



PART 1: TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT GRANTS (Excerpted from Terms and Conditions for Rotary Foundation District Grants and Global Grants – updated July 2017)

The Rotary Foundation (TRF) may modify the terms and conditions of the grant at any time. Updates can be found on www.rotary.org/grants or requested from [Rotary grants staff](#).

I. WHAT WE FUND

The Rotary Foundation funds district grants and global grants. District grants are block grants to districts that fund scholarships, projects, and travel that align with 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.

II. ELIGIBILITY GUIDELINES

All Foundation grant activities must:

1. Relate to the mission of The Rotary Foundation
2. Include the active participation of Rotarians
3. Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant
4. Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities. Sponsors for projects and travel planned for countries sanctioned by the US Department of the Treasury Office of Foreign Assets Control may need to supply additional information.
5. Only fund activities that have been reviewed and approved by TRF before their implementation. Grants may not be used to reimburse clubs or districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred. After grant approval, any changes to the original project plan must be pre-approved by TRF.
6. Demonstrate sensitivity to the host area's tradition and culture
7. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 10.030 of [The Rotary Foundation Code of Policies](#) and in Section XII below.
8. Comply with the Rotary International policies for use of the name "Rotary" or other Rotary Marks, as outlined in Sections 33.040.6 and 33.040.12 of the [Rotary Code of Policies](#).
9. Include [signage](#) on or in conjunction with projects that identifies the role of the grant sponsors and The Rotary Foundation as outlined in Section 1.060.3 of [The Rotary Foundation Code of Policies](#) and in accordance with Rotary's [Voice and Visual Identity](#)

Guidelines.

District Grants

1. Support local and international projects, scholarships, vocational training teams, and related travel
2. May allocate up to 3 percent of the grant award for grant-related administrative expenses such as bank fees, postage, software, and an independent financial assessment
3. May allocate up to 20 percent of the grant for contingencies, but all projects and activities added to the grant post-approval must be pre-approved by TRF
4. May fund projects and activities in Rotary and non-Rotary countries and geographic areas where permitted by applicable governing laws and in accordance with Foundation policies
5. May fund scholar and vocational training team orientation and grant management seminars

III. RESTRICTIONS

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund:

1. Continuous or excessive support of any one beneficiary, entity, or community
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account. Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in section X.
3. Purchase of land or buildings
4. Fundraising activities
5. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
6. Public relations initiatives, unless they are essential to project implementation
7. Project signage in excess of \$500
8. Operating, administrative, or indirect program expenses of another organization with the exception of expenses allowed within the project management allocation for global

grants

9. Unrestricted cash donations to a beneficiary or cooperating organization
10. Activities for which the expense has already been incurred
11. Transportation of vaccines by hand over national borders
12. Travel to National Immunization Days (NIDs)
13. Immunizations that consist solely of the polio vaccine
14. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows

IV. HOW TO APPLY

In order to receive a grant from The Rotary Foundation, all primary sponsor districts involved must be qualified by The Rotary Foundation, and for global grants, all primary sponsor clubs involved must be qualified by their district. In addition, districts, clubs, and all grant committee members must be in good standing with Rotary International and The Rotary Foundation, and the name of the project receiving the grant must be in compliance with the Rotary International policies for use of the Rotary Marks (see Section II above). Individuals prohibited from serving on a grant committee include RI fiscal agents, national treasurers, and board members and paid staff of a cooperating or beneficiary organization associated with the grant.

District Grants

Districts must establish a grant committee of three Rotarians, including the district governor of the implementation year, the district Rotary Foundation committee chair, and the district grants subcommittee chair.

These three committee members are responsible for authorizing and submitting the district grant application.

Districts may submit one application per Rotary year, and this application must include a spending plan. Any requests for an increase in the grant amount must be made before any portion of the grant has been paid by the Foundation. Districts may reserve up to 20 percent of their district grant funds for contingencies that may arise during the year; note this contingency fund on the spending plan and itemize contingency items when you submit your final report. All district grant applications must be received before 15 May of the Rotary year for which the funds are requested. (For example, applications for 2016-17 district grants must be received by 15 May 2017.)

V. TRAVEL POLICIES

All [travel arrangements](#) are the responsibility of the grant traveler. Effective 1 April 2016, travelers may choose to work with [Rotary International Travel Service \(RITS\)](#) or they may make

their own travel arrangements.

Rotary Foundation grants will cover the following budgeted expenses related to international travel:

1. Economy-class ticket(s)
2. Transportation to and from airport and local travel related to grant implementation
3. Cost of inoculations/immunizations, visas, and entry and exit taxes
4. Normal and reasonable luggage charges
5. Travel insurance

Rotary Foundation grants will not cover the following expenses related to international travel:

1. Expenses associated with optional stopovers before or after preapproved travel
2. Penalties resulting from changes in personal travel arrangements, including optional stopovers
3. Excess baggage charges and shipping charges

The club or district sponsoring the grant is responsible for maintaining emergency contact information and travel itineraries for all grant recipients traveling on grant funds. This information must be provided to the Foundation upon request.

Grant recipients are responsible for:

1. Making travel arrangements. Failure to arrange travel promptly may increase the cost of travel or result in the cancellation of the grant.
2. Any expenses that exceed the approved travel budget, unless approved by the Foundation
3. Meeting all medical requirements for international travel
4. Arranging and funding any personal travel. Such travel may take place for a maximum of four weeks at the end of the grant activities, after which grant recipients are expected to return home
5. Abiding by RI country travel restrictions
6. Obtaining travel insurance

Healthcare professionals who will be providing services as part of the grant activities are expected to have a minimum of US\$500,000 in professional liability insurance coverage (a.k.a. errors and omissions liability). This refers to coverage for that participant's legal liability arising from their professional acts or omissions that cause harm to others. The participant is responsible for obtaining and paying for this coverage.

Rotary International contracts a global security advisory firm to maintain a [travel ban list](#) of extremely dangerous countries. TRF-funded travelers are not permitted to travel to these countries due to safety concerns. If a country is added to the travel ban list while funded

travelers are in-country, plans will be made for their immediate evacuation. Should the funded individual not defer travel to or evacuate from a country as instructed, it will result in TRF canceling the grant and any funds already issued would need to be returned to TRF.

Non-Rotarians receiving grant funding for scholarships, participation in vocational training teams, or travel to implement a humanitarian project are expected to:

1. Demonstrate knowledge of Rotary
2. Participate in an orientation session before departure (either [online](#) or in person)
3. Participate in club and district activities as requested by their sponsors, such as speaking and presenting at club or district meetings and participating in service projects
4. Be proficient in the language of the host country

VI. HOW GRANTS ARE FUNDED

District Grants

District grants are funded by The Rotary Foundation solely with allocations from the District Designated Fund (DDF). A district may apply for a single grant each Rotary year to support one or more projects using up to 50 percent of the district's [SHARE allocation](#), which represents 50 percent of its annual giving from three years' prior plus any Permanent Fund-SHARE earnings.

VII. COOPERATING ORGANIZATIONS

Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchase as required. Universities hosting scholars are not considered a cooperating organization.

District Grants

All funding provided to cooperating organizations must be used for specific project expenses. The sponsoring district must maintain an itemized report of such expenses.

VIII. PAYMENTS

District Grants

Grant funds will be paid only to the district or district foundation bank account identified by the district at the time of application. District grant funds will not be released until the previous Rotary year's district grant is closed. District grants are paid out at the current RI exchange rate at the time of payment. Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 31 May of the implementation year, the

grant will be canceled.

IX. REPORTING REQUIREMENTS AND DOCUMENTATION

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress and final reports must be submitted online and all forms must be completed in their entirety for the report to be accepted. New grant applications will not be accepted by the Foundation if a grant sponsor has an overdue report for any Foundation grant. The Foundation reserves the right to review grants at any time, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.

The following reporting criteria also apply to grant recipients:

1. Districts must report the use of grant funds to their member clubs in accordance with the terms of qualification.
2. Grant sponsors must maintain copies of all receipts and bank statements related to grant-funded expenditures in accordance with the terms of qualification and any applicable local and international laws.
3. Grant sponsors who fail to adhere to Foundation policies and guidelines in implementing and financing grant projects must return grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.

District Grants

These additional criteria apply to district grants:

1. Final reports documenting the disbursement of funds must be submitted to the Foundation within 12 months of receiving the payment, or within two months of the grant's total disbursement.
2. All grant projects and activities funded by district grants must be completed within 24 months of disbursement by the Foundation or the local district to the club or project site.
3. If unused grant funds exceed US\$500, all remaining funds must be returned promptly to The Rotary Foundation and will be credited to the district's DDF. Unused grant funds US\$500 and below must be used for activities that meet the district grant eligibility requirements.

XII. CONFLICT OF INTEREST POLICY FOR PROGRAM PARTICIPANTS

All individuals involved in a program 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 program 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

Pursuant to section 9.3 of the TRF bylaws, those individuals defined below shall not be candidates or final award recipients or beneficiaries of any TRF program. Such individuals shall include current Rotarians; employees of clubs, districts, and 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; and employees of agencies, organizations, or institutions partnering with TRF or RI. Former Rotarians shall continue to be ineligible for a period of 36 months after termination of their membership. Persons who were ineligible based on their familial relationship to a former Rotarian shall continue to be ineligible for a period of 36 months after termination of their family member's membership. Notwithstanding the foregoing, such individuals shall be eligible to participate on vocational training teams and in individual travel for humanitarian projects (when such individuals are determined to be qualified) funded by district grants, global grants, and packaged grants.

2. Impartiality of Selection Committees Rotarians who serve on a club or district-level selection committee for a TRF program 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 program 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. 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 program 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 program 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 program grant or award, the general secretary shall fashion an appropriate remedy. Such remedy may include the cancellation of current or suspension of future TRF program grants or awards involving a particular Rotary, Rotary club or Rotary district.

PART 2: 2017-2018 DISTRICT 6450 DISTRICT GRANTS PROGRAM DETAILS

Overview

Every year, each Rotary Club in good standing within District 6450 is eligible to apply for one or more district grants to help fund a qualified activity. These activities must support the Mission of The Rotary Foundation (TRF):

To enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Each Club President, President Elect and one other Club Designee will receive an email with the amount of funds allocated to the Club, an application form, and other basic documents outlining the process, policies and eligible project examples. The Club President Elect must complete the application and submit it to the District Grants Committee for approval. Acceptable applications will be collated for a district grant application to TRF for final approval and funds distribution. At the close of each project, Clubs must complete and submit a report with appropriate receipts and documentation.

Rules

District grants have been streamlined and simplified to encourage maximum participation of Clubs every year; however, there are still a few rules to be followed:

- To be eligible, Clubs must have completed the prior year District Grant Final Report and be current on Rotary International and District Dues.
- Clubs may apply for a maximum of the amount available, which is equivalent to 25% of the total contributions made by its members to The Rotary Foundation three years ago.
- Clubs must contribute funds as least equal to the amount allocated by the district, e.g., if the allocation is \$750, the Club must commit to contribute at least \$750 for a minimum total project amount of \$1,500. (Clubs may contribute more funds for a larger project.)
- If a Club does not submit its grant application(s) by the deadline, its allocated funds will be made available for global grants, PolioPlus, or a District-sponsored global grant.
- A Club may submit more than one application. For example, if its allocation is \$3,000, the Club may submit 1 application for \$3,000, or 3 applications for \$1,000 each, or any other combination.
- Multiple Clubs may pool their funds together into a single application/project. All other rules still apply. (The lead Club will receive the funds.)

- Changes to approved applications must be approved by the District Grants Committee and The Rotary Foundation in advance.
- Projects must be completed no later than June 15 of the applicable Rotary year.
- Final reports are due within 30 days of the project ending date. Failure to close the project will result in the Club not being eligible for District Grants the following year.
- Clubs may choose to designate their funds to use toward a Global Grant (GG). The full allocation must be used toward a GG. The GG must be submitted to Global Grants Committee in the 2017-18 Rotary year.

What's Allowed and What's Not

YES	Examples of Approved Projects	NO
Scholarships	Playground repairs, community children's activities	"Check-writing" to other organizations or activities primarily implemented by non-Rotary organizations
Travel for related Global Grants*	Back Pack Programs	<u>Specified</u> Rotary promotional materials (shirts, bags, etc.)
Support of other organizations through direct Rotarian involvement	Holiday or special event meals and celebrations; holiday gifts	Rotary sponsored events or fundraisers
Vocational Training Teams	Community events	Salaries or operating expenses to other organizations
Rotary Youth Exchange	Dictionaries	Projects already completed
RYLA	Community mental health materials	Establishment of another fund - allocation must be used in same year

**contact the District Grants Chair for specific instructions related to travel prior to submission*

***For questions or details contact the District Grants Chair*

Subject to change per The Rotary Foundation Grants Terms and Conditions found at www.rotary.org

Application Process and Anticipated Timeline



1. Grants Package:

Presidents Elect will receive a grants package including the application via email on March 24th. Applications are due no later than May 12th.

2. Application Submission:

Applications must be in electronic form and submitted by the May 12th deadline. All required fields must be completed in order for the application to be accepted for review.

3. Committee Approval:

Individual Club applications will be consolidated and reviewed for general compliance by the District Grants Committee on May 20th.

4. TRF Submission & Approval:

Once all applications are received and approved, and once all final reports are approved for the current year, the District Grant will be submitted to The Rotary Foundation.

5. Approval Letter & Checks:

Club Presidents will be notified when the applications are approved, and a final report form will be also sent to them. Checks will be sent to the Club's mailing address once funding has been received from The Rotary Foundation.

6. Implementation:

Share your good work via websites, Facebook, twitter, etc., using photos, video, etc. Keep copies of ALL itemized receipts and proof of payment for electronic submission with final report.

7. Final Reports:

Final reports are due on the 15th of the month following the Project Completion Date indicated on the approved application. Scanned copies of all receipts and proof of payment (cancelled checks) are required.