



CLUB QUALIFICATION FOR ROTARY GRANTS

Frequently Asked Questions

Every year we serve communities around the world through thoughtfully planned out sustainable projects. Grant funds help us to support these projects, and are regulated through club qualification. Get the answers to your most frequently asked questions about club qualification below.

Q: Why must our club be qualified to apply for Rotary Foundation grants?

A: Qualification is the process by your club ensures that it has the necessary financial and stewardship controls in place to manage grant funds. Any club that wishes to be the primary sponsor of a global grant must be qualified. Districts may also require that their clubs be qualified in order to receive district grant funds.

Q: How does our club become qualified?

A: In order to be qualified, a club must sign the club memorandum of understanding (MOU) and send at least one member to a grant management seminar organized by the district. Clubs must complete these steps each year to maintain qualified status.

Download the *Club Memorandum of Understanding*, the *Grant Management Leader's Guide*, the *Grant Management Manual*, and related documents at www.rotary.org/grants.

Q: Who signs the club MOU?

A: The club MOU for each Rotary year is signed by your club's president and president-elect for that Rotary year. For example, the club MOU for 2013-14 should be signed by the 2013-14 club president and 2014-15 club president.

Q: When should the grant management seminar take place?

A: The Foundation recommends that the training be held in conjunction with the presidents-elect training seminar (PETS), the district assembly, or the district conference. However, the district may choose another time and location. Districts should be qualified before holding the seminar for clubs, to ensure that they fully understand the qualification requirements. It is also recommended that districts offer multiple training sessions, for example, one seminar at PETS, another at the district assembly, and subsequent makeup training sessions throughout the year.

Q: Can the grant management seminar be conducted via webinar or other virtual medium?

A: While the Grant Management Seminar has traditionally required in-person attendance, trainers now have the option of holding this seminar as a series of webinars. Webinar instructions may be found in the *Grant Management Seminar Leader's Guide*, found at www.rotary.org/grants.

For more information on how to organize and conduct a webinar, visit the Learning Center on www.rotary.org/myrotary, and take the course on *How to Run a Webinar: For Organizers*.

Q: Can my club attend training in another district?

A: With district permission, clubs may attend training in another district or at a multidistrict event.

- Such exceptions are granted at the district's discretion.
- Districts that allow their clubs to attend another district's training or a multidistrict seminar should ensure that their clubs receive training on qualification requirements specific to their district.
- The club's district is ultimately responsible for ensuring the club receives appropriate training, regardless of where it takes place.

Q: Who attends the grant management seminar?

A: One member from each club seeking qualification must attend training. It is recommended that the club president-elect, another officer, or a member involved in managing club grants represent the club at the training.

- The district determines how many additional members it will invite.
- The district should encourage all club members interested in Rotary grants to attend training, if possible.

Q: Can my district add requirements to club qualification?

A: Districts may add their own requirements for club qualification to the [Rotary requirements](#). Your district requirements should be detailed in an addendum to the club MOU.

Q: What extra requirements can my district have?

A: Your District should take into consideration relevant local laws or district-specific circumstances (for example, extra stewardship standards) when developing additional qualification requirements.

- Club qualification should be attainable for all clubs that want to participate in Rotary global grants, so your district should be careful not to overregulate.
- The requirements should be the same for all clubs in the district.

- Qualification requirements should not be designed to exclude clubs. Your district's qualified status could be jeopardized if it adds requirements that purposely prevent clubs from becoming qualified.

Q: How should my district handle requests for district grant funds from nonqualified clubs?

A: Your Districts can decide whether to grant district funds to nonqualified clubs. The district is responsible for the use of any grant funds distributed to nonqualified clubs. Nonqualified clubs that fail to abide by all applicable Foundation policies, including the terms and conditions for district grants, may jeopardize the district's qualification status.

Q: Who is responsible for club qualification?

A: Your district's governor, governor-elect, Rotary Foundation committee chair, and stewardship subcommittee oversee the qualification of clubs. Your district Rotary Foundation committee chair confirms clubs' qualified status and responds to related inquiries from the Foundation.

Your district must keep the signed club MOUs and the list of training attendees in its archives. These items need not be submitted to the Foundation.