

The Rotary Foundation (TRF) District 1210

Policies and Procedures 2013-2014

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CONTEXT OF THE POLICIES AND PROCEDURES

Plan of Intent

Rotary International District 1210 will become a Qualified District by adopting *The Rotary Foundation's (TRF) Policies, Procedures and Guidelines* prior to July 1, 2013. The District will have drafted and approved this document (*Rotary Foundation District 1210 Policies and Procedures*) and signed the *District Memorandum of Understanding (MOU)* by the appropriate deadline to achieve this qualified status. The District Executive of 2012-2013 will have received *Rotary Foundation District 1210 Policies and Procedures 2013-2014* at least 21 days before the meeting in which the document was discussed and subsequently approved. Future District Executives will receive *Rotary Foundation District 1210 Policies and Procedures* for annual approval including any required updating and/or modification at a meeting prior to the start of the programme year to which those policies and procedures will apply.

The District Rotary Foundation committee is authorised to make any changes or modifications, if necessary during any programme year, subject to approval by the District Executive of that programme year at their next Executive meeting or electronically by e-mail.

District 1210 will also train, support and help all clubs in its district to become a qualified club under *The Rotary Foundation District 1210 Policies and Procedures*. The district will help clubs file their Club Memorandum of Understanding (MOU) annually.

Objectives of D1210 Grant Process and Allocation Procedures

The objective of the Rotary Foundation District 1210 Programme and the Recommended Allocation of District Designated Funds (DDF) is:

To train, motivate and lead individual Rotary Clubs to:

- Shift to proactively planning their community and international projects, instead of opportunistically responding to immediate, short term needs.
- Make projects self-sustaining wherever possible
- Take responsibility for management of grant funds, activity and reporting at the club level.
- Maintain the stewardship of their contributions to the Annual Programme's fund and to understand the relationship of those contributions to the ultimate DDF available to spend
- Engage clubs in the decision making process so that they have ownership of the new programme.

The Rotary Foundation Statement on the operation of *Future Vision* from July 1, 2013

Overview

The Rotary Foundation Plan (hereafter called The Plan) has updated the Foundation's mission statement and created a more effective and efficient way to help Rotarians develop diverse projects with greater impact and sustainable outcomes.

The Plan is:

- Designed to simplify the Foundation's programmes and processes consistent with the mission.
- Focus Rotarian service efforts where they will have the greatest impact by addressing priority world needs that are relevant to Rotarians.
- Offer programme options to help achieve both global and local goals.
- Increase the sense of ownership at the district and club levels by transferring more decision making policy to the districts.
- Gain greater understanding of The Rotary Foundation's (TRF) work and enhance Rotary's public image.

How The Plan will work

Under The Plan, the Foundation will offer two kinds of grants: **Rotary Foundation District Grants**, which provide districts with access to not more than 50 per cent of their earned District Designated Fund (DDF), and **Rotary Foundation Global Grants**, which support larger projects with sustainable, high-impact outcomes in one of six 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.

Clubs and districts can either create their own global grant projects in the six areas of focus or sponsor packaged global grants, which The Rotary Foundation will develop in conjunction with strategic partner organisations having expertise in the selected area of focus.

NOTE: The Rotary Foundation Plan does not increase the amount of funding D1210 will have in its Annual Programmes Fund Share Account (DDF). Each year, that amount is equal to 50% of the funds clubs contributed in the Rotary Year three years prior.

The Rotary Foundation: *Principles of Sustainability for Global Grants* (November 2009)

The Rotary Foundation strongly encourages Rotarians to apply the following principles of sustainability to all projects and activities:

1. Global Grant incorporate activities and safeguards that ensure the continuity of project impact after TRF funding is fully expended.
2. Global Grants work toward multiple levels of sustainability: economic, cultural, social and resources.
3. Global Grants make optimal use of local resources, regional input and indigenous knowledge of the local environment.
4. Global Grants respect the natural resource base and avoid deterioration or destruction of the local environment.

5. Global Grants attempt to reach the greatest number of beneficiaries as appropriate.
6. Global Grants prepare scholars and individuals to contribute to new and innovative methods in professional fields reflected within a Foundation area of focus.
7. Global Grants prepare participants to increase impact and improve effectiveness in the communities and vocations in which they work.
8. Global Grants utilise the input and skills of grassroots individuals and groups, to ensure continuation of projects and activities

Global Grants Project Eligibility

Rotary Foundation Code of Policies 207, January 2012 provides that global grants for humanitarian projects *CAN* be used to fund:

1. Construction of infrastructure including but not limited to:
 - a. toilet blocks and sanitation systems
 - b. Access roads.
 - c. Dams
 - d. Bridges
 - e. Storage units
 - f. Fences and security systems
 - g. water/irrigation systems
 - h. Greenhouses
2. Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time. This may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, additions to existing schools or hospitals, elevators, renovation of bathrooms, etc.
3. International travel only to support the travel of beneficiaries from one country to another.
4. Domestic travel for beneficiaries and both Rotarian and non-Rotarian professionals needed to provide direct project implementation.
5. Direct programme costs, salaries, stipends, or honorariums related to project implementation.
6. Immunization activities, including the purchase of polio vaccines, as long as polio vaccine is not the only vaccine that is being purchased

Global Grants Project Ineligibility

Rotary Foundation Code of Policies: 207, January 2012 provides that global grants for humanitarian projects **CANNOT** fund:

1. Continuous or excessive support of any one beneficiary, entity, or community.
2. The establishment of a trust, a permanent foundation, or permanent interest-bearing account. Grant funds can be used to establish a revolving loan fund if the sponsors comply with the microcredit requirements found in the *Terms and Conditions for Rotary Foundation District Grants and Global Grants*.
3. Activities that consist primarily of research-oriented projects or data collection.
4. The purchase of land or buildings.
5. New construction (without a strategic partner) of any permanent structure in which individuals live, work, or spend a significant amount of time, such as buildings (e.g., schools, homes/low cost shelters, and hospitals), containers, and mobile homes or structures in which individuals carry out any type of activity including manufacturing and processing. If the grant depends on the construction of a building, the construction must be funded by additional club/district funds (non-matched cash contributions not processed by The Rotary Foundation) or funded by another entity.
6. Renovations to complete buildings that are partially constructed (including buildings with only the exterior completed) but have never been occupied or operational.
7. Cash donations or stipends to beneficiaries outside of a revolving loan fund. The Rotary Foundation will support beneficiaries through the use of goods, education, services, and care (*Rotary Foundation Code of Policies 208 January 2012*).
8. Operating, administrative, or indirect programme expenses of another organization.
9. Projects primarily initiated and controlled by a non-Rotary organization.
10. Unrestricted cash donations to a beneficiary or cooperating organization.

GRANT STRUCTURES

Rotary Foundation District Grants are block grants made to districts for up to 50 per cent of their District Designated Fund (DDF). District Grants offer the flexibility to respond quickly to immediate needs or to plan projects with clubs locally, nationally or in other countries. These grants can be used for a wide variety of activities, including, but not limited to, funding scholarships, supporting vocational teams, sponsoring volunteer service, providing disaster relief, and carrying out community and international service projects. Districts may sponsor district grants with clubs in non-Qualified districts.

NOTE: Rotary District 1210 prefers that clubs deal ONLY with Qualified Districts and Qualified Clubs. If the proposed grant is to be with a non-qualified club or district, it must be approved by both the D1210 District Rotary Foundation Chairperson (DRFCC) and the District Governor.

Rotary Foundation Global Grants support larger, international projects with sustainable, measurable, high-impact outcomes in one of six areas of focus that correspond to the Foundation's mission.

Clubs and districts can either create their own global grant projects in the areas of focus or sponsor packaged global grants developed by The Rotary Foundation in cooperation with its strategic partners.

Global grants that are developed by clubs and districts will receive a match from the Foundation's World Fund (WF). These grants can also be used to sponsor scholars or vocational training teams studying or, within the six areas of focus, to develop large-scale humanitarian projects with clubs and districts in other countries.

Districts may not sponsor global grant projects with either non-Qualified districts or with non-Qualified clubs.

The *packaged global grants* will include strategic partnerships with organisations that have expertise in the six areas of focus. For example, a packaged grant project to provide several neighbouring villages with access to clean water might be developed by The Rotary Foundation in conjunction with a non-governmental, organisation which could provide technical expertise or financial support in addressing clean water issues. The World Fund (WF) and the strategic partners will provide 100 per cent of the funding for packaged global grants.

TRF Business Cycle for District Grants

All Rotary Foundation district grant applications will be accepted throughout the Rotary year. Districts may receive one district grant per Rotary year and will be encouraged to submit applications during the planning year for immediate payment at the start of the programme year; however, applications may be submitted during either year. Districts must submit a final report to the Foundation listing the distribution of the funds within twelve months of receiving the grant.

For both club and district developed global grants clubs and districts will submit a brief proposal to the District Grants Subcommittee Chairperson (DGSC) before a formal application is submitted to TRF to determine whether the activity fits within an area of focus. This process is designed to increase the acceptance rate of grant applications. Once a formal application is submitted, the Foundation may require additional levels of assessment, depending on the award amount or complexity of the project. Only club and district-developed global grants that request US\$100,000 or more from the World Fund will require approval by the Trustees.

D1210 IMPLEMENTATION OF PRINCIPLES AND PROCEDURES

In 2012-2013

Di210 Qualification and Implementation from April 2013

Terms of Qualification

- District Memorandum of Understanding (MOU) must be signed by DGE and 2012-13 DRFCC in the preceding year. In 2013-14 programme year, the DG and DRFCC must sign after July 1, 2013.
- Succeeding District Governors of The Plan must submit their MOU authorisations no later than 30 days after the start of their terms of office.
- District 1210 will not allocate DDF to non-Qualified clubs in the district and those funds may only be used by a qualified club in the district. District 1210 will comply with *The Rotary Foundation Code of Policies (7.030)* regarding potential conflicts of interest.
- A club which has not identified a specific project by March 31st of the programme year will not be eligible for a grant and available monies will revert to District 1210 so our district can close out the Block District Grant.

District Officer Responsibilities for Qualification and Training of Clubs

Primary trainers are:

- District Rotary Foundation Chairperson (DRFCC)
- District Grants Subcommittee Chairperson (DGSC)
- District Rotary Foundation Trainer
- Vocational Training Team Chairperson

When all sub-chairs have been selected, the District Rotary Foundation Organisational Chart will be distributed by the District Rotary Foundation Chairperson (DRFCC) throughout the District, along with contact information for particular areas of inquiry.

District 1210 Bank Account Requirements for District Grant management

- A dedicated D1210 Bank Account will be established titled Rotary District 1210 RF Grant Account. The District Rotary Foundation Grant Treasurer (DRFGT) will contact the District Treasurer to set up the account.
- The account will have four signatories: District Rotary Foundation Chairperson, District Grants Subcommittee Chairperson, District Treasurer, and District Rotary Foundation Grant Treasurer. Two signatures will be required on any cheque drawn against this account.
- District distribution of District Grant funds will be made by cheque or *BACS*.
- The District Rotary Foundation Grant Treasurer will attend the District Finance Committee meetings as an ex-officio member when requested by the District Finance committee.
- The District Rotary Foundation Grant Treasurer will provide monthly reports to the District Treasurer and District Finance committee for the Rotary District 1210 RF Grant Account.

Financial Management Plan

The District Rotary Foundation Grant Treasurer will maintain a Financial Management Plan which includes all items in Section 4A of the *District Memorandum of Understanding* (MOU)

Annual Assessment

An Annual Assessment of the Financial Management Plan (FMP), of the work of the District Grants Subcommittee and of all financial operations of The Plan will be conducted by the District *Rotary Foundation Grant Audit Committee* (DRFAC).

District Rotary Foundation Grant Audit Committee (DRFAC): appointment and terms of office

There shall be three members selected by the DGE before his/her Rotary Year begins and their selection must conform to the guidelines of TRF Financial Management Plan. The District Rotary Foundation Grant Audit committee must be approved by the incoming District 1210 Executive. They shall vote on this approval no later than 31st March of the year preceding their year of office. A majority vote of 50% being required.

It is recommended that the three member committee serve a 3 year staggered term of office. Each programme year, the District Governor will select one member of this committee to replace the one member whose term has expired.

The District Rotary Foundation Grant Audit Committee shall conduct its review in accordance with Section 4B 3 of the *District Memorandum of Understanding*. The District Rotary Foundation Audit Committee will be a subcommittee of the District Finance Committee and report directly to them. The audit committee will examine annually all District 1210 District Grant funds received and disbursed to clubs for projects.

The District Rotary Foundation Grant Audit Committee shall establish a system for the audit of clubs in the district. DRFGAC shall develop a system for randomly selecting clubs each year to assess their club Financial Management Plan. DRFGAC shall set guidelines for the assessment of the club's Financial Plan and establish a format for filing their assessment reports. These systems and guidelines shall be approved by both the District Governor and the District Finance Committee of the programme year. Any club failing to comply with a request from DRFGAC for copies of club grant documents or financial records will risk losing its qualified status.

Club Qualification

Club qualification is a requirement to access TRF grants

- For District 1210 Club Qualification, a club must satisfy all the following criteria *each year*:
 - - Attend all of the required training sessions
 - Sign and submit a *Club Memorandum of Understanding* (MOU)
 - Sign and submit the *DDF Allocation Form*
 - Be currently compliant on all Rotary International and District dues and on all grant reporting.
 - Meet such requirements, of which clubs shall have been informed, that the district deems necessary and that are reasonable, achievable, and fair to all clubs.
- The District will provide grant management and financial management training to clubs to enable them to become Qualified.
- Each club must designate a club Foundation Representative for each programme year of qualification. Either the Foundation Representative or the club designated Alternate Representative Member must attend all District Rotary Foundation training sessions during that programme year. Other club members are encouraged to attend, in order to broaden the knowledge base of the club.
- Training sessions may be scheduled in conjunction with the district's pre-PEBS, District Assemblies, District Conference or at other times as scheduled by the DG and DRFCC.

District Document Retention

Original documents in all categories shall be held by the district and must be maintained for a period of five years. Each club in receipt of district grant funds shall retain all documents relating to its projects receiving DDF.

The district's document maintenance system shall be accessible to Rotarians in the district, to district and club officers to project sponsors, and to the District Grants Subcommittee Chairperson.

- Documents required by the district for club qualification shall be maintained in the district storage facility.
- Documents listed in section 6B of the District MOU must be maintained and available to TRF for potential audit.

- Clubs must agree to periodic, random audits of their documents. Failure to provide reasonable access to the documents by District Rotary Foundation personnel, the District Rotary Foundation Grants Audit Committee or to maintain the required documentation will result in immediate disqualification from using Rotary Foundation Grant funds.
- An on-line document storage system will back-up the original documents in the district storage facility. Clubs are required to have an online or electronic backup of all grants and documentation (including bank statements).
- All documents must be retained for 5 years from the date of approval of the final report in a physical storage facility as determined by the district. A filing system for all records placed there has been adopted by the district.

Reporting the Use of Grant Funds

- The District Grants Subcommittee Chairperson will maintain a record of detailed reports from clubs on the use of District Grant funds. (These reports do not need to be sent to TRF, but provide information for the District Rotary Foundation Grants Audit Committee.)
- The District Grants Subcommittee Chairperson will maintain a record of Global Grant reports; either club or district sponsored, within the district, as well as ensure that these are correctly submitted to TRF.
- The District Rotary Foundation Grant Treasurer will provide an annual report on the use DDF funds, the Sponsored Contributor and any individual contributors to Global Grants, including the names of the district clubs and the recipients of the project funds. This report will be submitted to the District Grants Subcommittee Chairperson for review, then to the District Rotary Foundation Chairperson. This report must be submitted no later than 2 months of from the end of the programme year.
- The District Governor (DG) will report on Global and District Grant activity in his/her monthly newsletter. Information will be provided to the District Governor by the District Grants Subcommittee Chairperson and district clubs.
- The District Foundation Grants Audit Committee will issue an Annual Report of its findings to all clubs in District.
- Clubs and the District will adhere to all TRF grant reporting requirements and cooperate with all TRF grant audits.

Method for Reporting and Resolving Misuse of Grant Funds

- The district will provide training on Stewardship of District Grant DDF funds as part of the required training for club qualification.
- A District Rotary Foundation Ombudsperson (DRFO) will be appointed annually by the District Governor to serve as a neutral individual with whom Rotarians can discuss any concerns about the management of funds in District Grant projects.

- Allegations of misuse or irregularity must be submitted in a signed report in order to ensure transparency. Such reports must be submitted to the DRFCC and District Rotary Foundation Ombudsperson, with copies to the District Governor.
- The District Rotary Foundation Ombudsperson will investigate all reports of misuse of TRF grant funds keeping the District Legal Advisor and the District Governor apprised of the investigation. The DRFO has power to require any documentaion or preliminary statements concerning the allegation from Rotarians, club or district officers.
- If, after such investigation, the DRFO is of the opinion that the allegation had no substance or merit, and the DRLO and DG concur, then the person(s) making the allegation shall be so informed.
- However, if the DRFO concludes that there is a prima facie case which needs to be considered against the club and Rotarians whose management of the project and funds have given rise to the allegation then they shall be informed in writing of the DRFO's view setting out the grounds of concern and asked to submit a written reponse: writing shall include evidenced email communication. If the DRFO, DG or DRLO receive any further information from any source other than the club or Rotarians who have been asked to respond to the DRFO's finding of a prima facie case such information or comment must be made known to those against whom the allegation is made to allow them to respond within seven days of receiving this further information or comment.
- Responses must be submitted to the DRFO, with a copy to the DG and DRLO, within seven days of receiving notification of the DRFO's view. The DRFO, DG and DRLO may conclude that there is no substance or merit and shall so inform the party making the allegation and those against whom the allegation was made.
- No new grant applications will be approved for any club, individual, or organisation with reported misuse of funds or irregularity until the situation has been resolved.
- For grants paid through the district grant account, payment will be stopped for activities, clubs, individuals, or organisations with reported misuse or irregularity until the situation have been resolved.
- If after investigation it is concluded by DRFO, DG and DRLO that there has been misuse or iredularity then a full written report shall be referred to DRFCC who shall report the findings to TRF with proposals for resolution of the matter.
- After a 6-month period from the date of the allegation all unresolved cases shall be reported by DRFCC to TRF for action.

District 1210 Club Qualification Policy 2013-2014

To be qualified a club must

- both
1. be up to date in
(a) payment of their Rotary International and D1210 dues ;

- (b) meeting any other financial obligations in Rotary International;
- (c) be in full compliance with the reporting requirements for all Rotary Grants.

and: 2 have

- (a) submitted its Club MOU;
- (b) had at least one of its designated club members attend all required TRF District training sessions.

Failure to meet any of these requirements means that a club is not qualified and therefore cannot participate in grant activity.

The Rotary Foundation District 1210 Policy on Unpaid Dues 2013-2014

Given District 1210 requirements for Club Qualification the District Rotary Foundation Committee has adopted the following policy. This recognises the difficulty in tracking clubs individually to pay outstanding dues so that they can receive Global Grant authorisations and District Grant cheques,

District 1210 Financial Obligations (Unpaid Dues)

The District Treasurer will provide a dues report to the District Grants Chairperson on the 1st September and 1st March respectively, each Rotary Year.

Any club having unpaid dues or other obligations will receive e-mail notification to the club President, Treasurer and Foundation Representative that it is ineligible to participate in grant programmes until the District Grants Subcommittee Chairperson receives confirmation from the District Treasurer that the requisite payment has been made

Rotary International Financial Obligations (Unpaid Dues)

The District Treasurer will provide a dues report to the District Grants Chairperson on the 1st September and 1st March respectively, each Rotary Year.

Any club having unpaid dues or other obligations will receive e-mail notification to the club President, Treasurer and Foundation Representative that it is ineligible to participate in grant programmes until the District Grants Subcommittee Chairperson receives confirmation from Rotary International (RI) that the that the requisite payment has been made (The preferred method to confirm that a Rotary Club has paid its obligation to Rotary International is for the Club President or Secretary, who can access their club's RI financial records, to log in to Member Access, access the report showing the balance of zero, save it as a pdf file, and e-mail it to the District Grants Subcommittee Chairperson.)

The Rotary Foundation *Future Vision* Club Memorandum of Understanding

The Memorandum of Understanding (MOU) is established by The Rotary Foundation (TRF) for clubs participating in *Future Vision*.

It is an agreement between the club and District 1210 explaining what measures the club will undertake to ensure proper implementation of global grant activities and management of Rotary

Foundation District and Global Grant funds. By authorising this document, the club agrees that it will comply with all TRF and D1210 requirements under *Future Vision*. The six heads of agreement are:

1. Terms of Qualification
2. Club Leadership Responsibilities for Qualification
3. Financial Management
4. Document Retention
5. Report on Use of Grant Funds
6. Method for Reporting and Resolving Misuse of Grant Funds

1. Terms of Qualification

- A. Upon successful completion of the qualification requirements, the club will receive qualified status for a period of one year.
- B. By entering into this agreement and receiving Rotary Foundation grant funds, the club understands and confirms that the club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controlled the funds.
- C. The club must disclose any potential conflicts of interest and must comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030. of the Rotary Foundation Code of Policies.
- D. The club must cooperate with all district and TRF audits.

2. Club Leadership Responsibilities for Qualification

- A. A club member must be appointed to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
- B. The club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
- C. The club president-elect or a club-designated appointee must attend grant management and qualification training arranged by the district.

3. Financial Management

- A. The club must maintain bank accounts to be used only for Rotary Foundation Global Grant and District Grant Funds
 1. The account should be low or non interest-bearing, and any interest earned must be documented and used on eligible, pre-approved grant activities or returned to TRF or the district.
 2. Grant funds may not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
 3. Two Rotarian signatories are required on cheques and withdrawals.
- . B. The club must create a financial management plan that includes measures to

1. Maintain a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures
2. Disburse grant funds, as appropriate, directly to Rotarians, vendors, and beneficiaries as approved in the grant application. Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for grant activities or to return funds to the district or TRF.
3. Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable.
4. Maintain a general ledger that separates funds according to each project
5. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
6. Perform monthly bank reconciliations.
7. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
8. Ensure all grant activities, including the conversion of funds, are in accordance with local law.

4. Document Retention

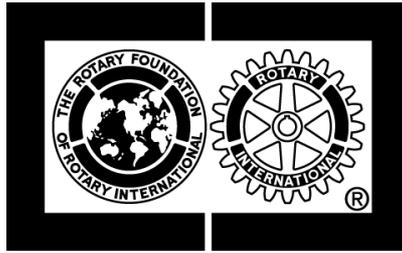
- A. The club must create a document maintenance system or club archives to maintain original documents for a minimum of five years, but not limited to:
 1. Documents relating to qualification
 2. All records and documentation of policies and procedures required by the club MOU
 3. Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence
- B. Documents must be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the district upon request or in the case of an audit

5. Report on Use of Grant Funds

The club must report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

6. Method for Reporting and Resolving Misuse of Grant Funds

The club must report any potential misuse or irregularities in grant-related activity to the district.



The Rotary Foundation District 1210 2013 – 2014

The Two Levels of Policies: TRF and D1210

District 1210 has established policies and procedures for both the District and its Clubs to follow in order to be qualified to receive Rotary Foundation Grants.

TRF Guidelines for district, give D1210 responsibility for managing the qualification of its member clubs:

“Managing club qualification will streamline the Foundation grant application processes and allow districts to customise requirements and work directly with their clubs on grant management strategies.”(TRF)

District 1210 has developed Qualifications, Policies and Procedures for its Clubs which fit the unique characteristics of the district and are supplemental to TRF requirements.

The District Rotary Foundation Committee of District 1210 requires the qualification of every club seeking either District or Global Grant funds. Further, it is the preference of the District Rotary Foundation Committee that all clubs in the district should become qualified even if not immediately intending to apply for funds.

In addition to the requirements in the TRF *Club Memorandum of Understanding*, District 1210 has established the principles and standards set out in *The Rotary Foundation District 1210 Policies and Procedures 2013-2014*. This statement of District 1210 Policies and Procedures will be updated and published annually after being agreed by the District Executive Committee every year.

District Rotary Foundation Committee 2013-2014

The District Rotary Foundation Committee (DRFC) has initial responsibility for the annual review of *The Rotary Foundation District 1210 Policies and Procedures*. It must submit them to District for approval. The District Executive must receive *Rotary Foundation District 1210 Policies and Procedures* at least 21 days before the meeting at which the document is to be discussed and approved. That meeting must be held on a date, chosen by the District Governor-elect, between 1st January and 31st March of the preceding programme year.

The District Rotary Foundation Committee is authorised to make any changes or modifications, if necessary during any programme year, subject to approval by the District Executive of that programme year at an Executive meeting or electronically by e-mail.

Members of the District Rotary Foundation committee are: the District Governor; District Governor-elect; District Governor-Nominee; District Governor-Nominee Designate; District Rotary Foundation Chairperson; District Rotary Foundation Trainer; District Grants Subcommittee Chairperson District Scholars Chairperson; District Vocational Training Team Chairperson and such other Rotarians as the DRFCC may select.

The 2013-2014 Committee enjoys multi-generational experience, expertise and members represent a wide range of district knowledge.

New District 1210 Committees and Officers

The following new committees and officers are identified in *The Rotary Foundation District 1210 Policies and Procedures 2013-2014*:

1. The District 1210 Foundation Grants Audit Committee comprising three members, with staggered terms of office, is under the oversight of the District Finance Committee.
2. The District 1210 Foundation Grants Treasurer is under the oversight of the District Foundation Chairperson and is required to submit monthly financial reports to the District Treasurer and District Finance Committee.
3. The District Rotary Foundation Ombudsperson (DRFO) is appointed annually by the District Governor to serve as a neutral individual with whom Rotarians can discuss any concerns about the management of Rotary Foundation funds in District Grant projects. The DRFO is responsible for investigating all allegations of misuse or irregularity in accordance with the procedures in *The Rotary Foundation District 1210 Policies and Procedures 2013-2014*. The DRFO reports directly to the District Governor.
4. The following officers are under the oversight of the District Foundation Committee Chairperson and have the roles and responsibilities identified in *The Rotary Foundation District 1210 Policies and Procedures 2013-2014*.
 - District Rotary Foundation Trainer
 - District Foundation Grants Treasurer
 - Peace Scholar Fellowship Chairperson
 - Fund Raising-Polio Eradication Programme Chairperson
 - District Grants Subcommittee Chairperson
 - District Vocational Training Team (VTT) Chairperson
 - District Scholars Chairperson
 - District Rotary Foundation Records Storage & Assets Chairperson
 - Grants Resource Leaders (GRL)

GRANTS

The Rotary Foundation District 1210 Grant Policies and Procedures 2013-2014

A: District Grants

1. Clubs must be currently compliant on Rotary International and D1210 dues and all financial obligations.
2. Clubs must be currently compliant on all grant reporting.
3. District Grants Outside District 1210 shall be matched 1:1 with club or other sources of cash contributions. Minimum Grant size is \$300 DDF and maximum Grant size is \$5,000 DDF per club in relation to any one District Grant.
4. District Grants Within District 1210 shall be matched 1:1 with club or other sources of cash contributions. The minimum grant size is \$300 DDF and maximum Grant size is \$5,000 DDF per club in relation to any one District Grant.
5. All projects must be completed and final reports submitted within 12 months from the date that the funds are disbursed to the club by District unless an extended time has been approved and a progress report permitted by the DRFCC and DG.
6. The Club Memorandum of Understanding (MOU) must be current.
7. All applications must be typed or completed in word-processed form in a writeable document.
8. District Grant DDF online requests must include: (a) project title; (b) project description (c) statement of beneficiary (ies); (d) amount of DDF requested; (e) preliminary project budget and (f) a stated expected completion date identified.
9. Once its DDF Allocation has been confirmed to a club, the District Grant Application must be submitted to, and approved by, the District Grants Subcommittee Chairperson or designated person.

B: Global Grants

1. Clubs must be currently compliant on Rotary International and D1210 dues and all financial obligations.
2. Clubs must be currently compliant on all grant reporting.
3. Global Grants must be matched 1:1 with Sponsored Contributor donations.

4. The International Partner in the Global Grant must contribute at least 30% to the overall Sponsored Global Project cost.
5. A club can carry-over DDF for a Global Grant, subject to submitting the required documentation (see, *DDF Carry-Over Memorandum of Understanding*).
6. Each proposal and application must satisfy all TRF requirements.
7. The Club Qualification Memorandum of Understanding must be current.
8. To ensure DDF availability, club should send a copy of the Global Grant proposal to the District Grants Subcommittee Chairperson or designate PRIOR to submitting to TRF.
9. Applicants are strongly advised to seek guidance from District Grants Subcommittee Chairperson (DGSC) prior to submitting any Global Grant (GG) proposal
10. Submit Global Grant Application from TRF website only after receipt of instructions from TRF staff.
11. To secure DDF financing, the club must supply all necessary DDF use and transfer forms to the District Grants Subcommittee Chairperson or designate before a project can be duly processed.
12.
 - (a) Clubs must maintain Club Rotary Foundation bank account(s) to be used exclusively for any funds received for Rotary Foundation Global and District Grant projects; *and*
 - (b) For each grant applied for Clubs must submit original, pre-printed deposit slips or provide full account details, evidenced by a bank statement, to the District Grant Subcommittee Chairperson as a pre-condition to any disbursement of District Grant funds.

District Grants Subcommittee Structure and Procedures for 2013-2014

1. The District 1210 Grants Committee (DGS) shall comprise:
 - the District Grants Subcommittee Chairperson (DGSC)
 - the District Rotary Foundation Chairperson (DRFCC),
 - the District Rotary Foundation Grants Treasurer,
 - the District Grants Resource Leaders,
 - the District Governor,
 - the District Governor-elect, and
 - such other individual(s) as may be selected by the DRFCC.
2. The DGSCs duties are specified in *District 1210 Manual of Policies* and also by policies of The Rotary Foundation. The DGSC's responsibilities include:

- (a) Providing training and assistance to clubs in the application for and Implementation of Global Grants.
 - (b) Managing District Designated Funds (DDF) on behalf of the District subject any approvals required by *The Rotary Foundation District 1210 Policies and Procedures 2013-2014*.
 - (c) Undertaking such communication with staff at TRF (Evanston) as may be needed by district or by clubs.
 - (d) Establishing a team of Grants Resource Leaders (GRL). These leaders will assist both the DGSC and the clubs in all processes to ensure successful completion of District and Global Grants.
 - (e) Providing training and guidance for the Grants Resource Leaders and clubs so that projects can be successfully completed.
3. The District 1210 DGSC will establish and maintain a “Clearing House” mechanism. This will be available at all times as an information resource for both clubs in District 1210 with DDF/cash seeking projects and for club projects seeking DDF/cash. The DGSC and District Services Chairperson will endeavour to ensure this resource is available online through the D1210 website no later than 1st August in each programme year with monthly updates.
 6. The DGSC and Grants Resource Leaders will meet quarterly, or as required, to discuss District Clearing House and other issues or challenges relating to District Grants. Such meetings may be held using electronic and/or digital means.
 8. The District 1210 DGSC will arrange for the provision of training on TRF and District 1210 Policies and Procedures to clubs, district chairpersons and all district 1210 leaders.
 9. The DGSC as part of the responsibility for general oversight of DDF will:
 - (a) Manage DDF Allocation for the district and clubs;
 - (b) Submit the District Block Grant request to TRF;
 - (c) Maintain files and records on all grants from all clubs in district;
 - (d) follow up on all open reports until completion of all grant projects submitted by clubs in district including grant projects in which clubs are participating outside of D1210;
 - (e) Help the district and its clubs become Qualified;
 - (f) Help District 1210 to achieve and maintain qualified status;
 - (g) provide any required TRF District training sessions, if so requested, to any club Foundation Representative and Alternate Representative;
 - (h) establish and maintain a filing system for (i) all grant documents, (ii) communication records for all grants, (iii) the District Grant account records and (iv) any other physical documents required by TRF and District 1210 All such documentation shall be kept in D1210 Physical Storage facilities.

Global Grants

1. The DGSC shall assist as needed and be involved in the Global Grant process after the initial proposal has been approved by The Rotary Foundation. A copy of all paperwork shall be forwarded to the District Rotary Foundation Chairperson by the DGSC at the appropriate time. The DGSC must keep a file consisting of (a) the Global Grant Proposal as submitted, (b) the Application and (c) any other documentation or communications, as required by TRF.
2. As communications are received from TRF, the club must forward them to the DGSC, who will offer assistance to the club, if requested.
3. The DGSC will calendar the estimated project completion date and follow up with the club, to assist with the final report and supporting documentation, as needed.
4. On becoming aware that a project may not be viable due to lack of fund sources, the DGSC will provide a facilitating clearing house function within D1210 to see whether DDF or cash funding is available to help fully fund the project. If adequate funds are not available within D1210 and the grant cannot be scaled down, the DGSC will work with the club within reason to find additional funding sources for the project. If adequate funds are not available or if the project is unattractive to possible fund-holding partners the club may
either (a) roll forward the project and its associated DDF and cash into the following Rotary year, see district guidelines,
or (b). withdraw the project and transfer use of such DDF/cash it has, to a project sponsored by another club within the same programme year.
This change must be made within established deadlines for grant applications.
5. On a quarterly basis, or as appropriate, the DGSC will chair a District Clearing House meeting, to discuss which projects need additional funding and which clubs have DDF/cash available for projects. The DGSC and World Community Service Chairperson (WCS) will work with each other to fully utilise all the DDF available and assist in completing as many Global Grant projects as possible during that Rotary year.

Responsibilities of the Grants Resource Leaders (GRL) Regarding District Grants

1. The Grants Resource Leaders (GRL) will receive applications and supporting paperwork from the clubs in their respective areas. The GRLs will ask the grant's Primary Contact to forward any missing items and will follow up until those items have been received.
2. The GRLs will submit copies of completed applications to the DGSC and DRFCC for review and approval. The GRL, DGSC and DRFCC will then maintain regular contact to ensure timely grant approval.
3. Upon approval, the GRL will issue a preliminary approval letter, subject to any required conditions, to the submitting club. There will be standard conditions (a) the receipt by the DGSC of one original, pre-printed deposit slip or bank statement for the Club's Grant Account, per grant

approved. (b) that the club must be in current compliance both (i) in its financial obligations to the district and Rotary International (ii) and in all grant reporting requirements.

4. The DGSC will authorise and arrange for the District Grant disbursement, either by cheque or BACS to the Club's Grant Account and forward a copy of the District Grant cheque and deposit slip to the Grants Resource Leader. The GRL will issue a final approval letter, a copy of the deposited cheque and the standard instructions for the handling of and the accounting for District Grant funds.

5. The GRL will calendar the final report date at 12 months from the disbursement of funds to the club, at which time the final report, supporting documentation and accounting information are due. Sixty days prior to that date, the GRL will contact the club to follow up and assist with forms and supporting documentation. If, when the draft final report is submitted, expenditures do not match the budget or the documentation is inadequate, the GRL will assist the club so that the application, final report and accounting are congruent and meet TRF and District requirements. When the final report and supporting documentation are complete, the GRL will submit all original documentation to the DGSC for final review and closure of the club's District Grant. The club must keep a copy of all documents for a period of 5 years from the date when the Final Report is approved by the DGSC.

6. If a project, as originally proposed, cannot be implemented, the GRL will work with the club to amend the project application, so that it can be completed in a timely and compliant way.

District Grant Process:

Application Process

To receive funds, clubs must submit a District Grant Application for each individual project. This application must include:

- (a) a statement of the terms and conditions for the District Grant
- (b) an approximate project schedule *AND*
- (c) a statement whether the project has changed since the original DDF allocation request.

If the project has changed then this must have been approved in accordance with *The Rotary Foundation District 1210 Policies and Procedures 2013-2014* before a club can proceed with its amended project.

The complete Final Report for the project will be due within 12 months from the date funds were disbursed to the club. Clubs that do not meet this deadline must reimburse District 1210 for the grant amount unless an extension has been approved by the DRFCC and DG.

Timetable

Clubs must submit all District Grant funding requests to the DGSC by 31st March of the programme year or the funds will be returned to the control of District Grants Subcommittee Chairperson.

Note: this allows the District Grant Subcommittee to close the Block District Grant during the programme year which is a requirement of TRF for any district to be able to request its next programme year's Block District Grant.

Reporting Requirements for District Grants

1. All District Grant projects MUST submit a Progress report every 6 months. (see, District Grant Progress Report Form).
2. All District Grant projects MUST submit a Final report within 2 months of the completion of the District Grant project. (See the District Grant Final Report Form).

No club will receive its District Grant Allocation unless the club is currently compliant with progress or final reporting for both District and Global grants. Clubs cannot combine District Grant funds from two programme years.

Global Grant Process:

TRF Global Grant policy is essentially underpinned by the principles and practices informing TRF's previous similar grants. However the following provisions now apply:

1. Clubs must request a minimum of \$15,000 of World Funds match from the Rotary Foundation and must have a 1:1 Sponsored Contributor match for a request to the World Fund (WF).
2. The Grant must be consistent with at least one of the six areas of focus identified by The Rotary Foundation
3. Project must take place in a Qualified District and with a qualified club in another country or countries
4. Clubs may "carry-over" DDF for one additional year beyond the programme year, subject to:
 - (a) A signed DDF Carry-over Memorandum of Understanding (signed by the Presidents of the current and subsequent Rotary Years):
 - (b) An APF goal for second programme year (signed by 2nd year President) which is equal to or greater than first programme year APF goal.
 - (c) Providing the District Grants Subcommittee Chairperson (at the time of submitting the application) an undertaking as to how DDF will be used if the project fails. A club can keep the DDF if the club maintains the same project, with the same Host or International Partner – only the funding level can be adjusted.
5. Club must undertake to remain currently compliant on reporting of all grants during the hold over period. (See *Memorandum of Understanding Form for DDF Carry-Over*).
6. The process for Global Grants is primarily done on-line through Member Access on the Rotary International Website.

7. Clubs making a Global Grant proposal should share their draft proposal with the DGSC prior to submitting it to The Rotary Foundation.
8. When a proposal is accepted by staff of The Rotary Foundation in Evanston, the club will be invited to submit a full Application. Such an application must be authorised by both the DGSC and the District Rotary Foundation Chairperson before it is submitted. *Note:* not only must the DDF Transfer Form accompany an application (where clubs contribute their DDF to another club's project) but the Transfer Form must be submitted to the DGSC *prior* to the request to authorise the Application.

District 1210 Process with The Rotary Foundation:

1. D1210 will submit the District Grant spending plan itemising the proposed club projects and the amount of District Grant Block funds being requested online or by mail.
2. Although proposed District Grant projects can be changed later, such changes must be reviewed by TRF staff before a project is approved. The objective is to avoid any question of improper spending at the end of a programme year.
3. Once all cheques have been issued to the clubs from D1210's District Block Grant, the District Block Grant Final Report can be submitted to TRF and the District Block Grant can be closed. D1210 must still continue the collection and approval of the clubs' Progress and Final Reports, There is no requirement to submit these club project reports to TRF. These reports will be kept in the District Records Storage and Assets facility for the period and purposes identified in *The Rotary Foundation District 1210 Policies and Procedures 2013-2014*.
4. District 1210 will maintain a policy of notifying clubs of impending District Grant reporting deadlines. Any club failing to comply with its reporting obligations on District Grants must reimburse the District for the Grant amounts received and the club will be ineligible to participate in any further District or Global grant activity until that club is compliant in all reporting.
5. District 1210 Grant Application Forms must be signed by District Governor, DRF Chairperson and District Grant Subcommittee Chairperson of the programme year.
6. TRF Global Grants require the authorising signatures of the Club President, DRF Chairpersons from both Districts, and District Governor if using DDF. However D1210 additionally requires that the DGS Chairperson, as the person responsible for day-to-day management of DDF issues, to review and approve the Grant.

DDF AND FUNDS MANAGEMENT

DDF Allocation Model

1. The District Rotary Foundation Committee, (hereinafter referred to as the DRFC) working with the District Governor of the programme year in which the funds will be spent will determine the amount of District Designated Funds (DDF) to be allocated to the clubs.
2. The amount of DDF available for allocation will be determined by the following formula:

Earned DDF defined as 50% of the District's Annual Programmes Fund contributions in the Rotary Year three years prior to the programme year and any earnings from the Permanent Fund District 1210 earned.

Plus all *Carry-Over DDF* that has been identified from any prior years by The Rotary Foundation.

Less any DDF to be used for any District sponsored activities i.e. Global Scholars, Vocational Training Team(s), approved Club Carry-over DDF, other programmes and needs identified and selected by the District Rotary Foundation Committee and programme year District Governor (e.g. Polio Eradication contributions etc.).

3. Before 30th April of the preceding programme year, the remaining DDF, hereafter called *Allocated DDF*, will be allocated to each club in the District. Further, any Rotary club that has been chartered within a three year period proceeding the programme year will be eligible to receive a DDF allocation
4. Once clubs have been informed of the amount of Allocated DDF for the programme year, an individual Rotary club will decide to divide that allocation between projects. The amount of Club District Grant funds must not exceed 50% of their Earned DDF for year 2013-2014, after any adjustments by the district. The remaining Allocated DDF, after subtracting the District Grant DDF funds requested, can only be applied to Global Grant funding: this is Rotary Foundation policy.
5. All Requests for District Grant funds must include a spending plan. This spending plan must contain the following information for ALL projects funded by District Grants:
 - Project Title
 - Project description, including beneficiary;
 - Amount requested;
 - Preliminary project budget.

Note: The total of all individual projects to be funded by District Grants must equal total District Grant Funds requested from TRF.

6. District Grants funds must be matched with club cash or other sources of contributions at \$1 for each \$1 for projects Outside of District 1210
7. An individual Rotary club can submit no more than three separate District Grant applications in any one programme year. Participation in another District 1210 club's District Grant project does not count. Any Global Grant Funds requested shall include a statement of intent for the grant(s) that will be funded, but no specific information will be required.

8. (a) All Club DDF use requests will be submitted to the DGSC for review. If the total amount of District Grant funding requested by all clubs is equal to or less than 50% of D1210's Earned DDF after cost adjustments then the DGSC shall approve the individual requests of each club, without change.
- (b) However, if the total amount of District Grant Funding requested by all clubs exceeds 50% of the Earned DDF allocation after cost adjustments:
- The District Grants Subcommittee will make proportionate adjustments to each club's allocation so that the total amount of District Grant funds requested by the District from The Rotary Foundation is no more than 50% of the Earned DDF.
 - The District Grants Subcommittee will allocate both District Grant and Global Grant funds, at the committee's discretion, for any club that fails to submit a requested Allocation of DDF by district's stated deadline of 10th June.
9. Once the District Grants Subcommittee has reviewed, modified (if necessary) and approved the District and Global Grants spending plan it will be submitted to the District Rotary Foundation Committee and programme year District Governor for final review and approval.

After that final review and approval the final amounts of all club Allocated DDF for District Grant Funds and Global Grant Funds will be communicated, in writing or e-mail, to each Club President, Foundation Representative and Alternate Representative of the programme year.

DDF Allocation timing in the months preceding the Programme Year:

November: at a TRF training meeting, each club receives initial DDF Allocation Plan and the DDF Allocation Form.

January DRFCC, District Rotary Foundation Trainer or DGSC to make presentation at pre-PEBS, or by e-mail, to prepare club Presidents-elect of the need to select club Foundation, Community Service and WCS [or equivalent] chairs, and to begin making specific plans for their programme year;

February: Provide specific training on Club Allocated DDF, forms, protocols, amounts, etc. Club Allocated DDF will be determined by District Rotary Foundation committee and programme year District Governor, taking into account any DDF set aside for District Scholars, District Vocational Training Teams, Polio Eradication, etc... District Grants Subcommittee Chairperson will then update the clubs.

February/ March: at PEBS, Presidents-elect will receive notification of their club's Allocated DDF to include the Earned DDF funds in those figures by the district to each club. Presidents-elect will receive training on the *Club DDF Allocation Request Form* for the use of DDF in District and Global Grants.

At this time, notifications of the Club Allocated DDF figures will be forwarded to all Clubs' Foundation Representatives and Alternate Representatives.

Clubs will be given time to review and comment upon their allocation..

April: District 1210 files a separate partial DDF Allocation request to TRF for our District's Global Scholar(s) funding by 15th April of the preceding programme year.

May:

(a) Clubs return DDF Allocation Request Forms by 31st May of the preceding year.

(b) If clubs do not respond by the deadline the District Grants Subcommittee Chairperson will divide the Allocated DDF (including the Earned DDF figures in that amount) between District Grant and Global Grant funding.

(c) New Club MOU with signatures of Club President and President-Elect must be submitted before this deadline

June:

(a) by 10th June of the preceding year the DGSC and the DRFCC will determine final Club Allocated DDF amounts (including Earned DDF figures in that amount) and communicate their decision to each Club President-Elect, Foundation Representative and Alternate Representative for the next programme year.

(b) DGSC submits District Grant Block spending plan to TRF

D1210 DDF Allocations and Grant Procedures 2013-2014

Once Rotary District 1210 is recognised as qualified by The Rotary Foundation to participate in the Grants programmes, then District Designated Funds for 2013-2014 will be allocated to the clubs for District Grants and Global Grants according to the timeline above.

Clubs qualified to receive funds from The Rotary Foundation must follow the following **procedures** for Global or District Grants:

Global Grants Created by an Individual

Any Rotarian can access the Global Grant Proposal on the Rotary International website www.rotary.org and submit a project proposal directly to TRF for consideration of that proposal's conformity with TRF rules.

The required proposal documentation for such a proposal may be accessed by following these prompts:

- Go through Member Access (any Rotarian who has not registered for such access will be required to do so)
- Go to The Rotary Foundation Grants site.
- Global Grants *(Pending changes before 01.07.2013)*
 - My Proposal(s)
- Create New Proposal(s)

Important note: Although individual Rotarians are able to create and submit a Proposal to The Rotary Foundation online, District 1210 policy requires that a copy of such a Proposal is sent to the District Grants Subcommittee Chairperson. It is recommended that the proposer and DGSC discuss the proposal before it is submitted to TRF. This step will help ensure the accuracy and acceptability of the proposal and expedite the final approval, required by TRF, from the DGSC before an Application can be submitted by an individual to TRF when a Proposal has been accepted by TRF staff as a preliminary to making the application..

Handling District and Global Grant Funds In Club Rotary Foundation Grant Accounts

The procedures and guidance in this section concerning the treatment of funds for District Grants and for Global Grants is based on the advice of The Rotary Foundation Stewardship Department. The basic principle is that a club should only deposit Foundation funds, whether from District or direct from TRF, in its RF Grant Accounts with all other money for any project being kept separately. By keeping the Global Grant and District Grant funds (TRF and District) from being mingled with other club funds the attendant book-keeping should be simplified

For all District and Global Grants clubs *must* maintain:

- (a) a general ledger of all the expenses incurred chronologically; and
- (b) separate accounts for each individual grant or project.

The fewer debit and credit entries required will both simplify the book-keeping and reduce the potential for errors.

The Rotary Foundation will randomly audit grant activities of districts and the handling of funds is an obvious focus for such audit. Following the procedures and guidance in this section should prevent questions concerning compliance arising from audit that could disqualify a club or the district from participating in TRF grant programmes.

A: District Grants:

1. No advancement of club funds or payment of expenses for any District Grant project should be made before the District Grant is approved. Such expenses cannot be reimbursed from the Approved District Grant when received by the club.

2. On receipt of District Grant funds, the club should pay the expenses of the project first from the District Grant funds held in the club's separate District Grant Account, and then pay the balance of the project expenses from the club's regular account. Clubs are advised to distribute the club's matching part of the project directly toward the expenses, after spending from the club's separate District Grant Account funds. *Do not deposit any club funds into such a separate RF District Grant Account.*

3. Once the grant has been approved but District Grant funds are still to be received the club may advance club funds to the project. Once those district funds have been deposited the only cheque out of the club's Grant Account might be for reimbursement of that advance. i.e. deposit

the District Grant funds into the club's RF District Grant Account(s) and then write the reimbursement cheque and such other cheques as may subsequently be required. Clubs must provide documentation for all District Grant expenditure incurred after the approval date of the District Grant project.

4. If a club has a District Grant project with other clubs (as in a project Outside District 1210) and collects funds from other clubs or other sources of contributions, it should deposit those moneys into one of the club's suitable regular accounts, and not the club's RF District Grant Account.

5. No RF District Grant Account is permitted to hold DDF funds from two different Programme Years. Clubs that have received approval to carry-over DDF from a programme year must establish a new account for any new project in that next programme year.

B: Global Grants:

A club having a project involving other clubs or individuals and planning to receive funds from them towards the grant should:

1. Require that the funds from the other clubs or individuals are sent by a cheque made payable to The Rotary Foundation and, in the case of clubs, with an accompanying completed Global Contribution Form (the 123 form) identifying who should receive recognition credits and in what amount.

2. Retain, but refrain from depositing, any cheques from those other clubs or individuals until such time as TRF requests the Cash Flow Through Contributions to fund the grant. When such a request is made to the club by TRF the club should submit all the cheques, including the Sponsored Contributor funds from the club's regular account or individual contributor, *not* the club's Grant Account(s).

3. For any grant funded by TRF where it is intended that the club receive the funds and disburse those funds to the project, then such TRF funds must first be deposited into the club's RF Global Grant Account before any disbursement to the project.

Note: depending on who receives the Global Grant funds, there may be no entries in the club's RF Global Grant Account.

SCHOLARSHIPS AND VOCATIONAL TEAMS

D1210 Policies for District and Global Scholar Grants: 2013-2014

Eligibility as Scholar and non-Rotarian VTT member

Applicants for a District Scholar Grant or for non-Rotarian membership of a Vocational Training Team *CANNOT* be:

(a) an employee of a club, district, or other Rotary entity or of Rotary International;

- (b) the spouse, a lineal descendant (child or grandchild by blood or stepchild, legally adopted or not), the spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any Rotarian.

Global Scholar Grants

1. The applicant must submit a minimum detailed, itemised budget of \$30,000 or more with their Application (TRF requirement).
2. The applicant must be approved and provide official proof of acceptance on to the course from the institution of learning and appropriate school/department prior to the District Scholars Committee submitting the Application. A letter of invitation to conduct post-graduate-level research or admission that requires a guarantee of financial support is acceptable.
3. The institution of learning must be in a qualified district outside of the U.K. (TRF requirement).
4. The applicant must be applying for a graduate level programme in the institution of learning (TRF requirement).
5. The applicant's study must be in one of TRF's six areas of focus (TRF requirement). A humanitarian project related to the study should be included.
6. The applicant must be applying for funding for one or more academic year of study (TRF requirement).
7. The applicant must prove exhibited verbal fluency with appropriate transcripts or test results in the country's language when attending an institution of learning in a non-English speaking country (TRF requirement).
8. The applicant must sign the TRF terms and conditions in the Global Grant application, thereby indicating full agreement to all elements of this document (TRF requirement).
9. The District Rotary Foundation Chairperson shall provide the District Scholars Committee the available amount of DDF to the committee for allotment for scholars by December 1st of the preceding programme year. This allotment will be a combination of DDF available based on the district formula. Any carry-over DDF will be determined on the same basis as any other Global Grant.
10. The applicant must submit an application to a District 1210 club by a February application deadline of the preceding programme year that is published on the district website. A district club will decide whether or not to endorse the applicant, but if endorsed, must forward it to the District Scholars Chairperson by the website published district deadline, generally Feb. 25th of the preceding programme year.
11. Applications shall be screened by the District Scholars Committee and approved for being invited to an interview based on the quality of the application compared to others and response to criteria listed in the application.

12. The Scholars Committee Chairperson will request from the District Rotary Foundation Chairperson the amount of DDF for District Global Scholars and Club Global Scholars by 15th April of the preceding programme year, based on the kinds of applicants selected.

13. The District Scholars Committee will hold interviews during the first two weeks of April 2013. The interview committee shall consist of available members of the District Scholars Committee, the District Governor, the District Governor-elect, the District Governor-nominee, and the District Governor-nominee designate, as available. All candidates shall be asked the same questions. A point system evaluation by each interview member based on how well each question is answered shall be used and a vote of the committee, prioritising candidates, shall be the final determination. Tie breakers can be determined by involvement in Interact, RYLA, or Rotaract. The top candidates' application(s) within the available DDF allotted that Rotary Year for Global Scholar applicants will be forwarded for district signatures and TRF consideration no later than March 1st of the preceding program year.

14. The District Scholars Committee will be available for advice to clubs submitting a Club Global Scholar Grant that involves a scholarship. A club submitting a Global Scholar Grant for a scholarship must follow TRF policies and procedures for DDF use and Cash Sponsored match by the World Fund.

15. Within the constraints of available DDF for Global Scholars, successful candidates' applications or a summary of the application will first be forwarded for review by the District Rotary Foundation Chairperson and submitted through the District Scholars Chairperson's or designee's Member Access, following The Rotary Foundation's procedure to seek matching funds.

16. The District Scholars Chairperson shall be responsible for maintaining communication with the applicant during the Proposal and Application phases and for completing all aspects of coordination with the International Host District. Additionally, the District Scholars Chairperson will coordinate the on-line approval of required members of District 1210 and the International Host District and will implement all funding requirements of The Rotary Foundation, making sure that the funding cheques are requested and sent to the approved applicant from the Rotary District 1210 Grants Account or TRF.

17. The District Scholars Chairperson shall be responsible for collecting and maintaining copies of funded Global Scholar Progress Reports and Final Reports that have been forwarded to the district by Global Scholars and TRF.

District Scholar Grants

1. District Scholar applicants must apply for post-secondary school funding, which may be for either undergraduate or graduate study.

2. District Scholars applicants must submit a detailed, itemised budget with their application.

3. District Scholar applicants may apply for a study grant in any part of the world, including the U.K., where a Rotary club is proximate. The institution of learning does not have to be in a Qualified District, but our District prefers applicants study is in a qualified district. The course of study does not have to fit within TRF's Six Areas of Focus. However, if the applicant's study is in the U.K., the application will be expected to include an associated humanitarian project.

4. District Scholar applicants may apply for a study grant outside or inside of TRF six areas of focus but their study must relate to the Mission of the Rotary Foundation which is to "enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty." A humanitarian project related to the study may be included with the grant application.
5. District Scholar applicants must provide official proof with their application, or no later than the date of the interviews, that they have been accepted by the institution of learning and school/department they propose to attend.
6. District Scholar applicants may request study for less than a complete academic year, but no more than one year, unless approved for a longer study period by the District Rotary Foundation Chairperson and the District Governor.
7. The applicant must prove exhibited verbal fluency with appropriate transcripts, native command, or test results in the country's language when attending an institution of learning in a non-English speaking country or when language command is necessary to implement a humanitarian project affiliated with the application.
8. The applicant must agree by signature to all the terms and agreements in the application.
9. The applicants must submit their application to a District 1210 club by the District posted application deadline published on the district website unless the Club President or designee allows a later submission. The District Scholar applicant MUST start his/her study at the selected institution within the current program year. If endorsed by the Club, the application must be forwarded to the District Scholars Chairperson. (NOTE: The District Scholar Application is a District Grant and also comes under the District Policies and Procedures.)
10. Applications must be screened by the District Scholars Committee and approved for being invited for an interview based on the quality of the application compared to others, response to criteria listed in the application, and a commitment to the mission of TRF.
11. The interview committee will hold interviews on a quarterly basis as needed. The interview committee shall consist of available members of the District Scholar Committee, District Rotary Foundation Chairperson and any other members selected by the District Rotary Foundation Chairperson. A point system evaluation by each interview member shall be used and a vote of the committee, prioritising candidates, shall be the final determination. Tie breakers can be determined by involvement in Interact, RYLA, or Rotaract.
12. The District Scholar Committee will provide advice to clubs submitting a District Grant that involves a scholarship. A club that submits a District Grant application for a scholarship must follow the District Grant Policy and Procedures for DDF use.
13. Within the constraints of available DDF for a District Scholar, the District Scholars Chairperson will submit the successful application, or a summary thereof, for review and approval by the District Rotary Foundation Chairperson.
14. The initial payment shall not be made until the Scholar has communicated residence and contact information including email and phone number to the District Scholars Chairperson.

Except for unusual short-term study or other unusual situations approved by the Rotary District Foundation Chairperson, the funding will normally be made in two payments unless otherwise agreed.. The District Scholars Chairperson shall request the first cheque of no more than 50% of grant funds from the sponsored club's Separate Grant Account. The funding will not occur until a date after 1st July of the programme year, determined by the District Grants Subcommittee Chairperson. The second payment shall not be made until the chair of the District Scholars Committee communicates in writing or email to the District Grants Subcommittee Chairperson that the scholar has turned in the required progress report to the District Scholars Chairperson or designee.

15. The District Scholars Chairperson, in conjunction with the sponsored club of the scholar, shall be responsible for developing, collecting and maintaining funded District Scholar Progress Reports, Final Reports and other relevant documentation, as well as alumni contact.

16. The District Scholars Chairperson acting on behalf of the District Rotary Foundation Chairperson shall make arrangements with the scholar's receiving district for the establishment of a host counsellor, information on host counsellor responsibilities, and the responsibilities of the District Scholar Grant recipient.

D1210 Policies and Procedures for Vocational Training Teams 2013-2014

The Rotary Foundation has replaced the Group Study Exchange Programme with a more project-oriented programme called Vocational Training Team (VTT). The VTT programme is available for both District-sponsored and Club-sponsored projects. These VTT teams, comprising both Rotarians and non-Rotarians with professional skills related to their projects, will travel to a partnering Rotary district outside the U.K. where they will participate actively in a pre-approved project.

An exchange team from the partnering district will visit District 1210 to receive training and other instruction that will help them sustain, expand, and replicate the project in their home country.

There are two types of VTT grants: Global VTT Grants and District VTT Grants. Each type of grant is available for both District-sponsored and Club-sponsored projects: see, RI's *"Terms and Conditions for Rotary Foundation District Grants and Global Grants"*.

Global VTT Grants

Global VTT Grants must conform to the following criteria.

1. Funding
 - a. Global Grants undertaken directly by the District will be funded by DDF reserved by the District for such projects plus the grant funds from the TRF World Fund. The District Rotary Foundation Chairperson shall provide the District VTT Chairperson with the available amount of DDF that may be used to fund a District Global VTT project.
 - b. Global Grants undertaken by individual clubs, or a group of clubs that pool their resources, will be funded by a combination of Cash Flow Through, the clubs' share of DF as allocated by the District, and a grant from the TRF World Fund.
 - c. The minimum award amount from the World Fund for a Global Grant, regardless of activity type, is US\$15,000, which results in a minimum total financing of at least \$30,000. The World Fund award is based on a 100 per cent match of DDF (\$1.00:\$1.00) and a 50 per cent match of Sponsored Contributors (\$0.50:\$1.00). NOTE: According to district guidelines, a \$15,000 grant from TRF World Fund will usually result in a total project size greater than \$30,000 minimum depending on the mix of District(s) DDF and Cash Flow Through.
2. The project must be in a Qualified District.
3. The project must be in one of TRF's six areas of focus.
 - a. Peace and conflict prevention/resolution
 - b. Disease prevention and treatment
 - c. Water and sanitation
 - d. Maternal and child health
 - e. Basic education and literacy
 - f. Economic and community development
4. The project must be sustainable. Global Grants incorporate activities and safeguards that ensure the continuity of project impact after TRF funding is fully expended. Global Grant

applications must include a plan that assures sustainability. See TRF's sustainability guidelines.

5. The project may last up to two years. See DDF carry-over policy.
6. Team Requirements
 - a. Teams must consist of a minimum of one Rotarian team leader and three non-Rotarian team members with no maximum limit of participants. Note: Rotarians may be included as Team Members as long as the team includes three non-Rotarians.
 - b. Teams must be selected through a formal application and interview process. See additional qualification requirements on the participant application form: *Global Grants Vocational Training Team Participant Application*
 - c. Teams may be multi-vocational but must share a common purpose in support of the selected area of focus.
 - d. There is no restriction on the age of the Team Leader or Team Members, but District 1210 requires all selected team members be 18 years of age before the team leaves.
 - e. One or more VTT teams may travel under each grant.

7. Application Process.

Applications for Global Grants involve two steps

- (a) a formal Grant Proposal is required by TRF before the actual grant application can be filed.
 - (b) beginning immediately after the District is deemed qualified by TRF, and following approval of the Grant Proposal, a Grant Application may be submitted online through Member Access on the RI website. The Application must include information on each of the members of the team. A copy of the application should be given to the District Grants Subcommittee Chairperson.
- 8, Applicants are urged to review their Proposal and Application with the District VTT Chairperson before submitting them to TRF. This will help to identify potential problems that might cause a particular project to be rejected.
 9. If a Cooperating Organisation is involved in the project, the application must be accompanied by a signed *Cooperating Organisation Memorandum of Understanding*.
 10. A detailed travel itinerary is required see *Global Grants Vocational Training Team Itinerary*. It must outline the team's travel arrangements (both local and international), daily activities, and hosting accommodations, as well as provide cooperating organisation information.

11. There is no minimum or maximum limitation on the duration for the teams' time at the project site.

District VTT Grants

District VTT Grant are governed by *The Rotary Foundation District 1210 Grant Policies and Procedures*.

District VTT Grants must conform to the same criteria as Global VTT Grants with the following exceptions:

1. District 1210, not TRF, will evaluate all District VTT Grant applications and will be responsible for awarding the grants.
2. A formal preliminary proposal is not required; however applicants should feel free to discuss their projects with the District Grants Subcommittee Chairperson or the District VTT Chairperson.
3. Applications must be made using the District VTT application form (which differs from the Global Grant application form). The Project budgets may be of any size and are not limited to the minimum required for Global Grants (see District policy on minimum and maximum size of District Grants).
4. The project must be completed during the programme year in which the grant is awarded, unless a longer time is approved by the DG and the DRFC, and the final report for the project is due within 12 months of the date grant funds are awarded to the club by District.
5. Applications must be submitted to the District Grants Subcommittee Chairperson, who will review them with the District VTT Chairperson.
6. The Team Leader must be a Rotarian,
7. Team Members may include any number of Rotarians and/or non-Rotarians, but there must be a minimum of 3 non-Rotarian team members.
8. Project need not be in a Qualified District, but our District prefers a Qualified District to be selected, nor in the Six Areas of Focus, but should be within TRF'S mission.

VTT Planning Considerations

To assist clubs wanting to organise a VTT exchange, the following key planning considerations should be addressed:

1. Identifying a Partnering District or Club taking into consideration the resources of the partner and the attractiveness of the project location. Selecting a partner and identifying a project should be the first priority because these will determine the kind of team personnel that will be needed and the size of the budget. The destination is also important because it should be an incentive in the recruitment of a team.
2. Defining the project according to the Partnering District or Club's needs rather than the District 1210 club's assumption about what is needed.
3. Establishing a reasonable budget and a strategy for raising the money to fund it.
4. Determinining the capabilities of the Rotary partner to support the project financially, technically, and with availability of material.
5. In consultation with the Rotary partner, definining exactly what will be required from the team members, both in planning the project and during their time on site to ensure recruitment of a team of professionals with the necessary skills.
6. Planning for an education and training component for both the outgoing and incoming teams.
7. Considering the needs for an advance site visit by at least one team member to be sure that the necessary resources are in place at the project site.
8. Since VTT projects are to be on-going and sustainable, considering the need for a follow up visit after project completion to ensure the project is developing as intended and that there is adequate project supervision and an equipment maintenance programme in place.

APPENDICES

I: MISCELLANEOUS

Frequently Asked Questions

Glossary of Terms

II: Extracted TRF POLICIES

Humanitarian Projects

Conflict of Interest Policy for Programme Participants

III: CHARTS

D1210 RF Organisational Chart: Oversight and Reporting

D1210 DDF Allocation Timeline Flow Chart

I: FREQUENTLY ASKED QUESTIONS

A: Why is The Rotary Foundation changing its grant-making model?

The Foundation has made only slight modifications to its programmes since its inception in 1917. As we prepare for the next century of service, the Foundation has updated its mission statement and created a more effective and efficient way to help Rotarians develop diverse projects with greater impact and sustainable outcomes.

B: How will the new model work?

The Foundation will offer two types of grants:

- 1) **Rotary Foundation District Grants** are block grants made to districts to support smaller projects, both locally and internationally. Districts may use up to 50 per cent of their available District Designated Fund (DDF) for these grants in a given Rotary year and administers the grant without the Foundation's involvement.
- 2) **Rotary Foundation Global Grants** support larger projects with sustainable, high-impact outcomes in one of the six areas of focus. These grants would be administered by The Rotary Foundation (TRF) in a manner similar to the current system.
 - a.) Clubs and districts can create their own global grant projects, which are funded by the sponsors and a matching World Fund award
 - b). The Foundation will develop packaged global grants with its strategic partners. The World Fund and the strategic partner provide 100 per cent of the funding, and Rotarians implement the grant project.

C: How are organisations selected for strategic partnerships?

The Rotary Foundation will make selections based on the organization's ability to help clubs and districts implement projects in the areas of focus through technical expertise, financial support, and/ or advocacy.

D: What is the difference between a strategic partner and a cooperating organization?

Strategic partners are organizations that The Rotary Foundation has agreed to collaborate with on projects in the six areas of focus. Cooperating organizations are project partners identified by clubs and districts.

E: Where do educational programmes fit into the new model?

The Rotary Centres for International Studies programme – and the US\$95 million major gifts initiative to permanently fund Rotary World Peace Fellowships – will not change. Activities in this programme clearly support the peace and conflict prevention/resolution area of focus. Eligible activities currently supported through the Foundation are other educational programmes, such as Vocational Training Teams (VTT) and Scholars' programmes, will exist under both grant types. If the VTT team members' vocation or a scholar's academic field relates to an area of focus, the activity may be eligible for a Rotary Foundation Global Grant. Districts and clubs can use Rotary Foundation District Grants to support educational activities that don't fall within the areas of focus.

F: How will the new model affect Polio Eradication?

As Rotary International's corporate programme, Polio Eradication is the organization's top priority and will continue to operate as usual until polio is eradicated.

G: Will the new model continue to support activities currently covered by Volunteer Service Grants?

Yes. Individuals will be able to participate in these kinds of activities with funding from Rotary Foundation District Grants.

I: Will the World Fund continue to support smaller projects?

The Trustees established a minimum award amount of US\$15,000 for Global Grants. Smaller projects can be funded through the District Grants. Clubs and districts are encouraged to work together to implement larger projects that meet the minimum award amount and will have a more long-term and sustainable impact on the community.

J: Will the Foundation continue to match club and district financial contributions?

Yes. Global Grants will offer a 100 per cent World Fund match to DDF and a 50 per cent World Fund match to "sponsored contributor" contributions.

K: Can qualified clubs and districts partner with non-strategic partnership organizations?

Yes. Clubs and districts are encouraged to continue developing cooperative relationships with local organizations to implement district grant projects and club- and district-developed global grants.

II: GLOSSARY OF TERMS

Allocated DDF /Club DDF: The amount of DDF equal to a Club's relative proportionate share of Annual Programme Fund the District received 3 years preceding the programme year. Initial Allocation to clubs will be given no later than the end of February preceding the programme year

Allocation Plan: The procedures followed to determine the amount of DDF available for club use in District or Global Grants and the process of making allocations to the clubs.

APF Goal: TRF Annual Programmes Fund goal set by Club President-elect (PE) and given to the District Governor-elect (DGE).

Carry-over DDF: DDF identified by TRF as carry-over from the Rotary year two years prior to the Rotary Foundation programme year.

Club and district-developed global grants are partially funded by the sponsors and receive a match from TRF's World Fund (WF).

Club DDF see **Allocated DDF**

DGSC: Chairperson of District Grants Subcommittee

District 1210 Rotary Foundation

District 1210 Rotary Foundation Trainer: This person (a) organises the annual training required to enable district and clubs to obtain and maintain qualified status. (b) trains district committees and all club personnel in TRF District 1210 Policies and Procedures and (c) heads any committee set up to annually review and revise these training policies and procedures. This Trainer reports to the District Rotary Foundation Chairperson.

District Grant Funds: Block grants made to districts for up to 50 per cent of their earned District Designated Fund (DDF). Districts can use these block grants to fund scholarships, support vocational training teams, sponsor volunteer service, provide disaster relief, and carry out community and international service projects. District Grants allow Rotarians to respond quickly to urgent needs and to plan smaller projects in their local and international communities that fit within the mission of The Rotary Foundation. The District invites clubs to submit applications to the District Grants Subcommittee Chairperson (DGSC) for their Allocated DDF of these District Grant funds

District Grants Subcommittee: This committee which reports to the District Rotary Foundation Chairperson receives and processes all TRF Grants.

District Grants-Outside District 1210: District Grant funds used for projects only *OUTSIDE* of District 1210

District Grants-Within District 1210: District Grants funds used for projects only *WITHIN* District 1210.

DRFC: the District Rotary Foundation Committee

DRFCC: Chairperson of the District Rotary Foundation Committee

Earned DDF: 50% of the Annual Programme Funds donated by all clubs in the District in the Rotary Year three years prior to the programme year and earnings distributed back to the district by the Permanent Fund.

Global Grant Funds: Have a minimum World Fund award of US\$15,000 and maximum of US\$200,000. They support larger humanitarian projects with sustainable, measurable, and high-impact outcomes; scholars; and vocational training teams in one of the six areas of focus: [1]

peace and conflict resolution/prevention; [2] disease prevention/treatment; [[3] water and sanitation; [4] maternal and child health; [5] education and basic literacy; and [6] economic and community development. There are two types of Global Grants namely [i] club and district-developed global grants and [ii] packaged global grants (*q.v.*).

Packaged global grants are those developed by TRF in collaboration with Rotarians and strategic partners with expertise in the area of focus being addressed. They are funded 100 per cent by the World Fund and/or the identified strategic partner. Packaged global grants offer ready-made projects and activities for clubs and districts to implement efficiently and effectively.

Programme Year: The Rotary Year in which funds are to be spent.

Sponsored Contributor: the person or body making cash contributions to a Rotary Global Grant..If that contribution is made by a Rotary Club or District (not DDF funds) then TRF World Fund (WF) will match 50 cents to each dollar. However, when Individuals contribute cash, there is **NO** match by the World Fund.

Transfer Form used to Transfer a Club's Allocated DDF to another District 1210 Club for a Project or to give to a Qualified District 1210 Club

TRF: The Rotary Foundation which is Rotary International's charity. It is legally a separate entity but is also based in Evanston, Illinois

III: Extracted TRF POLICIES

(i) Humanitarian Projects (14.020.1.3).

Global grants that are club and district-developed support Rotary clubs and districts in their efforts to address humanitarian issues within the areas of focus and benefit communities in need.

A. General Criteria

1. Humanitarian projects must meet the basic human needs of an underserved population while improving overall well-being in one or more of the areas of focus.
2. All club- and district-developed global grants that support humanitarian activities must fund projects that have been initiated by a Rotary club or district in the project location.

B. Cooperating Organizations

1. A grant conducted in cooperation with a non-Rotary organization requires a memorandum of understanding between the organization and the grant sponsors.
2. No more than five grants may be approved in a year for projects involving a single cooperating organization.

C. Eligibility

1. *Rotary Foundation Code of Policies 207, January 2012* provides that global grants for humanitarian projects can fund:
 - a) Construction of infrastructure including but not limited to:
 - i. toilet blocks and sanitation systems
 - ii. Access roads
 - iii. Dams
 - iv. Bridges
 - v. Storage units
 - vi. Fences and security systems
 - vii. water/irrigation systems
 - viii. Greenhouses
 - b) Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time. This may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, additions to existing schools or hospitals, elevators, renovation of bathrooms, etc.
 - c) International travel only to support the travel of beneficiaries from one country to another.

- d) Domestic travel for beneficiaries and both Rotarian and non-Rotarian professionals needed to provide direct project implementation.
 - e) Direct programme costs, salaries, stipends, or honorariums related to project implementation.
 - f) Immunization activities, including the purchase of polio vaccines, as long as polio vaccine is not the only vaccine that is being purchased
2. Global grants for humanitarian projects cannot fund
- a) Continuous or excessive support of any one beneficiary, entity, or community.
 - b) The establishment of a trust, a permanent foundation, or permanent interest-bearing account. Grant funds can be used to establish a revolving loan fund if the sponsors comply with the microcredit requirements found in the *Terms and Conditions for Rotary Foundation District Grants and Global Grants*.
 - c) Activities that consist primarily of research-oriented projects or data collection.
 - d) The purchase of land or buildings.
 - e) New construction (without a strategic partner) of any permanent structure in which individuals live, work, or spend a significant amount of time, such as buildings (e.g., schools, homes/low cost shelters, and hospitals), containers, and mobile homes or structures in which individuals carry out any type of activity including manufacturing and processing. If the grant depends on the construction of a building, the construction must be funded by additional club/district funds (non-matched cash contributions not processed by The Rotary Foundation) or funded by another entity.
 - f) Renovations to complete buildings that are partially constructed (including buildings with only the exterior completed) but have never been occupied or operational.
 - g) Cash donations or stipends to beneficiaries outside of a revolving loan fund. The Rotary Foundation will support beneficiaries through the use of goods, education, services, and care. (*Rotary Foundation Code of Policies 208 January 2012*)
 - h) Operating, administrative, or indirect programme expenses of another organization.
 - i) Projects primarily initiated and controlled by a non-Rotary organization.
 - j) Unrestricted cash donations to a beneficiary or cooperating organization.

(ii) CONFLICT OF INTEREST POLICY FOR PROGRAMME PARTICIPANTS (7.030)

All individuals involved in a programme grant and/or award shall conduct their activities in a way that avoids any actual or perceived conflict of interest. A conflict of interest is a relationship among individuals through which an individual involved in a programme grant or award causes benefit, or could be perceived to cause benefit, for such individual or such individual's family, personal acquaintances, business colleagues, business interests, or an organization in which such individual is a trustee, director, or officer. This conflict of interest policy shall be applied in the following circumstances as specifically set forth below. The application of this conflict of interest policy shall not be limited to these circumstances.

1. Award Recipient Eligibility

Ineligible Persons, as defined below, shall not be candidates or final award recipients or beneficiaries of any TRF programme, except for global grant vocational training teams and Group Study Exchange team leaders. Ineligible Persons shall include Rotarians; honorary Rotarians; employees of clubs, districts, or other Rotary Entities (as defined in the *Rotary Code of Policies*) or of Rotary International; spouses, lineal descendants (children or grandchildren by blood, legal adoption, or marriage without adoption); spouses of lineal descendants, or ancestors (parents or grandparents by blood) of persons in the foregoing categories; or employees of agencies, organizations, or institutions partnering with TRF or RI; and any other individual identified in Section 9.3 of the TRF bylaws. Former Rotarians and honorary Rotarians shall continue to be Ineligible Persons for a period of 36 months after termination of their membership. Persons who were Ineligible Persons based on their familial relationship to a former Rotarian or honorary Rotarian shall continue to be Ineligible Persons for a period of 36 months after termination of their family member's membership. (see *TRF bylaws section 9.3*)

2. Impartiality of Selection Committees

Rotarians who serve on a club or district-level selection committee for a TRF programme are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member's association with a TRF programme award candidate, e.g. employees of the same firm or organization, members of the same Rotary club or member of the same club sponsoring an application, familial relationship, etc. *Rotary Foundation Code of Policies 79, January 2012*

The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the club board or the DRFC chair, as appropriate, will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.

3. Business Transactions with Vendors

Before TRF, a Rotary district, a Rotary club, or a Rotarian conducts business transactions related to a TRF programme award in which the vendor receives payment from a Rotary Entity, a fair, open and thorough request for proposals or bidding process must be conducted to ensure that the best services are secured at a reasonable cost, despite any connection between a vendor and a Rotary Entity. Possible conflicts of interest may arise when a Rotary Entity is considering business in which funds will be paid to a Rotarian; a goods and/or services provider owned or managed by a Rotarian, Honorary Rotarian, employee of a club, district, or other Rotary Entity or of Rotary International, Rotarian's spouse, lineal descendants (child or grandchild by blood, legal adoption, or marriage without adoption), spouses of lineal descendants, and ancestors (parent or grandparent by blood), or employees of agencies, organizations, or institutions partnering with TRF.

Examples of business relationships that may require further review to confirm that a Rotarian conflict of interest does not exist include business transactions with a partner nongovernmental organization, goods or services provider, insurance company, travel agency, shipping agency, study institution, language skills testing firm, etc. Business transactions with individuals or entities with whom there is an actual or perceived conflict of interest can be completed upon approval of the general secretary if such transaction provides the best product or service at fair market value, as evidenced by a sales quote or offer obtained through a fair, open and thorough request for proposals or bidding process.

The general secretary shall provide advice on how to interpret and implement this conflict of interest policy. Any unresolved conflict of interest involving a programme grant or award must be reported by a Rotarian or Rotary entity involved to the general secretary at least 30 days in advance of the selection process or proposed business transaction. The general secretary will decide if a conflict of interest may exist for a particular case. If, upon review of the situation, the general secretary concludes that there is or has been a conflict of interest in the execution of a TRF programme grant or award, the general secretary shall fashion an appropriate remedy. Such remedy may include the cancellation of current or suspension of future TRF programme grants or awards involving a particular Rotary, Rotary club or Rotary district. *(April 2011 Trustees Mtg., Dec. 93)*

Source: November 1983 Mtg., Bd. Dec. 166; May 1988 Trustees Mtg., Dec. 127; March 1992 Trustees Mtg., Dec. 114; June 1994 Trustees Mtg., Dec. 165; October 2006 Trustees Mtg., Dec. 55

Amended by June 2010 Trustees Mtg., Dec. 139; April 2011 Trustees Mtg., Dec. 93

DISTRICT 1210 DDF ALLOCATION TIMELINE FLOW CHART

