

**2016-2017
Rotary District 5160
District Designated Funds
District Grant and Global Grant Policy**

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OVERVIEW

Beginning in the 2010/11 Rotary year, District 5160 was one of 100 Rotary Pilot Districts during the 3-year pilot program. The final year of the pilot was 2012/13 and, beginning with the 2013/14 Rotary year, a new grant program based on the pilot project was launched in all districts. Today, TRF's grant program supports district and club humanitarian and educational projects through two types of grants: District Grants and Global Grants.

- **District Grants** are block grants to the District that allow clubs and districts to address immediate needs in their own communities and in other countries.
- **Global Grants** are grants that range from \$15,000 to \$200,000. The minimum award from TRF is \$15,000, and the award must be matched by the applicant using District Designated Funds (DDF) or other funding source, resulting in a minimum \$30,000 total project cost. Global Grants fund large international humanitarian projects, vocational training teams, and scholarships that have sustainable and measureable outcomes in one or more of the areas of focus.

Definitions (*grouped by subject activity*)

TRF - The Rotary Foundation

Memorandum of Understanding - required agreement between the club and district for participating in the grants program.

District DDF - District Designated Funds available for District Grants

Global DDF - District Designated Funds available for Global Grants

Grant Applicant - A Rotarian, Rotary Club, District Sub-Committee, or the District Governor who has submitted a District Grant Application or Global Grant Proposal

Grant Review Panel - A panel comprised of ten Rotarians from throughout the District appointed annually by the District Rotary Foundation Chair. The purpose of the Grant Review Panel is to review all grant applications and provide recommendations to the Grant Approval Committee

Grant Approval Committee - A committee consisting of the District Grants Chair, the District Governor, and the District Rotary Foundation Chair who allocate DDF and approves grants

District Foundation Committee - A committee consisting of the District Governor(2016-17), District Rotary Foundation Committee Chair, District Grant Committee Chair, District Stewardship Chair, District Fundraising Chair, and the District PolioPlus Chair

District Stewardship Chair - The stewardship chair is responsible for ensuring the careful management of Rotary Foundation grant funds and for educating Rotarians on proper and effective grant management

Areas of Focus

District Grants may be for projects or activities that the District, through its grant approval process, believes supports the humanitarian and educational activities that relate to the mission of The Rotary Foundation.

Global Grants must satisfy one or more of the following TRF areas of focus:

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

District 5160 Grant Policy Approval Process

The proposed 2016-2017 Rotary District 5160 DDF, District Grant, and Global Grant policy is distributed to Presidents, Presidents-Elect, Club Foundation Chairs, Area Foundation Representatives, and the Grant Review Panel for review and comments. The review period is a 10-day comment period after which the policy, along with club comments, will be sent to the District Foundation Committee for approval. The proposed policy will be posted on the District website during the comment period. Additionally, members of the various subcommittees of the District Foundation Team can review and comment on the policy during the same period.

The District 5160 Rotary Foundation Committee in consultation with the District Governor (2016-17), and the District Governor-Nominee (2017-18) will approve the DDF, District Grant, and Global Grant policy for the 2016-2017 Rotary year.

The approved policy shall be posted on the District website.

2016-17 ROTARY CLUB GRANT QUALIFICATION REQUIREMENTS

Clubs must meet these qualification requirements in order to participate in District and The Rotary Foundation (TRF) grant programs.

General Requirements:

The 2016 -17 and the 2017 -18 club presidents must sign a Club Memorandum of Understanding and submit it to the District Stewardship Chair.

- The club must:
 - Be current on its dues, in good standing with the District and Rotary International.
 - Be current on its tax returns.
 - Entered their TRF goals for the 2016-17 Rotary year into Rotary Club Central on the rotary.org website Have contributed to the TRF annual fund for the 2015-16 Rotary year.
 - Be current on all District and Rotary Foundation grants (reports, financial, close out).

Training Requirements:

- The 2016-17 Club President must have attended a Grants Management Seminar after February 2011.
- At least one other club member must have attended a Grants Management Seminar after February 2011.
- In addition to the required training, it is recommended that the following persons also attend a Grants Management Seminar:
 1. Club Foundation Chairs
 2. Potential grant applicants
 3. Club Treasurers
 4. All interested club members are welcome

Club Qualification period:

Qualification is valid from July 1, 2016 through June 30, 2017

- Club may apply for grants prior to being qualified, but no grants will be awarded before a club is qualified.

DISTRICT DESIGNATED FUND (DDF)

The 2016-17 District Governor (DG), District Rotary Foundation Chair (DRFC), and Grants Committee Chair (Grant Approval Committee), are charged with deciding the priorities and allocation plan for how the District will use its District DDF. The priorities and allocation plan are developed and approved in consultation with the 2016-17 District Governor, the 2017-18 District Governor, and the District Foundation Committee.

Because the TRF grant application and approval process and the schedule for Global Grants differ from those for District Grants, Global DDF Proposals are evaluated individually as they are received. All District Grant Applications are evaluated at the same time and ranked for inclusion in the District Block Grant Application to TRF.

Each year TRF notifies District 5160 of the available DDF, which generally represents 50% of the Annual Fund contributions made during the year, three-years earlier, plus earnings from endowed funds. This basic amount of DDF is divided equally into two categories, Global DDF and District DDF. All unused DDF from prior years and unused funds returned from earlier grants are added to the Global DDF Fund. TRF retains all Global DDF in its treasury and allocates it based on District approval of a DDF allocation request.

District DDF is awarded to the District based on a Block Grant Application (only one application is permitted each year) submitted by the District. District 5160 submits its Block Grant request at the conclusion of the District Grant application period.

2016-17 DDF Allocation: District Grant DDF \$157,505; Global Grant DDF will be approximately \$250,000+-.

DDF Distribution

District DDF: District 5160 distributes DDF for District Grants through a competitive process. (One exception to this is that TRF authorizes the allocation of up to 3% of District DDF to cover administrative expenses. District Policy requires this 3% allocation go directly to the District Treasury).

Global DDF: District 5160 distributes all Global DDF on a first-come, first-served basis, with the exception of an allocation of \$15,000 for a Global Scholar Grant. The continuation of this practice is a decision made on an annual basis during the development of the annual DDF allocation plan. For 2016-17, \$15,000 will be allocated for a Global Scholar.

DDF funding and record keeping

The District Rotary Foundation Committee chair is responsible for maintaining accurate records to plan for and track the district's DDF funds. The approved distribution of DDF shall be posted on the district website.

Limitation to allocation of DDF - because there has been greater demand than availability of both District and Global DDF, the following limitations will apply for 2016-17:

District DDF - allocations will be limited to no more than \$10,000 for the first participating club and \$5,000 for each additional participating club in any one project. No individual project will be allocated more than \$15,000 unless that project receives approval under the provisions of District Policy Manual *SECTION X PROCEDURE FOR ADOPTION OF A DISTRICT PROJECT*. For District DDF, priority will be given to an applicant that did not have an approved District Grant in the prior year. Additionally, for every \$1.00 of DDF requested, the project budget must reflect \$0.50 in other funds.

Global DDF - allocations will be limited to no more than \$20,000 for the first participating club and \$5,000 for each additional participating club in any one project. No individual project will be allocated more than \$50,000 unless that project receives approval under the provisions of District Policy Manual *SECTION X PROCEDURE FOR ADOPTION OF A DISTRICT PROJECT*.

GRANTS

District Grants

To help clubs prepare applications that meet TRF guidelines before the award review, the District accepts District Grant Application for a pre-submittal review beginning May 1, 2016 and ending on May 27, 2016. **Note:** This is a requirement and District Grant applications that have not gone through a pre-submittal review will not be accepted. Changes made in the scope or focus of the proposed project, and requests to increase funding after the pre-submittal review may cause an application to be rejected.

Applications for District Grants may be submitted to the District Grants Chair beginning June 1, 2016 with a final deadline for submission of June 30, 2015. All District Grant applications and other material must be in Adobe PDF format. (*District Grant application forms are located on the District website*).

Upon completion of the review, the Grant Review Panel will submit recommendations to the Grant Approval Committee for inclusion in the District Block Grant Request to TRF. The District Block Grant application will be submitted to TRF as soon thereafter as practical. Clubs will be notified if their grant application was included in the Block Grant request to TRF once the Block Grant has been approved by TRF. TRF has final approval on all District Grant Block Grant Requests.

Grant funds will be sent to applicant clubs within 15 days after the receipt of TRF District Block Grant funds by the district. (*Please note that TRF approval of the District Block Grant may take several weeks or longer to complete*).

Typically, grant funds have been delivered to clubs by early October but that is not a guarantee. Applicants need to be aware that any funds spent on a grant project prior to receiving the actual award may not be considered eligible expenses. The District will not authorize any exceptions.

The approved District Block Grant, with details, shall be posted on the District website.

District 5160 District Grant Evaluation Criteria

- Priority will be given to local community projects, however, consideration will be given to international projects.
- Does the applicant agree to adherence to the Terms and Conditions for Rotary Foundation District Grants and Global Grants?
- Has the proposing club met the Qualification requirements of the District (MOU and Grant Management Training)?
- Have potential conflicts of interest been noted in the application? See question #13.2 on the grant application.
- Has the applicant certified that they have reviewed the TRF Grant Management Manual?
- Has the District Grant Application been approved by the Club President (2015-16) and President-elect (2016-17) of the lead club?

No to any question above disqualifies an application

Once an application has successfully qualified, it will be evaluated and ranked on the following criteria. When completing an application, applicants should be mindful that the committee is comparing it to other applications, and it is the applicant's responsibility to provide sufficient information for the committee to fairly evaluate the application. Potential conflicts that do not result in a personal benefit to the applicant or another Rotarian are not disqualifiers but should be thoroughly reported.

Completeness—Has adequate information been given to all questions on the Application Form?

Value to community--How much meaningful benefit will project have in the community?

Feasibility--What is likelihood that the project can be implemented as planned?

Sustainability—

a) How much lasting impact will project have beyond the grant period?

b) Are ongoing commitments made to continue the project beyond the grant?

Visibility--To what degree will awareness of Rotary be promoted locally?

Community Support--How much non-Rotary support will be given in planning and implementing the project?

Funding Sources--What proportion of project funds will come from Club and other nonDDF sources?

TRF Annual Fund Giving--History of per capita (average per member) and total fund giving to the TRF Annual Fund over the past three years by the proposing club.

Funds Spending—No funds from the grant can be spent until the District Block Grant has been approved and Clubs are notified that TRF has approved the District Block Grant Request.

Global Grants

TRF, on a rolling basis throughout the year, will accept Rotary Foundation Global Grant applications. The process for submitting proposals for Global Grants are as follows:

- For Global Grants requesting DDF in the 2016-2017 Rotary year, District 5160 clubs submitting Global Grant applications will be required to first submit a proposal summarizing the project, along with financial information, to the District 5160 Foundation Grants Chair. *Global Grant proposal forms can be found on the District website.*
- Proposals for Global Grants will be accepted for review throughout the year on a first-come, first-served basis.
- The Grant Review Panel will review the proposal and the requested DDF allocation and will submit recommendations to the Grant Approval Committee.

- Once approved by the District, DDF will be allocated (in reserve) for the proposed Global Grant. The club may then complete the submittal of its application to TRF.
- The Global Grant draft application must be submitted by the Club to TRF within 90 days after the DDF allocation has been approved, or this allocation may be rescinded. A copy of the completed TRF grant application, in Adobe PDF format, must be submitted to the District Grants Chair.
- It is strongly recommended that members consult with the District Grants Chair throughout the process to allow for better planning of DDF allocations.
- If at any time during the grant application process the area of focus changes, the applicant must provide an updated proposal to the District Foundation Grants Chair for further review and possible re-allocation of DDF.
- If the Global Grant proposal is not approved by TRF, the District will re-allocate the DDF for use with other Global Grants projects.

Global Grant Proposal/Application Process

For the 2016-17 Rotary year, Global Grants Proposals will be accepted by the District Grants Committee Chair on a rolling basis throughout the year. Proposals submitted after all DDF are exhausted will be retained and administered on a first come, first served basis, should additional funds become available or when the next grant year begins.

District 5160 Global Grant Evaluation Criteria

- Does the proposed project comply with the Terms and Conditions for Rotary Foundation District Grants and Global Grants?
- Has the proposing club met the Qualification requirements of the District (MOU and Grant Management Training)?
- Have potential conflicts of interest been noted in the application?
- Has the applicant certified that they have reviewed the TRF Grant Management Manual?
- Has the Global Grant Proposal been approved by the Club Board of Directors, Club President (2016-17) and President-elect (2017-18) of the lead club?

No to any question above disqualifies an application

Potential conflicts of interest that do not result in personal benefit to the applicant or other Rotarians are not disqualifiers but should be thoroughly reported.

Completeness—Has adequate information been given to all questions on the Application Form?

Value to community--How much meaningful benefit will the project have in the community?

Feasibility--What is the likelihood that the project can be implemented as planned?

Sustainability—

- How much lasting impact will the project have beyond the grant period?
- Are ongoing commitments made to continue the project beyond the grant?

Broad Rotary support--Number of clubs and districts supporting the grant application. Support by multiple clubs is encouraged.

TRF Annual Fund Giving --History of per capita giving to the TRF Annual Fund over the past three years by the proposing club.

The District 5160 Grant Review Committee might require other specific content changes in the Proposal to receive DDF Funds. Any such changes are intended to strengthen the Proposal at TRF.

NOTICES

Appeals by applicant clubs to inclusion or exclusion of a project in the District Block Grant Application

The decision about which projects to include in the District Block Grant Application and how much DDF to allocate to each project is the responsibility of the Grant Approval Committee and not subject to appeal.

Appeals by applicant clubs to approved or non-approved Global Grant proposals

Appeals by applicant clubs to a Global Grant DDF Allocation approval or non-approval must be submitted in writing via e-mail to the District Grants Committee Chair within five business days of notification after the award decision. The Grant Approval Committee will review the application and make a final decision.

Notice

Although, no changes are expected, it is possible that TRF requirements may change after this policy is approved. When time permits, an updated policy will be circulated in the same manner as the original policy, prior to updating the policy. When time does not permit, TRF requirements will prevail.

