

Refresher District Grants Management Training Seminar Refresher for RY 2023-2024 (record)

Presented by

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Spring 2023

Information Requested to Confirm Your Attendance

Please write in the chat the following information:

- Your Name
- Name of Your Club
- Role/Position in Your Club for Rotary Year 2023-2024
- Today's Date:

Why are we here?

To help Rotary's Vision Become a Reality:

We are here because together, we see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves. District Grants and Global Grants can help us make this vision a reality.

To Explore how Grants can help us Accomplish the Mission of The Rotary Foundation

The Rotary Foundation helps Rotary members to advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment, and alleviating poverty.

What will we focus on to achieve these goals?

- Prepare Rotary and Rotaract clubs to implement the Memorandum of Understanding
- Qualify Rotary Clubs & Rotaract clubs to receive funds from The Rotary Foundation
- Understand how to plan, implement, and manage a grant (District & Global)
- Review expectations for stewardship

Rotary and Rotaract Club Responsibilities to Qualify to receive Grant Funds

- Submit their Individual Project Report for 2022-2023 by 15 June 2023, if the club was awarded a district grant for 2022-2023 (attach at least 1 photo and relevant documents, e.g., receipts, bank statements, etc. to demonstrate impact of the grant and that funds were used for their intended purpose.)
- 2023-2024 President & another club member complete Grant Management Training in Spring 2023
- Certification is good for one year; requires re-certification annually
- 2023-2024 President & President-Elect complete, sign, and submit to District Grants Subcommittee Chair (PDG Eddie Bartnesky) the following documents:
 - *Club Qualification Memorandum of Understanding*
 - *Rotary Club Memorandum of Understanding Addendum*
 - *Club Financial Management Plan*
 - *Investigating, Reporting, & Resolving Allegations of Misuse or Mismanagement of Grant Funds*

Key Points from *Club Qualification Memorandum of Understanding*

Club needs to:

- Ensure two club members (one must be Club President for RY of grant, e.g., 2023-2024) complete Grant Management Training
- Ensure grant funds are used for the purposes specified in the approved grant proposal
- Identify at least one person to ensure that grant is implemented in the manner described in the grant proposal.
- Maintain copies of receipts, invoices, bank statements, etc. to document that funds are spent in a manner consistent with the objectives of the grant.
- Pledge to submit copies of these documents as part of the Individual Project Report at the end of the year.

Key Points from *Addendum to Memorandum of Understanding*

Club needs to:

- Appoint a Club Rotary Foundation Chair to a 3-year term
- Be current on its Rotary International and District dues, as applicable.
- Be current on all tax returns required for Club
- For Rotary, Form 990, 990-EZ, or 990-PF is due November 15, since our fiscal year ends June 30.
- Be current on all Rotary grant reporting requirements, if club has a District or Global grant
- Establish and post an annual Rotary Foundation giving goal on RI Club Central for RY 2023-2024.

Key Points from *Club Financial Management Plan*

Club needs to:

- Maintain an accurate record of all income and expenditures pertaining to the grant
- Ensure that grant funds are disbursed only to approved individuals and/or beneficiaries indicated in the grant proposal

Key Points from *Investigating, Reporting, and Resolving Allegations of Misuse or Mismanagement of Grant Funds*

- An allegation of misuse or mismanagement of The Rotary Foundation (TRF) grant funds should be made in writing and sent to the District 5930 Rotary Foundation Team Chair (DFTC) as soon as possible for consideration and further action, as determined to be appropriate.

Pre-requisites to Submit a Grant Application

- Clubs are to report their annual giving goal to The Rotary Foundation on Club Central for Rotary Year (RY) of the grant by 01 July 2023.
- Clubs are encouraged to contribute to The Rotary Foundation to the extent possible.
- Report by 01 Jan of each year the name of the club President, President-Elect, Secretary, Treasurer, and Chairs for Foundation, Membership, Public Image, & PolioPlus Committees for the following year to the District Secretary & Rotary International (RI).
Can add PolioPlus Committee Chair on Clubrunner.
- Clubs' contributions to The Rotary Foundation will be among the criteria considered to allocate funds to support grant requests.

Grant Management Certification

- Club qualification to Submit a Grant to District 5930: Valid for one Rotary year
- Disclose potential conflicts of interest
- Document use of grant funds consistent with the grant's objective
- Ensure timely reporting of grant activities

Comparison of District & Global Grants

District Grants	Global Grants
Support short-term (1 year or less) local/international projects that respond to an identified need	Support long-term (2+ years) international projects that respond to an identified community need using one or more Community Assessment tools
May fund costs associated with conducting community assessments, construction, & renovation	Address ONE Area of Focus
May involve one or more partners	Require host & international partners
Minimum budget: \$2,000.00	Minimum budget: \$30,000.00
1:1 Match between District & Club contributions	World Fund matches 80% of District Designated Funds
Maximum District 5930 Match: \$3,500.00 (subject to availability of funds)	World Fund does not match cash donations
Submission Deadline in Clubrunner: 15 July 2023	Initial Deadline for Template Submission: 1 Aug 2023

Areas of Focus

- Peacebuilding and Conflict Prevention
- Disease Prevention and Treatment
- Water, Sanitation, and Hygiene
- Maternal and Child Health
- Basic Education and Literacy
- Community Economic Development
- Environment

For a complete description of each area, refer to *Areas of Focus Policy Statements (July 2021)* located under *Documents for 2023-2024* in the *DDF-District Grants* webpage on the *District 5930* website.

Some Restrictions on Use of District and Global Grant Funds established by The Rotary Foundation

Grants cannot fund:

- Purchase of land or buildings
- Fundraising activities
- Expenses related to Rotary Events (e.g., conferences, institutes, etc.)
- Public relations initiatives, unless they are essential to the project
- Project signs that costs more than \$1,000.00
- Transportation of vaccines over national borders without prior approvals from appropriate authorities
- Travel to National Immunization Days
- The purchase of COVID-19 vaccines

Key Characteristics of Successful Grant Projects

ASSESSMENT of Local/International Community (*Community Assessment Tools* required for Global Grants)

Community Meeting (Town Hall)

Survey

Focus Group

Direct Observation

Asset Inventory

Community Mapping

Interview

- Confirm that need identified is important and supported by community (**Photos, Videos; Stories**)
- Use assessment data to design measurable project objective(s) to address need(s)

BENEFICIARIES

- Describe the community where need exists and the individuals experiencing the need. Include the number of individuals impacted by need
- Describe how the proposed project is expected to positively impact the community and individuals involved

BUDGET

- Identify the resources needed to conduct project, the cost for each one, and total project expenses
- Identify the funding sources and contribution that each partner has pledged to support the project
- Identify the contribution requested from District 5930
- Identify the contribution requested from the World Fund (for Global Grants only)
- Key Point: Total Project Expenses must equal Total Project Funding.

Sample District Grant Budget

- **Sample Expected Expenses**

Description of Expense	Currency	Total	Amount
School Supplies for Students	USD	\$1,000.00	\$1,000.00
Instructional Materials	USD	\$1,000.00	\$1,000.00
Total			\$2,000.00

- **Sample Expected Funding**

Description of Partner	Funding Source	Amount	%
Rotary Club	Rotary Club of ABC	\$1,000.00	50%
District	District 5930	\$1,000.00	50%
Total		\$2,000.00	100%

Sample District Grant Budget

- **Sample Expected Expenses**

Expenses	Currency	Total	Amount
School Supplies	USD	\$1,000.00	\$1,000.00
Instructional Material	USD	\$3,000.00	\$3,000.00
Technology Resources		\$5,000.00	\$5,000.00
Total		\$9,000.00	\$9,000.00

Sample Expected Funding

Partners	Funding Source	Amount	%
Rotary Club 1	ABC Rotary Club	\$3,000.00	33%
Rotary Club 2	DEF Rotary Club	\$2,500.00	28%
District 5930	DDF	\$3,500.00	39%
Total		\$9,000.00	100%

Update on Key Components of The Rotary Foundation's Funding Model & Implications for Global Grants

Changes effective July 1, 2020

- The World Fund match of cash was eliminated and a minimum required World Fund match for global grants is no longer required.
- The International Partner required minimum contribution for global grants was reduced from 30% to 15%.
- Rotaract clubs became able to participate in District Grants.

What's changed?

All Annual Fund-SHARE contributions are still being invested for three years and then earnings are split between District Designated Funds (DDF) and the World Fund (WF)

Previous

\$100 Annual Fund-SHARE Contribution



\$50 DDF

\$45 WF

\$5 Op
Exp

Beginning 1 July 2021

\$100 Annual Fund-SHARE Contribution



\$47.50 DDF

\$47.50 World Fund

\$5 Op
Exp

Changes Starting on 1 July 2021

50% Match on District Designated Fund (DDF) Contributions for PolioPlus (Down from 100%)

Example:

\$20,000	+	\$10,000	+	\$60,000	=	\$90,000
DDF Contribution		50% World Fund Match		Gates Foundation		PolioPlus Eradication

80% Match on DDF Applied to Global Grants (Down from 100%)

Example:

\$40,000	+	\$32,000	=	\$72,000
DDF Applied to Global Grant		80% World Fund Match		Global Grant Funding

Global Grant Application (contd)

- **Project Budget:** Complete the template below by providing the anticipated expenses. Must equal at least \$30,000.00. (See allowable expenses in *Terms and Conditions for Rotary Foundation District Global Grants*). (See sample below.)

#	Category*	Description	Supplier	Cost in Local Currency	Cost in USD
1	Equipment	Technology	XYZ Pub. Co.	\$18,191.00	\$18,191.00
2.	Materials & Supplies	Curriculum & Instruction Materials & Supplies	ABC Co.	\$18,191.00	\$18,191.00
3	Equipment	Greenhouse Resources	DEF Co.	\$14,191.00	\$14,191.00
*	Total				\$50,573.00

Categories: Accommodations, equipment, monitoring/evaluation, operations, personnel, project management, publicity, signage, supplies, training, travel, tuition.

Supporting Documents: e.g., price bids, pro forma invoices, others to substantiate listed expenses.

NOTE: *Total Anticipated Expenses must equal Total Funding pledged.*

Global Grant Application (contd)

- Funding (complete the table below; add rows, as needed) Sample

#	Source (District, Club, Organization, Individual)	DDF*	World Fund Contribution	Cash**	Support**	Total
1	Host Club			\$3,373.00	\$169.00	\$3,542.00
2	Host District	\$10,000.00	\$8,000.00			\$18,000.00
3	International Partner Club			\$2,000.00	\$100.00	\$2,100.00
4	International Partner District	\$8,000.00	\$6,400.00			\$14,400.00
5	District 5930	\$6,000.00	\$4,800.00			\$10,800.00
6	Other: D5930 Club			\$2,000.00	\$100.00	\$2,100.00
	Total	\$24,000.00	\$19,200.00	\$7,373.00	\$369.00	\$50,942.00

* District Designated Funds

**An additional 5% is applied to cover cost of processing cash contributions. This cost is covered by the host club with funds not included in the grant budget. Clubs and districts can receive Paul Harris Fellow recognition points for this additional expense.

Funding Summary	World Fund Contribution:	\$19,200.00
	DDF Contributions:	\$24,000.00
	Cash Contributions:	\$7,373.00
	Financing subtotal (Matched contributions + World Fund)	\$50,573.00
	Total Project Funding:	\$50,573.00

Key Characteristics of Successful Grant Projects (contd)

PARTNERS AND COOPERATING ORGANIZATION(S) (IF APPROPRIATE)

- Identify partners (e.g., Rotary clubs, districts, community/governmental organizations)
- Describe what the partner(s) will do to support the project.
- Recommend that sponsor club and partner club(s) leaders for the year in which the project will be implemented endorse the project
- Suggest that club leaders inform their members of the project and that members have an opportunity to provide any feedback they deem relevant.

IMPLEMENTATION PLAN (Photos, Videos, etc., Stories)

- Describe process that will be used to conduct and complete the project.
- If applicable, describe any incentive(s) that will be used to encourage community members to participate
- Describe monitoring system to assess project implementation and to allow for course corrections, as needed
- Describe how Rotarians and, if applicable, other partners will be actively involved in the project.
- If applicable, describe training that will be conducted to help implement the project: Identify who will be trained, who will conduct the training, the qualifications of the trainer(s), when and where training will occur, the process used to conduct and evaluate the training, and whether there will be follow-up meetings with trainees to support them as they seek to implement their new knowledge and skills.
- Describe steps taken to ensure **Sustainability** of project after funding ends (required for Global Grants)

Community Assessment

Local Ownership

Buy Local

Direct Observation

Provide Training

Local Funding

Measure Success

Key Characteristics of Successful Grant Projects (contd)

MEASURING IMPACT (EVALUATION) (Photos, Videos, Story)

- Describe process to be used to determine if the project objective(s) were met and the identified need(s) addressed.
- Describe procedure, tool(s), and time frame that will be used to conduct the evaluation
- Describe how results of the evaluation will be reported (e.g., a report to District 5930, The Rotary Foundation)

STEWARDSHIP PRACTICES

- Describe procedures to be used to ensure that grant funds will be expended for intended purposes in accordance with policies of The Rotary Foundation

DISSEMINATION OF INFORMATION ABOUT PROJECT

Describe process that will be used to share information about the project with others. Examples:

- Club newsletter and website
- District website and District Facebook Page. Email submission to: Rotary5930@gmail.com.
- Rotary Ideas
- Rotary Showcase - www.my.rotary.org
- *Rotary Magazine*
- District & Regional Conferences, Multi-District & Zone Institutes, RI Conferences
- Rotary Action Groups
- Rotary Fellowship Groups

District and Global Grant Resources

DISTRICT 5930 RESOURCES FOR DISTRICT AND GLOBAL GRANTS CAN BE ACCESSED by doing the following:

- Go to <https://www.rotary5930.org>
- Click on *The Rotary Foundation*
- Click on *DDF – District Grants*
- Click on *Documents for 2023-2024*
- Click on *District Grant and Global Grant Planning Templates* to help you plan your grant project(s).
- Click on *Community Assessment Tools* for descriptions of Community Meeting, Asset Inventory, Survey, Interview, Focus Group, and Community Mapping; how to develop and successfully use them.

THE ROTARY FOUNDATION RESOURCES FOR GLOBAL GRANTS CAN BE ACCESSED by doing the following:

- Sign in at <http://my.rotary.org>
- Click on *The Rotary Foundation*
- Click on *Apply for Grants*
- Click on *Global Grants*
- Click on *Resources and Reference* (Includes Global Grant Application template)

ROTARY MAGAZINE: <https://my.rotary.org/en/news-media/magazines/rotary>

Concluding Remarks

The Rotary Foundation supports District and Global Grants through contributions made to the Annual Fund SHARE initiative of the Foundation.

District Grants:

- Address a local or internationally documented community need during a one-year period or less (e.g., help for the homeless, those experiencing food insecurity, education issues, etc.)
- Minimum budget: \$2,000.00
- For additional information, visit <https://www.rotary5930.org/page/ddf-district-grants>

Global Grants:

- Support long-term (2 years or +) international activities to address a community need identified through Community Assessment tool(s) and that is directly connected to **one** of the Areas of Focus
- May be implemented within or outside our district and will require an international partner.
- Minimum budget: \$30,000.00
- For additional information, visit <https://my.rotary.org/en/take-action/apply-grants/global-grants>

Grant Certification Training Schedule for Spring 2023

- 4 March 2023: ZOOM 8:30-9:30 a.m. Refresher*; 10:00 a.m.-12:00 noon Complete** Session
- 25 March 2023: Zoom 8:30-9:30 a.m. Refresher*; 10:00 a.m.-12:00 noon Complete** Session
- 15 April 2023: Zoom 8:30-9:30 a.m. Refresher*; 10:00 a.m.-12:00 noon Complete** Session
- 28 April 2023: in-person; 4337 South Padre Island Dr.; Corpus Christi, TX
Refresher: Registration: 12:30-1:00 p.m. Training: 1:00-2:00 p.m.
Complete: Registration: 2:00-2:30 p.m.; Training: 2:30-4:30 p.m.
- 6 May 2022: Zoom 8:30-9:30 a.m. Refresher*; 10:00 a.m.-12:00 noon Complete** Session

***Refresher:** For Rotarians who completed Grant Management Training in Spring 2021/2022

****Complete:** For Rotarians & Rotaractors who did not participate in Grant Management Training in Spring 2021/2022

NEW: Cultivating Effective Projects Webinar Series .

Questions & Answers