

2019- 2020 Rotary District 5160
District Designated Funds
District Grant and Global Grant Policy

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PURPOSE

This policy document provides guidance to the District and Clubs of the District for allocating District Designated Funds (DDF), authorizing Global Grants, award of District Grants, and overall Stewardship of the grant program managed by the District.

OVERVIEW

The Rotary Foundation'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 measurable outcomes in one or more of the areas of focus.

Definitions (grouped by subject activity)

TRF - The Rotary Foundation

Rotary Club (Club) - A properly constituted dues paying Rotary Club of District 5160

Memorandum of Understanding - Required agreement between the club and district for participating in the grants program. A Co-Operating Organization Memorandum of Understanding (Global Grant) is also required if applicable.

Grants Management Training - Required training for any club prior to applying for a grant

Grants Management Trained A Rotarian who has completed the District-provided grants management training program for the appropriate grant period.

District DDF - District Designated Funds available for District Grants

Global DDF - *District Designated Funds available for Global Grants*

Grant Applicant - A 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 Committee Chair. The purpose of the Grant Review Panel is to process and evaluate proposals for the use of DDF, assist clubs with Global Grant applications, recommend approval of District Grant applications, and provide recommendations to the Grant Approval Committee

Foundation Committee - A committee consisting of the District Governor (2019-20), District Rotary Foundation Committee Chair, Grants Committee Chair, Stewardship Chair, Fundraising Chair, and the Polio Plus Chair

District Rotary Foundation Committee Chair - The District Rotary Foundation Committee Chair (DRFCC) is recommended by the District Governor, District Governor-elect, and the District Governor Nominee and appointed by Rotary International for a three-year term. In cooperation with the District Governor the DRFCC oversees all aspects of the District Foundation program.

Grant Approval Committee - A committee consisting of the Grants Committee Chair, the District Governor (2019-20), and the District Rotary Foundation Committee Chair, who allocate DDF and approves grants

Grants Committee Chair - The Grants Committee Chair is responsible for coordinating all use of DDF proposals, and grant applications, and managing the Grant Review Panel. Additional Foundation Team responsibilities may be assigned to this position.

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 DISTRICT DESIGNATED FUNDS, DISTRICT GRANT AND GLOBAL GRANT POLICY APPROVAL PROCESS

The proposed 2019-20 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 2019-20 District 5160 Foundation Committee in consultation with the District Governor (2018-19), and the District Governor (2020-21) will approve the DDF, District Grant, and Global Grant Policy for the 2019-20 Rotary year.

The approved Policy shall be posted on the District website.

2019-20 ROTARY CLUB GRANT QUALIFICATION REQUIREMENTS

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

General Requirements:

The 2019-20 and the 2020-21 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.

- Be current on all District and Global grants (reports, financial, close out, etc.).

Training Requirements:

- At least one club member must have completed the Grants Management Seminar for 2019-20
- It is recommended that the following persons also complete a Grants Management Seminar:
 1. Club President and President-elect
 2. Club Foundation Chairs
 3. Club Grant Committee Members
 4. Potential grant applicants
 5. Club Treasurers
 6. All interested club members

Club Qualification Period:

Qualification is valid for the 2019-20 grant cycle.

Clubs may not apply for grants prior to being qualified.

DISTRICT DESIGNATED FUND (DDF)

The 2019-20 District Governor (DG), District Rotary Foundation Committee Chair (DRFCC), and Grants Committee Chair form the Grant Approval Committee and are charged with deciding the priorities and allocation plan for how the District will use its District Designated Funds. The priorities and allocation plan are developed and approved in consultation with the 2018-19 District Governor, the 2020-21 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 after the District Grant application period has concluded.

2019-20 DDF Allocation: District Grant DDF \$186,331 (est.); Global Grant DDF will be approximately \$168,063 (est. and does not include carry over from the prior years, if any).

DDF Distribution

District Grant 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 allocates all Global DDF on a first-come, first-served basis.

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 2019-20:

District Grant DDF Allocations will be limited to no more than \$10,000 for a single Club. An additional \$5,000 may be applied for, but no individual project, with 2 or more participating Clubs, 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 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 \$40,000 unless that project receives approval under the provisions of District Policy Manual SECTION X PROCEDURE FOR ADOPTION OF A DISTRICT PROJECT. For every \$1.00 of DDF requested, the project budget must reflect \$0.50 in other funds (not including World Fund funds) when a District 5160 Rotary Club is the Host or International Sponsor.

Note: Additional club participation is measured by a cash contribution to the project of at least \$500 by a Rotary Club of District 5160.

GRANTS

District Grants

Online Application

For the 2019-20 District Grant Application cycle the District will use an online application system. Applicants should consult the District website for application instructions

Pre-submittal Review Period and Requirements:

To help clubs prepare applications that meet TRF guidelines before the award review, the District accepts District Grant Applications for a pre-submittal review beginning May 1, 2019 and ending on May 31, 2019. 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. If needed a new pre-submittal period will be established.

Grant Application Submission Period; Limitations:

Applications for District Grants may be submitted to the Grants Committee Chair beginning June 1, 2019 with a final deadline for submission of June 30, 2019. Applicants should consult the District website for application instructions. No club can submit, as the sponsoring club, more than one (1) District Grant Application* for the 2019-20 Rotary Year. If needed a new Grant Application submittal period will be established.

*From time to time the District may authorize the use of District DDF for special grants . These special grants will not count against the one (1) District Grant Application limit. For the 2019-20 grant cycle a limited number of special grants for attendance at Rotary sponsored Project Fairs will be made available in this category.

District Block Grant Request to TRF; District Grant award to clubs:

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 and funding has been authorized. 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 or as soon thereafter as is practical. *(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 payment are not 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

- 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)? Signed Club MOU must be submitted prior to application for a grant.
- 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 District Grant Application been approved by the Club Board of Directors, Club President (2019-20), and President-elect (2020-21) of the sponsoring 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.

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 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 non DDF sources?

When completing an application, applicants should be mindful that the Grant Review Panel 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 might result in a personal benefit to the applicant or another Rotarian are not

disqualifiers but should be thoroughly reported. Please refer to the Terms and Conditions guidance provided by The Rotary Foundation.

Global Grants

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

- For Global Grants requesting DDF in the 2019-20 Rotary year, District 5160 clubs submitting Global Grant applications will be required to first submit a Global Grant DDF Request Form to the Grants Committee Chair. *Global Grant DDF Request Forms can be found on the District website.*
- Global Grant DDF Request Forms will be accepted for review throughout the year on a first-come, first-served basis.
- The Grant Review Panel will review Global Grant DDF Request Forms and will submit recommendations to the Grant Approval Committee. Requests for the use of Global DDF which are for not more than \$15,000 and for which a District 5160 Rotary Club is not the Host or International Sponsor will be submitted directly to the Grant Approval Committee for consideration.
- Once approved by the Grant Approval Committee, DDF will be allocated (held in reserve) for the proposed Global Grant. The club may then complete the submittal of its Global Grant 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 Grants Committee Chair concurrent with submittal to TRF.*
- It is strongly recommended that members consult with the Grants Committee 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 for the project changes, the applicant must provide an updated Global Grant DDF Request Form to the Grants Committee 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 in the usual manner. Funds are not reserved.
- Global Grant DDF Request Forms submitted after all Global Grant 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

- Will 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)?
- Is the applicant prepared to disclose any potential conflicts of interest in the application to TRF?
- Has the applicant certified that they have reviewed the TRF Grant Management Manual?
- Has the Global Grant DDF request been approved by the Club Board of Directors, Club President (2019-20), and President-elect (2020-21) of the sponsoring club?

No to any question above disqualifies an application

Global Grant Application Considerations:

Completeness—Has adequate information been given to all questions on the Global Grant DDF Request 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?

Broad Rotary support-- Support by multiple clubs is encouraged.

The District 5160 Grant Approval Committee may require other specific content changes in the proposal to receive DDF. 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 DDF requests:

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

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.