

## Slide 1

### Welcome to our Rotary District 6650 Grant Management webinar.

Thank you for taking time to learn about the Rotary Foundation Grant process.

This Rotary Grant webinar is designed to educate you on the Grant requirements of The Rotary Foundation and qualify your club for both District and Global Grants.

Qualification is necessary to assure that funds are appropriately accounted for and is required by The Rotary Foundation.

You may be required to answer questions to move forward through this presentation. Please try to do your best to answer questions correctly, but don't worry, no grades are assigned.



### Does this Grant Management webinar really require me to answer questions before moving forward?

- YES
- NO

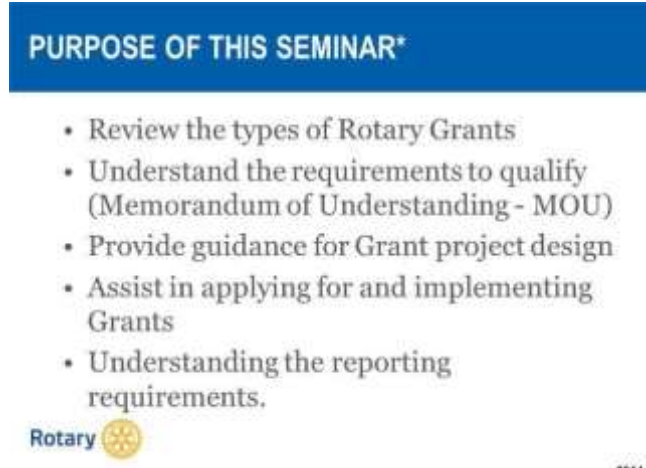
**Yes, you may be required to answer questions to continue. After selecting the answer, please click the CONTINUE button to move forward. No grades are given.**

## Slide 2

Grant webinar participants will learn:

- The types of Rotary Foundation Grants.
- Learn about club requirements including the signed Memorandum of Understanding.
- Grant project design, application process, implementation, and reporting.

In order to be qualified to manage Rotary Foundation Grants, our District requires each club to have the President-Elect and the Foundation Chair or an appointed club member complete this webinar.



**Who does the District require to take part in this Grant Management webinar?**

- Club President
- President-Elect
- Foundation Chair or appointed member
- Club President-Elect and Foundation Chair or appointed member

**Both the Club President-Elect and Foundation Chair or appointed club member will have to complete this Grant webinar for your club to be eligible for Grants. Your club President and President-Elect must also sign the Memorandum of Understanding (MUO) as will be discussed in Session 2.**

### Slide 3

Rotary Grants provide a way for Rotarians to make a difference in their communities and around the World.

The Rotary Foundation was established in 1916 by Arch Klumph who said, "There should be a realization that Rotary is greater than any one man in it, or any single club; Rotary is not a local movement but a world force..."

#### Who founded The Rotary Foundation?

- Paul Harris
- Bill Gates
- Arch Klumph
- Warren Buffett



**Arch Klumph from the Rotary Club of Cleveland founded The Rotary Foundation in 1916.**

### Slide 4

Rotary provides two main types of Foundation Grants:

- Local District Grants - these fund small-scale, short-term activities that address needs in your community and communities abroad. Each district chooses which activities it will fund. District 6650 allows qualified clubs to choose and oversee these projects.
- Global Grants - these support large international activities with sustainable, measurable outcomes in Rotary's areas of focus. Grant sponsors form international partnerships that respond to real community needs.

## OVERVIEW OF ROTARY GRANTS\*

- Two types of Rotary Foundation Grants
  - **Local District Grants** - fund small-scale, short-term activities that address needs in your community and communities abroad.
  - **Global Grants** - support large international activities with sustainable, measurable outcomes in one of Rotary's seven areas of focus.



2014

**Which type of Rotary Grant provides funds for small-scale short-term activities in our communities that our local clubs can choose the project?**

- Community Grants
- Local District Grants
- Global Grants
- Packaged Grants

**Local District Grants fund small-scale, short-term activities that address needs in your community and communities abroad.**

## Slide 5

Rotarians in the 47 Rotary Clubs in our District take good advantage of donations made to The Foundation each year through Local District Grants. Our local clubs choose the projects.

Current projects improve children's literacy, provide scholarships, assist the homeless, and make community improvements.

**In District 6650, local Rotary Clubs choose projects for our Local District Grants?**

- YES
- NO

## DISTRICT 6650 - LOCAL GRANTS\*

In 2015, District 6650 received nearly **\$35,000** to distribute to local clubs.

**These monies will provide support for:**

- **War Veteran's Museum in Canfield**
- **Park flag-pole project in Niles**
- **Educational uses in Sugarcreek, Salem, North Canton, Hubbard, Plain Township, Canton, East Palestine**



2014

**Yes, Local District Grants projects are selected by our Rotary clubs to provide important projects in our communities.**

## Slide 6

Funds for Local District and Global Grants come from donations made by Rotarians to The Rotary Foundation's SHARE program.

Donations are shared between local and global activities.

Funds are collected by The Foundation, held for 3 years to help offset management expenses, and then returned to the District for Local and Global Grant usage.

**Where do we get our Rotary Foundation Grant funds (very common question)?**

- Donations to the Rotary Foundation SHARE program
- Donations to Polio Plus
- Donations to local charities
- Donations by other Districts

**Rotary Foundations's SHARE program provides funds which are shared between local and global activities. Funds are collected by The Foundation, held for 3 years to help offset management expenses, and then returned to the District for Local and Global Grant usage.**

### DISTRICT 6650 - LOCAL GRANTS\*

(continued)

- Foster care in Canal Fulton
- Waterless sanitation in Guatemala and Haiti from Alliance
- Homeless women in Boardman
- Dog park in East Palestine
- Downtown improvements in Newcomerstown
- Rotary Youth Leadership Award (RYLA) support in Louisville.



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## Slide 7

Our District is very involved with 'Doing Good in the World', the moto of The Rotary Foundation.

These are our Global Grant activities for this Rotary year.

**Do you know how your Rotary club can be involved in these Global Grants?**

- YES
- NO

**Whenever a Grant is being developed, your District Rotary Foundation Committee Chair will notify your club to consider a donation.**

### DISTRICT 6650- GLOBAL GRANTS - 2015/16\*

Globally, we are partnering with international Rotary clubs to 'Do Good in the World':

- OBATAAN PA WOMAN'S HOSPITAL ACCRA, GHANA PROJECT
- TOILET BLOCKS FOR PUNE AND RAIGAD, INDIA
- AGRI-ECO ORGANIC FARMING IN PHILIPPINES
- DIABETIC RETINOPATHY CENTRE IN INDIA
- WATER GRANT FOR PHILIPPINES
- VIETNAME MICROFINANCE PROGRAM
- TERM GLOBAL GRANTS - MUMBAI, INDIA, DISTRICT 3140 – FREE HEART SURGERIES



2014

**Please have your Rotary Club Board consider even a small donation which will get matched by Rotary to assist with the project.**

## Slide 8

Qualification is the process that your club establishes to ensure compliance with Foundation policies, avoid misuse and mismanagement of grant funds, and ensure that their members have the appropriate training and resources.

**Is qualification required?**

- YES
- NO

**All clubs who wish to participate in Local District or Global Grants must be qualified and sign the Memorandum of Understanding (MOU).**



## Slide 9

The Rotary Foundation depends on proper Grant management to assure projects are successful. These measures establish proper stewardship controls and enable clubs to maintain qualified status. Clubs that fail to comply risk losing the ability to participate in the Foundation grants program.

All clubs who wish to participate in Local District or Global Grants must be qualified and sign the Memorandum of Understanding (MOU).

**What is the Memorandum of Understanding (MOU)?**

- Agreement between The Rotary Foundation and your club defining requirements to receive Grants.
- A document which must be signed in order to participate in Rotary Foundation Grants.
- BOTH OF THE ABOVE

**The Memorandum of Understanding (MOU) is an agreement between The Rotary Foundation and your club defining requirements to receive Grants and must be signed in order to participate in Rotary Foundation Grants.**



## Slide 10

Before Grant funds can be requested for a project, each participating Rotary club and your District must be qualified by The Rotary Foundation. This ensures that the clubs are aware of all Rotary requirements before receiving funds.

By reviewing and interacting with this Webinar, you are completing the first step toward qualification for your club. Your role includes sharing this information with fellow club leaders and members.

The second step is to have the club President and President-Elect sign and submit the club Memorandum of Understanding (MOU) discussed on the next few slides.

## QUALIFICATION REQUIREMENTS\*

- Attend a grant management seminar or review this Webinar
- Submit signed club Memorandum of Understanding (MOU)



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### Who must sign the Memorandum of Understanding?

- Club President and President-Elect
- Club President and Secretary
- Foundation Chair
- Two Club Members

**Club President and President-Elect must sign the Memorandum of Understanding.**

## Slide 11

Club officer responsibilities include implementing policies and procedures for qualification and Grant management within the club.

The officers must appoint at least one club member to manage the implementation of the club Memorandum of Understanding (MOU).

Club officers are also responsible for limiting and disclosing any potential conflicts of interest. An undisclosed conflict of interest impedes transparency, leaving the Foundation and Rotarians vulnerable to potential misuse.

## MOU – CLUB OFFICER RESPONSIBILITIES

- Implementing policies and procedures for qualification and grant management.
- Appointing at least one club member to manage the implementation of the club MOU.
- Limiting and disclosing any potential conflicts of interest.



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**Can club officers delegate responsibility for the Rotary Grant process to a club member?**

- YES

NO

**No, the club member can manage the club Memorandum of Understanding, but the club officers are ultimately responsible to the Foundation.**

## Slide 12

Developing and implementing a financial management plan is essential to proper oversight, good stewardship, and consistent administration of grant funds.

The financial management plan should include detailed, club-specific procedures that are reviewed regularly.

### MOU – FINANCIAL MANAGEMENT PLAN

- Financial management plan should include detailed, club-specific procedures that are reviewed regularly.

**What does the financial management plan do?**

- Assists with oversight
- Provides good stewardship
- Ensures proper administration of grant funds
- All of the above



2014

**The financial management plan is essential to proper oversight, good stewardship, and consistent administration of grant funds.**

## Slide 13

Your club must maintain a low-interest or no-interest bank account that only the club controls in order to receive Rotary grant funds. Each open Grant for which the club receives funds should have its own account that is used solely for receiving and disbursing grant funds.

By establishing a separate account, clubs are able to better manage the oversight and recordkeeping of Grant funds.

In addition, your club must have a succession plan for the signatories on the account to ensure a smooth transition of information and documentation when signatories change

### MOU – BANK ACCOUNT REQUIREMENTS

- Club must maintain a low-interest or no-interest bank account for EACH Grant
- This account used solely for receiving and disbursing grant funds
- Club must have a succession plan for the signatories



2014

**Do I really need multiple accounts to receive Rotary Foundation Grant funds (very common question)?**

- YES
- NO

**Yes, each open Grant for which the club receives funds should have its own account that is used solely for receiving and disbursing grant funds.**

## Slide 14

Your club must fulfill all Foundation reporting requirements for global grants. Clubs must submit progress reports every 12 months from the time a grant is paid until the final report is accepted and final reports within two months of completing the grant project.

In addition, clubs must meet their district's requirements for reporting on district grant funds.

Failure to report on grants can result in a club being unable to participate in the Rotary grants.

**Are reports to the Foundation important?**

- YES
- NO

**Yes, timely, complete, and accurate reports demonstrate good stewardship of funds to the Foundation and all Grant partners.**

### MOU – REPORTING REQUIREMENTS

- Club must fulfill all Foundation reporting requirements for grants.
- Submit progress reports every 12 months from the time a grant is paid and final reports within two months of completing the grant project.
- Failure to report can result in a club being unable to participate in the Rotary grants.



2014

## Slide 15

Your club must establish a document retention system for documents related to qualification and Rotary grants. The system can be a combination of electronic and physical files that best fit the needs of the club.

Documents which must be retained include bank statements, receipts, club qualification materials, and procedures relating to the Memorandum of Understanding (MOU).

Maintaining documents helps clubs comply with local laws, ensure transparency, and better prepare for grant reporting, audits, and financial assessments.

### MOU – DOCUMENT RETENTION

- Club must establish a document retention system for documents related to qualification and Rotary grants.
- Documents that must be retained include bank statements, receipts, club qualification materials, and procedures relating to the MOU.



2014



By maintaining these documents, the club will be able to quickly respond to requests by the Foundation, the district or Rotarians.

### What are the benefits of retention of documents?

- Helps clubs comply with local laws
- Ensure transparency
- Prepares for grant reporting, audits, and financial assessments
- ALL OF THE ABOVE

**Maintaining documents helps clubs comply with local laws, ensure transparency, and better prepare for grant reporting, audits, and financial assessments.**

## Slide 16

Once a club successfully completes the qualification requirements, the club will receive qualified status for one Rotary year.

All club members must understand that the club as an entity is responsible for the use of Grant funds.

The club must disclose any conflicts of interest in compliance with the Conflict of Interest Policy as outlined in The Rotary Foundation Code of Policies.

The club must cooperate with any and all site visits, reviews, and audits.

Misuse of Grant funds could result in suspension of the club's qualification status.

Failure to implement the club Memorandum of Understanding (MOU) could result in a loss of qualified status.

### TERMS OF QUALIFICATION

- Valid for one year
- Club responsible for grant funds
- Disclose conflicts of interest
- Cooperate with all audits
- Use grant funds properly
- Implement the club MOU



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### How long is the Grant qualification period?

- 1 year
- 5 years
- 10 years
- until the Foundation Chair retires

**1 year is the period a club will remain qualified to receive Rotary Grants. This is to ensure that incoming leadership is aware of the requirements.**

## Slide 17

In order to maintain qualified status for one year, clubs must:

- Abide by the terms of the Memorandum of Understanding (MOU), the grant terms and conditions, and the Rotary International and Rotary Foundation codes of policies.
- Appoint one or more club members to manage club qualification. A committee with staggered terms is recommended for increased transparency, oversight, and continuity.
- Ensure that stewardship measures and proper Grant management practices are implemented for all Rotary Foundation Grants to prevent the misuse of funds.

### MAINTAINING QUALIFICATION

- Follow terms of club MOU
- Appoint a club member or committee to manage club qualification
- Fully implement stewardship practices to prevent misuse of funds



2014

**Should a club consider a committee with staggered terms help manage club qualification?**

- YES
- NO

**A committee with staggered terms is recommended for increased transparency, oversight, and continuity. Any and all club members can sign on to this website to learn about the Grant process.**

## Slide 18

This session will provide guidance for designing a Rotary Grant project.

The learning objectives of this session include:

- Best practices for project design.



- Planning your project implementation.
- Creating measurable goals.

## Slide 19

Most successful Rotary Grant projects address a community need and provide a sustainable outcome to the beneficiaries.

Rotarians should consider partnering with community members and local organizations who may provide added expertise, but all projects must be managed by Rotarians.

The project implementation plan should be shared with partners and beneficiaries.

Proper stewardship of funds requires a financial management plan before any money is received.

### SUCCESSFUL GRANT PROJECTS

- Meet community needs
- Are sustainable
- Involve a partner
- Have an implementation plan
- Maintain proper stewardship of funds



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### Which are important aspects of Rotary Grant projects?

- Address a community need.
- Provide sustainable outcome.
- Proper stewardship of funds.
- All of the above.

**All of the above. The Grant should address a community need, provide sustainable outcome, and ensure proper stewardship of funds.**

## Slide 20

Conducting a **Needs Assessment** should be an early part of the Grant design process. Determine:

- Which needs can be addressed by a Grant?
- What resources and skills can your club and potential partners provide?

Your needs assessment should act as guide during the project design, planning, and implementation.

**What is the benefit of a Needs Assessment early in the Grant design process?**

### NEEDS ASSESSMENT\*

- Base projects on communities' needs
- Determine what resources your club and potential partners have
- Talk with the community



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- Keeps everyone busy with extra paperwork
- Makes it harder to identify potential partners
- Acts as a guide during project design, planning, and implementation.

**The Needs Assessment acts as a guide during project design, planning, and implementation.**

## Slide 21

Involve the community because greater community support and involvement can lead to a more sustainable and lasting impact.

Partners can include additional Rotary clubs, Rotary Districts, The Rotary Foundation, and non-Rotary organizations.

Together, these groups can assist in implementing projects which could not be done alone.

- Local District Grants - clubs can partner with clubs in the District or with other districts and clubs. Good communication helps keep all partners involved and allows them to provide oversight.
- Global Grants - projects must have a host partner and an international partner from a different country who are involved in all Grant stages from identifying the need, planning the project, implementation, and reporting.

### PARTNERS

- Rotary Convention
- Project fairs
- LinkedIn
- Facebook
- Rotary events
- [www.matchinggrants.org/global](http://www.matchinggrants.org/global)
- [www.rotary.org](http://www.rotary.org)



2014

**Global Grants require an international partner?**

- True
- False

**Yes, Global Grants require an international partner.**

## Slide 22

Rotarians must manage all projects that receive funding from The Rotary Foundation.

Both the host sponsor and international sponsor must have committees of three Rotarians to manage the project. Roles and responsibilities should be assigned to everyone on the committees.

There must be plans for managing funds and implementing the project. The budget should include details and a timelines for the purchase and distribution of goods, training, and any other activities.

Have a contingency plan in case something goes wrong. Consider your liability to ensure that your club is protected in case something goes wrong.

Set up a process for retaining documents related to the Grant before funds are received.

## PROJECT PLANNING

- Form a three-person grant committee
- Assign roles
- Make an implementation plan
- Establish a budget
- Have a contingency plan
- Have a document retention plan



2014

### How many members are required for the Grant committee?

- One
- Three
- Five
- Whole Club

**Three members are required from the host and international sponsoring clubs.**

## Slide 23

The budget should be realistic and comprehensive to ensure adequate project funding.

When choosing a supplier, the Grant committee should use a competitive bidding process to ensure the highest quality goods at the best prices and should keep records of all submitted bids.

The Grant committee must disclose any potential or real conflicts of interest related to the budget. Conflicts may exist as long as they are recognized, reported, and do not involve inappropriate usage of funds.

## CREATING A BUDGET

- Realistic
- Competitive bidding
- Reasonable prices
- Disclose conflicts of interest



2014

**The bidding process is unnecessary since Rotarians do such good work, they will be given the best price for things?**

YES

NO

**No, the Grant committee should use a competitive bidding process to ensure the highest quality goods at the best prices and should keep records of all submitted bids.**

## Slide 24

Project goals should be measurable so you can determine the impact of the project. Both qualitative (descriptive) and quantitative (numeric) goals should be included.

One way to define a sustainable goal is to consider a project which changes a behavior or causes a gain in knowledge, then ensure that the project components directly support these goals.

Start with baseline data from a needs assessment, then set concrete project goals, and finally determine how and when you will measure your results.

### SETTING GOALS

- Measurable
- Sustainable
- Qualitative
- Quantitative
- Gather baseline data
- Determine method of measurement



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### Project Goals:

- Should be measurable.
- May be both descriptive and numeric.
- Should be sustainable.
- All of the above.

**All, Project goals should be measurable, both descriptive and numeric and sustainable.**

## Slide 25

This session will discuss the application process and implementing a Grant.

The learning objectives of this session are:

- Writing a successful grant.
- Understanding Grant financing.
- The importance of evaluations.



## Slide 26

There are two types of Rotary Foundation Grants:

- Local District Grants - clubs apply to the District and follow guidelines developed by our District and the Trustees of the Foundation. Fund availability is based on Rotary Foundation SHARE donations 3 years prior. These are the funds which come back to the District for local projects.
- Global Grants - clubs apply to The Rotary Foundation and follow guidelines developed by the Trustees of the Foundation.

### ROTARY FOUNDATION GRANTS\*

- Rotary Grants
  - Local District Grants
    - Procedure managed by the District
    - Funds based on SHARE donations 3 years prior which come back to the District for Local projects.
    - Requirements are similar to Global Grants
  - Global Grants
    - managed by the Foundation



2014

**Local Grants are overseen by the District?**

- YES
- NO

**Yes, Local Grants are overseen by the District. Fund availability is based on Rotary Foundation SHARE donations 3 years prior. These are the funds which come back to the District for local projects.**

## Slide 27

Rotary clubs and districts apply to The Rotary Foundation for a Global Grant using online form at [www.rotary.org](http://www.rotary.org).

To be eligible to receive a Global Grant, the project must:

- Support at least one of the six area of focus of The Rotary Foundation
- Meet at least one goal of that focus area
- Be sustainable
- Involve Rotary clubs in at least two districts from at least two different countries (one in the project country and at least one in another country)
- Have a minimum total budget of US \$30,000

## APPLYING FOR GLOBAL GRANTS

- Online application process
- Meet goals of area of focus
- Be sustainable
- Involve Rotary clubs in two districts
- Minimum total budget of US\$30,000
- District confirms club is qualified



2014

The District must confirm that the Rotary club is qualified to receive the Global Grant.

### What is the minimum budget of a Rotary Global Grant?

- \$10,000
- \$30,000
- \$50,000
- No minimum

**US \$30,000 is the minimum total budget of an International Rotary Grant project.**



## Slide 28

The six areas of focus of The Rotary Foundation are:

- Promoting Peace
- Fighting Disease
- Providing Clean Water
- Saving Mothers and Children
- Supporting Education
- Growing Local Economies

Each area of focus has specific goals to refine projects to meet real community needs.

## 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



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**Must Global Grants be in one of the six areas of focus for consideration?**



YES

NO

**Yes, Global Grants must be in one of the six areas of focus and meet at least one goal of that focus for consideration.**

## Slide 29

To be sustainable, a project or activity must meet a community need and continue to have an impact after the initial Grant funds are expended.

- Consider the values and culture of the project's beneficiaries.
- Involve community members in selecting equipment. Purchase equipment and technology from local sources whenever possible. Spare parts should be available within the community. Train community members to maintain and repair equipment. Local funding sources should cover long-term operation, maintenance, and repair.
- Choose a project to strengthen beneficiaries' knowledge and skills through education and training.
- Collaborate with local organizations to partner and supply expertise and assume leadership roles for sustaining project outcomes.
- Develop clear and measurable project objectives and a method for collecting data. Ideally demonstrate change for at least three years.

### SUSTAINABLE PROJECTS

Giving a community the skills and knowledge to maintain project outcomes for the long term, after grant funds have been expended.



Rotary 

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**Is sustainability important to The Rotary Foundation?**

YES

NO

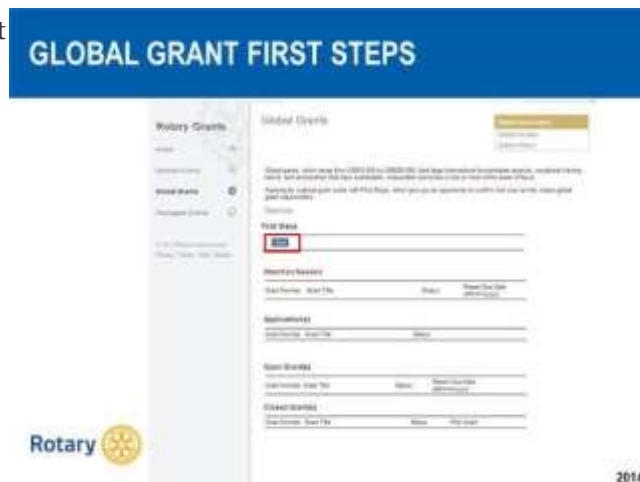
**Yes, a project or activity must meet a community need and be sustainable and continue to have an impact after then initial Grant funds are expended.**

## Slide 30

The Grant process involves an online application at [www.rotary.org](http://www.rotary.org).

Before beginning the application process, consider the project contacts, title, area of focus, implementation plan, and budget.

Rotary staff can assist with questions about the application through a messaging function within the Grant application system. This will help you ensure that your application is complete before submitting it.



### What if I need help with the computer aspects of the online Global Grant application?

- Click around until things work.
- Ask your club nerd.
- Give up.
- Ask Rotary for help through the messaging function.

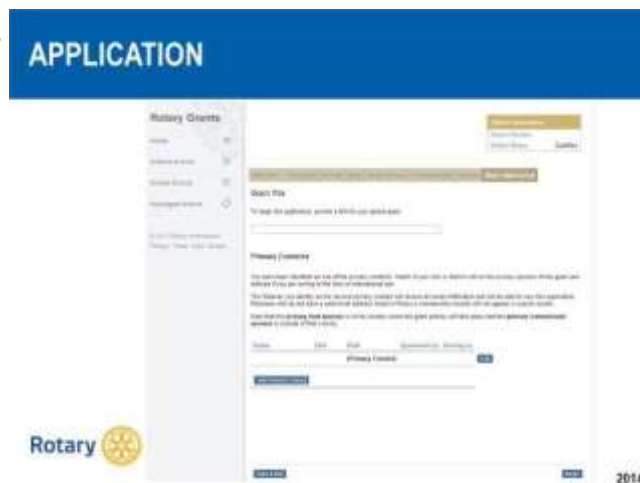
**Rotary staff can assist with questions about the application through a messaging function within the Grant application system.**

## Slide 31

Depending on the project's budget and complexity, there may be multiple steps to the Grant review process.

Once the Grant is approved, the primary contacts from the partner clubs will receive formal notification.

The Club President and/or District Rotary Foundation Chair must authorize the legal agreement to implement the Grant.



### Is the Rotary Grant Review process easy?

- YES
- NO

**No, but Rotary will work with your Grant committee to assure everything is in place to have a successful Rotary project. This may take time. Remember, the District has a number of members who have negotiated the Grant process with great success, and these**

**Rotarians are willing to help. Contact Dr. Peter Apicella, Rotary Foundation District Committee Chair for help.**

## Slide 32

Financing Guidelines:

The minimum total budget for a Rotary Foundation Global Grant project is US \$30,000.

Clubs and Districts can contribute to the financing of a Global Grant using:

- District Designated Funds (matched dollar for dollar by the Foundation's World Fund)
- Rotarian cash contributions (outright gifts from Rotarians or funds from Rotarian-led fundraisers; matched 50 cents to the dollar by the Foundation)
- Non-Rotarian cash contributions (donations from other organizations, businesses, or people; matched 50 cents to the dollar by the Foundation)

### GLOBAL GRANT FINANCING

- Minimum budget for a global grant is US\$30,000
- DDF matched 100% with World Fund
- Rotarian and non-Rotarian cash contributions matched 50% with World Fund



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**When Rotarians donate money toward a Global Grant, what is the Rotary Foundation match?**

- District Designated Funds are matched dollar for dollar
- Rotarian Cash Contributions are matched 50 cents to the dollar
- Non-Rotarian Cash Contributions are matched 50 cents to the dollar
- ALL OF THE ABOVE

**Donations made to Global Grant Projects are matched dollar for dollar for District Designated Funds and 50 cents to the dollar for Rotarian and non-Rotarian cash contributions.**

## Slide 33

## Additional Financing Guidelines:

- International sponsors of humanitarian projects are required to provide at least 30 percent of the total sponsor funding.
- Rotarians cannot collect funds from beneficiaries or cooperating organizations in exchange for receiving the grant.
- Contributions cannot come from other Rotary grant projects.
- Cash contributions should always be credited to the individuals who gave the funds. Rotarians cannot collect funds from Rotarian/non-Rotarian individuals and claim the donation as their own, unless they have received explicit permission from the donor to do so.

## FINANCING GUIDELINES

- International sponsors provide at least 30% of total sponsor funding
- Funds cannot be raised from beneficiaries or cooperating organizations in exchange for a grant
- Funds cannot come from other grants
- Contributions credited to donor



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### Are International Partners required to donate funds?

- Yes, \$30,000.
- Yes, at least 30% of total sponsor funding.
- No, \$0 required.
- No, donations are unlimited and not restricted.

**Yes, International sponsors are required to provide at least 30 percent of the total sponsor funding.**

## Slide 34

A conflict of interest exists when a Rotarian may benefit financially or personally from grant activities. This can be either direct (the Rotarian benefits) or indirect (an associate of the Rotarian benefits).

- Financial benefits could include receiving grant funds for being a project manager or receiving grant funds as a vendor for the project.
- Personal benefits could include receiving a promotion, getting business referrals, or gaining publicity or improved social standing.

## CONFLICT OF INTEREST

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



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Associates can include family members, friends, other Rotarians, personal acquaintances, colleagues, and business partners.

Note, an actual or perceived conflict of interest does not necessarily disqualify a Rotarian from participation in a Rotary grant. Rotarians must disclose any conflicts of interest on the grant application. If Rotarians aren't sure whether a particular situation is a conflict of interest, they should talk with their grant officers. Eligibility for participation will be determined case by case upon disclosure of the conflict of interest.

**Since Rotarians follow the 4-Way Test, there are no risks for Conflicts of Interest in a project?**

- YES
- NO

**Rotarians have a reputation for professional integrity. Addressing and preventing conflict of interest helps preserve this reputation for the club, district, and The Rotary Foundation. By freely disclosing any direct or indirect association with the grant project, Rotarians help ensure fair process and transparency in the use of Foundation funds.**

## Slide 35

Communication is crucial to a successful implementation.

The Rotary club must implement a financial management plan for Grant funds, including:

- A separate bank account
- A plan to transfer the custody of the account, if necessary
- A plan to disburse funds with appropriate record keeping
- Any requirements related to local laws.

### IMPLEMENTATION\*

- Communication
- Financial management plan
- Record keeping
- Follow original plan



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Detailed records will simplify reporting on the use of Grant funds, responding to inquiries, and increasing the transparency of how Grant funds are managed.

Note, for Global Grants, any changes to the scope or budget of your project requires Rotary's approval. For District Grants, please notify your District Foundation Chair.

**The Financial Management Plan includes each of the following items, except:**

- Separate bank account
- Plan to transfer custody, if necessary
- Plan to disburse funds

- Method to use funds for other Grants, if needed

**The financial management plan includes separate bank account, plan to transfer custody, if necessary, and a plan to disburse funds with appropriate record keeping. Funds from each account can only be used toward that specific approved Grant.**

## Slide 36

Conducting an evaluation helps assist your club with reporting requirements, determines the success of the project, and identify areas for future improvement.

- Use lessons learned to replicate successes and adjust for challenges in the next project.
- Use the goals set during the planning stage to evaluate the success of a project or activity.
- The data and evaluation method and frequency should be set during the planning stage.
- Project evaluation should occur during implementation, through completion, and beyond.
- Promoting project and activity successes, both within your club and with the public will help gets others involved and interested in participating in Rotary and let donors know how funds were spent.

### EVALUATION

- Assists with reporting
- Improves future projects
- Is based on goals
- Is ongoing
- Identifies successes



2014

### Why bother with a conducting an evaluation?

- Helps assist your club with reporting requirements
- Determines the success of the project
- Identify areas for future improvement

**The Grant evaluation helps assist with reporting requirements, determines the success of the project, and identify areas for future improvement.**

## Slide 37

This session will discuss oversight and reporting of Rotary Foundation Grants.

Foundation Grants require care in managing funds and maintaining appropriate records. Doing so will assist with reporting requirements.

The learning objectives of this session are:

- Identifying best practices for management funds and record keeping.
- Understanding which documents need to be retained.
- Understanding reporting requirements.



**What do you think a Rotary donor's confidence depends upon?**

- Quality
- Oversight
- Transparency
- Accountability
- ALL OF THE ABOVE

**Donations to The Rotary Foundation come from donors with confidence on the quality, oversight, transparency, and accountability of Rotary.**

## Slide 38

Clubs must follow standard business practices for managing Grant funds.

Good stewardship is achieved by putting systems in place that create club-wide awareness of the use of funds. Widespread knowledge helps prevent mismanagement. Irregularities or misuse of Grant funds should be reported immediately.

Submit timely, complete, and accurate reports to demonstrate good stewardship of funds to the Foundation and all Grant partners.

Remember, donor's confidence depends on quality, oversight, transparency, and accountability in managing funds.

### STEWARDSHIP

Stewardship is the responsible management and oversight of grant funds, including:

- Reporting any irregularities
- Rotarian supervision
- Financial records review
- Oversight of funds
- Timely submission of reports



**Clubs must follow complex business practices including using accountants and lawyers to manage Grant funds?**

- YES
- NO

**No, standard business practices must be followed. Good stewardship is achieved by putting systems in place that create club-wide awareness of the use of funds.**

## Slide 39

Each Rotary club should have a club-controlled bank account used only for Grant funds with separate accounts for each Local District Grant and Global Grant.

Have a plan in place to transfer custody of the club's account in case a signatory is no longer able to perform his or her duties.

It is important to have a plan for distributing and tracking funds. Expenditures should be made using a traceable method such as a check or a bank card. Keep track of transaction details.

### FINANCIAL MANAGEMENT PLAN\*

- Bank account for funds
- Distributing funds
- Use checks or bank cards to track funds
- Maintain detailed ledger



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**Most commonly asked question: Do I need a separate account for each Grant?**

- YES
- NO

**Yes, sorry, we know there may be added costs, but to prevent co-mingled funds and improve tracking of transactions, all Local District Grants and Global Grants MUST have their own separate bank accounts.**

## Slide 40



All Grant documents should be accessible to The Rotary Foundation, partners, and your Rotary club. Consider a binder, computerized file system, or scanned documents on a shared network.

Documents must be retained for a minimum of five years - or longer if local law requires it.

### How long do I need to keep documents?

- 1 year
- 3 years
- 5 years
- based on local laws

## DOCUMENT RETENTION

- Provide access to documents for transparency
- Retain for a minimum of five years
- Make copies



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**Maintain documents at least 5 years, or longer if local laws require it.**

## Slide 41

Grant Reporting is a key component of proper stewardship and management.

- Verifies that grants were managed properly and implemented in accordance with Rotary Grant policies.
- Provides an opportunity for communication between partners, building the trust necessary to continue the partnership and support future projects.
- Allows project partners and the Rotary Foundation to celebrate successes and learn from challenges.
- Encourages future giving because donors are confident that funds have been used as intended.
- Provides valuable evaluation data that the Foundation uses to improve the Grant process.
- Allows Rotary to demonstrate to current and future donors the effectiveness and the impact of its Grants.
- Allows project outcomes in each area of focus to be aggregated and marketed to Rotary's audiences.

## REPORTING REQUIREMENTS

### Reporting:

- Verifies grants were managed properly
- Provides valuable data for your club, partners, and Rotary



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Note, when a club has completed the Grant project evaluation and maintained records in accordance with the club Memorandum of Understanding, completing the Foundation's reporting requirements is simple.

**Grant Reporting is a key component of proper stewardship and management.**

- YES

NO

**Yes, quality Grant reporting documents success of the Grant and helps guide future Grants.**

## Slide 42

Progress reports must be submitted within 12 months of receiving the first Global Grant payment and every 12 months thereafter.

The final report must be submitted within two months after completing the project or activity.

Unused Grant funds may be used for additional eligible and Foundation-approved expenses.

Changes to a project must be approved by Rotary.

Any unused funds must be returned to Rotary and will be credited to the World Fund.

The District may impose additional requirements which might include:

- When and who can request Grant funds
- When reports must be submitted (relative to when the funds were received) and how often
- How reports should be submitted (to whom and using what form)
- What reports should include (type of information and attachments, such as financial documentation)

### When is the final Grant report required?

- At the completion of the project.
- Within 2 months of completion
- Within 1 year of completion
- No final report is required

**Within 2 months of project completion, the final report is due.**

## Slide 43

### GLOBAL GRANT REPORTS

Timeline for reporting:

- Progress reports within 12 months of first payment
- Every 12 months through the term of the grant
- Final report within two months of completion



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Global Grant Reports should document partnerships, activities, project and area of focus goals, the spending of funds, and number of beneficiaries.

**Which item is not required to be documented in the final Grant report?**

- Partnerships
- Goal evaluation
- Spending of funds
- Lack of benefits

**Global Grant Reports should document partnerships, activities, project and area of focus goals, the spending of funds, and number of beneficiaries.**

## GLOBAL GRANT REPORTS

Your global grant report should include:

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



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## Slide 44

Your District and Rotary have lots of information available to assist in Foundation Grants.

- You may contact Dr. Peter Apicella, District Rotary Foundation Committee Chair at [Peter@salemrad.com](mailto:Peter@salemrad.com), 330-207-0500, 2205 Pearce St., Salem, OH 44460.
- Pertinent documents are listed at the right in the Document's Panel. Click to view/print these documents
- MyRotary.org provides an easy search method for information.

The Rotary International logo, a large yellow gear with six spokes and the words "ROTARY INTERNATIONAL" around it.

**CLOSING**

Where can I find help?

The Rotary logo, featuring a yellow gear with six spokes and the word "Rotary" to its left.

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## Slide 45

Congratulations and thank for taking part in the webinar to become qualified for Rotary Grants. These are the final steps:

- Ensure that the President-Elect and Foundation Chair or other appointed individual completes this webinar.
- Click [HERE](#) to download and print the [Memorandum of Understanding \(MOU\)](#) which must be signed by the Club President and President-Elect and mailed to the address below.
- Helpful additional documents are available at the right in the Document's Panel. Click to view/print.

• MyRotary.org provides an easy search method for information and has many ideas for projects. Please contact Dr. Peter Apicella, District Rotary Foundation Committee Chair at [Peter@salemrad.com](mailto:Peter@salemrad.com), 330-207-0500, 2205 Pearce St., Salem, OH 44460, with questions, comments, and concerns.

This webinar is an evolving presentation and will be improved through your comments.

Thank you.

Thank you!



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[Back to Top](#)

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