



**District 5360**

**Grants Manual**

## **Purpose of this document**

District 5360 has had a District World Community Service committee whose mandate is to educate clubs on doing international projects and assist, where necessary, in the completion of matching grant application forms.

With the Future Vision initiative by the Rotary Foundation many changes are being introduced in how Districts and clubs access SHARE funds and apply for grants that can be used in the local community and internationally.

District 5360 has expanded the mandate of its District World Community Service Committee to become a **District Grants Committee** (“DGC”) which will be responsible for all SHARE funds entering the District.

**SHARE Funds** returning to the district, also known as **District Designated Funds (DDF)** may be accessed by qualified District clubs as part of the new **DISTRICT GRANTS** and **GLOBAL GRANTS**.

This document will be used to inform Rotarians in District 5360 regarding policies and procedures. The following section sets out the policies that guide the work of the DGC. This is followed by a much lengthier section defining the procedures that the committee uses to implement these policies.

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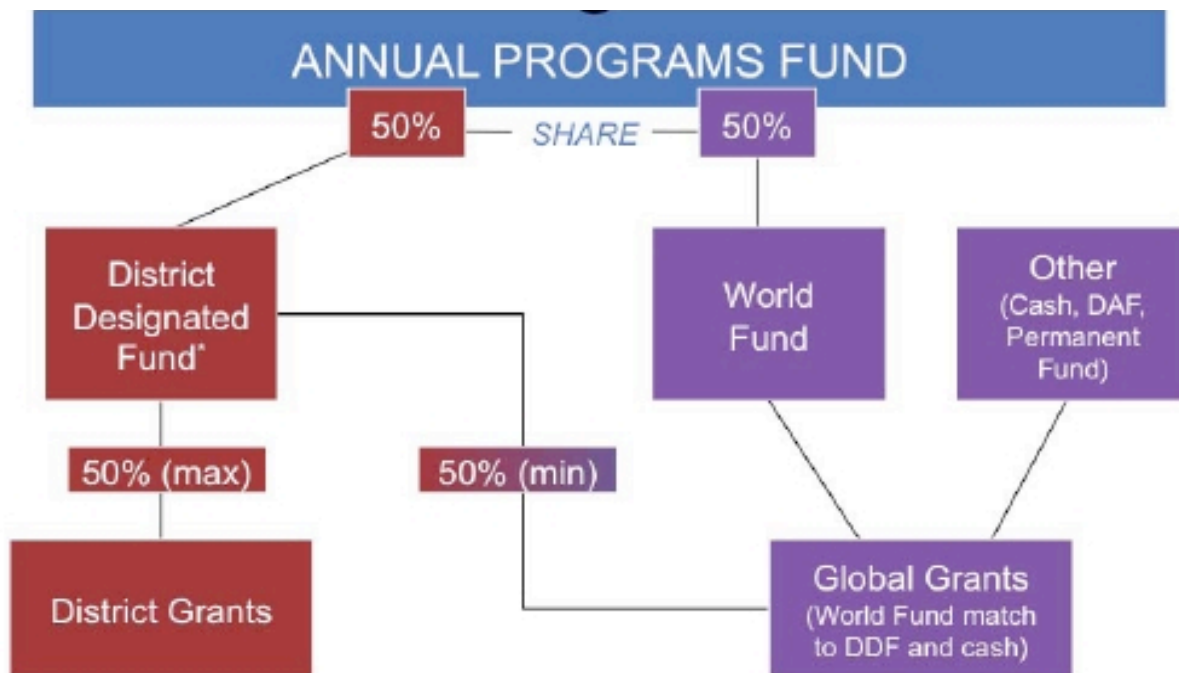
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## Introduction to SHARE funds (DDF)

Money donated to the Rotary International Annual Programs Fund from District 5360 Rotarians and clubs is used to further the goals of Rotary International. The contributions to the Annual Programs Fund are held in the District SHARE account for three years. Fifty percent of these donations to the SHARE account are returned to District control after the three-year holding period as District Designated Funds (DDF). The District allocates the DDF between **District Grants** and **Global Grants**. Each of these Grant types can be used to fund a number of activities and each has its own characteristics.

Up to 50% of the annual DDF may be allocated to **District Grants** and are paid into a District bank account. **Global Grants** are “virtual” because they are held by the Rotary Foundation and can only be accessed by application.

## Grant Funding Model



\*Club- and district-controlled

Note that any amount of DDF can be used for PolioPlus or Rotary Centers.

As noted, **District Grants** are actual cash that reside in a District bank account whereas the **Global Grants** are virtual dollars that must be applied for and if awarded are sent to the implementing Rotary club or District.

Immediately below is a typical worksheet used to allocate District Designated Funds to the various Grant Types. The various types of Grants are explained below. \*\*

Target split in dollars	—————>	\$ 70,000	\$ 70,000
Approx Carryover from previous year			\$ 20,000
totals available		\$ 70,000	\$ 90,000
<b>Admin fee</b>		\$ 2,100	
<b>Disaster Relief Grants</b>		\$ 1,000	
<b>Project Planning Travel Grants</b>		\$ 6,000	
<b>Project Grants</b>		\$ 35,900	\$ 75,000
<b>Vocational Training Team</b>		\$ 15,000	
<b>Scholarship grants</b>		\$ 10,000	\$ 15,000
<b>Other possibilities**</b>			\$ -
remaining		\$ -	\$ -

\*\* For actual numbers approved and awarded, please check the District Grants Webpage.

### Areas of Focus

All **Global Grants** must be in one or more of *Six Areas of Focus* identified by The Rotary Foundation (“TRF”).

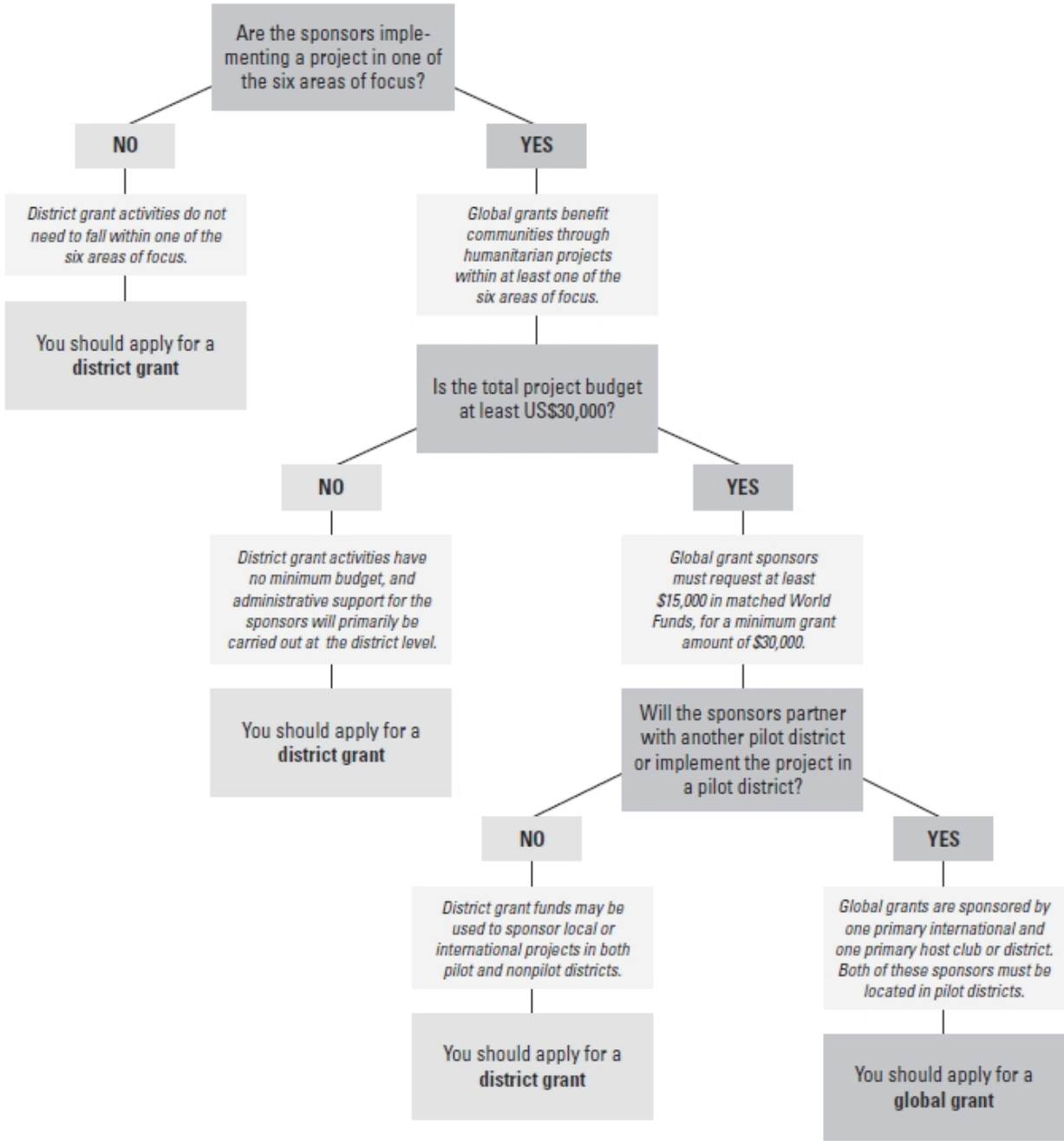
Districts may use these Areas of Focus as a guide for **District Grant** awards at their discretion.

1. **Peace and conflict resolution**
2. **Disease prevention and treatment**
3. **Water and sanitation**
4. **Maternal and child health**
5. **Basic education and literacy**
6. **Economic and community development**

### ***Which Grant Type for Your Rotary Project***

The following flow chart will help Rotary Clubs determine whether a **District Grant** or a **Global Grant** is appropriate in a particular situation.

A district/club is interested in a **humanitarian/service project** during the Future Vision pilot. The following questions can help Rotarian sponsors determine whether to apply for a global grant or district grant from The Rotary Foundation.



**1. District Grants**

District Grants are small but flexible grants awarded to applicant clubs. District Grants funds come from a District bank account administered by the District Grants Committee. Upon approval, award amounts (less a holdback in some cases) will be issued to

successful Qualified Clubs by the District Treasurer. Clubs are NOT expected to open a special bank account to manage awarded funds.

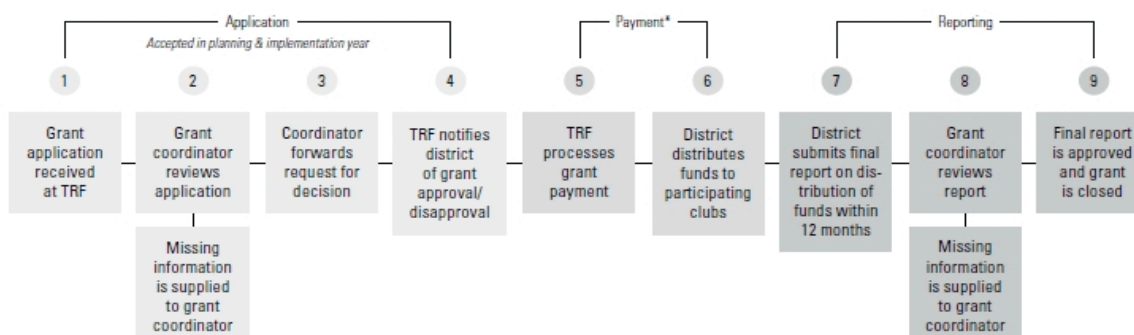
**District Grants are ONLY available to Qualified Clubs – those clubs who have attended a Qualification Seminar and signed the annual Club Memorandum of Understanding (MOU).**

Should a particular District Grant type be undersubscribed, the District Grants Committee may reassign funds (with TRF approval) to other District Grants at any time during the Rotary year.

District Grants must be completed and reports submitted within 2 months of project completion or 2 years from the date the funds were received by the District.

### Future Vision Plan District Grants Business Cycle

Only qualified districts can submit applications.



*Districts are allowed only one open district grant at a time. Past district grants must be closed before a subsequent grant is paid.*

### **District Scholarship Grant**

District Scholarship Grants are available to clubs which wish to award a scholarship to students entering post secondary study including Trades Apprenticeship programs. This Grant award will be \$250 - \$1,000 per club and require clubs to provide matching funds for either a single large or multiple smaller scholarships. The minimum amount of a scholarship is \$500 (\$250 from the club, which is matched by the District grant). The combined value of a scholarship can exceed \$2000, but the maximum amount that will be contributed by the District is \$1000. Clubs can develop their own evaluation criteria (i.e. need or scholastic achievement or others) that best suit their particular community and institutions.

Clubs must apply by May 16<sup>th</sup> for the following Rotary Year using the web based District Scholarship Grant Application. Clubs will be informed about the status of their

application by July. Should the committee receive more applications than funds available, a random draw will be made to determine the successful clubs. Unsuccessful clubs will be notified that they will be given priority in the following year's draw. Unused District Grant funds cannot be carried over into the next Rotary year so the District Grants Committee will reallocate unawarded scholarship funds to other District Grant types.

There are no guarantees of funding from year to year since the DDF amount available will fluctuate with donations by Rotarians from the District to The Rotary Foundation Annual Programs Fund.

Consult the District Grants webpage for applications and details.

### ***District Project Grant***

Qualified Clubs planning a small domestic or international project must plan several months in advance and may apply for a District Project Grant (please refer to the District Grants webpage for the application which outlines the deadline for submitting applications). This type of Grant is more flexible than the larger Global Project Grants.

Specific detail is included in the application but key points are as follows:

- a) One application per club for their own NEW project (no pooling with other District 5360 clubs permitted).
- b) Clubs with fewer than 50 members may apply for a small amount with no club contribution necessary **OR**
- c) Clubs of any size may apply for a larger amount which must be matched with club funds on a 1:1 (minimum) basis.
- d) No Disaster Relief contributions, travel costs or contributions to other clubs projects will be considered.
- e) Applications will be evaluated on the basis of points (as established by the District Project Grants Sub-committee).
- f) A District Grant cannot be used as a basis to fund a Global Grant.

Decisions on these applications will be announced in June and funds should be available in July.

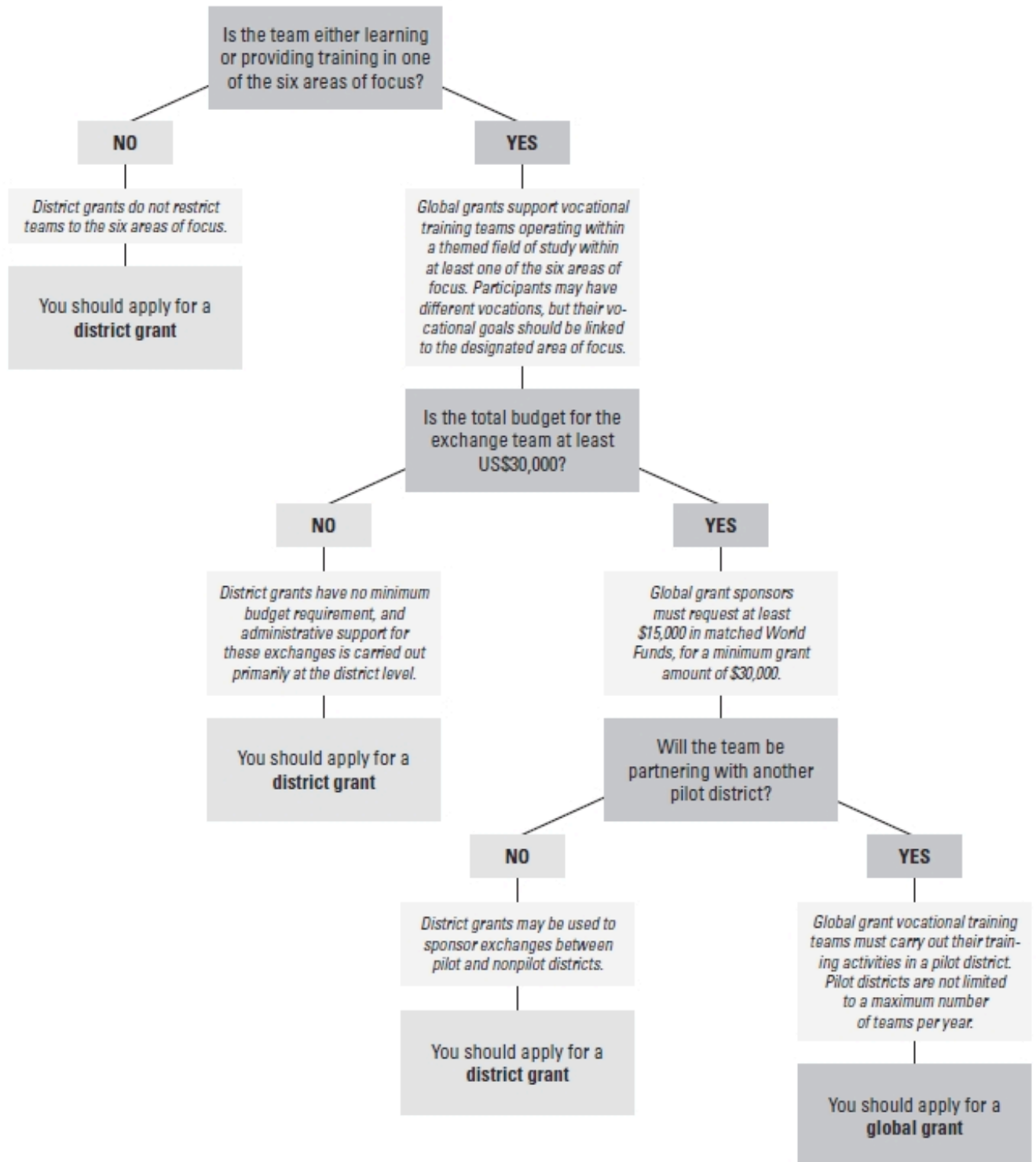
Consult the District Grants webpage for applications and details.

### ***District Vocational Training Team Grant (VTT)***

As with Scholarship Grants, District Vocational Training Team ("VTT") Grants can be funded as either Global or District Grants. See the following schematic to determine which type of grant is appropriate.

# Determining a Grant Type for a Vocational Training Team

A district/club is interested in sending a **vocational team** of both Rotarians and non-Rotarians to another country. The following questions can help Rotarian sponsors determine whether to apply for a global grant or district grant.



The VTT Grant provides an opportunity for a team to either learn or provide training within a themed field of study in a Host District or club. A team is comprised of 3-5 people (Rotarians eligible) with a Rotarian Leader. The destination District need not be a “Pilot” for Future Vision to be considered for this category of District Grant.

During the planning stage, qualified clubs in our District will propose destinations and fields of study on a competitive basis to the VTT Grants sub-committee.

Once the District Grants Committee has confirmed the destination and theme selected by the VTT Grants sub-committee, clubs may propose candidates for team leader and team membership. The VTT sub-committee will make the final selections.

The VTT sub-committee will publicize the deadlines and application processes to the clubs since the planning lead time will be more than 12 months. For 2012/13 Rotary year the deadlines are as follows:

Call for Proposals for destination & theme	June 1, 2011
Selection of destination & theme	Sept 1, 2011
Application deadline for team leader	Nov 1, 2011
Application deadline for team members	Nov 1, 2011
Interviews and selection of team members & leader	Dec 1, 2011
Expected travel period	Mar – May 2013

There are no age restrictions, although team members will preferably be 25 years of age or older and have relevant experience to offer.

Anticipated cost of the VTT is \$15,000 with the District to contribute \$7,500, the remaining funds to be provided by a Rotary Club or a supporting organization.

Final reports and expense reports must be completed within 2 years of District Block Grant funds being received in District 5360 or within 1 month of team return to Canada, whichever is earlier.

Consult the District Grants webpage for applications and details.

### ***Project Planning Travel Grant***

Travel Grants are small cash awards to individual Rotarians seeking to visit areas of need to develop new Global Projects or arrange Vocational Training Team visits (District or Global) which require collaboration between their own club and a Host club.

This Grant will not apply to the monitoring of existing projects but may fund travel for Final inspection on large projects where funding agencies stipulate the requirement of a final visit. Travel Grants are funded as a District Grant.

A sub-committee will manage the approved budget and develop, publicize and manage the application and reporting process, key dates and forms.

Consult the District Grants webpage for application forms and details.

## 2. GLOBAL GRANTS

Global Grants are international in nature and require a Qualified Host Rotary Club in a Pilot District which will implement the project. They tend to be larger in nature (USD 30,000 minimum) and require more lead time for planning and completing the application process. These global grants and frequently require more than one year to complete. TRF will match District Designated Funds on a 1:1 basis and club funds on a 0.5:1 basis. Project funding must be sufficient to generate a minimum TRF award of USD 15,000. A dedicated bank account controlled by a Rotary Club or District must be opened in either the Host or International District. These rules apply to Global Scholarship Grants, Global VTT Grants and Global Project Grants.

The following table sets out an example showing how TRF matches club funds and DDF.

	local	TRF	total
<b>Rotary Club of Sunshine</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$15,000</b>
<b>District Designated Funds</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$20,000</b>
		<b>\$15,000</b>	<b>\$35,000</b>

The DGC will accept DDF applications for Global Grants on a rolling basis throughout the year. After the DDF is awarded by the DGC, a two-step online application process is accessible via Member Access.

**NOTE:** A club does not need DDF from district 5360 to file a global grant application. If a global grant application is filed without DDF, the minimum project size increases to \$45,000 which consists of \$30,000 in club funds plus a 50% match of \$15,000 from TRF. The proposal and application procedure without DDF is the same as that with DDF and is discussed in the remainder of this section.

### Proposal-step 1

For club- and district-developed global grants, Rotarians must complete an online proposal to TRF. The proposal must provide an overview of the grant activity's objectives, the budget, and outline the financing plan. It must also demonstrate how the activities fit within one or more areas of focus. This process is designed to increase the acceptance rate of grant applications. Once the proposal is approved by TRF, the proponent must complete a formal online application.

### Application step 2

Once a proposal has been accepted, Rotarians will submit an online application that provides the Foundation with more detailed grant activity and budget information. (Depending on the award amount or complexity of the project, the Foundation may request additional details.) Global Grants of \$100,000 or more will require approval by the Trustees. The award from TRF must be between \$15,000 (minimum) and \$200,000 (maximum).

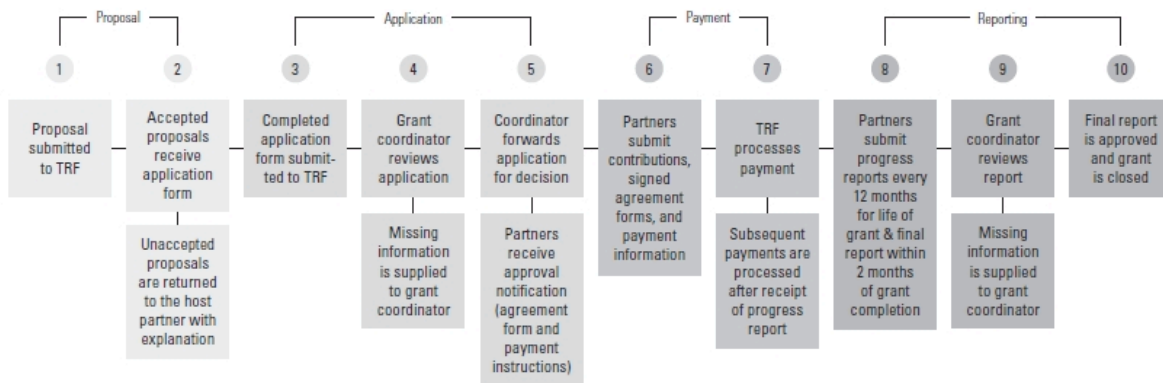
Global Grants must be sustainable and address one or more of the six areas of Focus chosen by TRF. The following link provides the Principles of Sustainability for Global Grants.

[http://www.rotary.org/RIdocuments/en\\_pdf/fv\\_global\\_grants\\_sustainability\\_principles\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/fv_global_grants_sustainability_principles_en.pdf)

The Global Grants Business Cycle is shown in the following schematic.

## Future Vision Plan Global Grants Business Cycle

\* Only qualified districts can submit applications.



All proposals and applications will be made on-line via Member Access. The login page (shown below) can be accessed at the following link.

<https://www.rotary.org/en/selfservice/Pages/login.aspx>

Any Rotarian registering for the first time must supply their Rotary number or ID. This number can be found on the address label of The Rotarian magazine mailed to all

Rotarians every month. Once you are registered, you will be asked to provide your email address and password that you specified when you registered.

### ***Global Project Grants***

Global Project Grants are designed for large multi-year projects involving a Qualified Host Rotary Club (or district) which will implement the project. For the duration of the Future Vision (FV) Pilot Phase, all Host Clubs/districts must also be in the FV program and must be qualified. These potential Host Clubs/districts will be working to understand FV from the perspective of a Host Club/District. This is the opposite end of the pipeline & process that District 5360 clubs are looking at.

Global Project Grants must be larger in nature involving TRF grant awards ranging between USD 15,000 and 200,000 and will require more lead time for planning, applying for approval and implementation. TRF will match District Designated Funds on a 1:1 basis and club funds on a 0.5:1. Hence, the smallest Global Project Grant will be USD 30,000 using DDF USD 15,000. A grant of USD 200,000 would result in a project of at least USD 600,000 if only non-DDF funds were used.

The Global Project must be sustainable and address one or more of the six areas of focus identified.

The application process involves two steps. First, a simple project proposal must be submitted on-line via Member Access. If the proposal is approved, the club will complete an on-line application via Member Access. All proposals, applications and approvals will be electronic, including approvals by the principal project proponent, the District Rotary Foundation Chair and the District Governor in both the host and international districts.

Clubs in District 5360 who are the “sponsoring international club” in an international project can apply to the Project Grants sub-committee for DDF to help them reach the minimum TRF award amount. A simple application form with additional criteria is available on the District Grants Committee webpage.

The Committee will award DDF up to an annually specified limit per project application on a first come first served basis during the Rotary year. This limit may be changed during the Rotary year as demand dictates.

The Committee may impose minimum matching requirements for club contributions in the future as more experience is gained.

Consult the District Grants webpage for applications and details.

### ***Global Scholarship Grant***

A District can select and fund a global scholarship for post graduate study in another Pilot District in a field of study related to the six areas of focus.

The scholarship will be publicized as a US \$30,000 scholarship which will be funded by \$15,000 in DDF and \$15,000 in a matching award from TRF. Applications to TRF must

name the successful applicant, and the applicant must be accepted by a university in a pilot district with the area of study in one or more of the six areas of focus specified by TRF. Once the applicant is approved by the district, the applicant will have to complete an online application form which can be accessed at the link below.

Scheduling is critical to help students plan their university applications and allow time for Grant applications to TRF. The following dates are proposed. By March 1 a decision is made whether the District will sponsor a Global Scholarship in the following Rotary year, with study to take place in the subsequent year. For example a decision will be made by March 1, 2012 whether to offer a scholarship for the 2012/13 Rotary year, for study in the 2013/14 academic year. If it is decided by March 1 to offer a scholarship, the application deadline will be the following August 15.

The application process and award will be managed by the Scholarship Grant sub-committee. Forms and Terms of Reference are available on the Rotary International website at the link following and must be submitted by email to the Scholarship sub-committee at [barry.litun@lethsd.ab.ca](mailto:barry.litun@lethsd.ab.ca)

[http://www.rotary.org/RIdocuments/en\\_pdf/fv\\_global\\_grants\\_scholar\\_application\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/fv_global_grants_scholar_application_en.pdf)

Consult the Scholarships sub-committee chair at [barry.litun@lethsd.ab.ca](mailto:barry.litun@lethsd.ab.ca) for more information. The District Grants Committee website has the contact information.

### ***Global Volunteer Training Team Grant***

The Global Vocational Training Team (VTT) Grant provides an opportunity for an exchange of teams with another Pilot district or to provide training along with a humanitarian project within one of the six areas of focus in another Pilot District. A team is comprised of 3-5 people (non- Rotarians) with a Rotarian Leader.

NOTE: The District sub-committee requests the details of the proposal to assist the applicant to submit first its proposal and second its application to TRF. TRF provides matching funds, the minimum budget will be \$30,000 -\$45,000 depending on amount of District DDF support. This represents a significant amount for a team to spend, TRF has stated that innovation and flexibility are sought, thus this amount of funding might include an “exchange” of teams with another Pilot District or more than one team going out in a given project, possibly to the same Pilot District or a Team trip might include a project related to its training theme.

Please access the relevant documents in the appendix or online for more information and key procedures, considering that the planning lead time may be more than 12 months long.

Team members must be non-Rotarians and will preferably be 25-45 years of age and have relevant experience to offer.

The VTT sub-committee chair can provide more information or look for applications on the Rotary International website

([http://www.rotary.org/RIdocuments/en\\_pdf/fv\\_global\\_grants\\_vtt\\_itinerary\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/fv_global_grants_vtt_itinerary_en.pdf)) and the District Grants webpage.

# APPENDICES

## ***Glossary***

CIP – Community Initiatives Program (Alberta Government grant)  
CRCID – Canadian Rotary Collaboration for International Development  
DDF – District Designated Funds  
DGC – District Grants Committee  
DGE – District Governor Elect  
DG – District Governor  
DRFC – District Rotary Foundation Chair  
TRF – The Rotary Foundation

## ***Key web links***

### **Grant Management Manual**

[http://www.rotary.org/RIdocuments/en\\_pdf/fv\\_grant\\_management\\_manual\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/fv_grant_management_manual_en.pdf)

### **Future Vision overview**

<http://www.rotary.org/en/members/runningaclub/fv/Pages/ridefault.aspx>

### **Global Grants**

[http://www.rotary.org/en/Members/RunningADistrict/FutureVisionPilotProgram/Pages/fv\\_global\\_grants.aspx](http://www.rotary.org/en/Members/RunningADistrict/FutureVisionPilotProgram/Pages/fv_global_grants.aspx)

### **Community Needs Assessment**

<http://www.rotary.org/en/serviceandfellowship/startaproject/Assessments/Pages/ridefault.aspx>

### **Areas of Focus**

<http://www.rotary.org/en/Members/RunningADistrict/FutureVisionPilotProgram/Pages/AreasofFocus.aspx>

### **Terms & Conditions**

[http://www.rotary.org/RIdocuments/en\\_pdf/fv\\_grant\\_terms\\_conditions\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/fv_grant_terms_conditions_en.pdf)

### **Member access – applications for Global Grants**

<https://www.rotary.org/en/selfservice/Pages/login.aspx>