnings from an endowed fund are available to the district specified by the donor and do not receive a World Fund match.

Global Grants may be used for humanitarian projects, vocational training teams or graduate-level coursework to conduct research for one to four academic years.

Global Grants are more complicated than District Grants and require more preparation, regular monitoring and reports, and careful attention to financial guidelines. In addition, Global Grants generally span multiple years. The club needs to ensure that these multiyear commitments are reflected in its planning, budgeting, and sustainability processes.

*Updated 10-11-2023*

- 1) **Clubs may submit Global Grant applications only if the club is qualified for Grants for Rotary Year 2024-2025:**
  - a) There are three steps to becoming qualified for 2024-2025
    - 1) The President-Elect (club president in RY 2024-25) and at least one other person from the club attend a District 5240 grants management seminar.
    - 2) The current club president (2023-2024) and the president-elect (2024-2025) review and sign The Rotary Foundation Memorandum of Understanding ([MOU](#)). If the club is incorporated, the club board of directors must approve a [resolution](#) adopting the MOU.
    - 3) The signed MOU, and if necessary, the board resolution signed by the current club president and current club secretary, should be emailed to the District Stewardship Chair David Gore ([davcgor@gmail.com](mailto:davcgor@gmail.com)).
  - b) If your club has not been qualified for grants in RY 2024-25 and the club wants to be the international or host partner on a global grant, contact District Grant Subcommittee Chair Chas Wilson ([cwilson3169@yahoo.com](mailto:cwilson3169@yahoo.com)) for assistance in meeting the district qualification requirements.

2) **Global Grant Application and District 5240 Review Process:**

- a) Before applying for a global grant, the global grant primary contact should contact the D5240 Global Grants Committee Chair to discuss the Global Grant process and the club's proposed global grant project.
  - i) The function of the Global Grants Committee is to assist the Clubs in the District by supporting the preparation of global grants and by evaluating Global Grant applications for conformance to TRF and district requirements prior to submission. Clubs should consult with the Global Grants committee with questions or concerns as the grant is being planned and prior to completing their grant applications.
  - ii) The primary club contact shall provide basic information to the Global Grants committee including the name of the grant, the Area or Focus, the club partners, and the amount of District Designated Funds (DDF) that is likely to be requested.
  - iii) A meeting between the club's primary contract and the Global Grant Committee at the beginning of the grant process will save the club time, frustration, and energy by providing information on the global grant process and requirements.
  - iv) The Global Grants Committee can assist in obtaining support from members of the Cadre of Technical Advisors or from the Rotary International Grant Coordinator as needed during the grant application preparation.

- v) The Global Grant Committee Chair for 2024-2025 is Gerry Porter  
email: [gporter909@gmail.com](mailto:gporter909@gmail.com) .
- vi) A Global Grant has a host partner and an international partner. A club in District 5240 can be either the host partner or the international partner depending on the location of the project.
  - i) Either the host partner or the international partner can start the grant application in the Rotary International Grant Center.
  - ii) The District 5240 club is responsible for advising its partner club about the District 5240 Global Grant policies and should ensure that the grant application is not submitted and locked until it has been approved in accordance with these policies.
  - iii) Once the online application is completed or near completion (before the grant application is “locked” so that no additional changes can be made), the Global Grant Committee Chair should be notified that the grant is ready for review.
- b) The Global Grants Committee supports the clubs by ensuring that the application is complete, including signed Global Grant cash contribution forms from other D5240 clubs and that the application meets TRF and District requirements.
  - i) If the Committee has questions regarding the Grant Application, they will be reviewed with the club’s primary contact for the grant, who will then have an opportunity to make modifications to the grant application as required.
  - ii) The grant application on the RI website should not be locked and submitted by either club until it has been reviewed and approved by the District 5240 Global Grants committee. The grant partner club is responsible for ensuring that the appropriate review of the grant application has taken place in accordance with their district’s policies
- c) The Global Grants Committee will review the grant and advise the DRFC Grants Subcommittee Chair and the District Rotary Foundation Committee Chair (DRFCC) that the grant has been recommended for submission to TRF. The DRFCC and District Governor will use that information to determine whether to approve the application and authorize DDF usage.
- d) When the grant application is deemed complete and is locked, it will automatically be forwarded to the DRFCC and the District Governor, who both must authorize submission of the grant to TRF and approve the DDF allocation.

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- e) Once the grant has been submitted, if the Regional Grant Coordinators have questions regarding the Global Grant, they will direct them to the primary contacts of the host and international clubs submitting the grant.
- i) During this phase, the Global Grants Committee only needs to be consulted if there is a change in requested DDF from the District or if assistance is required in responding to the RI Grant Coordinator. The club should keep copies of all correspondence between the clubs and the Regional Grant Coordinator. The Committee would appreciate being informed about any changes requested by TRF for future reference.
- ii) When the grant is approved, DRFC Grants Subcommittee Chair will upload the grant application in the D5240 Document Retention system.

### 3) Funding of Global Grants

- a) A Global Grant Application from District 5240 clubs consists of a combination of Cash (including directed gifts and endowment earnings), DDF, and TRF World Fund contributions.
- b) Clubs may obtain cash from other sources and/or DDF contributions from other Rotary districts. All DDF from any district will be matched by TRF World Fund with 80% of the amount of DDF contributed to the grant (i.e.: \$1,000 of DDF will be matched by \$800 from TRF). Clubs may obtain cash contributions from sources other than Rotarians or Rotary Clubs. These cash funds will not be matched by the World Fund or D5240 DDF.
- c) Project sponsors must contribute an additional 5% for cash contributions made to The Rotary Foundation to offset processing and administrative costs. Paul Harris Fellow recognition points will be awarded for the cash contribution and charitable tax receipts also will reflect that amount. (Note: Contributing clubs are required to include this 5% surcharge in addition to their cash contribution.)

*The following scenario is an example of Global Grant Funding for the minimum global grant. Contact your Global Grants Committee if you need any assistance with figuring out what your club can do in terms of funding when using other sources of cash and DDF outside D5240:*

	Cash	DDF	Total
D5240 Club(s) and D5240 DDF	\$11,000	\$11,000	\$22,000
TRF Contribution (80% DDF)		\$8,800	<u>\$ 8,800</u>
TOTAL GRANT AMOUNT:			\$30,800

Additional 5% surcharge for cash contribution ( $\$11,000 \times .05$ ) = \$550  
 Total sent to TRF for global grant: Cash Contribution + 5% surcharge: \$11,550

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- d) When other clubs in D5240 pledge cash toward a global grant project, Cash Contribution Forms must be completed and authorized by the president of the contributing club and included in the global grant application submitted to the Global Grants Committee. Cash contribution forms are not necessary for the host or international club that is a grant sponsor. Cash contribution forms may be requested from clubs/organization not in District 5240. Cash contributions from clubs/organizations not in District 5240 are not matched by DDF from the district
- e) Cash contribution commitments are an important part of the global grant application. Club cash contributions should NOT be sent to TRF until the grant has been officially approved by The Rotary Foundation.
  - i) Once the host and international clubs have received notification from TRF of grant approval they will contact contributing clubs with information for sending the money to TRF.
  - ii) If a contributing club wants Paul Harris recognition points for its contribution, that club should send its contribution directly to TRF referencing the global grant number or provide the appropriate donation forms to the club receiving the contribution
  - iii) A club may send its cash contributions directly to the bank account established for the global grant. In this case, the 5% surcharge does not apply but the donor does not receive Paul Harris recognition points.

#### 4) **District Designated Funds (DDF)**

- a) Clubs may request up to **\$20,000** in District Designated Funds (DDF) from D5240 for a single Global Grant.
- b) For the 2024-2025 Rotary Year, District 5240 estimates that approximately \$70,000 of DDF will be available each semiannual period (which starts in July and January), for a total of \$140,000. Any DDF not expended in one period will be rolled to the next.
- c) The district will review and approve Global Grants on an ongoing basis in Rotary Year 2024-25. A Club may submit one Global Grant application in each half of the Rotary year. Granting exceptions to this policy (e.g., allowing a single club to submit more than two global grant applications in a single Rotary year), must be approved by DRFCC and only if there is appropriate DDF available for use. If there is competition for DDF, preference will be given to clubs that have not yet received DDF for a Rotary Year 2024- 25 Global Grant.
- d) Total DDF limits may be modified at the discretion of the DRFCC to meet the needs of the overall D5240 Grants program.

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- e) For purposes of a Global Grant Application, priority will be given to District 5240 Clubs that are an International partner or host partner for a Global Grant.
- f) The DRFCC and the District Governor will approve the DDF amount once application requirements are met and the grant has been submitted.
- g) Requests for DDF contributions for which a club in District 5240 is neither the host partner or the international partner should be in writing to the District Rotary Foundation Committee Chair providing information on the global grant and any benefit to the district by supporting the global grant.

## **5) Reporting**

The host and international clubs are responsible for fulfilling the reporting requirements for the grant. Progress reports and final reports are an important part of grant execution. Failure to file these reports in a timely manner may result in penalties to the clubs and to their respective districts. The grant cannot be closed until the final report has been filed and accepted by TRF.

## **6) Additional information about Global Grants can be found on the District 5240 website at:**

<https://rotarydistrict5240.org/SitePage/global-grants>

**The Global Grant Lifecycle explains the overall global grant process:**

<https://rotarydistrict5240.org/sitepage/global-grants-life-cycle>

## **District 5240 Global Grants Committee, 2023-2024**

Global Grants Committee Chair: Gerry Porter, Cambria: [gporter909@gmail.com](mailto:gporter909@gmail.com)

Arun Sharma, Simi Sunrise: [aks1231@sbcglobal.net](mailto:aks1231@sbcglobal.net)

Jon Sampson, Bakersfield: [jon.sampson@wellsfargo.com](mailto:jon.sampson@wellsfargo.com)

Vicki Arndt, Thousand Oaks: [vicki@eaglesonarndt.com](mailto:vicki@eaglesonarndt.com)

## **Ex-Officio Members**

DRFC Grants Subcommittee Chair: Chas Wilson: Simi Sunrise :

[cwilson3169@yahoo.com](mailto:cwilson3169@yahoo.com)

District Rotary Foundation Committee Chair: Nick Frankle Westlake Village Sunrise

[nickdg1617@earthlink.net](mailto:nickdg1617@earthlink.net)

2023-24 District Governor Marta Golding Brown, Oxnard:

[martadg2324@gmail.com](mailto:martadg2324@gmail.com)

2024-25 District Governor Sherry Peckhoon Sim, Cayucos,

[sherrysimrealestate@gmail.com](mailto:sherrysimrealestate@gmail.com)