

2014-2015
Rotary District 5160
District Designated Funds
District Grant and Global Grant Policy

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 three types of grants: District Grants, Global Grants, and Packaged Grants.

- **District Grants** are block grants that allow clubs and districts to address immediate needs in their communities and abroad.
- **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 or outside 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.
- **Packaged Grants** are grants that allow clubs and districts to work with Rotary's strategic partners to implement pre-designed projects.

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, Packaged 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 allocates DDF and approves grants

District Foundation Committee - A committee consisting of the District Governor(2014-15), District Rotary Foundation Committee Chair, District Grant Committee Chair, District Stewardship Chair, District Fundraising Chair, and the District Polio Plus 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 any project or activity 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 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

Packaged Grants, by design, meet one or more of the areas of focus.

District 5160 Grant Policy Approval Process

The proposed 2014-15 Rotary District 5160 DDF, District Grant, and Global Grant policy will be 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 sub-committees 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 (2013-14), and the District Governor Nominee (2015-16) will approve the DDF, District Grant, and Global Grant policy for the 2014-2015 Rotary year.

The approved policy shall be posted on the district website.

District Designated Fund (DDF)

The 2014-15 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 2015-16 District Governor, the 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 applications are evaluated based on timing and the proposed use of Global DDF's consistent with district policies.

2014-15 Allocations: District Grant DDF's \$115,412; Global Grant DDF's \$108,760¹.

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 the 3% allocation to the District Treasury).

Global DDF: District 5160 distributes all Global DDF on a first come, first served basis, with the exception of the allocation of \$15,000 for a Global Scholar Grant. The continuation of that practice is made on an annual basis during the development of the annual DDF allocation plan. For 2014-15, \$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 is greater demand than availability of both District and Global DDF, the following limitations will apply for 2014-15.

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. 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 may be given to an applicant that did not have an approved District

¹ DDF amounts will be adjusted for carryover from prior years, if any, and revised reports from TRF.

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 \$15,000 for the first participating club and \$5,000 for each additional participating club. No individual project will be allocated more than \$30,000 unless that project receives approval under the provisions of District Policy Manual *SECTION X PROCEDURE FOR ADOPTION OF A DISTRICT PROJECT*

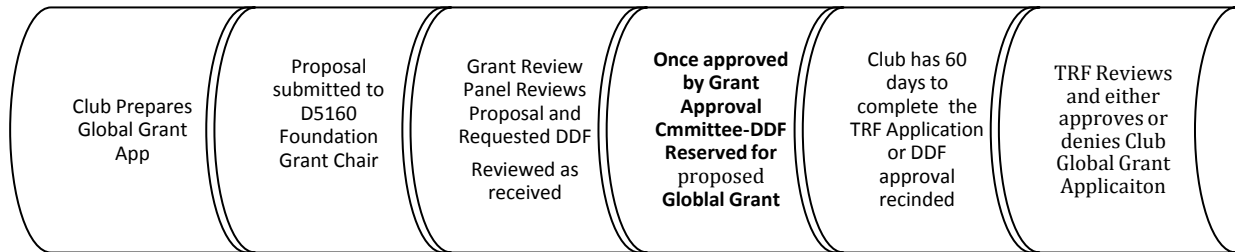
Global Grants

TRF, on a rolling basis throughout the year, will accept Rotary Foundation Global Grant applications.

- For Global Grants requesting DDF in the 2014-2015 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 are located 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 for allocation of DDF.
- Once approved by the District, DDF will be allocated (reserved) for the proposed Global Grant. The Club may then complete the submittal of its application to TRF.
- The Global Grant application must be submitted by the Club to TRF within 60-days after the DDF is approved, or the DDF 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 suggested 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 and process, the area of focus changes, the applicant must resubmit a 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.

Global Grant Proposal/Application Process

For the 2014/15 Rotary year, Global Grants Proposals will be accepted by the District Grants Committee Chair beginning March 1, 2014 and continue 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.



District 5160 Global Grant Evaluation Criteria

Global Grant requests for DDF will be evaluated and recommended using the following criteria:

- Adherence to the Terms and Conditions for Rotary Foundation District Grants and Global Grants
- Qualification of proposing club by the district (MOU and Grant Management Training)
- Number of clubs and districts supporting the grant application
- History of per capita giving to the Annual Programs Fund and to the Foundation over the past three years, by the proposing club
- Proportion of Club and outside funds that will be contributed to the project in relation to the amount of District Designated Funds requested
- Extent of support by non-Rotary cooperating organization partners
- Previous experience of the host (international) club and district with Global Grants
- Number of supporting clubs that are qualified by the district
- Impact on the community where the project occurs
- Promotion of Rotary awareness globally
- Relationship to a previously approved or completed Global or District Grant
- The applicant certifies on the *Global Grant Proposal Form* that they have reviewed the TRF Grant Management Manual
- Global Grant Proposals must be approved by the Club President and President-elect of the lead club

District Grants

Applications for District Grants may be submitted to the District Grants Chair beginning May 1, 2014 with a final deadline for submission of June 30, 2014. All District Grant applications and other material must be in Adobe PDF format. District Grant proposals will be reviewed no later than August 1, 2014. (*District Grant application forms are located on the District website*).

The Grant Review Panel will review applications for District Grants.

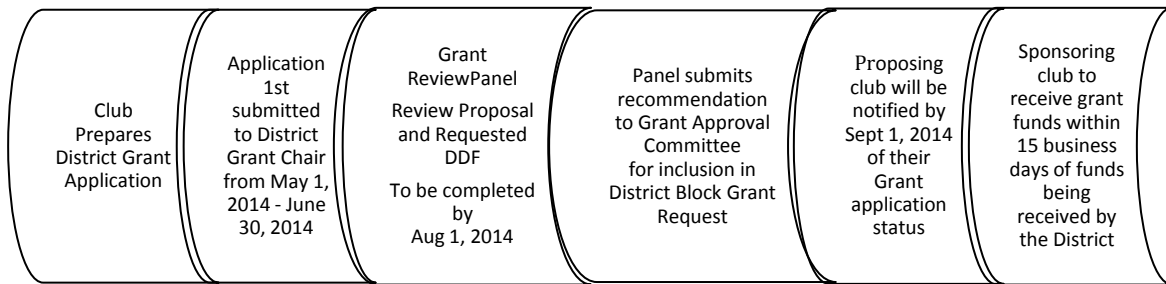
Upon completion of the review, the Grant Review Panel will submit recommendations to the Grant Approval Committee for inclusion in the District Block Grant Request.

Applying clubs will be notified by September 1, 2014 about the status of their application, pending approval of the Block Grant by TRF.

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).*

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

District Grant Application Process



District 5160 District Grant Evaluation Criteria

District Grant requests for DDF will be evaluated and recommended using the following criteria:

- Adherence to the Terms and Conditions for Rotary Foundation District Grants and Global Grants
- Qualification of proposing club by the District (MOU and Grant Management Training)
- Number of District Clubs supporting the grant application
- History of per capita giving to the Annual Programs Fund and to the Foundation over past three years, by proposing club
- Focus on district priorities and goals
- Community support, (including Rotaract and Interact Clubs), for the grant request
- Impact on the community

- Sustainability
- Proportion of Club and outside funds that will be contributed to the project in relation to the amount of District Designated Funds requested.
- Number of cooperating clubs that are qualified by the district
- Extent of support by non-Rotary cooperating partners
- Promotion of Rotary awareness locally
- The applicant certifies on the *District Grant Application Form* that they have reviewed the TRF Grant Management Manual
- District Grant Proposals must be approved by the Club President and President-elect of the lead club

The Grant Review Panel will review the completed proposals for District Grants and will submit recommendations to the Grant Approval Committee for allocation of DDF.

Challenges by applicant clubs to approved or non-approved grant requests

Challenges by applicant clubs to a Global or District 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 of the 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 that same manner as the original policy prior, to updating the policy. When time does not permit, TRF requirements will prevail.