**Flow of a Rotary Foundation Global Grant**

**In District 5500**

1. Initially, be sure your club is “qualified” to be a Host or International Sponsor of a Global Grant. In D5500 that means: 1) two club members attended a Grant Management Seminar (GMS) in the prior Rotary year; 2) the club is in “good standing” as defined by district bylaws, that is, the president attended PETS the prior Rotary year and the club is current on RI and District dues; 3) before July 1 the President appointed a club Rotary Foundation Chair, and 4) before initiating a grant application the President and President-Elect sign a Memorandum of Understanding.

 Additionally, at some point before a draft application is started, the Primary Contact in the Sponsor club must also attend a GMS.

2. Club has idea for project. (Rotary Showcase; Rotary Ideas; matchinggrants.org; members’ travels or contacts; contacts made at International Convention, etc.)

3. Identify potential international partner club. (Most projects are going to be in another country. Consider, however, having the site of the project in D5500.) Every Global Grant must have a Host Sponsor club and an International Sponsor club.

**Pre-application Preparation**

4. Become familiar with the Grant Center and the Grant Resources listed there. Go to www.rotary.org; click on My Rotary (you must first set up an account there); click on the Rotary Foundation; click on Grant Center.

5. Review resources and important documents, such as Guide to Global Grants 1000-EN (1015); Terms and Conditions for Rotary Foundation District Grants and Global Grants (Jan. 2019); Areas of Focus Policy Statements (Oct. 2018).

6. Consult with District Global Grants sub-committee Chair for initial reaction and ideas.

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7. **Conduct Community Assessment.** **Very important.** As of July 1, 2018 an Assessment is required. See Community Assessment Tools 605-EN- (119). Use not only outside experts, but talk to the beneficiaries to “see the world as they see the world”, making them “dignified agents of their own destiny.” The host Rotarians can do these interviews and focus groups—to make it a *Rotary project*. The objective is to learn what the community thinks it needs, not what Rotarians think it needs. Use Global Grants Community Assessment Results (Sept. 2017) to report your assessment findings in your application. District Grants are available to help fund Community Assessments.

8. Determine whether you will have a Humanitarian Project or a Vocational Training Team, or both—a “combo” grant.

9. Tentatively identify an Area of Focus. Try to have only one Area. Designating multiple Areas complicates the application and project.

10. Consult applicable Rotarian Action Group (RAG), or TRF Cadre of Technical Advisors (cadre@rotary.org) for initial technical advice and guidance. This can save you a lot of time and trouble and result in a better project. The D5500 Cadre of Global Grant Advisors can help guide you through the application process.

11. Communicate with international partner to define scope, goals, and purpose of project. If you have a time window, know that the ‘cycle time’ for grant approval can be up to three months after the application is submitted. If the application is incomplete or the Regional Grant Officer has questions or requests more information, it can take longer. It is therefore important to write a good, complete application in the first place.

12. Use the Global Grant Application Template (Dec. 2016) as a planning tool. It will ask for information you will need for the application.

13. Consider how Rotarians in Host and International Sponsor clubs will have hands-on involvement. Paying vendors and “monitoring’ the project is not hands-on involvement.

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14. **Consider how the project will be sustainable. Very important**. You will need to explain this in the application. For example, use local vendors; form a committee of community members to continue oversight of the project after it is completed; train the committee; train the beneficiaries to improve skills or behavior; will there be a local source of continual funding. (See “Six Steps to Sustainability”.) Depending on your Area of Focus, other aspects of sustainability may be at issue. Consulting with the Cadre or a RAG will make you aware of other factors. The Foundation favors including training in every project.

**15. Consider how to monitor and evaluate (M&E) the impact of the project. Very important**. Setting out a plan and explaining how this will be done is also required in the application. Results must be measured. This will involve getting a baseline of data before the project begins. See Global Grant Monitoring and Evaluation Plan Supplement (April, 2015).

16. Draft a tentative budget in local currency and in dollars.

**Application Process**

**17. Only after you have completed the assessments, planning, and steps set out above, go to the Grant Center to begin the 11-step application process.**

18. When you begin filling in the application, you will be given a Global Grant number. Your application is in “Draft” status.

19. Continue consulting with the District Grants Chair, the applicable RAG; Cadre of Technical Advisors, and your partner club. Consider consulting with the Regional Grant Officer (RGO), the staff person at the Rotary Foundation assigned to the district which is the site of the project. A roster of RGOs is in the list of Grant Resources at the Grant Center. The RGO is the person who scrutinizes the application after it is submitted and helps to decide if it should be approved. But they are very helpful in answering questions and giving guidance as you prepare the application.

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20. When you have prepared an itemized budget, continue fundraising and getting commitments of cash from clubs. Consult with Chair of District

Rotary Foundation Committee (DRFC) and District Grants Chair about availability of District Designated Funds (DDF) to support the grant.

21. In D5500, unlike most districts, club and individual checks are not sent to TRF to be applied to the account of the grant after approval. Rather, checks payable to The Rotary Foundation are sent to the District Global Grants Chair to be held until the application is approved. Upon approval, they are then sent to the Annual Fund. In replacement, the District allocates DDF to the grant in the amount of 125% of the cash raised, up to the first $10,000. Thereafter, the District allocates DDF in the amount of 100% of the second $10,000 cash. These figures are all determined and set out in the Funding page of the draft application.

22. When you and your partner sponsoring club consider the application to be complete and in final form, get approval of your District Global Grants Chair to proceed.

23. You then “Lock” the application. It can no longer be edited.

24. The application is then in “Authorizations Needed” status. The Chair of DRFC in both Districts receives a notice to approve the application. The Chair of DRFC and District Governor in any district allocating DDF receive a notice to approve allocations of the DDF; President of both sponsoring clubs is asked to approve the Legal Agreement section of the application.

25. After all authorizations are given, the application is then in “Submitted” status. Staff at TRF reviews it. They may come back with questions or request further information. So to minimize delay, try to do a good, complete job on the application before locking it. Note: if the application is not formally submitted within 12 months of initiation, it is canceled.

26. When the application is approved by staff, it is then in “Approved” status. Note: you cannot spend any money until the grant is approved and funded. Money spent before approval and receipt of funds cannot be reimbursed from grant funds.

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27. Upon approval, the World Fund of the Rotary Foundation matches any cash applied directly to the grant account at .5 to 1 and matches DDF at 1 to 1. In D5500, the District Global Grants sub-committee Chair then sends to the Annual Fund the checks that were being held. Note: when clubs in non-D5500 districts are contributing cash, getting the funds to Evanston can take weeks. Not until TRF receives all the funds from clubs in support of the grant, does it send funds for the project to the bank account designated by the host club. Money sent by clubs to TRF must include an additional 5% for administrative cost.

**Implementation**

28. After the project is funded, it is implemented as expeditiously as possible.

**Reporting**

29. Progress reports, usually prepared by the Host club with assistance from the International club, must be submitted within 12 months of first receiving the grant funds and every 12 months thereafter. Final reports must be submitted within 2 months of completion of the project. If the final report is accepted, the grant is closed.

**Resources in D5500**

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**Important D5500 Policy Documents (found at district website** [**www.rotaryd5500.org**](http://www.rotaryd5500.org) **)**

Requirements for clubs to be “Qualified” to Participate in Rotary Foundation Grants, as amended through March 11, 2019.

D5500 Policy on Allocation of DDF and Global Grant Funding Model, as amended through March 11, 2019

This Flow of a Rotary Foundation Global Grant in District 5500 can also be found on the district website. While not an official policy document of the District Rotary Foundation Committee, Rotarians may find it useful.

 Michael Drake

 Chair, DRFC 2016-19

 May 9, 2019

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