

Programme

- 9.00am - bacon roll & coffee
- 9.45am - start
- 10.30am - break for coffee
- 10.50am - start second half
- 11.30am - quiz
- 11.45am - sign your MoU



Saturday 25th March 2020

District 1080 Grant Management Seminar

DRFC: Derek Rothwell
Grants Chair: John Beer



Purpose

- Understand how to manage a Rotary Foundation grant
- Learn stewardship expectations
- Prepare clubs to implement the memorandum of understanding
- Qualify clubs to receive grant funds



Agenda

Qualification Seminar

- Introduction
- Creating a Project
- Applying for a grant

Break

- Oversight and Reporting
- Qualification...



Part 1

Overview



Resources

- Rotary International website
- Foundation Support Team
- Under construction: District Website

- Use
<https://www.drothwell.uk/foundation>



Documents

- Club Memorandum of Understanding
- District Grant Application Form 2020-21
- District Grant Report Form 2020-21
- Global Grant Application Template
- Community Assessment Tools
- Grants Terms & Conditions
- Club Grant Management Manual



Stewardship Overview



15 minutes



District 1080 Grant Management Seminar

Grant Management

Ensures that projects

- Are administered with proper financial control
- Adhere to superior technical standards
- Meet the needs of the beneficiaries
- Fulfill their objectives
- Safeguard donors' funds



Successful Grant Projects

- Meet community needs
- Have frequent partner communication
- Have implementation plan
- Are sustainable
- Practice proper stewardship of funds



Stewardship

Stewardship is the responsible management and oversight of grant funds, including:

- Standard business practices
- Rotarian supervision
- Financial records review
- Oversight of funds
- Reporting of irregularities
- Timely submission of reports



Qualification Requirements

District must be qualified

- DRFC task

Club qualification

- President-Elect attends a grant management seminar
- Agree to club memorandum of understanding and submit signed MOU to district



Terms of Qualification

- Valid for one year
- Club responsibility for grant funds
- Disclose conflicts of interest
- Cooperate with all audits
- Use grant funds properly
- Implement the club MOU
 - This includes reporting requirements



Part 2

Creating a Project



Learning Objectives

- Identify best practices for choosing a project
- Develop a plan to implement your project
- Understand how to create measurable goals



Successful Grant Projects

- Real community needs
- Frequent partner communication
- Implementation plan
- Sustainable projects
- Proper stewardship of funds



Needs Assessment

- Choose a project that is based on the community's need
 - The community must need the project
- Assess resources of your club and potential partners
- Talk to the community



Project Planning

- Form a grant committee
- Assign roles
- Develop Implementation plan
- Agree Budget needed
- Contingency plan
- Document retention plan



Creating a Budget

How much do we need?

- Realistic assessment
- Reasonable prices
- Disclose conflicts of interest



Setting Goals

Where do we want to get to?

Goals should be:

- Measurable
- Sustainable
- Qualitative (descriptive)
- Quantitative (numeric)

GOAL SETTING

Specific

Measurable

Achievable

Realistic

Timely



Learning Review

- Identify best practices for choosing a project
- Develop a plan to implement your project
- Understand how to create measurable goals



Part 3

Applying for and Implementing a Grant



Learning Objectives

- Write a successful grant proposal and application
- Understand grant financing
- Review the importance of evaluation



Applying for District Grants

Timetable:

- Clubs develop plans for suitable projects during the planning phase leading up to **Club Assemblies**.
- Clubs supply brief details of their projects to the Foundation Grants Chairman by the **end of June**.
- **From 1 July**, Clubs submit more detailed application form to district grants Committee



Foundation Committee Timetable

- Receive draft applications before 1 July
- Receive reports from 2018-19 projects by 31 July
- Repay any unused Foundation money by 31 August
- Final applications by 31 August
- Block Grant request submitted 30 Sep

District Grants



District Grant Financials

50% AF Share 2019-20: \$42,465.19

District Grant: \$21,232

District Grant spent: \$28,963 (100%)

District Grant 2020-21: \$21,554



District Grant Funding

- Up to a 100% match of the financial contribution made by the Club
- Normal limit is £500, but DRFC applies discretion
- If more than £500 is requested it is expected that other clubs will also provide financial support to the project
- A District Grant may be used to fund up to 100% of significant events that have District-wide impacts, such as a District Peace Conference



What can a District Grant support?

- In line with Foundation rules, funding of additions to any structure in which individuals live, work, or engage in any gainful activity, e.g. toilets.
- Support Youth programs.
- Funding activities primarily implemented by an organisation other than Rotary. This cannot be an unrestricted cash donation and should be to support a **specific event or activity**.
- Rotarians should still have active involvement in the activity in some way, to ensure the element of service



Applying for Global Grants

- Online proposal and application
- Meet goals of area of focus and community assessment
- Be sustainable
- Involve Rotary clubs in two districts – host and international.
- Minimum budget of US\$30,000
- District confirms club is qualified



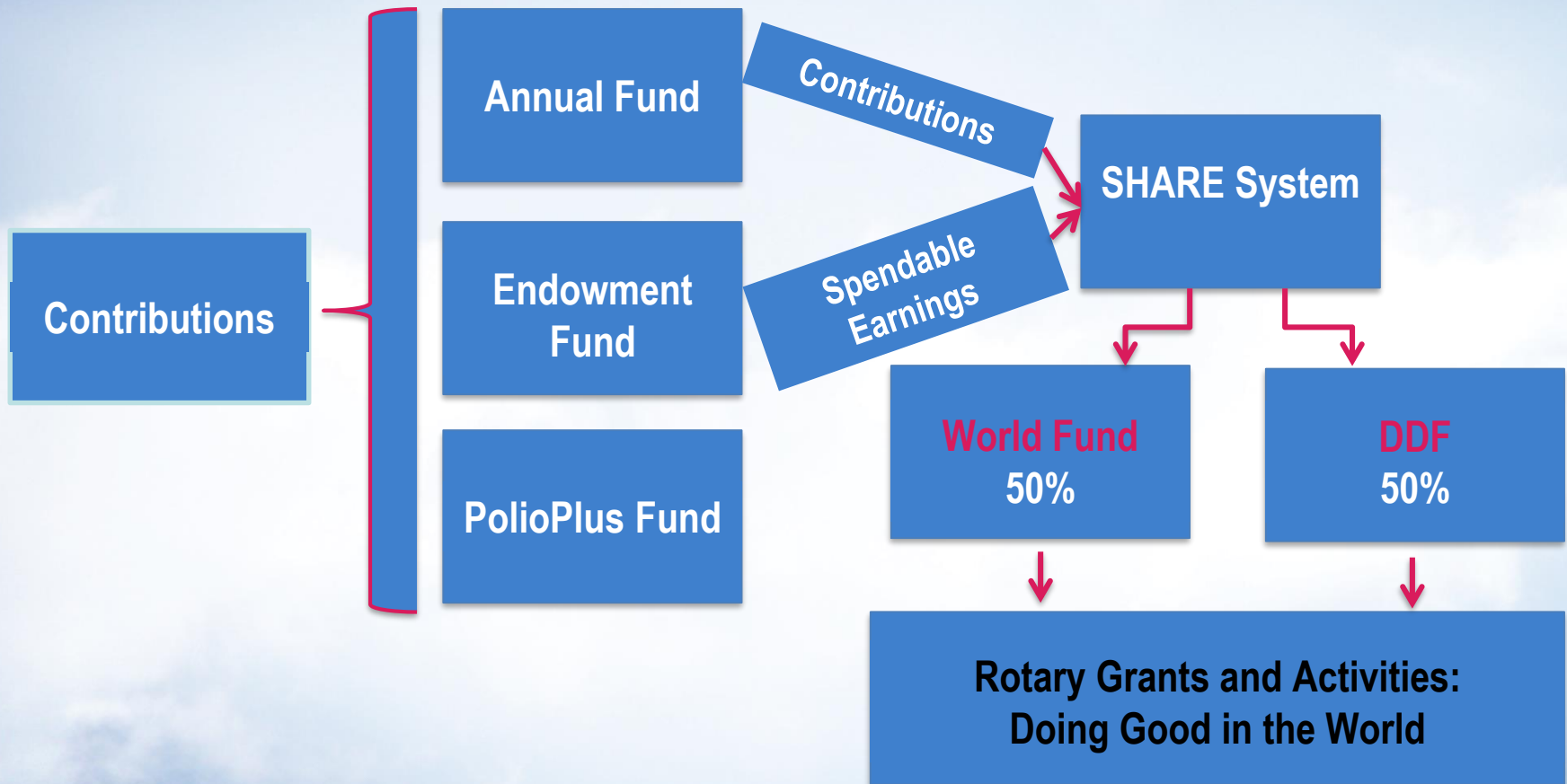
How much money does District have?

2020-21:

- 50% Annual Fund Share contributions
2017/18 = \$43,108
- Half is given to District projects = \$21,554
- Half available to Global Grant projects



SHARE system



Global Grant Financing

- DDF matched 100% with World Fund
- Rotarian cash contributions matched 50% with World Fund
- Non-Rotarian cash contributions



Where is the Grant money going?

Year 2019-20:

District Grant:	\$28,963
Teacher Training in India:	\$5,000
Woodbridge Deben Medical Equipment:	\$9,478
Rotary Peace Centres:	\$5,000
PolioPlus Fund:	\$11,500
DDF funded GG Scholar (Hilary King):	<u>\$22,469</u>
	\$59,941

2018-19: \$81,389



Break



Financing Guidelines

Contributions raised by Rotarians

- TRF will accept contributions for global grants submitted by Rotary Clubs and districts that are contributed by Rotarians, Clubs and districts, and **non-Rotarians** and **non-Rotary entities** as long as there is no conflict of interest
- Funds cannot come from other grants
- Contributions credited to donor

Global Grants



Areas of Focus



Peacebuilding and Conflict Prevention



Disease Prevention and Treatment



Water and Sanitation and Hygiene



Maternal and Child Health



Basic Education and Literacy



Community Economic Development

District Grants

Global Grants



Sustainability

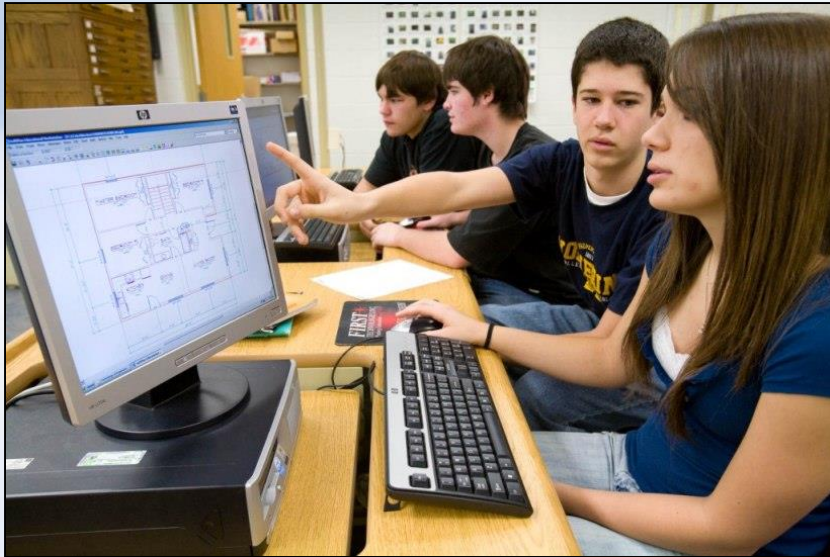
- Impact continues after funds are spent
- Optimal use of local resources
- Prepare professionals to increase impact

District Grants

Global Grants



Proposal



District Grants

Global Grants

- Identify community needs
- Describe activities and outcomes
- Relate activity to area of focus
- Estimated budget

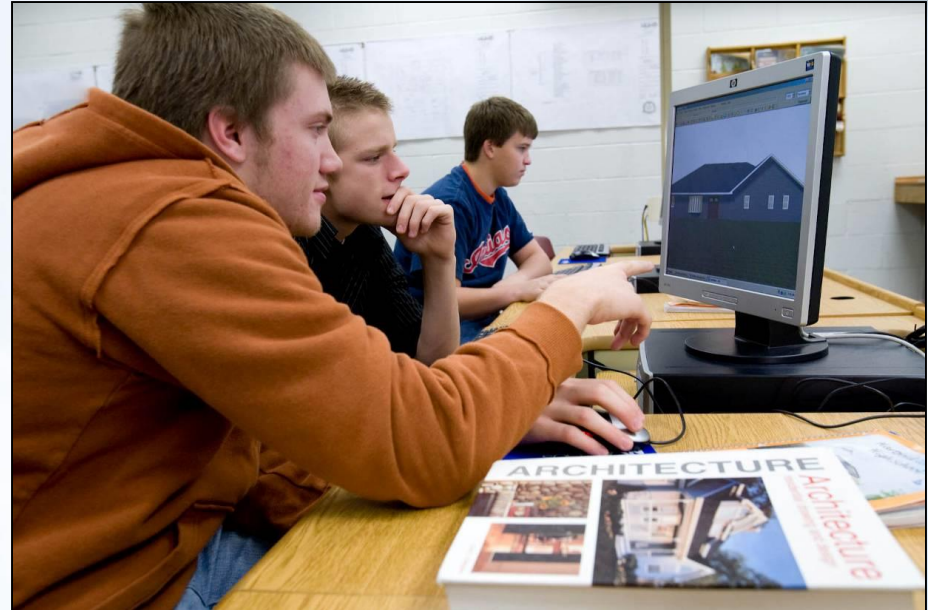


Application

District Grants

Global Grants

- Detailed plan
- How Rotarians will be involved
- How activity is sustainable
- Detailed budget



Submitting the application

Global Grants

- Before submitting an application online:
 - Complete the Global Grant Application Template and Community Assessment and present this to Grants Chairman.

District Grants

- Use the district grant application form



Implementation

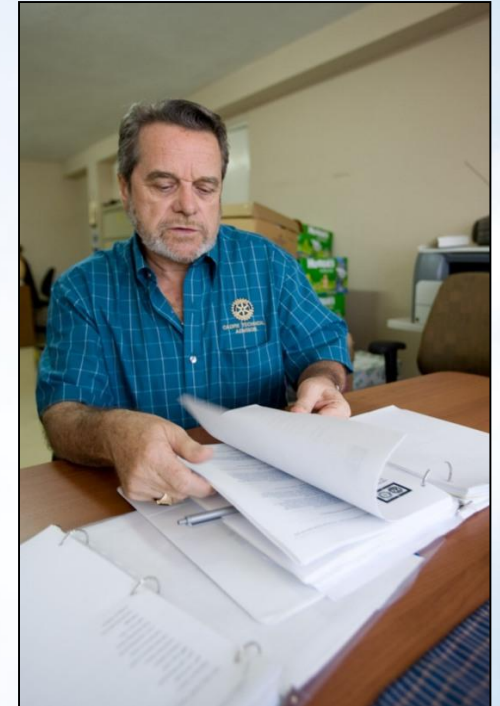


- Communication
- Financial management plan
- Record keeping
- Following original plan



Evaluation

- Assists with reporting
- Improves future projects
- Based on goals
- Ongoing process
- Identifies successes



Hosting a Visiting Global Scholar

- This involves taking part in a **Global Grant** - with all the responsibilities
- There is a requirement for a three-person grant committee for both host and international sponsors, indicating the Primary Contacts for the grant
- ***The Legal Agreement*** will have to be authorised by the Club President



Hilary King Scholar

- Funding *from* this District for a scholar
- We will have enough money every 2 years
- The district needs to identify a suitable candidate
- The candidate is responsible for gaining acceptance at a University abroad
- We welcomed Monika Niroula from Nepal in 2019-20 (this year!)



Learning Review

- Write a successful grant proposal and application
- Understand grant financing
- Review the importance of evaluation



Part 4

Oversight and Reporting



Learning Objectives

- Identify best practices for managing funds and record keeping
- Identify which documents need to be retained
- Understand reporting requirements



Financial Management Plan

- Bank account for funds
- Distributing funds
- Track funds
- Detailed ledger



Document Retention

- Provide access
- Retain for a minimum of five years
- Make copies



District Grant Reports

Use report template

Required at

- Completion of project
- At completion date on application form
- No later than 1 year after grant received



Global Grant Reports: Frequency

- Progress reports
 - Within 12 months of first payment
 - Every 12 months through the life of the grant
- Final report within 2 months of completion

Failure to provide accurate and timely grants reports to the Foundation will prevent both the primary host and international sponsors from receiving future global grants until an acceptable report is submitted.



Global Grant Reports: Content

- How partners were involved
- Type of activity
- Evaluation of project goals
- How area of focus goals were met
- How funds were spent
- Number of beneficiaries and how they benefited
- Completed online



Conflict of Interest

- Exists when a Rotarian benefits financially or personally from a grant
- Benefit can be direct (the Rotarian benefits) or indirect (an associate of the Rotarian benefits)
- Must be declared



Learning Objectives

- Identify best practices for managing funds and record keeping
- Identify which documents need to be retained
- Understand reporting requirements



Part 5

Qualification



Learning Objectives

- Understand qualification requirements
- Manage your club's qualification



Qualification Requirements

- President-Elect attends a grant management seminar
- Agree to club memorandum of understanding and submit signed MOU to district



Maintaining Qualification

- Follow terms of club MOU
- Appoint club member/committee to manage club qualification
- Fully implement stewardship practices to prevent misuse of funds



Learning Objectives

- Understand qualification requirements
- Manage club qualification



1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

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



2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest



3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

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



4. Bank Account Requirements

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

A. The club bank account must

1. Have a minimum of two Rotarian signatories from the club for disbursements
2. Be a low- or noninterest-bearing account

B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.

C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.

D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.

E. Bank statements must be available to support receipt and use of TRF grant funds.

F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

5. Report on Use of Grant Funds

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



6. Document Retention

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

A. Documents that must be maintained include, but are not limited to:

1. Bank information, including copies of past statements
2. Club qualification documents including a copy of the signed club MOU
3. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
4. Information related to grants, including receipts and invoices for all purchases

B. Club records must be accessible and available to Rotarians in the club and at the request of the district.

C. Documents must be maintained for a minimum of five years, or longer if required by local law.



7. Reporting Misuse of Grant Funds

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

Authorization and Agreement

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

On behalf of the Rotary Club of _____, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year _____ and will notify Rotary International District _____ of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	
Name	
Signature	
Date	

Club President-elect	
Term	
Name	
Signature	
Date	



What do I sign?

Authorization and Agreement

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

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Club President

Term

Name

Signature

Date

Club President-elect

Term

Name

Signature

Date



Final Questions

And Quiz



And finally...

Please sign your MOUs before
you leave today.

Give them to me or John

