



## 10 Ways to Improve Your Global Grant Application



This presentation will provide an overview of global grants and present ten ways that you can improve your global grant application.

## GLOBAL GRANTS

- Large, long-term projects
- Sustainable, measurable outcomes
- Alignment with areas of focus
- International partnership
- World Fund match



10 WAYS TO IMPROVE YOUR GLOBAL GRANT APPLICATION | 2

Global grants support large international activities with sustainable, measurable outcomes in Rotary's areas of focus. A key feature of global grants is partnership, between the district or club where the activity is carried out and a district or club in another country. Both sponsors must be qualified before they can submit an application.

The minimum budget for a global grant activity is \$30,000. The Foundation's World Fund provides a minimum of \$15,000 and maximum of \$200,000. Clubs and districts contribute District Designated Funds (DDF) and/or cash contributions that the World Fund matches. DDF is matched at 100% and cash is matched at 50%.

## AREAS OF FOCUS

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



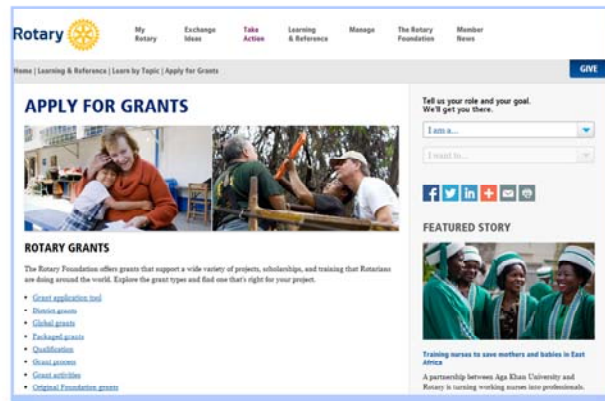
10 WAYS TO IMPROVE YOUR GLOBAL GRANT APPLICATION | 3

We have identified specific causes to target to maximize our local and global impact. Through global grants we help clubs focus their service efforts in the following areas:

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

## GLOBAL GRANT APPLICATION

- Applications submitted online: [www.rotary.org/grants](http://www.rotary.org/grants)
- No application deadlines
- Submit applications at least 90 days prior to travel

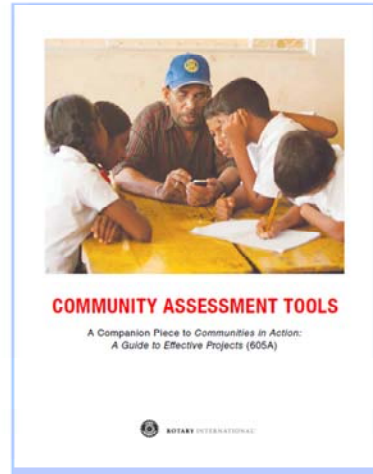


Global grant applications are submitted online. The grant application tool is accessible by going to [www.rotary.org/grants](http://www.rotary.org/grants). Applications are accepted on a rolling basis throughout the year; there are no application deadlines. However, if your application includes travel, please ensure that it is submitted at least 90 days before the travel is scheduled to begin.

The following slides will discuss ten ways that you can improve your global grant application.

## #1 NEEDS ASSESSMENT

- Conduct thorough assessment of community needs and strengths
- Talk to community members directly
- Start with needs assessment rather than project plan



10 WAYS TO IMPROVE YOUR GLOBAL GRANT APPLICATION | 5

Conduct a thorough assessment of community needs and strengths. Ask people what they have, how what they have can be better, or what they need in order to have better lives. If there's a thorough understanding of community needs, the rest of the application comes much more naturally. Try to start the project with the beneficiaries rather than plan the project and then take it to the local community. Focus on a need that is local to you and your club if you can.

Rotary has resources available to help you conduct your needs assessment including the manual pictured here: Community Assessment Tools. This manual is available on Rotary's website.

## #2 AREA OF FOCUS

- Review areas of focus policy statements
- Identify most appropriate area of focus based on needs assessment
- Design project based on identified area of focus
- Ensure that all project activities relate to the area of focus goals



Review the Areas of Focus policy statements. Based on needs assessment, identify just one (or only the most appropriate) area of focus. Avoid taking a “fully-baked” project and fitting it into one of the areas of focus. Change the approach to project design. Work and think through the policy statements before designing projects. All project activities should relate directly to the area of focus goals.

### #3 DETAILED PROJECT PLAN

- Provide detailed project implementation plan
- Involve beneficiaries in project design



10 WAYS TO IMPROVE YOUR GLOBAL GRANT APPLICATION | 7

Provide a detailed project implementation plan that encompasses all aspects of the proposed project activity. Ensure that beneficiaries were involved in project design.

#### #4 ROTARIAN INVOLVEMENT

- Provide detailed list of tasks for host and international Rotarians



Provide a detailed listing of the specific tasks that both the host and international Rotarians will carry out in conjunction with the project.



## #5 BUDGET

- Provide detailed budget
- Include vendor information and explain how vendors were selected

The screenshot shows a web application interface for entering budget information. At the top, there are navigation tabs: Objectives, Areas of Focus, Participants, Budget (selected), Financing, DRFC Authorizations, and Authorizations. Below the tabs, a message says: "Click 'Save & Exit' at the bottom of any tab to save your progress and return to the application later." The main section is titled "BUDGET" and contains instructions: "Select the local currency for your budget and enter the current rate of exchange to 1 U.S. dollar. Obtain the current RI exchange rate from Rotary's website. If your country is not on the official RI exchange rates list, visit the Oanda or Bloomberg website to obtain the current rate." Below this, it says: "Detail your proposed expenses by adding items to the budget. Note that the total budget must be equal to the total financing of your activity." There is a field for "Local currency: USD Exchange rate to 1 USD: 1" with a "Change" button. A table with columns "No.", "Description", "Supplier", "Category", "Local cost (USD)", and "Cost in USD" is shown. The table has one row with "Total budget:" and values "0" and "0". There are buttons for "Add Budget Item" and "Export to Excel". A "Resources" sidebar lists: Grant Terms and Conditions, Grant Management Manual, RI Exchange Rates, Oanda Currency Converter, and Bloomberg Currency Converter. Below the table is a section for "SUPPORTING BUDGET DOCUMENTS" with instructions to upload documents like price bids or pro forma invoices.



Provide a detailed budget with vendor information and information about how these vendors were selected. The image on the screen shows where you will enter the budget information in the online application.

## #6 SUSTAINABILITY

- Clearly explain specific sustainability components



Clearly explain specific sustainability components. We have a handout entitled “Six Steps to Sustainability” that provides helpful guidance about how to make your project more sustainable.

## #7 TRAINING INFORMATION

- Include detailed information for each training opportunity
  - Frequency
  - Curricula
  - Target audience (specific beneficiaries, adults vs. children, etc.)
  - Trainer




10 WAYS TO IMPROVE YOUR GLOBAL GRANT APPLICATION | 11

Include detailed information for each training opportunity presented in application and include: frequency, curricula, exact beneficiaries, if training will be tailored for adults/children, who will be doing what for the training. Do not answer “not applicable” to this question. Training is applicable to all global grants.

## #8 COOPERATING ORGANIZATION MOU

- Include MOUs for each cooperating organization

Rotary  www.rotary.org

**MEMORANDUM OF UNDERSTANDING**

between

[HOST PARTNER]  
and  
[INTERNATIONAL PARTNER]  
and  
[COOPERATING ORGANIZATION]

**1. SUBJECT**  
Global Grant # [GLANT NUMBER] (COMMUNITY, ECONOMIC)

**2. PURPOSE**  
A cooperating organization is any reputable non-Rotary organization or academic institution that provides expertise, infrastructure, advocacy, training, education or other support for the grant. Cooperating organizations must comply with all reporting and auditing guidelines required by the Rotary Foundation and provide receipts and proof of purchase as required. This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary Foundation Global Grant.

**3. CONTACTS**

	HOST PARTNER	INTERNATIONAL PARTNER	COOPERATING ORGANIZATION
Name	[NAME]	[NAME]	[NAME]
Address	[ADDRESS]	[ADDRESS]	[ADDRESS]
Phone	[PHONE]	[PHONE]	[PHONE]
Email	[EMAIL]	[EMAIL]	[EMAIL]

Cooperating Organization Implementation of Understanding, April 2016



You will complete a Memorandum of Understanding for each cooperating organization with which you're working on the project. The MOU(s) will be included with the grant application.

## #9 MEASUREMENT AND EVALUATION

- Include specific information related to measurement and evaluation

The image shows a screenshot of the Rotary Global Grant Monitoring and Evaluation Plan Supplement form. The form is titled "Rotary GLOBAL GRANT MONITORING AND EVALUATION PLAN SUPPLEMENT". It includes sections for "Economic and community development", "Which goals will your activity support?", "How will you meet these goals?", "How will you measure your impact?", and "Who will be responsible for collecting information for monitoring and evaluation?". A table with columns "No.", "Measure", "Measurement Method", and "Measurement Schedule" is visible. A "Add Measure" button is located below the table. The form also includes instructions for monitoring and evaluation, such as "Global grant sponsors for humanitarian projects and vocational training must submit a monitoring and evaluation plan with their grant application." and "Establish clear project goals." and "Identify additional project-specific measures.".



Include specific information related to measurement and evaluation. The image on the screen shows where you will enter this information into the online system. We have resource materials to help you design your measurement and evaluation plan for your project.

## #10 COMPLETE APPLICATION

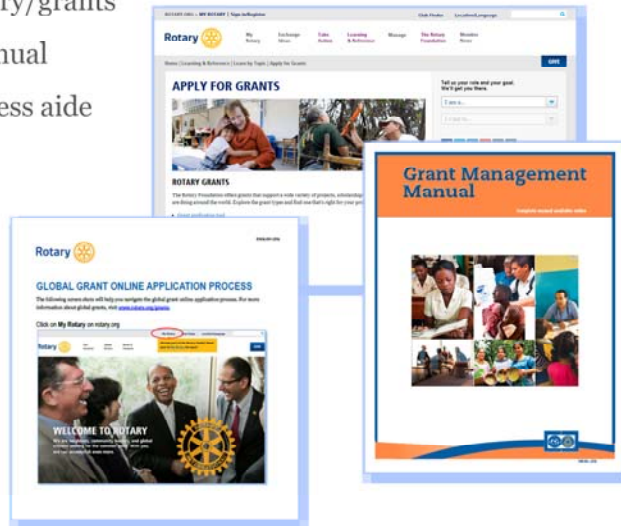
- Complete the entire application!



Complete the entire application. If you leave parts of your application blank, it will likely result in delays in application processing.

## RESOURCES

- [www.rotary.org/myrotary/grants](http://www.rotary.org/myrotary/grants)
- Grant Management Manual
- Online application process aide
- Learning Center
- Rotary Support Center
- Grants staff



10 WAYS TO IMPROVE YOUR GLOBAL GRANT APPLICATION | 15

The following resources are available to assist you as you complete your global grant application:

- [www.rotary.org/myrotary/grants](http://www.rotary.org/myrotary/grants)
- Grant Management Manual
- A handout that walks you through the steps of using the online system to apply for a global grant
- Rotary's Learning Center
- Rotary Support Center
- Grants staff