

## **Rotary District 6490 Global Grants Applications and District Designated Funds Requests**

As Rotary members, we contribute our skills, expertise, and financial support to promote peace, fight disease, provide clean water, save mothers and children, support education, grow local economies, and protect the environment. Rotary's global grants support these efforts in communities worldwide.

A Global Grant is a Club-to-Club process approved and funded by District 6490 under the policies of The Rotary Foundation. There are two grant categories with unique requirements:

- A Global Grant in which a Club in District 6490 is the International Partner and assists in writing the grant, determining and managing the grant budget, completing the project, and completing the various reports on a timely basis as required. D6490 will fund such a grant for a maximum of \$10,000 in District Designated Funds (DDF). Additional DDF may be awarded if circumstances allow. A Club is allowed to have only one Global Grant in effect at any time, and that grant must be fully completed before another Global Grant is awarded.
- A Contributory Grant is one in which District 6490 has little management or development responsibility, is not an International Partner, and is solely a contributor of District Designated Funds (DDF). A maximum of \$10,000 in DDF will be awarded to a Club in a Rotary Year at a time.

The Global Grants Committee Steward is responsible for maintaining the files and records for all Global Grants.

Not every Rotary project is eligible for global grant funding from The Rotary Foundation (TRF). Make sure your grant idea is eligible before you initiate your grant application in the Global Grants Center by contacting our District Rotary Foundation Chair and/or District Global Grants Chair. Your grant idea will be reviewed, and recommendations will be offered by D6490 before submission to TRF. This will save you time and effort.

Rotary International (RI) outlines specific guidelines and requirements for global grants. You are strongly encouraged to review additional information on RI's website: <https://my.rotary.org/en/take-action/apply-grants>. Some of the important RI and D6490 requirements include:

### **YOUR PROJECT MUST:**

- Meet The Rotary Foundation requirements as defined in the Memorandum of Understanding, the Areas of Focus, and all other Rotary Foundation guidelines.
- Have a long-term, sustainable impact.
- Include activities that align with the goals of one of Rotary's areas of focus.
- Have a minimum budget of \$30,000.
- Address an important community need identified by the community and as determined by a formal Community Assessment.
- Strengthen the community's capacity to address its own needs.

*In addition:*

**YOU MUST:**

- Qualify your club for global grants every year.
- Actively involve the benefiting community in the project.
- Partner with a club in another country.
- Act as primary sponsor of no more than one (1) active global grant at a time (D6490 requirement).
- Develop a project plan that includes a budget and a financial management plan.
- Apply for a grant through the Rotary International Grant Center.
- Stay up-to-date in reporting for all active grants.

For humanitarian projects and those that involve vocational training teams:

- Conduct a community assessment before applying and include the results in your grant application.
- Measure progress toward the outcome.

**CLUB QUALIFICATION**

Rotary International (RI) wants every grant to demonstrate that members are ethical, responsible leaders who use our donors' money wisely. Rotary's commitment to sound financial management makes it easier for all of us to find donors, partners, and communities that are ready to work with us.

By qualifying your club each year, you agree to follow RI's financial and grant management practices. Qualifying your club for global grants begins with these three steps:

1. Complete a grant management seminar. Rotary members involved in grant-funded projects should complete the grant management seminar in Rotary's Learning Center located at: <https://my.rotary.org/en/>. A minimum of **two** representatives from your club must complete the grant management seminar. If the individual being certified has previously completed the grant management seminar, they must complete the Grant Management Recertification Seminar in the Learning Center each subsequent year. After completing the required online seminar, the person being certified is required to save the completion certificate as a PDF file and email to the District Rotary Foundation Chair, Global Grants Chair, and the District Steward. ***The grant management seminar qualification step must be completed annually to stay qualified.***
2. Complete the Club Memorandum of Understanding (MOU) located at the following: <https://www.rotary.org/myrotary/en/document/club-memorandum-understanding>. The MOU is an agreement between your club and District 6490 that outlines the Rotary Foundation's minimum requirements for managing grants. Your club president and president-elect review the MOU, sign it, and submit it to the Global Grants Chair.
3. Agree to any additional qualification requirements set by District 6490.

**ADDITIONAL DISTRICT 6490 GLOBAL GRANTS GUIDELINES**

As a primary global grant sponsor, District 6490 requires a club to complete the [Rotary District 6490 Global Grant Proposal Worksheet](#) , complete the annual grant management seminar

qualification (outlined in step 1 above), submit a fully signed Memorandum of Understanding (as referenced in step 2 above), and be willing to share your project through presentations to other clubs or the District, and in District newsletter articles. Global grant applications will not be approved by the Global Grants Committee until all requirements are met and documents fully signed.

Global Grant Proposals must be submitted to the Global Grants Chair **at least two weeks prior** to a Global Grants Committee meeting. The committee meets on a quarterly basis, and the meeting dates are posted on D6490's website on the District Calendar. Proposals submitted after the 2-week prior deadline will be held and reviewed at a later scheduled Global Grants Committee meeting. Under limited circumstances, the proposal may be circulated to the Global Grants Executive Committee for review and approval in addition to regularly scheduled meetings. If the proposal is missing information and/or needs revisions, the club submitting the proposal will make the necessary remedies and submit it to the Executive Committee for further review and approval. A Global Grant Application may not be started in the RI Grant Center until final approval by D6490.

### **DISTRICT 6490 DISTRICT DESIGNATED FUNDS GUIDELINES**

District Designated Funds (DDF) in D6490 are typically distributed between PolioPlus, Global Grants, District Grants, and Scholarships. Not all areas are funded each year. The Rotary Foundation requires the District Governor and District Rotary Foundation Chair (DRFC) to approve all DDF expenditures.

District 6490 guidelines include:

- DDF grant requests are limited to \$10,000 per grant.
- DDF requested for a global grant will be "earmarked" by D6490 for 12 months; the grant approved date will be set by TRF (determination of one year prior to report due date).
- Priority for DDF is given to grants originating in D6490.
- A club can act as primary sponsor of no more than one (1) active global grant at a time.
- A club can act as a contributory grant sponsor (funding partner) of no more than one (1) active global grant at a time.
- A club may serve as a primary sponsor on one grant and a contributory sponsor on another grant, but no more than one of each at a time.

Please note: A request for DDF as a contributory grant sponsor requires a completed [Rotary District 6490 Global Grant Proposal Worksheet](#) to be submitted to the Global Grants Chair at least two (2) weeks prior to the next scheduled Global Grants Committee meeting.

*Revised January 22, 2024*

*Approved February 15, 2024 – Global Grants Executive Committee*