

Rotary District 6150 Foundation Committee Policy

Introduction: Rotary District 6150 was chosen to be a “Future Vision District” in 2010. After three years of the pilot in 100 districts around the world, the new grants model was implemented for all Rotary districts in the world in 2013-14.

We have used our experiences and those of our colleagues around the world to provide the following policies. These will be supplemented/updated as needed.

Rotary District 6150 Foundation Committee

The *Foundation Committee* will be chaired by the *District Rotary Foundation Coordinator*. The committee chair is appointed to a three-year term. Under the district governor’s leadership, the committee chair works with the committee to plan, coordinate, and evaluate district Foundation activities.

Responsibilities:

- Report to the district governor on district Foundation activities, including the qualification status of clubs and the district.
- Oversee and serve as a member of all subcommittees.
- Help the governor-elect collect input from club members before establishing district Foundation goals for next year.
- Provide an authorizing signature (one of two) for use of the District Designated Fund, reflecting the grant committee’s decisions.
- Work with the district governor, district trainer, and district training committee to plan, organize, and promote district seminars (grant management seminar, district Rotary Foundation seminar, district assembly, and presidents-elect training seminar).
- Oversee the district qualification process, and compliance with the requirements of the district memorandum of understanding.
- Confirm that global grant applications have been completed and that the sponsoring clubs are qualified.
- Ensure that Foundation grant activities are reported on at a district meeting to which all clubs are invited.

- Provide support to club Foundation committees.
- Assist the governor in nominating qualified recipients for district Rotary Foundation awards.

Grants Subcommittee

There will be a *Grants Subcommittee Chair*. The *Grants Subcommittee* manages, promotes and encourages implementation of Rotary Foundation grants, and participation in the Rotary Peace Centers program. The subcommittee helps clubs participate in educational, vocational, and humanitarian activities.

Responsibilities

- Serve as a district expert and resource on all Rotary Foundation grants.
- Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate and conduct club education on the terms and conditions.
- Create and implement a district policy that outlines the distribution of grant funds for clubs and the district.
- Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Ensure implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reporting to The Rotary Foundation on all grants.
- Establish and maintain appropriate grant management recordkeeping systems.
- Distribute applications to potential Rotary Peace Fellows and select qualified applicants.

District Grant Subcommittee

There will be a *District Grants Subcommittee Chair*. The *District Grants Subcommittee* manages, promotes and encourages implementation of Rotary Foundation District Grant. The subcommittee helps clubs participate in educational, vocational, and humanitarian activities.

Responsibilities:

- Serve as a district expert and resource on the Rotary Foundation District Grant.
- Follow and enforce the terms and conditions of grant awards for the district grant; disseminate and conduct club education on the terms and conditions.

- Create and implement a district policy that outlines the distribution of grant funds for clubs and the district.
- Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Ensure implementation of proper stewardship and grant management practices for all grants, including reporting to The Rotary Foundation.
- Establish and maintain appropriate grant management recordkeeping systems.

Fundraising Subcommittee

There will be a *Fundraising Subcommittee Chair*. The *District Fundraising Subcommittee* manages and monitors Foundation fundraising and recognition efforts in the district.

Responsibilities

- Assist and advise clubs on setting fundraising goals and on strategies for achieving them.
- Organize club and district fundraising activities.
- Motivate, promote, and advise clubs on all Rotary Foundation fundraising initiatives.
- Coordinate district donor appreciation events.
- Provide input on District Designated Fund distribution.
- Help clubs set Annual Fund goals.
- Publicize club and district monthly goal achievements.
- Encourage contributions in support of club goals.
- Encourage participation in fundraising events.
- Promote special giving opportunities such as the Paul Harris Society, Rotary Foundation Sustaining Member gifts, challenge/leverage gifts, corporate matching gifts, and corporate and community Foundation support.
- Suggest a Permanent Fund coordinator
- Establish district Benefactor, Bequest Society, and major gift goals.
- Inform Rotarians of planned giving opportunities.
- Work with club presidents to recognize current Benefactors and Bequest Society Members.

- Coordinate efforts with the Annual Fund subcommittee chair.
- Coordinate the identification, cultivation, and solicitation of potential donors in support of the Permanent Fund; involve district leadership, regional Rotary Foundation coordinators, Trustees and Directors, alumni, and Major Donors in planning and soliciting major gift prospects, as appropriate.
- Thank Benefactors, Bequest Society members, and Major Donors, and continue to nurture relationships with them.

Scholarship Subcommittee

There will be a *Scholarship Subcommittee Chair*. This *Scholarship Subcommittee* will be responsible for managing Global Grant Scholarships and Peace Scholars.

Responsibilities

- Advertise the scholarship opportunities to district leaders, clubs, and the public.
- Coordinate orientation for scholarship recipients.
- Confirm participation by the host district and determine whether training or guidance is necessary for the host counselor.
- Ensure that Rotarians in the host district are informed that a scholarship recipient will be studying there.
- Maintain contact with scholarship recipients during the study year.
- Distribute application materials to clubs.
- Select qualified candidates.
- Conduct orientation for fellowship recipients.
- Provide training and guidance to sponsor and host counselors.
- Connect recipients with the district alumni chair.

PolioPlus Subcommittee

There will be a *PolioPlus Subcommittee Chair*. The *district PolioPlus Subcommittee* educates Rotarians and the community about the Foundation's polio eradication efforts, and organizes fundraisers.

Responsibilities

- Encourage donations for PolioPlus from Rotarians, clubs, the district, and the District Designated Fund.
- Organize at least one PolioPlus district fundraiser during the year.
- Work with the Foundation chair, district public relations committee, and the governor to ensure appropriate recognition of exemplary club and district activities related to polio eradication.
- Help the governor and the district trainer with PolioPlus presentations during Rotary Foundation training at district meetings.
- Coordinate with national and regional PolioPlus committees and governmental and other agencies in the implementation of polio eradication activities.
- Provide input on District Designated Fund distribution.

Stewardship Subcommittee

The *District Stewardship Subcommittee* is responsible for ensuring the careful management of Rotary Foundation grant funds and for educating Rotarians on proper and effective grant management.

Responsibilities

- Assist with implementation of the district memorandum of understanding, including development of the financial management plan.
- Help qualify clubs, including assisting with grant management seminars.
- Ensure implementation of proper stewardship and grant management practices for all club- and district-sponsored grants, including reports to The Rotary Foundation on the grants.
- Monitor and evaluate stewardship and grant management practices for all club and district-sponsored grants, including reports to The Rotary Foundation on the grants.
- Ensure that everyone involved in a grant avoids any actual or perceived conflict of interest.
- Create a system to resolve any misuse or irregularities in grant-related activity, report any misuse or irregularities to The Rotary Foundation, and conduct initial local investigations into reports of misuse.
- Approve the annual financial assessment of the financial management plan and ensure that it is properly distributed to clubs in the district.

Rotary District 6150 Foundation Operations

Rotary District 6150 Centennial Fund, Inc.

The purposes for which the Corporation is organized are:

To be organized and operated exclusively for charitable and educational purposes as may be permitted by section 501(c)(3) of the Internal Revenue Code of 1986, as amended (“section 501(c)(3)”), and corresponding provisions of subsequent United States Internal Revenue laws.

To devote its efforts and resources to charitable and educational activities that are consistent with the Object of Rotary, namely, to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;

Second. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his occupation as an opportunity to serve society;

Third. The application of the ideal of service by every Rotarian to his personal, business and community life; and

Fourth. The advancement of international understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.

To engage in such lawful acts or activities as permitted under the laws of the State of Arkansas, under section 501(c)(3), and under the authority granted by Rotary International.

To do each and everything necessary, suitable or proper for the accomplishment of any purpose or for the attainment of any one or more objects which shall at any time appear conducive to or expedient for the protection or benefit of the Corporation.

Grant Application Procedures

The *Foundation Grants Committee* will be composed of the District Rotary Foundation Committee Coordinator, the Grants Subcommittee Chair, the District Grants Subcommittee Chair, the Fundraising Subcommittee Chair, the Scholarship Subcommittee Chair, the PolioPlus Subcommittee Chair, the District Governor, the District Governor-elect, and the District Governor-nominee.

This committee is charged with reviewing all grant requests and making a recommendation to the District Governor and the District Rotary Foundation Committee Coordinator.

Global Grants

Any Subcommittee, Rotary Club or Rotarian whose grant requires DDF from District 6150 to be part of their proposed budget may notify the District Governor of this request for preliminary consideration. If such a request is received the District Governor in consultation with the District Rotary Foundation Committee Coordinator will send a preliminary approval (pending review and final recommendations by the Foundation Grants Committee) or denial of DDF use within 10 days. This request for preliminary consideration must be sent in writing with an explanation of the grant, the budget, and the reasons the grant will be sustainable.

Once the grant is ready for submission to RI and is complete on the website, the primary contact should notify the District Governor and the District Rotary Foundation Committee Coordinator in writing so they may review the grant application.

The District Rotary Foundation Committee Coordinator will ask the two members of the Foundation Grants Committee to comprehensively review the grant. When this review is complete, the 2 appointed members will report to the committee as a whole. The committee will then make a recommendation to the District Governor and to the District Rotary Foundation Committee Coordinator.

They will weigh the available DDF, other grant requests, reporting history, annual fund giving, and the circumstances in considering authorization of the DDF. This process must be completed in 60 days for grants that had preliminary consideration; if no preliminary consideration was sought the process may take an additional 30 days (90 days). The grant will then be sent to TRF for review and approval.

District Grants

District Grant requests may be submitted online. The deadline will be set by the Grants Subcommittee Chair in consultation with the District Governor and the District Rotary Foundation Coordinator Committee. Every effort will be made to have the deadline in the first two months of the Rotary year. Clubs are reminded that no grants will be paid for any project that is already completed!

All district grant requests will be reviewed and approved by the Grants Committee. The Grant will then be submitted to TRF for approval.

Organizational Chart

Foundation Committee

District Rotary Foundation Chair (Committee Coordinator)

Grants Subcommittee/International Service Chair

District Grants Subcommittee Chair

Fundraising Subcommittee Chair

Scholarship Subcommittee Chair

PolioPlus Subcommittee Chair

Foundation Grants Committee

District Rotary Foundation Committee Coordinator
Grants Subcommittee/International Service Chair
District Grants Subcommittee Chair
Fundraising Subcommittee Chair
Scholarship Subcommittee Chair
PolioPlus Subcommittee Chair
District Governor
District Governor-elect
District Governor-nominee.

District Stewardship Subcommittee

This subcommittee will consist of three Rotarians from the district appointed by the DRFC and approved by the DG. These appointees must be independent and uninvolved in the grant process. Each August they will review the District Foundation Finances and submit a written report to the District Governor. This report will be made available to the District at District Conference or Assembly each year.