

Rotary International District 6910

Rotary Foundation Grants Management Plan, 2014-2015

PURPOSE AND OVERVIEW

This is District 6910 plan for managing Rotary Foundation Grant funds received by the District. The plan's scope is limited to the District's stewardship over District Designated Funds (DDF) used for District Grants and Global Grants as defined and specified by The Rotary Foundation (TRF) in various documents comprising the Rotary Foundation's funding model.

The management of District 6910 funds having to do solely with District operations is specifically excluded from this plan.

The District 6910 Rotary Stewardship Committee includes the District Governor Nominee, District Grants Service Chair, District Global Grants Coordinator, and the District Grants Coordinator. The District 6910 Stewardship Committee and the District Rotary Foundation Chair will have the opportunity and responsibility to manage that portion of District Designated Funds (DDF) designated for District and Global Grants. This amount may be as much as 50% of the District's total District Designated Funds for District Grants in any given year. The provisions of this plan will also apply to Global Grants.

GUIDING PRINCIPLES

The guiding principles behind the District's administration of the District and Global Grants are as follows:

- Projects funded with District and Global Grant funds must comply with The Rotary Foundation rules.
- The District desires that available grant funds be spread as widely as possible among clubs applying for District and Global Grants. Smaller clubs are encouraged to form partnerships to sponsor grant-funded projects.
- Grants should result in a lasting benefit to the targeted population. It is suggested that clubs partner to sponsor a single, larger project with broader and more lasting impact, and involve more District Rotarians.
- Guidelines for District Grant and Global Grant selection are posted on the District Foundation web page.
- Because a District Grant plan must be developed for the use of 50% of District Grants funds before the District can complete RI's on-line application for the District Block grant, club applications for District Grant funds must be submitted to the Stewardship Committee no later than April 30th of each year.
- Clubs are encouraged to partner with third-party organizations to expand the impact of their proposed projects. However, all projects funded by a District Grant must be proposed, managed and directed by Rotarians.

- The District's administration of District and Global Grants will, in all particulars, be in conformance with the requirements and intents of the Rotary Foundation District Memorandum of Understanding (MOU).

THE PLAN

Administration of District Grant Funds

The process for submission and evaluation of District Grant applications and the allocation of District Grant funds will be as follows:

1. Club Qualification to receive matching District Grant Funding: Clubs *must* be qualified to submit applications for District Grants. Qualifications include signing the Club MOU, being current on all RI and District Dues and being current on all Rotary Foundation grant reporting. Attendance at the Grants Management Seminar is a requirement for District Grants and Global Grants.
2. District Grant Application Information is available on the District 6910 Foundation web page: <http://www.rotarydistrict6910.org/>
3. Schedule for District Grant Applications: The deadline for submitting a District Grant request is April 30th of each year.
4. Processing District Grant Applications: The District Grants Service Chair, District Grants Coordinator and Vice District Grants Coordinator will review District Grant applications as they are received, and will work with the respective clubs to resolve any content or format issues relating to the application.
5. District Grant Funding Determination: The Stewardship Committee will review each application and determine a funding plan for the proposed projects, taking into account the funds available.
6. The Recommendations of the Stewardship Committee will be referred to the District Rotary Foundation Chair and District Governor for approval.
7. District Grant Funding Approval Dissemination: A list of funded District Grants will be disseminated to all clubs and District leadership as soon as practicable after approval by the District Rotary Foundation Chair and the District Governor.
8. Funding Procedure for District Grants: Approved projects will be funded as soon as practicable after the funding plan has been determined. The process shall be as follows:
 - a. The District Grants Service Chair will prepare the required submission to TRF for the district's District Block Grant request.

- b. After receipt of the DDF funds from TRF by D 6910, the District Treasurer will prepare checks for the various matching District Grants to the Rotary Clubs approved to receive the matching funds.
9. Funding Procedure for Global Grants (Bank Account held in District 6910):
 - a. TRF assigns a unique number to each grant.
 - b. After TRF approves the application for a Global Grant, it requests bank information for the funds.
 - c. The primary contact on the Global Grant requests bank information from the District Treasurer. With approval from the District Rotary Foundation Chair and District Global Grants Coordinator, the District Treasurer will set up a separate account for each Global Grant.
 - d. When funds arrive in the District bank account, the District Treasurer will notify the Global Grant primary contact as well as the District Global Grants Coordinator.
 - e. The primary contact will prepare a check request indicating the amount, the payee, the bank information (if it is a wire transfer) or the mailing address. Invoices or receipts must accompany this request. The request will be sent to the District Global Grants Coordinator for approval.
 - f. The District Treasurer will notify the District Rotary Foundation Chair and District Governor that the money is being expended.
 - g. The District Treasurer will prepare the wire transfer or check.
10. Funding Procedure for Global Grants(bank Account held by a Club):
 - a. TRF assigns a unique number to each Global Grant.
 - b. After TRF approves the application for the Global Grant, it requests bank information for the funds to be transferred.
 - c. The primary contact on the Global Grant requests bank information from the Club Treasurer. The Club Treasurer will set up a separate bank account for each Global Grant.
 - d. When funds arrive in the Club account, the Club treasurer will notify the Global Grants primary contact and the District Global Grants Coordinator.
 - e. When money is expended from this account with appropriate approvals, the Club Treasurer will notify the primary contact as well as the District Global Grants Coordinator and the District Rotary Foundation Chair.
11. Club District Grant Reporting Requirements: As a stipulation of receiving a District Grant the sponsoring club will comply with the following final reporting requirements:
 - a. A final report must be submitted within two months of full expenditure of grant funds or by May 31st of each year.
 - b. A detailed and clearly organized report of all expenses.
 - c. Copies of receipts for items purchased.

- d. A detailed account of Rotarian participation in the implementation of the grant, which reflects the required Rotarian activities.
12. Annual District Grants Activity Report: Each year in the period April – June, the District Grants Service Chair, and District Global Grants Coordinator will submit to the District Rotary Foundation Chair, the Chair of the Financial Review Committee, and the Chair of the District Stewardship Committee, a summary report of the status of all District Grants and Global Grants funded during the year. The report will include a list of all grants issued along with the following information:
 - a. Status (in progress, complete)
 - b. Whether interim reports were submitted as required
 - c. Whether final report was submitted
 - d. Any problems expressed
13. District Grants Record Keeping: The District Grants Service Chair will maintain electronic and/or hard copies of the following files in the District office for the retention times as indicated:
 - a. An individual file for each District Grant containing the following information -- Retention period = five (5) years after final report is received and approved:
 - the original District Grant application
 - a copy of bank statements indicating who received checks
 - copies of invoices and receipts
 - photos (if any)
 - interim reports (if any)
 - the final report
 - b. Copy of check requests made to fund the approved grants -- Retention period = five (5) years
 - c. District and Club qualification documents for Global and District Grants
 - d. Copies of reports submitted to the Rotary Foundation
14. District Grants Financial Accounting: The District Treasurer, in collaboration with the District Grants Service Chair will be responsible for the following:
 - Maintain a general ledger in accordance with Generally Accepted Accounting Principles (GAAP) and TRF rules and guidelines.
15. Signatory authority and custodianship of District Grant Bank Account:
 - When the holder of a position changes, the District Treasurer will ensure that new signature cards are completed within 60 days of the personnel change.
16. Financial Review:
 - a. Every six (6) months, the District Financial Review Committee will review all documents related to District 6910 grants in order to verify that the district is following the steps required of a good steward of Rotary Foundation Funds. The

review report will be submitted to the District Governor and the District Rotary Foundation Chair.

- b. The District Financial Review Committee will be appointed by the District Governor and the District Rotary Foundation Chair and will be comprised of at least three (3) active Rotarians who are independent and financially literate or one member who is a Past District Governor in accordance with TRF guidelines.
- c. A written report by the District Financial Review Committee will be submitted to the District Rotary Foundation Chair and the District Governor within 90 days of the end of the Rotary year.

17. Resolution of Discrepancies and/or Misuse of Funds:

- a. The District Rotary Foundation Chair will resolve any discrepancies or misuse of funds noted by the District Financial Review Committee, reporting those actions to the District Treasurer and the District Governor.
- b. The Rotary Foundation will be notified of any discrepancies and/or misuse of funds as soon as they are identified.

18. Report of Grant Activity to all clubs in the District:

Annually in July or August, the District Rotary Foundation Chair will transmit to all clubs and District leadership in the District a summary report regarding District Grant activity during the previous Rotary year.

19. Annual review and evaluation of the District Grant Management Plan:

Annually, within one month prior to or following the end of the Rotary year (June 30), the District Rotary Foundation Chair, District Grants Service Chair, District Global Grant Coordinator and the District Grants Coordinator will meet to assess the operational performance of this Grants Management Plan and make recommendations to the District Governor and District Governor Elect for changes.

20. Global Grant Financial Management:

When District 6910 receives Global Grant funds, such funds will be deposited in the separate Global Grant bank account outlined in sections 9 and 10 above

21. Changes to this Grant Management Plan:

This document may be changed from time to time to better serve the District's clubs, or to correct a deficiency in the plan. Suggested changes should be proposed to the District Rotary Foundation Chair.

Revised: 12.18.14 WLS/BA

1.4.15 DLC