

District 5110

Rotary Foundation Committee

Manual

Revised April 4, 2020

See Addendum for DDF Allocations and One-Year Variances

PURPOSE

The purpose of this manual is to place all general policies and procedures of the District Rotary Foundation Committee into a comprehensive Manual supplementary to and in support of the District Policy Manual. The intention is to make it easier for members of the District, and those charged with the responsibility to administer the District Foundation policies and procedures, to be familiar with, and have ready access to, the policies and procedures of the District Rotary Foundation Committee and its Subcommittees, separate from the general operational policies of the District.

ACKNOWLEDGMENTS

The original manual was prepared by members of the Future Vision Steering Committee as appointed by District Governor Chuck Root (2011-12) resulting from the new grant model of The Rotary Foundation effective 1 July 2013. The committee structure, policies and procedures in this Manual are based on The Rotary Foundation Code of Policies Article 7.020 as updated through January 2015.

FORWARD

It will be helpful to the reader to understand the lens through which this Manual was created. Using the 4-Way Test as a guide, these policies and procedures were written to provide the widest possible access to District Designated Funds (DDF) to the greatest number of District clubs. In other words, make grants accessible to all clubs.

Each year, the District Rotary Foundation Grant Committee will review available District Designated Funds (DDF), along with DDF carryover and accumulated Endowment Fund interest, and decide grant match amounts, DDF caps, and match ratios that will be favorable ensuring the highest number of clubs' access to DDF funds for both District Grant Projects and Global Grants.

There is a direct relationship between the amount of money donated to The Rotary Foundation Annual Fund and the amount of DDF available each year. Half of all Annual Fund-SHARE donations return to this district, three years after donation, in the form of DDF.

The District Rotary Foundation Committee and the District Governor Team share and endorse the vision of the greatest possible number of District clubs participating in grants programs. As with all District policies, this manual will be subject to review and possible amendment each year.

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PART I GRANTS – POLICIES AND PROCEDURES

District Grant Projects

Overview: District grant projects support local and international projects, scholarships, Youth services, vocational training teams (VTT), and related travel. These grants fund small-scale, short-term activities that address needs of the local community and communities abroad.

Humanitarian District Grant Projects

Policies

NOTE: also review The Rotary Foundation's (TRF) Terms and Conditions, District Grants. TRF Terms and Conditions supersede District policies.

1. The amount of District Designated Funds (DDF) available for district grant projects, the maximum DDF match per club per grant, and the maximum number of clubs per project will be determined annually by the District Rotary Foundation Executive Committee.
2. Up to \$500 of the total project budget is available for travel if essential to success of the international project. In order to complete a community assessment associated with a Global Grant pre-application the entire amount of a District Grant, including DDF may be used for travel and assessment.
3. Grants must be current from prior year to receive district grant project funding for a new implementation year.
4. Clubs must qualify each year to receive grant funds.
5. In order to receive DDF, the receiving club must have a bank account used solely for receiving and disbursing District grant project funds. TRF allows, and District 5110 requires, that this account be named "The Rotary Club of XXX District Grant Project Account" and must be a low or non-interest bearing account. Deposits of DDF and club cash for multiple grants can be comingled in this account but each district grant project must be tracked separately using standard fund accounting. ***Clubs who partner with another club and who do not handle any of the money will not be required to be qualified as defined in this document but must still be actively involved in project activities. Such partnership will be considered the first priority for each club. (May 2018).***
6. Any club cash that is not related to the project(s) is not to be comingled with district grant project funds in the grant account.
7. With each application submission, clubs must provide a digital image of one (1) of the following: a pre-printed bank deposit slip, OR a voided check.
8. For district grant projects, members from participating clubs that contribute cash must demonstrate Rotarian participation. Examples of participation include: project development, publicity, presenting a program, financial management, hands-on work, media development, public relations, and being a liaison to the international country.
9. The District and its member clubs are required to maintain grant-specific records for five (5) years.
 - a. Examples of documents that must be retained include:
 - b. Bank statements - Vendor correspondence
 - c. Photos - Scholarship correspondence
 - d. Receipts >\$75 - Quotes
 - e. Any documentation relating to the (MOU) or (FMP)

10. If D5110 clubs' requests for DDF exceed the amount of DDF that is available, the following will be instituted:
 - a. Clubs will be allowed to submit two grant proposals and must indicate which is priority #1 and which is #2. When a project involves more than one club contributing cash and receiving DDF the project counts as one of the two allotted projects for each of the participating clubs.
 - b. If there are not sufficient DDF to fund all first priority grant proposals, the DRFC will hold a random drawing to eliminate grants until requests are balanced with available DDF. Any clubs that voluntarily reduces a grant or DDF request in the application year will not participate in the random drawing and will be guaranteed funding for their first priority grant request for the new grant year.
 - c. If all priority #1 projects are funded and there is still DDF remaining, 2nd priority projects will be ranked by a DRFC random drawing and funded in that order. (Resolution 2017-001)
11. District 5110 will report annually on the use of District block-grant funds to the District member clubs as required by the terms and conditions of TRF. Reports will be published on DaCdb.com (district database), the District web site, and available at annual District business meeting.
12. The District may set aside up to 3% of the District block-grant funds for administrative costs directly related to grant execution per TRF policy.
13. If a club subsequently withdraws their district grant project application, the DDF for that grant will be moved to the spending plan contingency fund.
14. The District Rotary Foundation Chair (DRFC) and District Governor (DG) shall both approve expenditure of funds in the contingency fund.
15. A club may submit an application for a district grant project that is different than the initial application that was submitted prior to June 1st. Any changes to the district grant project application must follow District policy, and in the event of this happening, the DDF requested cannot exceed the original amount requested and the new project concept must be approved by the District and by TRF.

Procedures

Applies to District 5110 clubs making an application for a district grant project requiring a cash match for DDF.

1. Step 1:
 - a) By June 1st prior to the implementation year, complete a District Grant Request Form on DaCdb.com, indicating district grant project intent and DDF request.
 - b) The grant request simply summarizes what the district grant project will entail, including the amount of DDF.
2. Step 2:
 - a) Once the spending plan is approved by TRF, clubs may submit the full application to the District Grants Subcommittee through DaCdb.com. Final application must be submitted by October 15.
 - b) Electronically attach all support documents (drawings, pictures, bids, letters, etc.) to the full grant application in DaCdb.com

- c) Open a Club Grants checking account to receive deposits of club cash and DDF for the district grant project. This separate account is a requirement of FMP and MOU.
- d) Electronically attach a scanned image of a pre-printed deposit slip or voided check to the online full application for the grant.
- e) Submit the final report to District Grants Subcommittee within 18 months from the date the funds are deposited into the Club Grants Account. If at 12 months the project is not completed, an interim report will be required and then a final report required by the 18-month deadline. **Funding for a new program year grant will not be released until an interim or final report is accepted.**
- f) Maintain all project records for five (5) years from the date the project is completed.

Vocational Training Teams (VTT)

Overview: VTTs build on the Foundation's longstanding commitment to vocational training, first formalized with the Group Study Exchange program. VTTs take the concept of enabling professionals to observe their profession in another country a step further by offering participants the opportunity to use their skills to help and train others. Activities vary from one team to the next but may include training medical professionals or sharing best practices in the given field of expertise. Hands-on activities vary for each VTT.

Policies

1. VTTs address a humanitarian need by providing or receiving professional training.
2. Teams must be composed of at least two (2) members with at least two (2) years of experience in the project's area of interest. Team composition may include Rotarians and non-Rotarians of any age. Relatives of Rotarians may participate in a vocational training team.
3. Team leader may be a Rotarian of any age and is selected by the club.
4. All team members must be selected and approved by the club.
5. The focus of VTT, as identified by the clubs involved, may include cultural and social activities along with training and onsite visits.
6. The length of the visit will be determined by the training needs being addressed, the project goals, and the sponsoring clubs.
7. The VTT budget will be determined by the sponsoring clubs on the submitted district grant project application.
8. The lead club on the grant is responsible for maintaining emergency contact information and travel itineraries for the VTT members.
9. The \$500 limit on travel for international grants does not apply.
10. A district-sponsored VTT will be required to follow the same policy as clubs in order to receive matching DDF.

Procedures

1. Club(s) wishing to submit a district grant project that is a VTT in structure will follow the same instructions as listed above for humanitarian district grant project funds. It is advised that clubs contact the District Grant subcommittee chair prior to submitting application for additional instructions and support.

2. On completion of the project, the VTT members are encouraged to participate in club and District activities and share their experiences with other District clubs.

Group Study Exchange (GSE)

Overview: Group Study Exchange (GSE) is about enabling young professionals to observe their professions in other countries, to experience other cultures and share our culture with others. While the focus is vocational, the intent is to build goodwill and world understanding.

Policies

1. Grants must support TRF's mission of Doing Good in the World.
2. Team members will be between the ages of 25-40 years old.
3. Teams will be composed of a Rotarian team leader (of any age) and 4-6 members. No more than 2 Rotarians can be on the team, not including the team leader.
4. The team leader will be selected by the GSE Subcommittee.
5. Team members will be selected by the GSE Subcommittee and the team leader.
6. Each team member may be expected to pay a small fee to help offset costs to the District.
7. District 5110 DGE will select the host District for the exchange.
8. The length of each visit will be determined by the partner Districts and will typically be 3-4 weeks in length.
9. The DDF allocation for a district-sponsored GSE will be determined by the District Rotary Foundation Executive committee each year.
10. For a district-sponsored GSE, the District will be required to follow the same policy as district clubs in order to receive DDF.

Procedures

1. DGE and GSE subcommittee chair will notify clubs that applications are being accepted for GSE team members and alternates.
2. DGE and GSE subcommittee chair will develop and post a timeline for outbound and inbound team travel.
3. GSE subcommittee will interview and select team leader.
4. GSE subcommittee and team leader will interview and select team members.
5. GSE subcommittee will develop and implement a training & orientation schedule for the team.
6. GSE team members will be encouraged to share experiences with District clubs and present experience at the District Conference.

Global Grants

Global Humanitarian Grants

Policies

NOTE: Please also review The Rotary Foundation's Terms and Conditions, Global Grants. TRF Terms and Conditions supersede District policies.

1. The number of global grant proposals and the number of open global grants per club per Rotary year will be determined annually by the District Rotary Foundation Subcommittee prior to the last Grant Meeting of the current Rotary year. *NOTE: a global grant may have the final report accepted*

yet be monitored for additional years. This situation does not count towards the maximum number of open grants per club

2. Each global grant application must stand on its own and satisfy all requirements of a comprehensive global grant through completion of the grant project.
3. Annually, the maximum amount of DDF a club can request will be reviewed and determined as soon as feasible by the District Rotary Foundation Subcommittee.
4. DDF awards will be on a first come, first served basis.
5. If there is insufficient DDF to fully fund all proposals on the agenda at a Grant meeting, the following protocol will be followed:
 - a) The requesting clubs will be asked if they can defer request until the new grant year. The club will receive priority consideration and the most favorable match (between the application year and the new grant year) of DDF if they defer.
 - b) The requesting clubs will be asked if they can adjust their DDF request.
 - c) If the above steps are not sufficient, the DFRC will hold a random drawing at the Grants meeting to determine which will be funded. (a-c changed w/ Resolution 2017-001)
6. Consistent with TRF policy, it is the policy of District 5110 that cash contributions to clubs from cooperating organizations will not be considered for a DDF match. Clubs are asked to apply 4- Way Test in completing grant proposal and identifying total club cash contribution to project.
7. District 5110 does not match club or district contributions from other Districts.
8. To present a proposal at least 50% of the total cash contributed through clubs in District 5110 (including non-Rotarian Contributions and other Rotary/District contributions) must be secured. A member from the primary international or host club must be present at the Grant meeting to present the proposal.
9. Clubs must be in good standing with the District and Rotary International (RI) to receive grant funds.
10. Clubs must qualify annually before they can apply for DDF for a global grant.

Procedures (with a DDF Match)

1. The primary international club (submitter of the grant application to TRF) must electronically submit a completed Global Grant Pre-Application Form (including the DDF match request) to the Global Grants Chair at least thirty (30) days before the Grant meeting where it will be presented for approval.
2. To present a proposal 50% of the total cash contributed through clubs in District 5110 (including non-Rotarian Contributions and other Rotary/District contributions) must be secured. A member from the primary international or host club must be present at the Grant meeting to present the proposal.
3. District 5110 Quarterly Grant meeting attendees shall comprise the voting body for approval of District 5110 DDF assigned to a given Global Grant. Approval is given by majority hand or voice vote following adequate time given for comments, generally no more than 10 or 15 minutes. Incomplete or non-approved Global Grants may be brought back to a subsequent Quarterly Grants Meeting with the necessary changes
4. District 5110 DDF for Global Grants is only approved at Quarterly Grant Meetings. The expenditure of District 5110 DDF after the last Quarterly Grants Meeting is determined under the policy governing DDF carryover.

5. Upon approval of the Global Grant pre-application, DDF (up to the District maximum cap for that Rotary year), will encumber for twelve (12) months, provided the following timelines are met:
 - a) After grant pre-application has been approved by the District, qualified clubs in District 5110 then apply for Global Grants to the Rotary Foundation (TRF) using My Rotary at the Rotary website (www.rotary.org). The recommended timeline to avoid long delays in limiting the use of DDF is as follows:
 - b) A Global Grant number is assigned by TRF within 3 months.
 - c) The grant proposal is in “Submitted” category within 6 months.
 - d) The grant proposal is “approved” by TRF within 12 months.
 - e) If the timelines above are not met, the encumbered DDF may be released to the District DDF pool for other Global Grants. To avoid release of DDF, good cause must be presented to the Grants Subcommittee Chair for approval of an extension.
6. The primary international or host club is responsible for collecting all cash contributions from all clubs and submitting the funds to TRF in accordance with TRF procedures.
7. The DRFC from District 5110 will sign on the proposal when he or she determines it is in the best interests of District 5110. (Resolution 2017-001)
8. District 5110 DDF is primarily intended to finance projects where District 5110 clubs are the primary sponsors (international or host). Subject to annual review of this policy by the District Rotary Foundation Executive Committee, clubs interested in supporting another district’s project and securing 5110 DDF match for their club cash, must submit a pre-application at a Quarterly Grants Meeting and will only be eligible for matching DDF as follows;
 - a) The request from the District 5110 club included a detailed description of the direct involvement of District 5110 Rotarians in execution of the project; and
 - b) The attendees of the Quarterly Grants Meeting determine that such involvement is significant and important to the success of the project; and
 - c) The attendees of the Quarterly Grant Meeting approve the expenditure of District 5110 DDF based on the grant pre-application.
9. Copies of all TRF-required reports must be sent to the Global Grants Chair.

Global Grant Scholars

Overview: The purpose of the Global Grant Scholarship program is to support international study at the graduate level. The amount of District Designated Funds (DDF) available for district grant projects, the maximum DDF match per club per grant, and the maximum number of clubs per project will be determined annually by the District Rotary Foundation Executive Committee.

Policies

1. Club submits an applicant for a graduate-level program at an institution of learning in another country. Applicants may be from outside the US for study at an institution in District 5110.
2. Grant requests must be for funding for one or more academic years of study.
3. Applicants must provide official proof of acceptance for admission to the institution of learning, including the appropriate school/department. A letter of invitation to conduct post-graduate- level research or admission that requires a guarantee of financial support would also be acceptable.
4. Applicants must sign the TRF terms and conditions in the global grant application.
5. Clubs can apply for GG scholar without club cash.

6. Clubs must submit the application for a Global Scholar by the published date each year.
7. If more than one Global scholar, the District Rotary Foundation Scholarship Committee will interview applicants and make selection.

Procedures

1. The applicant submits a Global Grant Scholarship Application and a resume to a D5110 Rotary club and the club interviews the applicant.
2. If the club accepts the applicant, it forwards to the District Scholarship Committee the following:
 3. Global Grant Scholarship Application
 4. Official College/University transcript and resume
 5. Estimated Budget
 6. Proposed humanitarian project in the host district(optional)
 7. Club's signed endorsement of the applicant
 8. Complete information regarding;
 9. How the scholar's program of study relates to the selected area of focus;
10. The educational and professional goals of the scholar and how the scholarship will advance these goals,
11. How the scholar will use his/her education to address a need on a long-term basis in his/her hosting and or international sponsoring community.
12. Timeline for application:
 - a. July 1 - September 15: The district committee will notify clubs of the grant possibility, encourage them to consider inbound applicants as well as outbound students, and provide application form, sample budget, and instructions.
 - b. September 1 – January 15 Clubs advertise the grant opportunity to local students and/or students at international partner clubs, and develop a committee for accepting, reviewing and interviewing scholarship applicants according to Global Grant Scholarship Guidelines.
 - c. January 15 – By this date, Rotary Clubs must submit to the District Scholarship Committee Chair their proposed candidates' applications, including resumes and official college/university transcripts. Proposals will be evaluated based on how well they address the goals and selection criteria of the Global Grants Scholarship, including one of Rotary's six areas of focus.
 - d. February 15 – Proposed applicants and Sponsor Clubs notified of interview decision and schedule.
 - e. Mid-February – Applicants will be interviewed by the District committee.
 - f. March 1 – Interviewed applicants and Sponsor Clubs will be notified of decision on or before this date. District Scholarship Committee will proceed with the two-step grants application process of The Rotary Foundation. The selected scholar will proceed with application to his/her chosen institute of higher education.
13. Clubs which submit a candidate application agree to provide the following should their candidate be selected for the scholarship:
14. Assign a specific Rotarian host counselor to be a point of contact for the scholar;

15. Assist scholar with university registration;
16. Assist scholar in finding housing;
17. Assist scholar with general tasks such as opening a bank account, identifying grocery shopping options, selecting a physician, borrowing furniture, cooking utensils, or bedding, etc.;
18. Provide occasional transportation, such as pickup at the airport upon arrival.

Global Grant Vocational Training Team (VTT)

Policies

Note: please refer to TRF Terms and Conditions for more information.

1. A global grant VTT must align with one or more areas of focus, build the capacity of either the team members or of the benefiting community, and have a sustainable and measurable impact.
2. Teams must consist of at least two members (Rotarians or non-Rotarians), with at least two years of professional experience in the designated area of focus, and a Rotary team leader with expertise in the area of focus, international experience, and general Rotary knowledge. Under special circumstances the team leader maybe a non-Rotarian.
3. VTT members must submit individual applications to supplement the overall grant application.
4. Rotarians and their family members may participate in a vocational training team as long as the team is providing training - not receiving training and they meet eligibility requirements.
5. All team members must be approved by TRF prior to travel.
6. Airfare for any travel funded by TRF grans must be booked through Rotary International Travel Services.
7. The sponsoring club(s) is responsible for maintaining emergency contact information and travel itineraries for all grant recipients traveling on grant funds.
8. Non-Rotarians participating in a VTT are expected to demonstrate knowledge of Rotary, participate in orientation session before departure, participate in club and District activities as request by their sponsors, and be proficient in the language of the host country.
9. A district-sponsored Global VTT grant will be determined by the District Rotary Foundation Chair and District Governor.

Procedures

1. Follow procedures outlined in Humanitarian Global grants.

PART II. GENERAL POLICIES AND PROCEDURES

QUALIFICATION PROCESS

Policies

District Qualification

To participate in District-block grant and global grants, the District shall complete an online qualification process and agree to implement the financial and stewardship requirements as stated in the Memorandum of Understanding (MOU). By successfully completing these requirements, a District becomes qualified and eligible to participate in The Rotary Foundation grants programs.

Club Qualification – District Grant Projects

1. To request and receive DDF match for a district grant project, a club must: 1) sign MOU, 2) sign and implement FMP, and 3) have at least one contact declare and sign Letter of Intent to comply with all terms and conditions of MOU, FMP, and TRF Terms and Conditions Manual. **Clubs partnering with another club and not handling any of the money, but being an active participant, do not have to comply with this paragraph.**
2. To request and receive DDF match for district grant project, a club must be in good standing with Rotary International and the District.
3. To request and receive DDF match for a project, a club must be current with all TRF reports.
4. The club's President-Elect must attend PRE-PETS and PETS or attend a District Governor approved grant management seminar or class.

Club Qualification – Global Grants

Overview: Clubs must be qualified to request and receive funds from the District and from The Rotary Foundation for global grants. Clubs serving as the primary sponsor on a global grant shall have two representatives trained in global grant management. The PE shall be trained at PRE-PETS/PETS each year or equivalent training as approved by DRFCC and will automatically qualify as 1 of the 2 representatives from their club. A second representative shall receive training at a grant management seminar (GMS). Clubs can have more than the required 2 representatives attend a GMS.

1. Clubs shall submit a Memorandum of Understanding (MOU) and financial management plan (FMP) with proper signatures to the District Stewardship Chair each year.
2. Clubs shall follow the terms and conditions of the MOU and FMP as submitted to the District.
3. To request/ receive DDF match for global grant, a club must be in good standing with the District, RI, and TRF.
4. To request / receive DDF match for a grant project, a club must be current with all TRF reports.

DISTRICT DESIGNATED FUNDS (DDF)

Overview: Funds for TRF programs are distributed worldwide through the SHARE system. Per TRF policy, the District's Annual Fund contributions are divided into 2 funds: 45% is credited to the World Fund and 50% to the DDF for use in 3 years. The Foundation uses the portion credited to the World Fund to pay for grants and programs that are available to all Rotary Districts. The District uses the DDF to participate in grants and programs. The remaining 5% is used to support administrative costs.

Policies

1. The District Rotary Foundation Executive Committee will determine the DDF allocation between global and district grant projects prior to the implementation year. Global grants must receive a minimum of 50% of the DDF.
2. Policies and procedures to administer allocation of DDF will be reviewed annually with a request for input from the clubs and the District Rotary Foundation subcommittees.
3. The District Governor and the District Rotary Foundation Chair will determine possible expenditures of any residual GG DDF and district grant contingency fund. Deadlines for expenditure of district contingency fund will be April 1st, with June 15th being the date to determine expenditure of residual global grant DDF. All carryover is credited to global grant DDF for the following Rotary year per TRF policy.
4. DDF accounting will be tracked by the DDF Manager through the Stewardship Subcommittee.

Procedures (prior to Implementation Year)

1. July: District Rotary Foundation Chair solicits from DGE interest in funding an inbound or outbound District GSE team (or both).
2. January: District Rotary Foundation Chair reviews with Global Grants (GG) Chair any encumbered DDF for global grants to date.
3. February/March: District Rotary Foundation Executive Committee meets to discuss and vote on DDF allocation, including district/global split, based on:
 4. Subcommittee requests and input from clubs
 5. Amount of DDF available, including carryover from previous years on GG side
6. April: District Governor and District Rotary Foundation Chair determine allocation of District grant contingency fund.
7. June: District Governor and District Rotary Foundation Chair determine allocation of residual GG DDF.

PART III ADMINISTRATIVE POSITIONS AND SUBCOMMITTEES ADMINISTRATION

District Rotary Foundation Committee Chair (DRFC)

Overview: The DRFC will be appointed for a three-year term, in compliance with TRF requirements. The DRFC must have significant knowledge of, commitment to, and experience with Rotary Foundation activities.

Responsibilities:

1. Reports monthly to the District Governor on all District Foundation activities, including the qualification status of clubs and the District.
2. Assures compliance with all District 5110 and TRF policies and procedures.
3. Oversees and serves as an ex-officio member of all subcommittees.
4. Assists the District Governor-Elect in collecting input from clubs before establishing District Foundation goals for the upcoming year.
5. Provides an authorizing signature (one of two), determining use of the District Designated Funds, reflecting committee decisions.
6. Works with the District Governor and District Trainer to plan, organize, and promote district seminars (Grant Management Seminar, District Rotary Foundation Seminar, District Training Assembly and Presidents-Elect Training Seminar).
7. Reports the yearly findings of the District Rotary Foundation Grants Audit Subcommittee review (or independent financial assessment) to the District's member clubs within three months of the completion of each Rotary year.
8. Confirms that global grant applications are completed, and the sponsor clubs are qualified.
9. Oversees the District qualification process and compliance with the requirements of qualifying.
10. Validates member clubs' qualification status.

11. Shares responsibility with the District Governor and District Governor-Elect in establishing an effective succession plan to ensure retention of District Foundation information and documentation.
12. Assists the District Governor in nominating qualified recipients for District Rotary Foundation awards.
13. Works with District Rotary Foundation subcommittee chairs in reporting to the District Secretary a summary of the activities of the committee prior to the annual District Conference. The District Secretary's summary report is part of the annual record for the program year.
14. Works with District Governor and others to ensure completion of data entry on Rotary Club Central.
15. Develops an overall web presence for The Rotary Foundation on the District web site.
16. Produces a quarterly District Foundation newsletter.
17. Assures clubs have access to District Foundation information and documents.

District Rotary Foundation Executive Committee

Overview: Responsible for decisions on allocation of DDF, number of clubs per district grant projects, maximum awards of DDF on district and global grants and ratio of match to club cash. Membership is comprised of DRFC, DG, DGE, Executive AG, Fund Development, Stewardship, and Grants Subcommittees.

Responsibilities:

1. Determine annual allocation of DDF with input from full District Rotary Foundation Committee.
2. Determine DDF maximum awards annually by July 31st.

District Rotary Foundation Committee Club Representative

Overview: Assures that clubs are engaged in the decisions and operations of the District Rotary Foundation Committee. Position is automatically filled by Executive AG, or their designee selected from the Area Assistant Governors.

Responsibilities:

1. Develops a club outreach activity to assure clubs have input into decisions and operations of the Foundation Committee.
2. Provides club input to developing District Rotary Foundation Committee decisions.

SUB-COMMITTEES

Fund Development Sub-Committee

Overview: The Fund Development Subcommittee is responsible for all fundraising activities of the District. Is directly responsible for the development and implementation of the annual giving plan including Annual Fund, PolioPlus, Paul Harris Society, and Endowment Fund. Subcommittee creates and oversees the implementation of a strategic approach to annual fundraising goals as established by the DGE and DFRC. Membership is comprised of a subcommittee chair appointed by DRFC and DGE plus chairs of Annual Giving, PolioPlus, Paul Harris Society and Endowment Fund along with others appointed by the chair of the subcommittee.

NOTE: District Governor-Designate (DGD) becomes a member of this committee when selected.

Sub-Chair Responsibilities:

1. Collaborate with the DGE and DRFC to create a fund development plan in support of program giving consistent with the goals of the clubs, District, and TRF.
2. Implement the fund development plans in accordance with ethical fundraising principles and TRF guidelines.
3. Monitor and evaluate all district fundraising activities to ensure that the fundraising goals are being achieved.
4. In consultation with the DGE and DRFC, recruit, interview, and select well-qualified Annual program, Endowment fund, and PolioPlus chairs.
5. Monitor and analyze regular reports on progress towards club and District giving goals as related to fundraising.
6. Create reports, monitor expenses, and analyze reports on fund development, and recommend changes as necessary to DRFC and DG.
7. Maintain records retention system for historical reference and district archiving of important documents. (5 years or IRS statute, whichever is more restrictive).

Sub-Committee Responsibilities:

1. Motivates, promotes, educates, and advises clubs on setting fundraising goals and strategies for achieving them during program year.
2. Supports and coordinates club and District fundraising activities for the Annual Fund, Endowment Fund, and PolioPlus.
3. Motivates, promotes, educates, and advises clubs on all Rotary Foundation fundraising initiatives.
4. Coordinates donor appreciation events within the district to ensure that clubs and members are given appropriate recognition.
5. Provides input on District Designated Fund allocation.
6. Advocates for donations from Rotarians, clubs, the District, and of District Designated Funds for PolioPlus annually.
7. Organizes at least one PolioPlus district activity during the Rotary year.
8. Assists the District Governor, the Foundation Training Committee, and the District Trainer in presenting PolioPlus and the Rotary Peace Centers as part of Rotary Foundation training at District meetings.
9. Coordinates with national and/or regional PolioPlus committees, governmental, and non-governmental agencies in the implementation of polio eradication activities.

Grants Sub-Committee

Overview: The Grants Subcommittee manages, promotes and encourages participation in Rotary Foundation grants and support of the Rotary Peace Centers program. The subcommittee helps clubs and members participate in grant-funded educational, vocational, and humanitarian programs. Membership is comprised of the DGSC, appointed by District Rotary Foundation Chair and DGE, and any interested Rotarians appointed by the subcommittee chair.

Responsibilities:

1. Ensures implementation of proper stewardship and grant management practices for all club and district-sponsored grants, including reporting to The Rotary Foundation (TRF) on all grants.
2. Serves as a district expert and resource on all Rotary Foundation grants.

3. Follows and enforces the terms and conditions of grant awards for district and global grants.
4. Disseminates and conducts club education on TRF grants.
5. Works with the District Rotary Foundation Chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
6. Establishes and maintains appropriate grant management recordkeeping systems.
7. Confirms that global grant applications are complete and confirms the sponsor clubs are qualified.
8. Confirms placement of grant reports on Rotary Showcase for all completed grants in cooperation with Stewardship Committee.
9. Ensures that grants are executed in a manner that avoids conflicts of interest.
10. Provides input on District Designated Fund (DDF) allocation.

District Grants Sub-committee (District grant projects)

Overview: Clubs' district grant projects support local and international humanitarian service projects, scholarships, youth services, and vocational training teams (VTT). Projects can occur in both Rotary and non-Rotary countries and do not need to be sustainable nor incorporate the six areas of focus.

Membership is comprised of a subcommittee chair appointed by the DRFC and DGE – ideally for a three-year term, and up to five (5) interested Rotarians (from different clubs) appointed by the subcommittee chair.

Responsibilities:

1. Manages the club district grant projects which encompass humanitarian service projects, RYLA, vocational training teams (VTT) and scholars.
2. Follows and enforces the terms and conditions of grant awards for district grant projects. Disseminates and conducts club education on the terms and conditions.
3. Implements district grant project policies that outline the distribution of grant funds.
4. Works with the District Rotary Foundation Chair, Grants Chair, Grants Treasurer and Stewardship Subcommittee to disburse grant funds and ensures that proper records of grant activity are maintained for reporting purposes.
5. Ensures implementation of proper stewardship and grant management practices for all club and district-sponsored grants, including reporting to TRF on all grants.
6. Maintains appropriate district grant project management recordkeeping systems in cooperation with the Stewardship Subcommittee.
7. Provides input on DDF allocation.

Global Grants Sub-committee

Overview: Global grants are used for international humanitarian projects, vocational training teams and scholarships. They must take place in a country where there is a qualified Rotary Club. Membership is comprised of the District Governor, the District Rotary Foundation Chair, the Grant Committee Chair and interested Rotarians appointed by the committee chair. The committee chair is appointed by the District Rotary Foundation Chair and DGE.

Responsibilities:

1. Manages the Global Grant process including humanitarian grants, vocational training teams (VTT) and scholars.
2. Schedules/Conducts Grant meetings.
3. Monitors global grants for progress and ensures as much as possible that grant reports are completed on time.
4. Promotes the global grant process to the clubs.
5. Provides input on DDF distribution.
6. Collects and maintains copies of progress and final reports that have been forwarded to the District by Global Grant Scholars and TRF.
7. Coordinates orientation for outbound scholars and hosting for inbound scholars, if any.
8. Arranges for scholars to speak at club and district events.

Stewardship Sub-committee

Overview: The Rotary Foundation Board of Trustees recognizes that the funds received from Rotarians around the world are voluntary contributions reflecting hard work and dedicated support. As stewards of these funds, the Trustees stress the importance of stewardship and proper financial management in any activities associated with Foundation programs. The District Stewardship Subcommittee is responsible for ensuring the careful management of Rotary Foundation grant funds and for educating Rotarians on proper and effective grant management. Membership is comprised of a subcommittee chair appointed by District Rotary Foundation Chair and DGE, the DDF manager, and others appointed by the chair of the subcommittee.

Responsibilities:

1. Develops a Financial Management Plan in accordance with the District Memorandum of Understanding (MOU).
2. Helps qualify clubs, including assisting with grant management seminars.
3. Ensures implementation of proper stewardship and grant management practices for all club and district-sponsored grants, including reports to The Rotary Foundation on grants.
4. Monitors and evaluates stewardship and grant managements practices for all district and club sponsored grants, including assuring the accuracy of reports to the Rotary Foundation on grants.
5. Approves the annual financial assessment of the financial management plan and ensures that it is properly distributed to clubs.
6. Ensures that everyone involved in a grant avoids any actual or perceived conflict of interest.
7. Creates a system to resolve any misuse or irregularities in grant related activity and reports any misuse or irregularity to The Rotary Foundation.
8. Tracks District Designated Funds.
9. Assists with the implementation of the District MOU.
10. The District Rotary Foundation Chair will request, and an independent accounting firm will complete, a financial review of all Foundation finances no later than November 1st immediately following the previous Rotary year. The review will be submitted directly to the District Governor and the chair of the Stewardship Subcommittee. Upon receipt of the financial review, the chair of the Stewardship committee will review, and send any comments to the District Governor and District Rotary Foundation Chair. Further, if the Chair of the Stewardship subcommittee has concerns about any mis-use of funds or irregularities, they will immediately notify The Rotary Foundation, the District Governor and the District Rotary Foundation Chair.

11. Review 10% of completed grants from the implementation year. District grants will be selected randomly by the DRFC for review.

Peace Fellowships Sub-committee

Overview: Rotary Peace Fellows are leaders promoting national and international cooperation, peace, and the successful resolution of conflict through their chosen profession and through service activities. Fellows can earn either a master's degree in international relations, public administration, sustainable development, peace studies, conflict resolution or a related field, or can earn a Professional Development Certificate in peace and conflict resolution at Rotary Peace Centers established by TRF in cooperation with six leading universities. Membership is comprised of a committee chair appointed by District Rotary Foundation Chair and DGE, along with additional interested Rotarians appointed by the committee chair.

Responsibilities:

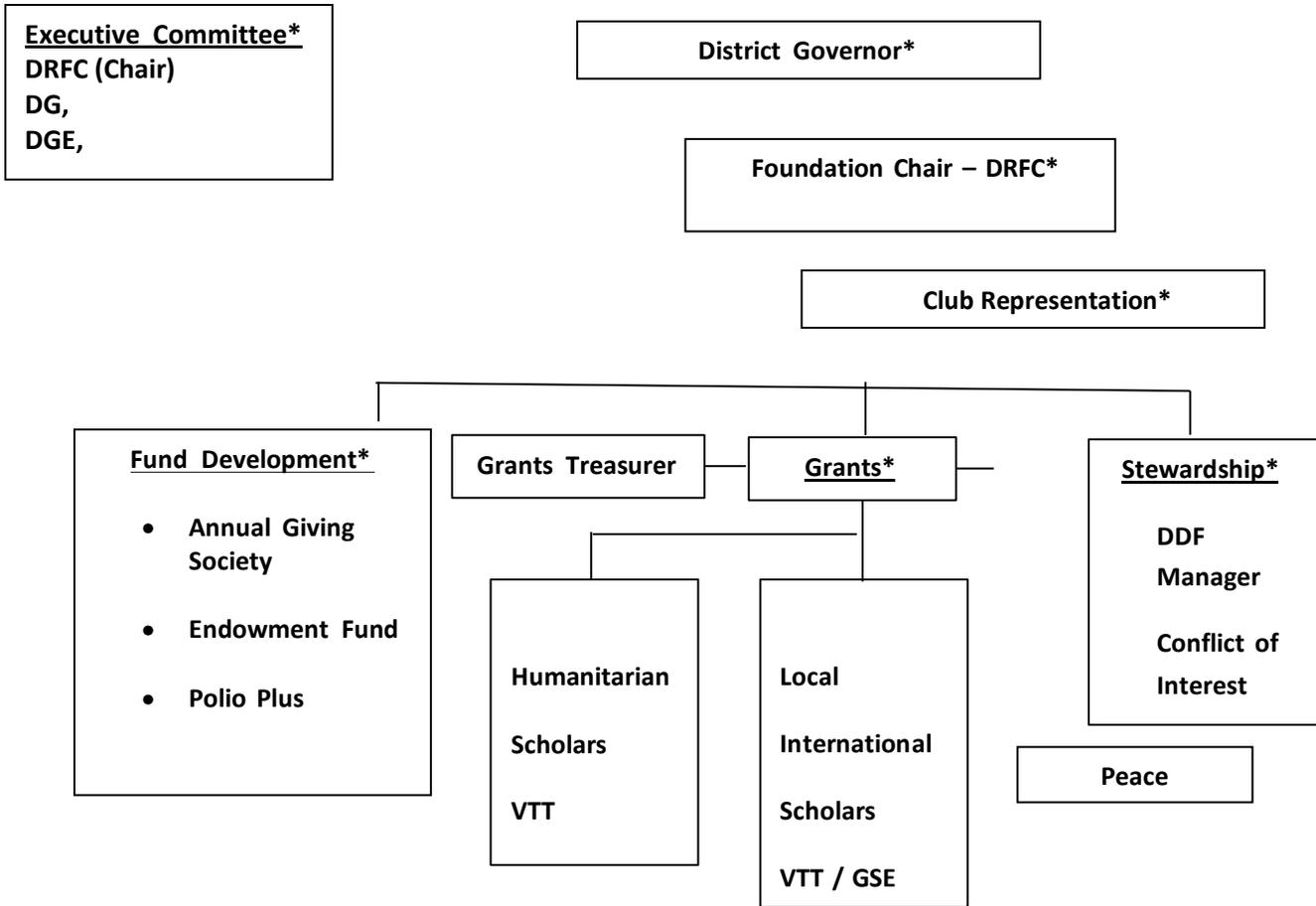
1. Provide information and education to district clubs and members about the Rotary Peace Fellowships through club presentations, e-News, Foundation and Governor's newsletters.
2. Recruits outstanding candidates from anywhere in the world via public announcements (press, radio), personal contact, and word of mouth.
3. Mentors clubs and candidates during the application process from January to May.
4. Holds district interviews in June with candidates sent forward by clubs and submits applications of outstanding candidates to TRF by July 1.
5. Promotes retention of status as a Rotary Peacebuilder District (\$25,000 in DDF annually or \$50,000 over two years) via DDF donations.
6. Arranges for Rotary Peace Fellow(s) to speak at district events (supported by TRF for Peacebuilder Districts).

District Grant Treasurer

Responsibilities:

1. Maintains District's DDF checking account.
2. Initiates all fund transfers to clubs on approved district grant projects.

APPENDIX A DISTRICT 5110 DRFC Organizational Chart



APPENDIX B ACRONYMS AND GLOSSARY

AF—Annual Fund, annual contributions to The Rotary Foundation providing unrestricted financial support for its programs (formerly the Annual Programs Fund)

AG—Assistant Governor, Rotarian appointed by the district governor to assist the governor with administrative work associated with club operations for designated clubs within an assigned geographic area

Application—Second step in the online process through member access in applying for a global grant, providing greater detail and expanding on plans, implementation, execution, and monitoring of a proposed project

Areas of Focus—The six priorities established by Rotary to which it directs its financial and volunteer resources: peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development

Beneficiary—Group or individual directly benefiting from Foundation grants, including scholars, vocational training teams, and communities

Block grant—Annual grant made to district from TRF to support short-term local and/or international projects based on a spending plan submitted by the district

Capacity building—The process of developing and strengthening the knowledge, skills, and abilities necessary for individuals and communities to continue to sustain and enhance a project after grant funds have been expended

Completed project- A project is completed when the final report is accepted

Contingency fund- Districts may reserve up to 20% of their district grant funds for contingencies that may arise during the year

Contributors—Clubs or districts that provide funding but are not the primary sponsors of a grant

Cooperating organization—An organization that is involved in the implementation of a project without assuming primary responsibility or control; not a recipient of grant funds

Current grant- Any open grant that is not delinquent in reporting

DaCdb- District and Club database website

DDF—District Designated Funds, the 50 per cent of a district's contributions to the Annual Fund made three years earlier, which is available for the District to use during a program year on Foundation programs

DG—District Governor; also district grant

DGE—District Governor Elect

DGN—District Governor Nominee

DGD—District Governor Designate

DGSC—District Grants Subcommittee Chair is the TRF acronym. In District 5110 this would be the Grants Committee Chair

District Block Grant— Grant received by the District from TRF based on a spending plan the District submitted

District grant project- Club projects (local or international) that are funded in part from the money the district receives as a District block grant. The summary of each club’s project submission constitutes the spending plan the District submits to TRF. (Note: these have been called District grants but that is leading to confusion with what TRF calls District grant)

DRFC – District Rotary Foundation Committee

DRFCC—District Rotary Foundation Committee Chair

EREY—Every Rotarian Every Year: initiative promoting Rotarians to contribute any amount to the Annual Fund

Financial Management Plan—Statement of measures planned for disbursement of grant funds during the life of a project and for maintenance of financial records, including bank statements from a separate club bank account

GG—global grants Global Grants—

Global Grant First Steps— The first phase of the application gives sponsors an opportunity to confirm that their activity meets global grant requirements. It is recommended that you discuss your activity and funding options with your district Rotary Foundation committee before you begin a global grant application.

GMS—Grant management seminar **GSE**—Group Study Exchange

Host sponsor—Club or district in the location of the project or activity

In good standing- See Section 3.030 of the By-Laws of Rotary International

International sponsor—Club or district outside of the country/geographical area where the project or activity takes place

Measurable—Grant outcomes that lend themselves to data collection and analysis in order to demonstrate quantifiable and qualitative results and impact

MOU (Club)—Memorandum of Understanding: agreement between a club and the district, explaining the measures that the club will undertake to ensure proper implementation of grant activities and management of grant funds

MOU (District) Memorandum of Understanding: agreement between the district and The Rotary Foundation that lists the terms of district qualification and the requirements for ensuring proper oversight of grant funds

Peacebuilder district—Districts which allocate US\$25,000 per year or \$50,000 every other year in DDF to the Rotary Peace Centers

PolioPlus— The corporate program of RI and TRF with a “priority of the highest order” to eradicate polio worldwide

Primary sponsors—The host club/district and the international club/district which are jointly responsible for submitting a **global grant application, implementing the activity, and accounting and reporting to TRF**

Program year—Rotary year (July through June) in which a project will be implemented

Qualification—The process of ensuring that districts and their member clubs have the appropriate financial and stewardship controls in place to properly manage foundation grant funds, requiring training and signing of memoranda of understanding and completing a Club Financial Plan. Qualification is mandatory to receive TRF funds.

Report—Qualitative/quantitative details on the progress of the implemented project, to be submitted at least every 12 months for the life of the grant

Rotary Club Central—online tool through member access used to set and track club goals, allowing club leaders to monitor club progress and achievements in three key performance areas: membership initiatives, service activities, and Rotary Foundation giving

Rotary Showcase—online site that hosts Rotary projects and allows user to post and browse projects to promote and explore the good work that Rotary clubs are doing locally and globally

SHARE—The system used by the Foundation to transform Annual Fund contributions to TRF into grants, scholarships and more via the three-year funding cycle. After each Rotary Year the contributions from three years prior to the Annual Fund will be divided with 50 percent credited to DDF and the other 50 percent to the World Fund

Spending plan- part of the district block grant application to TRF. Detailed spending plan includes an itemized budget for each listed project or activity by clubs or district.

Stewardship—Proper use of Rotary Foundation funds in accordance with the terms of qualification

Sustainability— The capacity for maintaining outcomes to serve the ongoing need of a community after grant funds have been expended

TRF—The Rotary Foundation—the philanthropic arm of Rotary International

VTT—Vocational Training Team: a group of professionals who travel abroad either to learn or teach more about their vocation

WF—World Fund, the fund receiving the 50 per cent of the Annual Fund proceeds which are not returned to the districts as DDF, controlled by the Trustees to provide the Foundation's funding of approved grants and allocation of funds where the needs are greatest.

Addendum to 2013 District Rotary Foundation Manual of Policies and Procedures Effective Date April 4, 2020

Each year, as stated in the Manual of Policies and Procedures, the District Rotary Foundation Grant Executive Committee reviews the manual including sections on District Designated Funds (DDF), DDF carryover and accumulated Endowment Fund interest, district and global grant match amounts, and DDF caps; to assure the greatest number of clubs have access to DDF.

DRFC Executive Committee Meeting was held on April 4, 2020 and a quorum was present.

USE OF DISTRICT DESIGNATED FUNDS(DDF)

DDF split between District Grants and Global Grants

- 50% DDF to District Grants and 50% DDF to Global Grants

Global Grants:

- DDF to Club Cash Match – 1.5 DDF to 1 Club Cash
- Maximum DDF per Global Grant - \$25,000 (revised 4-4-2020)(\$16,667 in club cash will get \$25,000 in District DDF and will be total Global Grant of \$75,000)

District Grants:

- DDF to Club Cash Match – 1 to 1
- Maximum DDF per club - \$2000
- No limit on the number of clubs that can partner on a grant project.
- Any multi-club district grant submissions must include an attached signature page, signed by all club presidents, agreeing to partner. This attachment can be uploaded in the District Grant module in DaCdb as a document. PDF format works the best. (revised 4-4-2020)

District Grant Process for Rotary year 2020-21 ONLY:

- For grant year 2020-21, the deadline for all pre-application submissions is July 1st. (This is a one-year variance from June 1st date in the policy manual). The full application for a district grant project needs to be submitted no later than October 15, 2020.
- Due to the COVID-19 pandemic and Gov. Brown's Executive Order, club(s) that are unable to complete their 2019-20 Rotary year district grant project shall file an interim report no later than July 1st and will have until December 31, 2020 to complete the project. Any club unable to complete their project must return unused DDF.
- Approved 2020-21 District Grants will not be funded until reporting is current (interim or final report has been filed) for any outstanding 2019-20 district grant, and the Rotary club has completed all requirements for club qualification for 2020-21.
- Per Rotary Foundation Trustees, Rotary clubs may apply for COVID-19 related district grant for Rotary year 2020-21 and be reimbursed for expenditures dating back to March 15, 2020. Clubs must keep receipts and cancelled checks (or other proof of expenditure). Reimbursement will occur after the District Block Grant has been approved and paid by The Rotary Foundation. Earliest availability date estimates are sometime in August 2020.
- Fourth Quarterly Grants Meeting and the policy setting meeting for DRFC Executive committee will be April 3, 2021.