



**ROTARY DISTRICT 7030 GRANTS PACKAGE FOR CLUBS  
FOR THE ROTARY YEAR JULY 2022 - JUNE 2023**

1. Protocols for Grant Management
2. Memorandum of Understanding
3. Grant Application Form

**1. PROTOCOL FOR GRANTS MANAGEMENT IN ROTARY DISTRICT 7030 (2022-2023)**

In order to streamline processes and bring greater transparency and accountability to the management of District and Global grants, District 7030 has adopted the following:

**(A) ELIGIBILITY CRITERIA**

| <b>In order to be eligible for grants, Clubs must:</b>   | <b>DISTRICT GRANT</b> | <b>GLOBAL GRANT</b> |
|--|-----------------------|---------------------|
| Pay RI and District Dues before applying   | Mandatory             | Mandatory           |
| Be up to date on previous Grant reporting  | Mandatory             | Mandatory           |
| Have contributed annually to The Rotary Foundation (TRF) over the last three (3) years                   | Mandatory             | Mandatory           |
| Had one (1) Club member attend a District Grants seminar in the previous Rotary year                     | Mandatory             | Mandatory           |
| Prepare financial statements for previous year and had them reviewed by Financial Professional / Auditor | Mandatory             | Mandatory           |
| Align project with one or more of the RI Seven Areas of Focus  | Recommended           | Mandatory           |

|  |                        |                    |
|--|------------------------|--------------------|
| Appoint a TRF Chair no later than <b>30<sup>th</sup> June</b> and report same in Rotary Club Central   | Mandatory              | Mandatory          |
| Upload Foundation goals to Rotary Club Central no later than <b>30<sup>th</sup> June</b>   | Mandatory              | Mandatory          |
| Ensure Club Memorandum of Understanding (enclosed) is signed by both Club President and President-Elect and sent to the District Grants Subcommittee Chair no later than <b>30<sup>th</sup> June</b> | Mandatory              | Mandatory          |
| Establish a separate bank account to receive and disburse grant funds (If the setting up of a separate bank account is impossible, the Club must provide separate accounting for grant funds)        | Recommended            | Mandatory          |
| Identify two (2) members of the club as project leaders  | Mandatory              | Mandatory          |
| Submit all reports in US Dollars   | Mandatory              | Mandatory          |
| <i>Value of Grant Application</i>  | <i>Up to USD30,000</i> | <i>USD30,000 +</i> |

District 7030 reserves the right to establish additional or amend requirements for Club qualification for participation in Rotary Foundation grants.

## B. APPLICATION AND REPORTING PROCESS FOR DISTRICT GRANTS

1. The deadline for the application for district grants is **30<sup>th</sup> September 2022**.
2. Applications must be submitted by email to the District Grants Subcommittee Chair, copied to the District Rotary Foundation Chair and the District Governor, using the prescribed Grant Application Form.
3. The time period for the assessment of a particular district grant application shall be no longer than two (2) weeks. The District Grants Subcommittee Chair and the District Rotary Foundation Chair shall either accept or decline the application within that time period and inform the District Governor of their decision. The District Grants Subcommittee Chair shall notify the Club of the decision. In the case of acceptance, the application shall be sent to the District Governor for signature.



4. The contact persons noted on the District Grant Application must report to the District Grants Subcommittee Chair every month on the progress of the project. The report should take the form of progress photos, disbursements to date, commentary on progress and expected time for completion.
5. Clubs must submit their final report to the District Grants Subcommittee Chair via email within one (1) month of completing the project, including all appropriate receipts and bank statements showing the use of the funds.
6. The District is at any time allowed to ask for any information whatsoever to ensure that the funds are being used for the purpose for which they were intended.

### C. APPLICATION AND REPORTING PROCESS FOR GLOBAL GRANTS

1. There is no deadline for the application of Global Grants.
2. Applications are submitted via the Global Grants portal on My Rotary and approved by Rotary International.
3. Requests for DDF funds must be directed to the District Subcommittee Grants Chair and District Rotary Foundation Chair.
4. Clubs are strongly advised to ensure that the primary contacts indicated on the Global Grant application monitor the MyRotary website for requests for authorizations and reporting obligations.
5. Failure to provide reporting to Rotary International by the required dates seriously jeopardizes the District's ability to obtain future grants.

Visit <https://my.rotary.org/en/take-action/apply-grants/global-grants> to learn more about Global Grants.

## 2. CLUB MEMORANDUM OF UNDERSTANDING 2022-2023

- A. Club Qualification
- B. Club Officer Responsibilities
- C. Financial Management Plan
- D. Bank Account Requirements
- E. Report on Use of Grant Funds
- F. Document Retention
- G. Reporting Misuse of Grant Funds
- H. Authorisation and Agreement

### A. Club Qualification

To participate in Rotary Foundation Global and District Grants, the Club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one (1) Club member to the District's annual grant management seminar.

By completing these requirements, the Club becomes qualified and eligible to participate in the TRF grant program.

- i. Upon successful completion of the qualification requirements, the Club will be qualified for one (1) Rotary year.
- ii. To maintain qualified status, the Club must comply with this MOU, any additional District requirements, and all applicable TRF policies.
- iii. The Club is responsible for the use of funds for Club-sponsored grants, regardless of who controls the funds.
- iv. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- v. The Club must cooperate with any financial, grant, or operational audits.



## **B. Club Officer Responsibilities**

The Club officers hold primary responsibility for Club qualification and the proper implementation of TRF grants. Club officer responsibilities include:

- i. Appointing at least two (2) Club members to implement, manage, and maintain Club qualification.
- ii. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices.
- iii. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

## **C. Financial Management Plan**

The Club must have a written financial management plan to ensure consistent administration of grant funds, which shall include procedures to:

- i. Maintain a standard set of accounts, including a complete record of all receipts and disbursements of grant funds.
- ii. Disburse grant funds, as appropriate.
- iii. Maintain segregation of duties for handling funds.
- iv. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
- v. Ensure that all grant activities, including the conversion of funds, comply with local law.

## **D. Bank Account Requirements**

In order to receive grant funds, the Club should either have a dedicated bank account used solely for receiving and disbursing TRF grant funds, or be able to demonstrate how grant funds shall be kept separate from other club funds.

- i. The bank account must have a minimum of two (2) Rotarian signatories from the Club for disbursements.
- ii. Any interest earned must be documented and used for eligible, approved grant activities or returned to TRF.
- iii. A separate account should be opened for each Club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- iv. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- v. Bank statements must be available to support receipt and use of TRF grant funds.
- vi. The Club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.



### **E. Report on Use of Grant Funds**

The Club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

### **F. Document Retention**

The Club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- i. Documents that must be maintained include, but are not limited to:
  - a. Bank information, including copies of past statements.
  - b. Club qualification documents including a copy of the signed Club MOU.
  - c. Documented plans and procedures, including financial management plan, procedure for storing documents and archives, and succession plan for bank account signatories and retention of information and documentation.
  - d. Information related to grants, including receipts and invoices for all purchases.
- ii. Club records must be accessible and available to Rotarians in the Club and at the request of the District.
- iii. Documents must be retained for the period recommended by local law.

### **G. Reporting Misuse of Grant Funds**

The Club must report any potential and real misuse or mismanagement of grant funds to the District. This reporting fosters an environment in the Club that does not tolerate the misuse of grant funds.



**H. Authorization and Agreement**

*This memorandum of understanding is an agreement between the Club and District 7030, and acknowledges that the Club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the Club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the **Rotary Club of** \_\_\_\_\_,  
the undersigned agree to comply with all of the conditions and requirements of this **MOU for Rotary year 2022-2023** and will notify Rotary District 7030 of any changes or revisions to Club policies and procedures related to these requirements.*

| Club President   |           |
|------------------|-----------|
| <b>Term</b>      | 2021-2022 |
| <b>Name</b>      |           |
| <b>Signature</b> |           |
| <b>Date</b>      |           |

| Club President-Elect |           |
|----------------------|-----------|
| <b>Term</b>          | 2022-2023 |
| <b>Name</b>          |           |
| <b>Signature</b>     |           |
| <b>Date</b>          |           |

### 3. DISTRICT 7030 GRANT APPLICATION

Please use this form to submit your Club Application for a District Grant and complete all sections. It is recommended that you print and review the pages prior to submitting your finalized application form.

|   |   |  |
|---|---|--|
| 1   | Project Name  |  |
| 2   | Rotary Club Name  |  |
| <b>PROJECT DETAILS AND SUSTAINABILITY</b> |   |  |
| 3a  | Project Objective<br><i>Describe the measurable outcomes of the project.</i>  |  |
| 3b  | Which AREAS OF FOCUS are addressed by this project?<br><i>Tick all that apply</i>                                   | <input type="checkbox"/> Peace/Conflict Resolution<br><input type="checkbox"/> Disease Prevention/Treatment<br><input type="checkbox"/> Water and Sanitation<br><input type="checkbox"/> Maternal and Child Health<br><input type="checkbox"/> Basic Education and Literacy<br><input type="checkbox"/> Economic/Community Development<br><input type="checkbox"/> Support the Environment |
| 3c  | Community Served<br><i>Describe the geographic and demographic community being served by this proposed project.</i> |  |
| 3d  | Number of Beneficiaries   |  |



|                           |  |  |
|---------------------------|--|--|
| 3e                        | Project Start Date   |  |
| 3f                        | Project End Date   |  |
| 3g(i)                     | Sustainability: Skill and Knowledge Transfer<br><i>Describe the skill or knowledge transferred (if any).</i>   |  |
| 3g(ii)                    | Sustainability: Expendable Supplies<br><i>Are there expendable supplies? If so, how will they be replaced?</i> |  |
| 3g(iii)                   | Sustainability: Maintenance<br><i>Is there equipment to be maintained? If so, how will this be addressed?</i>  |  |
| <b>PARTNERING</b>         |  |  |
| 4a                        | Are there partner organizations involved?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4b                        | If yes, please provide the name(s) of the organization(s).   |  |
| <b>ROTARY INVOLVEMENT</b> |  |  |
| 5a                        | Rotary Involvement - <i>Name all Rotary Clubs involved in the project</i>                                      |  |
| 5b                        | Rotary Involvement - <i>Number of Rotarians involved in the project</i>  |  |
| 5c                        | Rotary Involvement: <i>Describe in detail Rotary's and Rotarian involvement in the project</i>                 |  |



|  |   |                             |
|--|---|-----------------------------|
| 5d   | Rotary Involvement: <i>Describe the planned involvement of Interact and Rotaract, if any</i>  |                             |
| <b>BUDGET</b>  |   |                             |
| 6a   | Labour  | USD                         |
| 6b   | Supplies and Materials  | USD                         |
| 6c   | Equipment   | USD                         |
| 6d   | Other   | USD                         |
| 6e   | TOTAL   | USD                         |
| <b>GRANT REQUEST</b>                                       |   |                             |
| 7  | Amount of Grant Request   | USD                         |
| <b>TERMS AND CONDITIONS</b>                                |   |                             |
| 8a   | <p>Copies of receipts must be submitted with the final report.</p> <p>Original receipts for all expenditures must be retained by the Club.</p> <p>Approved expenditure receipts must equal the grant amount.</p> <p>Clubs will be responsible for reimbursing the District any difference.</p> <p>Receipts for all expenses shall be due at the time of filing the final report, must be retained and made available for auditing purposes.</p> |                             |
| 8b   | Failure to comply with the terms of the Grant may result in the Club being responsible for refunding the full amount of the Grant.  |                             |
| 8c   | The final project report shall be sent to the District Grants Subcommittee Chair no later than one (1) month after project completion.  |                             |
| 8d   | By signing this grant request, we confirm that our Rotary Club is requesting a District Grant in the amount above, which shall be spent in accordance with Rotary and D7030 protocols for Grants.   |                             |
| 8e   | All of the information contained herein is true and accurate.   |                             |
| <b>SIGNATORIES AND AGREEMENT WITH TERMS AND CONDITIONS</b> |   |                             |
| 9a   | Rotary Club President.<br><i>Typed name and date represent an authorized signature</i>  | ROTARY CLUB OF<br><br>TITLE |

|    |   |            |
|----|---|------------|
|    |   | FIRST NAME |
|    |   | LAST NAME  |
| 9b | Date  |            |
| 9c | Rotary Club contacts (2 required) responsible for reporting process | CONTACT #1 |
|    |   | FIRST NAME |
|    |   | LAST NAME  |
|    |   | TELEPHONE  |
|    |   | EMAIL      |
|    |   |            |
|    |   | CONTACT #2 |
|    |   | FIRST NAME |
|    |   | LAST NAME  |
|    |   | TELEPHONE  |
|    |   | EMAIL      |