

GLOBAL GRANT MANAGEMENT SEMINAR

DISTRICT 6860

April-May 2018



Purpose

- Global Grants
- Learn Global Grant requirements
- Learn eligible activities
- Qualify clubs to receive Global Grant funds

Global Grants

Rotary Foundation Global Grants support larger, international projects with sustainable, measurable, high-impact outcomes in one or more of six areas of focus that correspond to the Foundations' Mission.

Peace & conflict resolution/prevention

Disease prevention/treatment

Water and sanitation

Maternal and child health

Education and basic literacy

Economic and community development



The Annual Fund

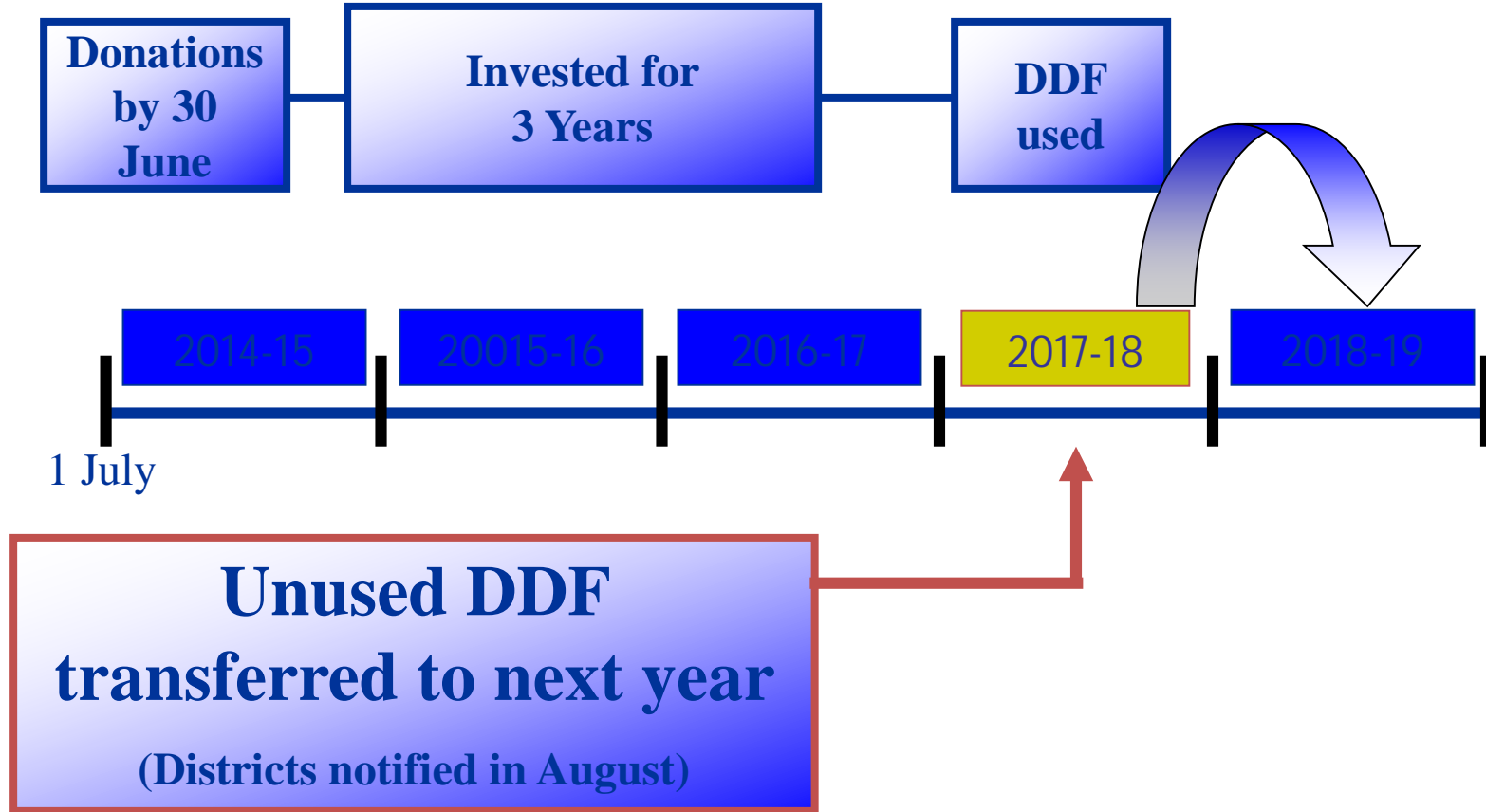
50%

OF CONTRIBUTIONS ARE INVESTED FOR THREE YEARS. EARNINGS COVER ADMINISTRATIVE EXPENSES. THIS 50% THEN IS RETURNED TO THE DISTRICT AS DISTRICT DESIGNATED FUNDS

50%

OF CONTRIBUTIONS INVESTED IN THE WORLD FUND. IT PAYS FOR MATCHING GRANTS

How District Funding Works



Project Funding

Raise Funds

- Global grants are a combination of funds raised by sponsor clubs and matching funds from TRF
- TRF matches at least \$15,000 from the World Fund
- Projects are at least \$30,000
 - DDF – matched 100%
 - Rotary member cash contributions matched 50%
 - Nonmember cash contributions matched 50%

Global Grant Requirements – Your Project Must

- Have a long-term sustainable impact
- Include activities that clearly fit into one of Rotary's areas of focus
- Invest at least \$30,000 within a community
- Address an important need identified by the community itself
- Strengthen the community's capacity to meet its own needs.

Global Grant Requirements – You Must

- Apply for a grant through the Grant Center at Rotary.org using My Rotary
- Actively involve the benefiting community in the project
- Partner with a club in another country
- Qualify your club for global grants every year

Global Grant Requirements – You Must

- Act as primary sponsor club of no more than 10 active global grants at a time (Limit of 2 in District 6860)
- Develop a project plan that includes a budget and a financial management plan
- Measure progress toward the outcome
- Stay up-to-date in reporting for all active grants

Eligible Activities

Global grants support international activities within Rotary's areas of focus:

- Humanitarian projects
- Vocational training
- Scholarships

Club Qualification

- Attend a global grant management seminar
- Complete the club Memorandum of Understanding (MOU)
- Agree to any additional qualification requirements set by your district

Complete these steps annually to stay qualified

REMEMBER

If you're thinking about applying for a global grant and your club is qualified to do so, be sure that your project meets the criteria for global grants. Global grant activities must be supported by the benefiting community and led by Rotary members, and they must have measurable results and an impact that will continue after the grant funds have been spent.

Make a Sustainable Impact

- Sustainability
- Your Community's Needs and Strengths

Make a Sustainable Impact

For Rotary, sustainability means providing long-term solutions to community problems that community members themselves can support after grant funding ends.

- Start with the community
- Encourage local ownership
- Provide training
- Buy local
- Find local funding
- Measure your success

Make a Sustainable Impact

Do a needs assessment to determine your community's needs and strengths.

- Use the Community Assessment Tools provided by Rotary (links to this and other useful documents on My Rotary and the Grant Center)
- District Grant Funds may be used to conduct assessments
- Once the need is identified, make sure
 - It falls within Rotary's global grant guidelines
 - It is technically feasible
 - You and your partner(s) are qualified to address the need
 - The need isn't already being met by another organization

Partner To Maximize Impact

- Partnership Requirements
- Sponsor Roles
- Cooperating Organizations

Partner To Maximize Impact - Partnership Requirements

To apply for a global grant, two or more Rotary clubs must work together

- The **Host Sponsor Club** is the partner in or near the community that's implementing the project.
- The **International Sponsor Club** works with the host sponsor, but it is located outside the host sponsor's country.

Partner To Maximize Impact – Sponsor Roles

The Host Sponsor

- Initiates the project
- Conducts a community needs assessment
- Manages project implementation and budget
- Provides local assistance and support to vocational training teams and scholars during their time abroad
- Receives project funds

Partner To Maximize Impact – Sponsor Roles

The International Sponsor

- Provides financial assistance, technical support, and other guidance
- Performs project tasks that can be done remotely, as well as participating in service during site visits
- Prepares any vocational training teams or scholars for travel and study abroad

Partner To Maximize Impact – Sponsor Roles

Both Sponsors

- Must be qualified to participate in a global grant
- Develop a project plan
- Have project committees that collaborate with each other
- Partner with a cooperating organization (a nongovernmental organization, community group, or government entity) if needed

Cooperating Organizations

- Collaborating with another organization can enhance the quality and effectiveness of your project.
- A Cooperating Organization can provide technical expertise, advocacy, training, education, or other support.
- There must be a Memorandum of Understanding (MOU) with a Cooperating Organization.

Plan Your Global Grant-Funded Project

- **Develop a Project Plan**
 - Timeline, roles and responsibilities, areas of expertise, etc.
- **Identify Measurable Outcomes**
 - Use the Global Grant Monitoring and Evaluation Plan Supplement from the Grant Center
- **Create a Financial Plan**
 - Bank account, budget, funds dispersal, record keeping
- **Raise Funds (as discussed in slide #5)**

Apply For a Global Grant

- Get Started
- Reviews and Approvals
- Grant Ineligibility

Apply For a Global Grant

Get started – DO THIS FIRST

- Discuss your project and funding options with your District Rotary Foundation Committee **before you begin your application**
- District may be able to provide DDF, other support or expertise
- Online system automatically notifies the District Governor and District Rotary Foundation Chair when you start an application

Apply For a Global Grant


In the application, you will provide (see How To Use Grant Center for details)

- The project's objectives
- Its activities
- The project plan and schedule
- Community needs
- Areas of focus
- Cooperating organizations and partners
- Volunteer travel
- Rotarian participation
- The project budget
- Financing

Apply For a Global Grant

Reviews and Approvals

- Club and District officers have different levels of access

	View application	Edit application	Authorize application
Primary project contact	●	●	●
Club president	●	●	●*
Club treasurer	●		
District Rotary Foundation chair	●	●	●
District governor	●	●	●**
District stewardship subcommittee chair	●	●	
District grants subcommittee	●	●	
District scholarship  subcommittee chair	●	●	

*Signs legal agreement after application is approved by Rotary

**Only if District Designated Funds are used for the grant

Rotary



Apply For a Global Grant

Grant Ineligibility – applications most often denied because:

- The project doesn't fit any of Rotary's areas of focus
- The project isn't sustainable
- The project benefits another organization's programs
- A club partner has reached 10 open grants, the maximum number (2 open global grants for District 6860)
- A club partner is not current on its reporting on other grants

Implement, Monitor, and Evaluate Your Project

- Project Implementation
- Monitoring and Evaluation
- Financial Transparency
- Reviews, Visits, and Audits

Implement, Monitor, and Evaluate Your Project

Project Implementation

- Implement according to your plan
- Communicate any challenges to all parties
- Any changes to your plan must be approved by your Regional Grants Officer
- Regularly review progress with your committee and team
- Regularly check in with partners and the community
- Provide regular updates to your fellow club members
- Report to TRF every twelve months

Implement, Monitor, and Evaluate Your Project

Monitoring and Evaluation

- Monitor the project start to finish
- Consult the Monitoring and Evaluation Supplement for definitions and a sample monitoring plan
- The Scholarships Supplement includes additional recommendations for monitoring global grant scholarships

Implement, Monitor, and Evaluate Your Project

Financial Transparency

- Open a bank account dedicated to only your project
- Follow local laws
- Transfer and disbursement of funds
 - Provide the project bank account's information
 - Name two Rotary members as signatories
 - Sign the global grant legal agreement
 - Submit cash contributions to TRF or deposit directly into the project account

Implement, Monitor, and Evaluate Your Project

Financial Transparency

- Keep financial records
- Retain documents
 - All grant correspondence, including email
 - Beneficiary documentation (assessments, MOUs, etc.)
 - Vendor documentation (quotes, contracts, etc.)
 - Grant-related documentation (agreements, receipts and invoices, bank statements, inventory, photos, etc.)
- Track inventory

Implement, Monitor, and Evaluate Your Project

Reviews, Visits, and Audits

- Technical Review
- Site visits
- Audits

Review Process by Grant Award Size				
	Technical review	Interim site visit	Advance site visit	Approval by Trustees
\$15,000-\$50,000	● (depends on technical difficulty)			
\$50,001-\$100,000	●	●		
\$100,001-\$200,000	●	●	●	●

Report Your Progress and Outcome

Reporting Requirements

- **Timeline**
 - Submit a project report within 12 months of first grant payment and every 12 months thereafter
 - Final reports are due within two months of project completion
 - Due dates and overdue notices are provided in the Grant Center

Report Your Progress and Outcome

Reporting Requirements – Final Report

Humanitarian Project Reporting Requirements

- Purpose of the project
- Project goals
- Evaluation of goals and how they addressed the areas of focus
- Results of your monitoring and evaluation plan and who collected the measurements
- Description of how sponsors were involved in the grant
- Number of project beneficiaries and how they benefited
- Itemization of how the funds were spent, including identity of vendors
- Role of cooperating organizations, if any
- Bank statement indicating that the account is closed (if it is a project-specific account) or that all grant funds and interest were spent

Additional Reporting Submitted by Scholar

- List of coursework, research, and service activities you completed
- Description of the impact the studies had on your future professional goals
- Description of your interaction with local Rotarians and community

Additional Reporting Submitted by Vocational Training Team Leader

- Method, schedule, beneficiaries, and results of the vocational training
- Statement on whether the vocational training met your and beneficiaries' expectations
- Description of your specific role on the vocational training team and the activities carried out during training

Get Extra Support

- District Rotary Foundation Committee
- Regional Rotary Foundation Coordinator
- Regional grants officers
- Area of focus managers
- Cadre of Technical Advisers
- Rotary Support Center
- Rotary Grants discussion group
- Rotary Ideas
- Rotary Showcase



Up next
Part 2

HOW TO USE GRANT CENTER

HOW TO USE GRANT CENTER

DISTRICT 6860

April-May 2018



Purpose

To learn about The Grant Center – the place to go for everything you need to do online for your Rotary Foundation grants, and to keep all of Rotary’s grant-related resources handy for you.

Agenda

- Navigate the Grant Center
- Apply for a Global Grant
- Authorize a Global Grant Application
(Club Presidents and District Leaders)
- Enter Global Grant Bank Account
Information
- Report on a Global Grant
- Authorize a Global Grant Report

Navigate the Grant Center

The landing page gives an overview of Rotary grants and links to helpful resources

Rotary Grant Center Home Apply for a Grant My Grants My Actions

Rotary Grants

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

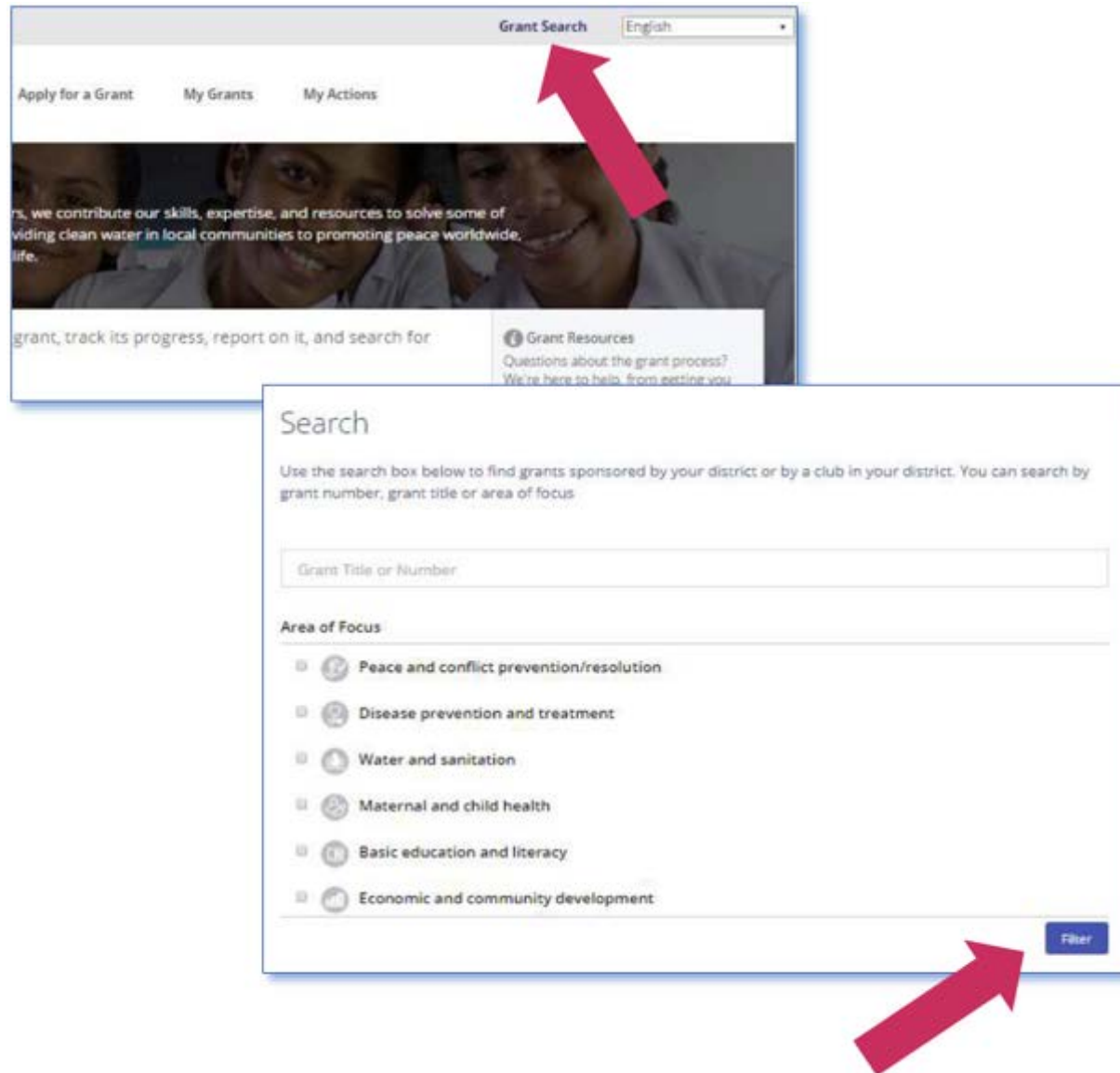
Grant Resources

- Questions about the grant process? We're here to help, from getting you started to final steps.
- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding

Navigate the Grant Center

Use **Grant Search** to find all of the global and district grants sponsored by your district, whether or not your club is involved. You can search for grants by number, title, or area of focus. After entering search criteria, use the **Filter** button.

Navigate the Grant Center – Grant Search



The image shows a screenshot of the Grant Search interface. At the top, there is a navigation bar with the text "Grant Search" and a language dropdown menu set to "English". Below this, there are three main navigation links: "Apply for a Grant", "My Grants", and "My Actions". A pink arrow points to the "Grant Search" text in the navigation bar.

Below the navigation bar, there is a banner image showing a group of people smiling. Below the banner, there is a section titled "Grant Resources" with the text "Questions about the grant process? We're here to help, from getting you".

The main content area is titled "Search" and contains the following text: "Use the search box below to find grants sponsored by your district or by a club in your district. You can search by grant number, grant title or area of focus". Below this text is a search input field labeled "Grant Title or Number".

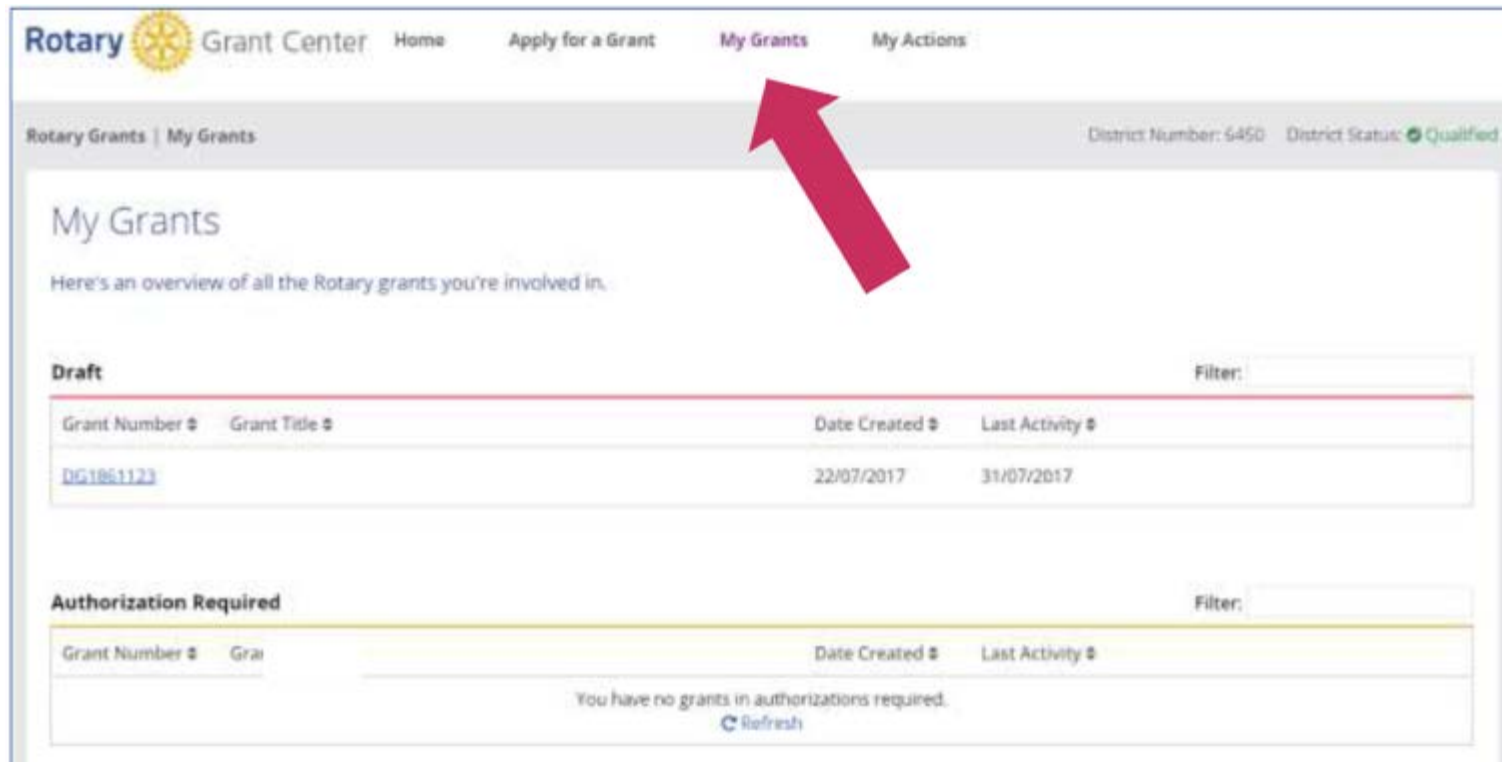
Below the search input field, there is a section titled "Area of Focus" with a list of categories, each with a radio button and a circular icon:

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

At the bottom right of the search section, there is a blue button labeled "Filter". A pink arrow points to this button.

Navigate the Grant Center – My Grants

Choose **My Grants** to see all of the grants you're involved in.



Rotary Grant Center Home Apply for a Grant **My Grants** My Actions

Rotary Grants | My Grants District Number: 6450 District Status: Qualified

My Grants

Here's an overview of all the Rotary grants you're involved in.

Draft Filter:

Grant Number	Grant Title	Date Created	Last Activity
DG1861123		22/07/2017	31/07/2017

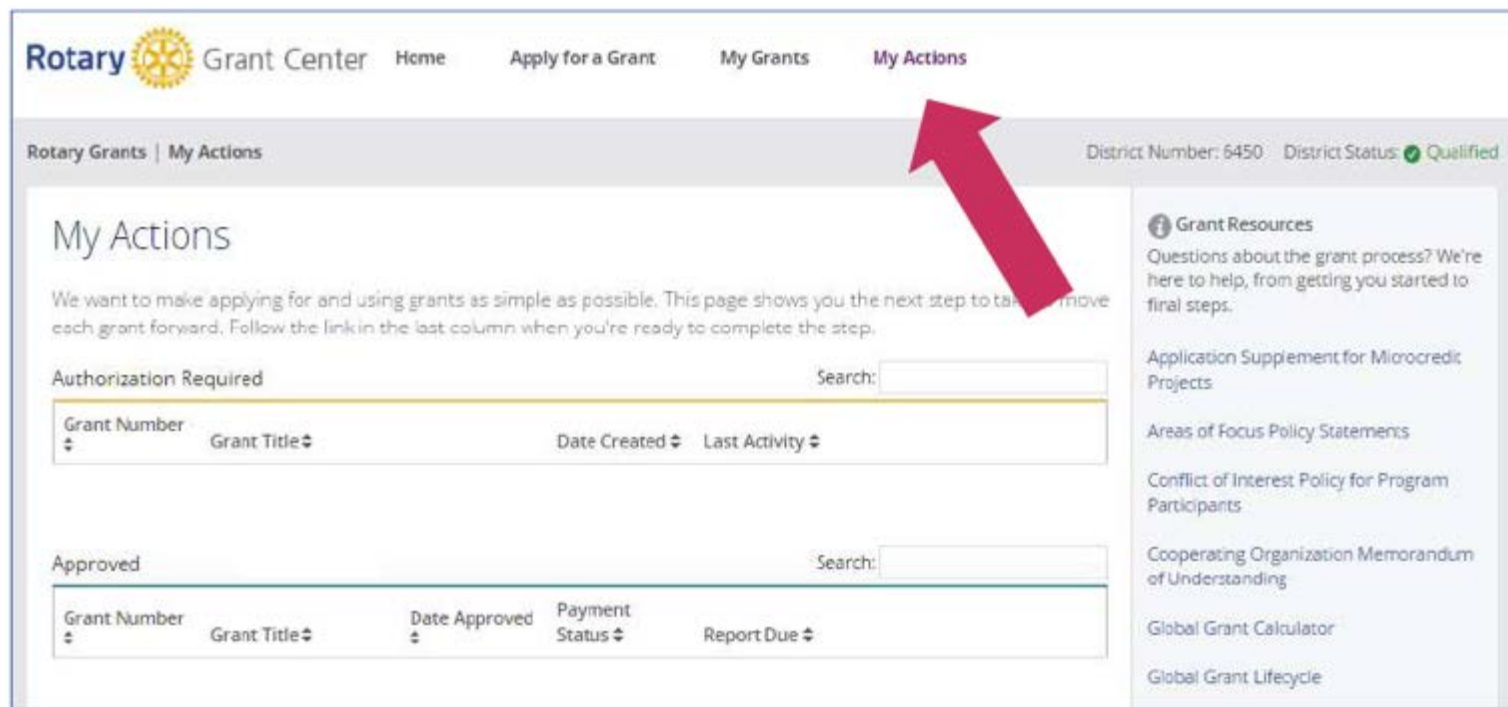
Authorization Required Filter:

Grant Number	Grant Title	Date Created	Last Activity
You have no grants in authorizations required.			

[Refresh](#)

Navigate the Grant Center – My Actions

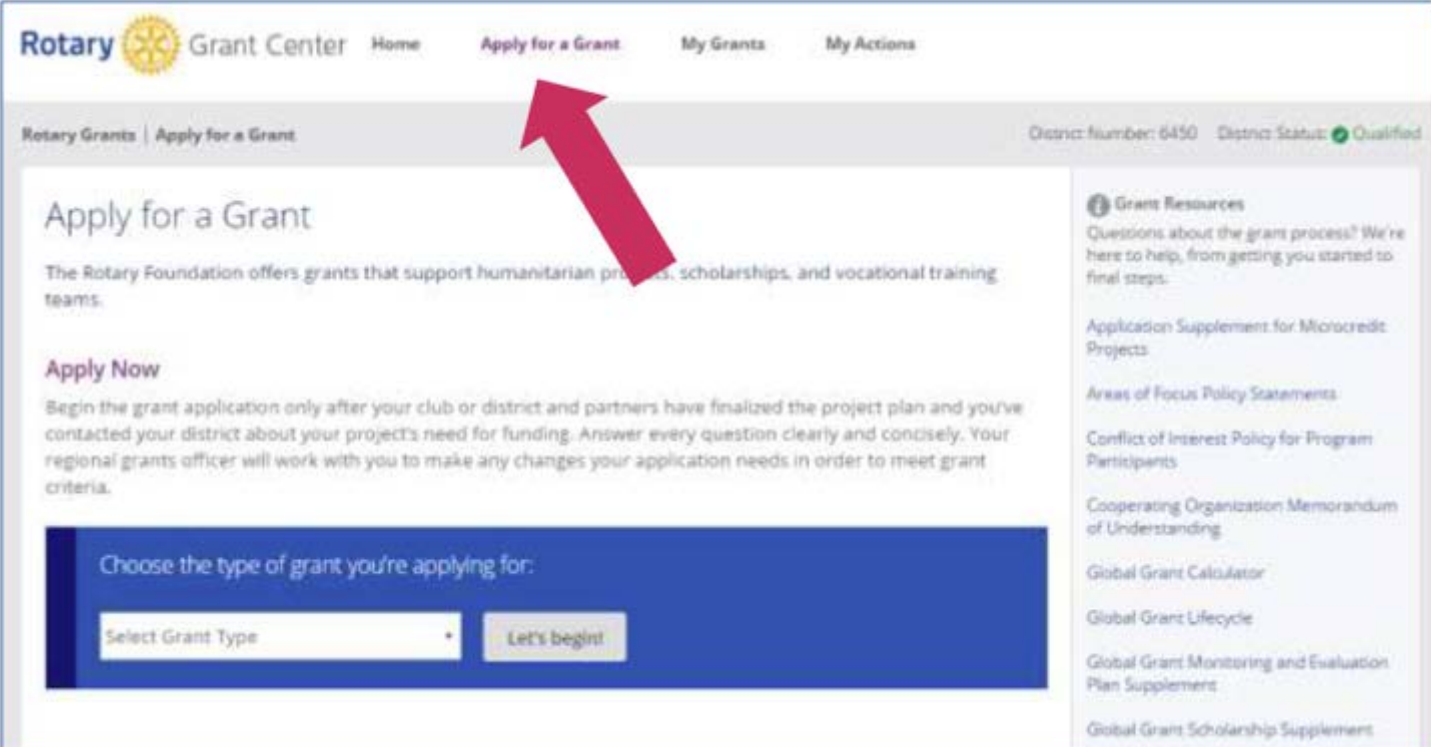
Go to **My Actions** to see the grants you're involved in that require action from you.



The screenshot shows the Rotary Grant Center interface. The top navigation bar includes links for Home, Apply for a Grant, My Grants, and My Actions. The 'My Actions' link is highlighted with a red arrow. Below the navigation bar, the page title is 'Rotary Grants | My Actions' and the district information is 'District Number: 6450' and 'District Status: Qualified'. The main content area is titled 'My Actions' and contains a message: 'We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.' There are two sections: 'Authorization Required' and 'Approved'. Each section has a search bar and a table of grants. The 'Authorization Required' table has columns for Grant Number, Grant Title, Date Created, and Last Activity. The 'Approved' table has columns for Grant Number, Grant Title, Date Approved, Payment Status, and Report Due. On the right side, there is a 'Grant Resources' section with links for 'Application Supplement for Microcredit Projects', 'Areas of Focus Policy Statements', 'Conflict of Interest Policy for Program Participants', 'Cooperating Organization Memorandum of Understanding', 'Global Grant Calculator', and 'Global Grant Lifecycle'.

Apply for a Global Grant

To start a global grant application, go to **Apply for a Grant.**



The screenshot displays the Rotary Grant Center website interface. At the top, the navigation menu includes 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. A red arrow points to the 'Apply for a Grant' link. Below the navigation, the page title is 'Apply for a Grant'. The main content area features a description of the Rotary Foundation's grant offerings and an 'Apply Now' section with instructions. A blue box prompts the user to 'Choose the type of grant you're applying for:' with a dropdown menu labeled 'Select Grant Type' and a 'Let's begin!' button. On the right side, there is a 'Grant Resources' sidebar with a list of links including 'Application Supplement for Microcredit Projects', 'Areas of Focus Policy Statements', 'Conflict of Interest Policy for Program Participants', 'Cooperating Organization Memorandum of Understanding', 'Global Grant Calculator', 'Global Grant Lifecycle', 'Global Grant Monitoring and Evaluation Plan Supplement', and 'Global Grant Scholarship Supplement'.

Apply for a Global Grant

Choose **Global Grant** from the list and click **Let's begin!**

The screenshot shows a web interface for applying for a Global Grant. On the left, there is a section titled "Apply Now" with a paragraph of text. Below this is a blue bar with the text "Choose the type of grant you're applying for:". Underneath the blue bar is a white dropdown menu labeled "Select Grant Type" and a grey button labeled "Let's begin!". A large red arrow points from the text above to the "Let's begin!" button. On the right side of the interface, there is a vertical list of links: "Training Plan for Global Grants", "Vocational Training Team Itinerary", and "Vocational Training Team Member Application".

Apply for a Global Grant

In **Step 1: Basic Information** enter project name, project type, primary host and international contacts. Click on the question mark (?) icons throughout the application for important information. Use the **Save & Continue** button to move to the next step.

Apply for a Global Grant – Step 1

Grant Application

All fields are required unless noted as "optional".

Step 1: Basic Information

Enter some basic information, and then we'll give your application a number.

What's the name of your project?

100/100 characters

What type of project are you planning?

Check all that apply. This will tell us what else we need to ask you.

- A humanitarian project**
Address community needs and produce sustainable, measurable outcomes
- Vocational training**
Build skills within a community by supporting a team of professionals that will travel abroad to train or learn from colleagues in the community they visit
- A scholarship**
Fund international graduate-level study by someone seeking a career within an area of focus

Select the primary host and international contacts for this project.

Name	Club	District	Sponsor	Role
+Add Primary Contact	<input checked="" type="checkbox"/> Notify Primary Contact			

Switch host, international contacts, and committees.

Save & Continue Exit

GRANT INFORMATION

GRANT NUMBER

STATUS

LAST ACTIVITY
24/10/2016

Print application (PDF)

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement



Apply for a Global Grant – Step 1

The Grant Center now assigns your project a grant number.



Grant Application

Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

- Step 1: Basic Information ✓
- Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Who will serve on the grant's International committee?

INFORMATION

GRANT NUMBER:
GG1744555

STATUS:
Draft

LAST ACTIVITY:
24/10/2016

AUTO-SUBMIT:
 Auto-submit is ON

Save & exit application



Apply for a Global Grant

Now you're at **Step 2, Committee Members.**

Add at least two members of the host committee, made up of Rotarians who live in the country where the project activities will be carried out (or where the scholar will study, in the case of a scholarship), and at least two members of the international committee.

Answer the question about conflicts of interest. After each step, you'll use the **Save & Continue** button to move to the next step.

Apply for a Global Grant – Step 2

Grant Application

Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

- Step 1: Basic Information ✓
- Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members		✓ Notify Committee Members	

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members		✓ Notify Committee Members	

Do any of these committee members have potential conflicts of interest?

No Yes

GRANT INFORMATION

GRANT NUMBER
GG1744555

STATUS
Draft

LAST ACTIVITY
24/10/2016

AUTO-SUBMIT
 Auto-submit is ON

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

[Application Supplement for Microcredit Projects](#)


[Areas of Focus Policy Statements](#)





Apply for a Global Grant

As you complete the steps, you'll notice that **check marks** appear next to their labels. You can click the **pencil** to edit steps you've completed. You can also Skip a step and return to it later, but any changes you've made within that step will not be saved.


All fields are required unless noted as "optional".

Step 1: Basic Information ✓ 

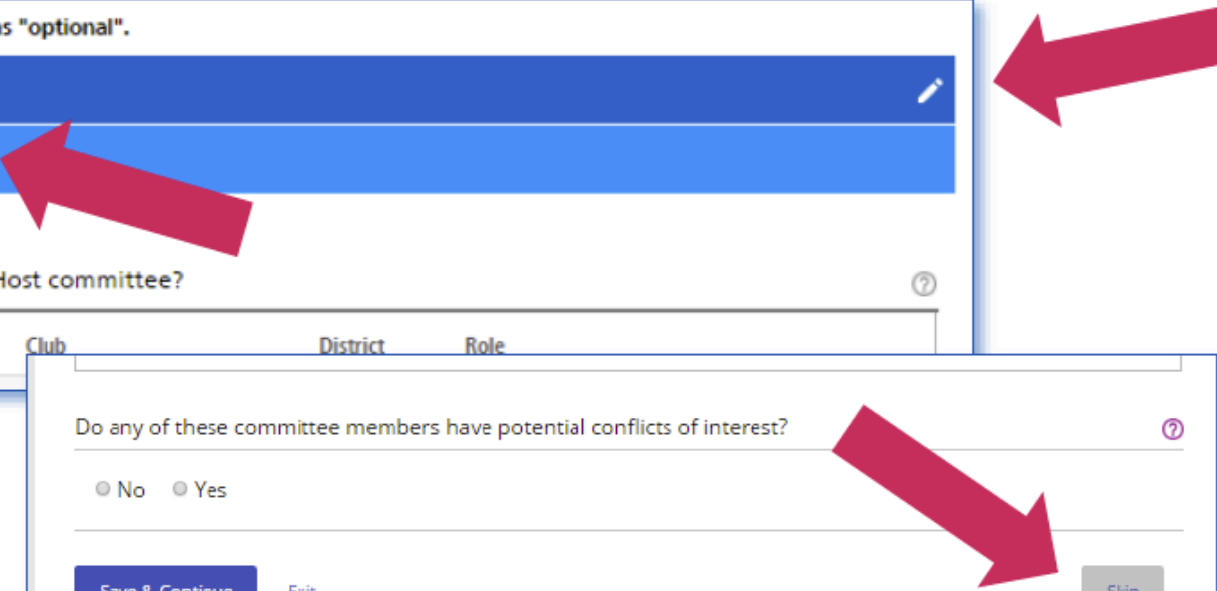
Step 2: Committee Members ✓ 

Who will serve on the grant's Host committee? 

Name	Club	District	Role
------	------	----------	------

Do any of these committee members have potential conflicts of interest? 

No Yes



Apply for a Global Grant

If you save a step when you haven't supplied all of the necessary information, a banner will tell you that more information is needed. The incomplete sections will be highlighted. The banner will remain until all information for the step has been provided.

RESPONSE NEEDED
Please fill out the highlighted questions or sections below.

Where will your project take place?

City or town

Province or state *(optional)*

Country

When will your project take place?

Start date

End date

Apply for a Global Grant

Throughout the process, you can click **Save & exit application**. You can also create a PDF of the grant application at any time using Print application (PDF), or you can delete an application that is still in “Draft” status by clicking on **Delete application**. Helpful Grant Resources are listed at the bottom of the right-hand column.

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			

Notify Committee Members

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members			

Notify Committee Members

Do any of these committee members have potential conflicts of interest?

No Yes

Save & Continue Exit Skip

Step 3: Project Overview

Step 4: Areas of Focus

Step 5: Measuring Success

LAST ACTIVITY
26/01/2017

AUTO-SUBMIT
 Auto-submit is ON

Save & exit application

Print application (PDF)

Delete application

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

Application Supplement for Microcredit Projects

Areas of Focus Policy Statements


Conflict of Interest Policy for Program Participants




Cooperating Organization Memorandum of Understanding

Apply for a Global Grant

In **Step 3**, briefly describe your project in a Project Overview

Step 3: Project Overview


Tell us a little about your project. What are the main objectives of the project, and who will benefit from it? 







  

Apply for a Global Grant

In **Step 4**, indicate the **Areas of Focus** that your project will support.

Step 4: Areas of Focus

Which area of focus will this project support?
Select at least one area. Note that we'll ask you to set goals and answer questions for each area of focus you select. 

-  Peace and conflict prevention/resolution
-  Disease prevention and treatment
-  Water and sanitation
-  Maternal and child health
-  Basic education and literacy
-  Economic and community development

Apply for a Global Grant

In **Step 5**, outline your plan for **Measuring Success** by checking one or more goals for each area of focus and adding measures for each goal.

Apply for a Global Grant – Step 5

Step 5: Measuring Success



MATERNAL & CHILD HEALTH

Which goals of this area of focus will your project support?

Select all that apply. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal. ?

- Reducing the mortality and morbidity rate for children under the age of five
- Reducing the maternal mortality and morbidity rate
- Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children
- Supporting studies for career-minded professionals related to maternal and child health

How will you measure your project's impact? Find tips and information on how to measure results in the Global Grant Monitoring and Evaluation Plan Supplement. ?

Measure	Collection method	Frequency	Beneficiaries	
Number of mothers receiving prenatal care	Grant records and reports	Every month	20-49	 
+ Add Measure				



Apply for a Global Grant

In **Step 6**, add the **Location and Dates** of the project. For scholarships and vocational training teams, add the estimated travel dates.

Step 6: Location and Dates

HUMANITARIAN PROJECT

Where will your project take place?

City or town

Conakry

Province or state

Country

Guinea

When will your project take place?

Start date

02/01/2017



End date

29/12/2017



Rotary



Apply for a Global Grant

In **Step 7**, list other project **Participants**, including cooperating organizations, scholarship candidates, vocational training team leaders, additional partners, volunteer travelers, and participating clubs or districts.

Apply for a Global Grant – Step 7

Step 7: Participants

COOPERATING ORGANIZATIONS(OPTIONAL) ?

Name	Website	Location
+ Add Organization		

PARTNERS(OPTIONAL)

List any other partners that will participate in this project. ?

VOLUNTEER TRAVELERS(OPTIONAL) ?

Name	Email
+ Add Traveler	

ROTARIAN PARTICIPANTS

Describe the role that host Rotarians will have in this project.



Apply for a Global Grant

In **Step 8**, provide **Budget** data. Enter the local currency and exchange rate, list budget items, and upload supporting documents.

Step 8: Budget

What local currency are you using in your project's budget?
The currency you select should be what you use for a majority of the project's expenses. ?

Local Currency U.S. dollar (USD) exchange rate

GNF 0.000

What is the budget for this grant?
List each item in your project's budget. Remember that the project's total budget must equal its total funding, which will be calculated in step 9. ?

#	Category	Description	Supplier	Cost in GNF	Cost in USD
+ Add budget item					
Total budget:				0	0



Apply for a Global Grant

In **Step 9**, list your sources of project **Funding**.

Step 9: Funding

Tell us about the funding you've secured for your project. We'll use the information you enter here to calculate your maximum possible funding match from the World Fund. ?

#	Source	Details	Amount (USD)	Support*	Total	
+ Add funding source						

*Whenever cash is contributed to the Foundation to help fund a global grant project, an additional 5 percent is applied to help cover the cost of processing these funds. Clubs and districts can receive Paul Harris Fellow recognition points for the additional expense.

How much World Fund money would you like to use on this project? ?

You may request up to 0.00 USD from the World Fund.



Funding summary ?

Apply for a Global Grant

In **Step 10, Sustainability**, you explain each step of the project, how the project responds to community needs, and what makes the project activities sustainable. You also answer a few questions about how the budget affects the sustainability of the project.

Apply for a Global Grant – Step 10

Step 10: Sustainability

HUMANITARIAN PROJECTS

Project implementation

Project plan

Describe the project

How did you implement the project?

How were resources managed?

How were community members involved?

Summarize each activity

#	Activity
	<input type="text"/>
<input type="button" value="+ Add Activity"/>	

Describe how you will ensure sustainability

Does your project meet the following criteria?

Will the project be sustainable?

How were community members involved?

After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary club or member.

BUDGET

Will you purchase budget items from local vendors?

Yes No

Did you use competitive bidding to select vendors?

Yes No

Do your budget items align with the local community's technology standards?

Yes No

Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?



Apply for a Global Grant

When you've completed steps 1-10, you're ready to finalize and submit your application. In **Step 11** you **Review** and **Lock** your application. Make sure all of your information is accurate and complete. You may find it helpful to print the full application. After you review the grant application, lock it. This will change its status from "**Draft**" to "**Authorizations Required**" and make it read-only — you won't be able to make changes. Only the primary contact can lock the application.

Apply for a Global Grant – Step 11

Application Finalization & Submission

Step 11: Review and Lock

Now that you've answered all the questions, it's time to finalize the application. There are a few more steps that need to be completed before your application is submitted to the Rotary Foundation for review.

- Review**
Double-check each answer on the application to make sure all of the information is accurate. Download a printable PDF that shows all of your answers together.
- Lock application**
After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only - you won't be able to make changes.
- Authorizations and legal agreements**
You and other authorizers of the grant will review and authorize the application in step 12.
- Submission and Foundation review**
Once all authorizations are given, the grant application is submitted to the Foundation for review.
- Bank account information**
If your application is approved, you will need to provide the bank account information for the grant.

Lock Application

Locking the application will change its status from "Draft" to "Authorizations Required" and will be read-only to authorizers. District and club leaders who need to authorize the application will receive an email prompting them to do so. Once all authorizations are completed, the application is submitted to The Rotary Foundation for review.

To make any changes or corrections, project planners or authorizers will need to unlock the application first.

[Lock Application](#)



Authorize a Global Grant Application (Club Presidents and District Leaders)

In **Step 12, Authorizations**, the primary contacts and district and club leaders will authorize the application. Review the information, then click **Authorize now**. As soon as everyone who needs to authorize the application does so, the application is submitted to The Rotary Foundation for review. After your application is submitted, you cannot change it without contacting Rotary staff.

Authorize a Global Grant Application – Step 12

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization ?

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application in step 11, an email was sent to club or district leaders who also need to authorize your application. In this step, you can see which of them have done so.

Primary contact authorizations

Application Authorization

By submitting this global grant application, we agree to the following:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities as presented in this application.
2. The club/district agrees to undertake these activities as a club/district.
3. We will ensure that cash contributions (as detailed in the grant financing) will be forwarded to The Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

✓ Authorize now

Rotary



Authorize a Global Grant Application (Club Presidents and District Leaders)

To authorize a global grant application, go to **My Actions**.

Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to help solve some of the world's most serious problems. From providing clean water in local communities to promoting economic growth worldwide, Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

The lifecycle of a Rotary grant

```

graph LR
    Draft((Draft)) --> Authorization((Authorization))
    Authorization --> Submitted((Submitted))
    Submitted --> Approved((Approved))
    Approved --> Completion((Completion))
  
```

Grant Resources

- Questions about the grant process? We're here to help, from getting you started to final steps.
- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement



Authorize a Global Grant Application (Club Presidents and District Leaders)

Go to the **Authorization Required** section of the page. You can use **Filter** to search for a grant by number. Depending on your role (club president, district Rotary Foundation committee chair, or district governor), you'll see various authorization links. When you find the grant you need to authorize, follow its authorization link.

Authorize a Global Grant Application (Club Presidents and District Leaders)

My Actions

We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.

Authorization Required

Filter:

Grant Number	Grant Title	Date Created	Last Activity	
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	Legal Authorization
GG1749128	Saving Mothers and Children in Guinea	17/01/2017	19/01/2017	Application Authorization
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	Application Authorization
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	DDF Authorization



Authorize a Global Grant Application (Club Presidents and District Leaders)

You'll be taken to **Step 12** of the application, **Authorizations**. Read the legal agreement, then click Yes, I agree, or read the authorization information and click **Authorize now**. You can print a copy of the agreement for your records.

Authorize a Global Grant Application (Club Presidents and District Leaders)

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization
Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application in step 11, an email was sent to club or district leaders who also need to authorize your application. In this step, you can see which of them have done so.

Legal agreement
In consideration of the grant, I acknowledge and agree to the following terms and conditions:
1. The Sponsor of this grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.
2. The Sponsor of this grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

Yes, I agree

District Rotary Foundation chair authorization

Application Authorization

By submitting this global grant application, we agree to the following:
1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities presented in this application.
2. The club/district will undertake these activities as a club/district.
3. We will ensure that contributions (as detailed in the grant financing) will be forwarded to The Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

Authorize now

[Print authorizations \(PDF\)](#)

DDF authorization

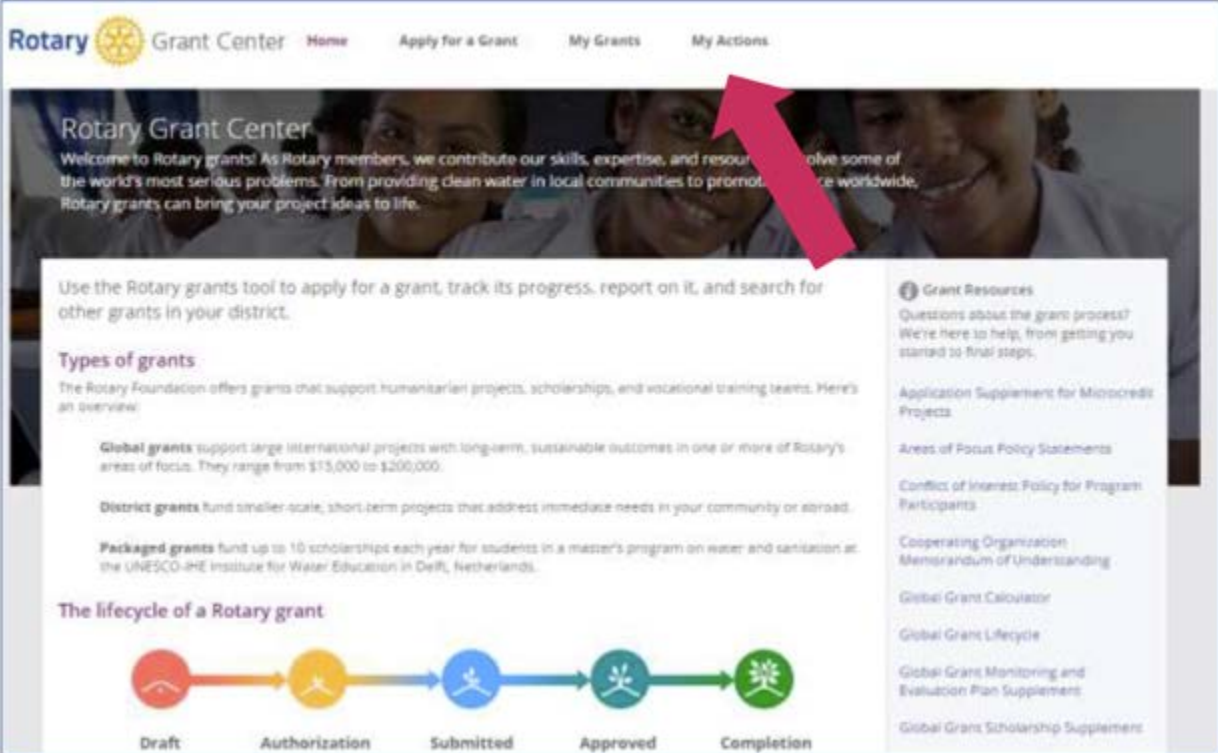
Funding source	Amount requested
District Designated Fund (DDF)	10,000.00
District Designated Fund (DDF)	20,000.00

Authorize now



Enter Global Grant Bank Account Information

After a grant has been approved, primary contacts provide information about the project bank account so that the Foundation can deposit the grant money. To enter bank account information, go to **My Actions**.



The screenshot shows the Rotary Grant Center website interface. At the top, there is a navigation bar with the following links: Home, Apply for a Grant, My Grants, and My Actions. A red arrow points to the 'My Actions' link. Below the navigation bar, the main content area features a header for 'Rotary Grant Center' with a welcome message. The main content is divided into several sections: 'Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.', 'Types of grants' (Global grants, District grants, Packaged grants), 'The lifecycle of a Rotary grant' (a flowchart with five steps: Draft, Authorization, Submitted, Approved, Completion), and 'Grant Resources' (a list of links for various grant-related documents and tools).



Enter Global Grant Bank Account Information

Go to the **Approved grants**. You can use **Filter** to search for a grant by number. When you find the grant, click **Bank Information**.

My Actions

We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.

Authorization Required

Filter:

Grant Number ⌵	Grant Title ⌵	Date Created ⌵	Last Activity ⌵
-------------------	---------------	----------------	-----------------

Approved

Filter:

Grant Number ⌵	Grant Title ⌵	Date Approved ⌵	Payment Status ⌵	Report Due ⌵
GG1642987	Uganda Eye Care VT...	22/12/2016	Unpaid	 Bank Information

Rotary



Enter Global Grant Bank Account Information

Select the account holder from the list and then select the location of the bank account. Click **Add Signatory** to designate two Rotarians to serve as signatories for the bank account. When you've provided all of the information, click **Submit Bank Information**.

Enter Global Grant Bank Account Information

Account holder

9550 ▼


Location of the bank account

--Please Select-- ▼

Account Signatories ?

Name	Club
+Add Signatory	

Upload Bank Statement For Funds Sent Direct to Account ?

[Upload](#) 

Enter the expected contributions (Funds Sent Direct Only)

Submit or save your progress

Please review the bank information you have entered before clicking the submit button. You can always save your work and complete it later.

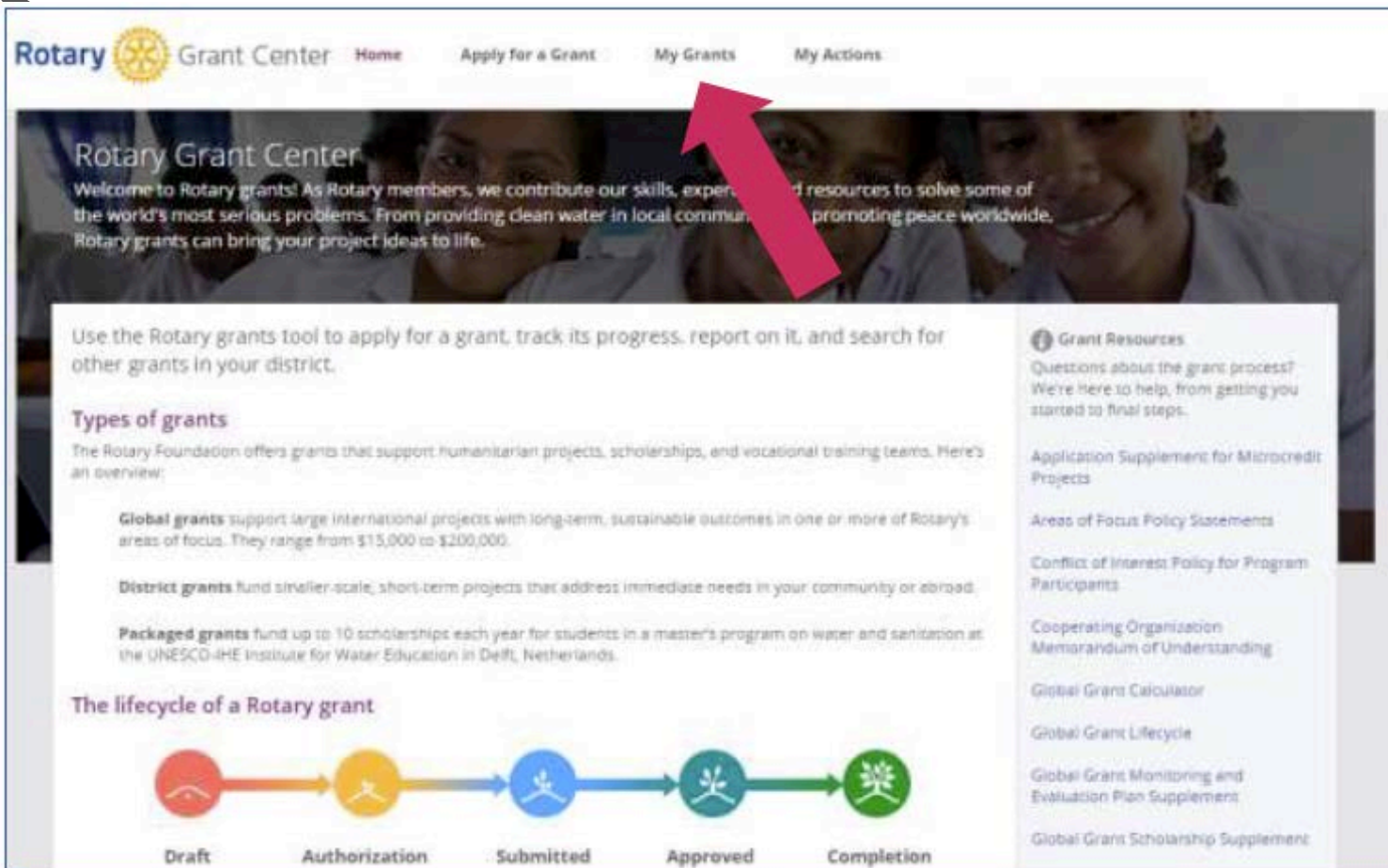
Note: All bank information must be provided to the Foundation before a payment is made to your grant.

[Submit Bank Information](#) [Save](#) [Exit](#)



Report on a Global Grant

To report on a global grant, go to **My Grants**



The screenshot shows the Rotary Grant Center website. The navigation bar includes 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. A pink arrow points to the 'My Grants' link. Below the navigation bar, there is a header section with the text: 'Rotary Grant Center. Welcome to Rotary grants! As Rotary members, we contribute our skills, experience, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.'


Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

The lifecycle of a Rotary grant



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graph LR; Draft((Draft)) --> Authorization((Authorization)); Authorization --> Submitted((Submitted)); Submitted --> Approved((Approved)); Approved --> Completion((Completion));
```

Grant Resources

- Questions about the grant process? We're here to help, from getting you started to final steps.
- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement

Report on a Global Grant

Go to the **Approved grants** section to see all of the approved grants that you're involved in. Or use **Filter** to search for a grant by number. When you find the grant, click **Reports**.

Approved					Filter:
Grant Number	Grant Title	Date Approved	Status	Report Due	
GG1416944	Eldo Eye Centre Clinic	26/03/2015	Paid	28/05/2016	Reports
GG1419525	T.A.R.A. - Tenwek Medical Proj...	06/04/2016	Paid	11/05/2017	Reports
GG1641361	Cervical Cancer Prevention an...	30/09/2016	Paid	24/10/2017	Reports

Report on a Global Grant

Click **Start a Report**

GG1743926 Reports

Teachers' Training Program 2B

You can start two types of report here: progress reports and final reports. You'll write a progress report every 12 months until the project is finished. Final reports are due within two months after you finish the project. [Learn more.](#)

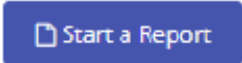
When you submit a report to the Foundation, staff will review it and either accept the report or contact you to ask for more information.

You can start a new report only after the previous report has been accepted.

Note that grants paid to clubs and districts in India have a different reporting schedule.

Reports

No.	Type	Status	Due	Submitted
-----	------	--------	-----	-----------

 Start a Report

Please note: No reports have been started. Click Start a Report to begin.

Report on a Global Grant

If you have already started a report, choose **Edit** to continue your work on it.

GG1743926 Reports

Teachers' Training Program 2B

You can start two types of report here: progress reports and final reports. You'll write a progress report every 12 months until the project is finished. Final reports are due within two months after you finish the project. [Learn more.](#)

When you submit a report to the Foundation, staff will review it and either accept the report or contact you to ask for more information.

You can start a new report only after the previous report has been accepted.

Note that grants paid to clubs and districts in India have a different reporting schedule.

Reports

No.	Type	Status	Due	Submitted
1	Progress	Draft	28/06/2018	Edit Print

 Start a Report

Please note: You can only work on one active report at a time.

Rotary



Report on a Global Grant

Choose **Progress Report** if the project is still in progress. Choose **Final Report** when all project activities are finished. Click **Continue**.

Select Report Type ✕

To begin, select the report type.



PROGRESS REPORT

Use a progress report if the project is still in progress.

Continue



FINAL REPORT

Submit a final report when all project activities are finished.

Continue

Rotary



Report on a Global Grant


Select **Change Report Type** if you need to change the report from a progress to a final report, or vice versa.

GG1743926 Reports

Teachers' Training Program 2B

 Progress report

This is a progress report, which indicates that your project activities are still in progress.

If your activities are completed, switch to a final report.  [Change Report Type](#)



Report on a Global Grant

Several sections of the report will automatically include information that was provided in the grant application.

Complete each section of the report, beginning with **Committee Members**. If any committee members no longer serve on the project committees, remove them by clicking on the **X** to the right of their information. You can add new committee members if necessary. Use the **Save & Continue** button to move to the next section.

Report on a Global Grant

Committee Members ✓

If any committee members have changed since your application was approved, please let us know. Each committee needs to include at least three members.

Primary contacts ?

Name	Club	District	Sponsor	Role
			Club	Host
			Club	International

Host committee members

Name	Club	District	Role	Date Added
			Secondary Contact	✕
			Secondary Contact	✕

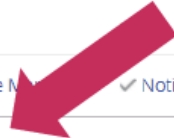
+ Add Committee Members ✓ Notify All Committee Members

International committee members

Name	Club	District	Role	Date Added
			Secondary Contact Internation...	✕
			Secondary Contact Internation...	✕

+ Add Committee Members ✓ Notify All Committee Members

Save & Continue **Save** Exit **Skip**



Report on a Global Grant

In Project Objectives and Implementation section, include information about the progress made on the project.

Project Objectives and Implementation

Tell us about the progress you and your partners have made on your grant project.

PROJECT OBJECTIVES

The Rotary Foundation approved global grant funding to be used for the following project objectives:

The main objective is to enhance teaching competence of Elementary School Teachers, specifically in mathematics and science. Why elementary teachers? Learning something early on when we are still fresh has a better chance to succeed. Hence, elementary school years are the golden time for children to learn especially something basic such as math and natural science. It is expected that once they master those subjects early on, they can easily follow other advanced lessons such as Physics, Biology and naturally

Have any of these objectives changed?

Yes No

Have you made progress toward your project objectives?



Report on a Global Grant

In Measuring Success, add information about the success of the project in terms of the measures you provided in the grant application.

Measuring Success

Each project measure that you provided on the grant application (in step 5) is listed below. You can report your results or edit results that you reported earlier. You can also add measures that you didn't include in your application.

How many people have directly benefited from the project?

BASIC EDUCATION AND LITERACY

Impact measures ?

Report the results for each of the grant measures up to now. Add new measures by using the link below the current measures.

Collection method	Frequency	Beneficiaries
Direct observation	Every six months	100-499
RESULTS TO DATE		

Report



Report on a Global Grant

In the **Participants** section, describe how the sponsor Rotarians have participated in the project. Also enter any other clubs or districts that have helped with the project. If any cooperating organizations are involved in the project, provide details about their activities.

Report on a Global Grant

Participants

SPONSOR PARTICIPATION

What roles and responsibilities did host sponsor members have?

What roles and responsibilities did international sponsor members have?

PARTNERS (OPTIONAL)

Add any Rotary clubs or districts that were involved in this project, other than the host and international sponsors or financial contributors.

No.	Type	Club name or district number
+ Add a Club or District		

Rotary



Report on a Global Grant

If your grant involves a scholarship, provide information about the scholar in the **Participants** section of the report.

SCHOLAR

Tell us a little about the scholar's involvement with Rotary.

Ask the scholar to write the evaluation

Rate the scholar's level of participation in Rotary activities. The scholar won't be able to see this rating.

- Poor
- Fair
- Good
- Very good
- Excellent


Mark the Rotary activities the scholar participated in during their studies.

- Club meetings
- Conferences (e.g., district conferences)
- Service projects
- Fundraising events
- None
- Other (please specify)

Report on a Global Grant

The scholar will complete and authorize the **Scholar Evaluation**.

GG1750670 Reports
Global Grant Scholarship

 Progress report

This is a progress report

Scholar Evaluation

Tell us about your Rotary
your course research

Scholar Authorization

CERTIFY AND SUBMIT

The next step is to submit your evaluation for review and authorization by your sponsors.

You will not be able to edit your report after you submit it. Your sponsor members will complete their part of the report and submit it to The Rotary Foundation.

I certify that my report is complete and accurate and includes the latest information.

Report on a Global Grant

If your project includes a vocational training team, the **Vocational Training Teams** section of the report will be visible.

The vocational training team leader should complete this section. If the team has traveled, select **Yes**, and more questions will be displayed. The team leader will answer these questions and authorize the section. If multiple teams are involved in the grant, the leader of each team will need to complete and authorize their team's section of the report.

Report on a Global Grant

Vocational Training Teams

Observations of the vocational training team project will help us understand how the team and community benefited from the project initiatives.

In this section, we encourage the vocational training team leader fill out the information below. Please note: If a primary contact or project sponsor answers the questions, the team leader is still required to review the section and certify and submit.

1. **IRPC Bridge Training Team** [View details](#) ▼

Has this vocational training team completed its training? Yes No

[Save & Continue](#) [Save](#) [Exit](#)

Has this vocational training team completed its training? Yes No

Notify team leader that reporting is active

ACTIVITY DETAILS

When did the team travel?

Departure

Return

List each training objective.

CERTIFY AND SUBMIT

The next step is to submit this section for review and authorization by **training team leaders only**.

This section cannot be edited after it's submitted.

I certify that the answers above are complete and accurate and includes the latest information.

[Submit and Authorize](#)



Report on a Global Grant

In the **Project Expenditures** section, enter what you've actually spent in the **Expense log** by clicking **Add Expense**. You can view the budget that was included in the grant application by clicking **View** your project budget from the application.

Report on a Global Grant

Project Expenditures

Keeping accurate records of your expenses throughout your grant is important to its success. Use the expense log to report everything you've spent grant money on since your last report. If this is your first progress report, report all expenditures since you received the funds. Expenses you entered in previous reports are shown but cannot be changed.

Use the summary report to compare your expenditures with the budget. You'll see the variance for each budget category.

Grant amount:
52,052 USD

Expense log
View your project budget from

Date	Description
+ Add Expense	

Expense summary

Category	
Training	
Totals:	676675

Did your project have any unexpected or unusually large expenses?
 Yes No

Add an expense

Tell us a little more about each expense.

What was the date of this purchase or other expense?

Which currency?

Confirm or change the exchange rate of this expense

Expense details

Date:
 Amount:

Category:

Description:

Supplier:



Report on a Global Grant

In the **Financial Details** section, you'll answer questions about the project's budget, financial management, and challenges. For both progress reports and final reports, provide bank statements. You may also upload any other supporting documentation, such as a ledger or receipts.

Report on a Global Grant

Financial Details

PROJECT BANK STATEMENTS

Upload bank statements from the project bank account to show all project-related transactions, including deposits and withdrawals. In addition to the bank statements, you can also upload a financial ledger. For scholarships, please attach receipts for any expenses over \$75.

 Upload

FINANCIAL MANAGEMENT

Who is in charge of the project's financial management?

Please describe the project's financial management, including record keeping, inventory, payment authorizations, and conversion of funds.

Were there any challenges in managing the project funds?

Yes No



Report on a Global Grant

When you've completed the sections above, you're ready to finalize and submit your report. In the next section, you **Review** and **Lock** your report. Check each answer you've given to make sure all of the information is accurate and complete. You may find it helpful to print the full report. After you review the grant report, lock it. This will change its status from "**Draft**" to "**Authorizations Required**" and make it read-only — you won't be able to make changes. Only the primary contacts can lock the report.

Report on a Global Grant

Review and Lock

Now that you've completed all the steps, it's time to finalize the report so it can be submitted to The Rotary Foundation.

- Review**
Double-check each answer on the report to make sure all of the information is accurate. Download a printable PDF that shows all of your answers together.
- Lock report**
After you review the grant report, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only - you won't be able to make changes.
- Authorizations**
Primary contacts and grant sponsors will review and authorize the report.
- Submission and Foundation review**
When all authorizations have been given, the report is submitted to the Foundation for review.

REVIEW & LOCK REPORT

- Review**
Check each answer in the report to make sure all of the information is accurate.
[View this report as a printable PDF](#)
- Lock Report**
After you review the report, lock it. Only the primary contacts can lock the report. This will make it read-only and change its status from "Draft" to "Authorizations Required" — you won't be able to make changes. District and club leaders who need to authorize the report will receive an email prompting them to do so.
Primary contacts and grant sponsors can unlock the report if any changes or corrections need to be made.

[Lock Report](#)



Authorize a Global Grant Report

The last section is **Authorizations**.

The primary contacts and club president (if the grant is club-sponsored) or district Rotary Foundation committee chair (if it is district-sponsored) will authorize the report. Review the authorization information, then click **Authorize now**. As soon as everyone who needs to authorize the report does so, the report is submitted to The Rotary Foundation for review. After your report is submitted, you cannot change it without contacting Rotary staff.



Authorize a Global Grant Report

Authorizations

YOUR AUTHORIZATIONS

Authorization ?

Getting your grant report authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the report more than once.

When the report was locked, an email was sent to club or district leaders who also need to authorize this report. In this step, you can see which of them have done so.

Sponsor

By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes. I also understand that all photographs, video and other media submitted with this report will become the property of Rotary International and will not be returned. I represent and warrant that I own all rights in the photographs, video and other media, including all rights, and that I have permission to license use of the images/likenesses of the individuals appearing in the photographs, video and other media to Rotary.

✓ Authorize now

Rotary



Authorize a Global Grant Report

After a primary contact affirms that the report is complete and the report's status changes to “**Authorizations Required**,” the other primary contact and the club presidents or district Rotary Foundation committee chairs from both the host and international sponsors must authorize the report. To authorize a global grant report, go to **My Actions**.

Authorize a Global Grant Report

The screenshot shows the Rotary Grant Center website interface. At the top, there is a navigation bar with the Rotary logo and the text 'Rotary Grant Center'. To the right of the logo are four menu items: 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. A large red arrow points to the 'My Actions' menu item. Below the navigation bar is a banner image of three smiling women. Underneath the banner, there is a main heading 'Rotary Grant Center' followed by a welcome message: 'Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.' Below this is a paragraph: 'Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.' There are two main content areas: 'Types of grants' and 'The lifecycle of a Rotary grant'. The 'Types of grants' section lists 'Global grants', 'District grants', and 'Packaged grants' with brief descriptions. The 'The lifecycle of a Rotary grant' section features a horizontal flowchart with five stages: Draft, Authorization, Submitted, Approved, and Completion, each represented by a colored circle with a tree icon. To the right of the main content is a 'Grant Resources' sidebar with a list of links including 'Application Supplement for Microcredit Projects', 'Areas of Focus Policy Statements', 'Conflict of Interest Policy for Program Participants', 'Cooperating Organization Memorandum of Understanding', 'Global Grant Calculator', 'Global Grant Lifecycle', 'Global Grant Monitoring and Evaluation Plan Supplement', and 'Global Grant Scholarship Supplement'.



Authorize a Global Grant Report

Go to the **Approved grants** section of the page. When you find the grant, click **Report Authorization**. Then click **Open**.

Approved

Filter:

Grant Number ⌵	Grant Title ⌵	Date Approved ⌵	Payment Status ⌵	Report Due ⌵	
GG1633520	Ethiopia VTT Vocatio...	29/09/2015	Paid	10/12/2016	 Report Authorization



Authorize a Global Grant Report

Review the report content, then go to the **Authorizations** section of the report. Review the authorization information, and click **Authorize now**. When the final authorizer completes this step, the report's status changes to "Submitted," and Rotary staff will see that the report is ready for review.

Authorizations

YOUR AUTHORIZATIONS

Authorization ?

Getting your grant report authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the report more than once.

When the report was locked, an email was sent to club or district leaders who also need to authorize this report. In this step, you can see which of them have done so.

Sponsor

By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes. I also understand that all photographs, video and other media submitted with this report will become the property of Rotary International and will not be returned. I represent and warrant that I own all rights in the photographs, video and other media, including all rights, and that I have permission to license use of the images/likenesses of the individuals appearing in the photographs, video and other media to Rotary International.

Authorize now



What Happens Next?

Once the Final Report is accepted by Rotary Foundation staff, your grant status changes from **Submitted** to **Closed** in **My Grants**.

Resources

The following documents are on the District 6860 website at <http://rotary6860.org/foundation.php>.

- This slide show, **2018 Global Grant Management Seminar.pdf**
- **A Guide To Global Grants.pdf**
- **2018 How To Use Grant Center.pdf**

Additionally

- Other documents referenced herein are on both **My Rotary** and the **Grant Center**.
- **My Rotary** is at <https://www.rotary.org/myrotary/en>. Click on **Take Action> Apply For Grants> Global Grants**.
- The **Grant Center** is also at **My Rotary**. Click on **Take Action> Apply For Grants> Grant Center**.

Thank you! GO NOW AND DO GOOD IN
THE WORLD!