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ISC GLOBAL GRANT APPLICATION

**International Service Committee – Rotary Club of Washington, DC**

Consistent with Rotary International, the Rotary Club of Washington, DC’s International Service Committee (ISC) seeks to support the mission of The Rotary Foundation (TRF), which is to enable Rotarians to advance international understanding, goodwill, and peace, by improving health, providing quality education, improving the environment, and alleviating poverty. The ISC funds international grants that support humanitarian goals, advocated by Washington, DC club members, and that are aligned with Rotary’s mission and Areas of Focus.

The ISC oversees the funding of global grants that demonstrate long-term sustainability and high impact outcomes. Global grants must actively involve Rotarians and community members and respond to real community needs. Projects should include a written community assessment and clear and measurable objectives for sustainability and for monitoring and evaluation using the indicators established by TRF for each Area of Focus. Only Rotarians can apply.

The International Service Committee encourages all applicants to partner with other Rotary clubs and to consult with Rotary’s cadre of technical advisers, regional grant managers, Rotary Action Groups, District International Service Chairs, and/or project planning experts to design and improve the quality and scale of global grant proposals.

This application form tracks The Rotary Foundation’s *Global Grant Application Template.* The actual application can be found at www.rotary.org/grants. Please carefully review The Rotary Foundation’s *Terms and Conditions for Rotary Foundation for Global Grants* and *Areas of Focus Policy Statements* and *Guidelines,* available online, as the International Service Committee refers to them when making grant decisions.

**HOW TO APPLY:** To apply for a contribution from the DC Rotary Club to a global grant ($100-$5,000), Rotarians must complete this application form, including a copy of your community assessment, with supporting materials attached, and submit these documents via email to the International Service Committee at **ISC@dcrotaryclub.org.** No fax or hard copy submissions will be accepted. All attachments should be in PDF format without password protection. DC Rotarians are encouraged to consult with ISC ***before*** the draft application is submitted online to The Rotary Foundation. Please also read and sign the *ISC Conflict of Interest Policy* at the end of this application.

All global grant applications must be approved by ISC Technical Review Panel and the boards of the DC Rotary Club and the DC Rotary Foundation. When all club approvals are in place, the ISC will provide a commitment to fund the global grant. After the DC Rotary Club receives notice of the grant’s approval by The Rotary Foundation, the ISC will disburse the funds to the TRF account for this global grant, or to the grant’s designated bank account**.** The ISC requires **quarterly** reporting from the grant proponents until the project is completed.

***Rotarians from other clubs*** *seeking contributions for a global grant should fill out Steps 1 and 11 (including authorization pages) and attach a PDF of their draft TRF Global Grant Application with the assigned global grant number (since the questions in the TRF application for Steps 2-10 are identical), along with their Community Assessment, and cooperating organization information, if applicable.*

**STEP 1: BASIC INFORMATION**

What is the name of your project? Country?

Global Grant Number, assigned by TRF

Contribution requested from the Washington, DC Rotary Club

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#### PAYEE – List name of organization, contact, address, phone, email (must be The Rotary Foundation, designed project bank, or a 501(c)(3)).

#### DC Rotary Club Proponent. List name, email, phone. It is best to have a DC Rotary club advocate to promote your grant request.

#### SUMMARY: What type of project are you planning? (Humanitarian projects only). All global grants support activities within Rotary's areas of focus. Please summarize your project and identify potential beneficiaries.

#### Community Assessment – Please attach.

*Environmental grants must also include an environmental assessment.*

#### Select the primary host and international contacts for this project. The primary host contact lives in the country where the project, training, or study will take place. The primary international contact lives in another country. Both contacts will be responsible for all grant-related correspondence and reporting to The Rotary Foundation. List the lead sponsor from each club and list the Rotarian’s Name, email, phone, club, district.

**Step 2: Committee Members**

The committee will include at least three members from the host sponsor and three members from the international sponsor.

List each Rotarian’s name, email, phone, club, district. Also identify each club’s president and contact information. For environmental projects, identify at least one member with scientific or ecological expertise.

#### Who will serve on the grant’s host committee?

#### Who will serve on the grant’s international committee?

#### Do any of these committee members have potential conflicts of interest? If so, please briefly explain.

A conflict of interest is a relationship through which an individual involved in a program grant or award causes benefit for such individual or such individual's family, acquaintances, business interests, or an organization in which such individual is a trustee, director, or officer.

## 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? We are only asking for a general idea of the project. Try to be as concise as possible here. We will ask you for details later in the application. Please summarize the project and identify the number of beneficiaries.

**Step 4: Area of Focus**

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

* Peacebuilding and conflict prevention
* Disease prevention and treatment
* Water, sanitation, and hygiene
* Maternal and child health
* Basic education and literacy
* Community economic development
* Supporting the environment

**Step 5: Measuring Success**

#### Which goals of this Area of Focus will your project support? Under the Guidelines for each Area of Focus, choose the goal that most aligns with your project. We will ask you questions about the goals you choose, and at the end of the project, you will report on your results for each goal. Each area of focus has its own set of goals. Select only the goals that your project will address. \*Under the A0F Guidelines for the Environment, select one of four environmental objectives and at least one of 12 action goals.

#### How will you measure your project’s impact? Use only measures that are clearly linked to your goals and will demonstrate the project's impact on participants' lives, knowledge, or health. Find tips and information on how to measure results in the [Global Grant Monitoring and Evaluation Plan Supplement](https://www.rotary.org/myrotary/en/document/global-grant-monitoring-and-evaluation-plan-supplement). You need to include at least one standardized measure from the drop-down menu as part of your application. (Add rows as needed.)

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| --- | --- | --- | --- |
| Measure | Collection Method | Frequency | Beneficiaries |
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#### Do you know who will collect information for monitoring and evaluation? If yes, please provide the name and contact information for that person or organization and briefly explain why this person or organization is qualified for this task. If not, please tell us how you plan to find a person or organization to complete this task.

**Step 6: Location and Dates**

**Humanitarian Project - Where and when will your project take place?**

**Step 7: Participants**

**Cooperating Organizations** (Optional)

#### Provide the name, website and location of each cooperating organization.

#### List the key contact person’s name, email, phone number, and address. A cooperating organization can be a nongovernmental organization, community group, or government entity. Please attach Rotary's [memorandum of understanding](https://www.rotary.org/myrotary/en/document/cooperating-organization-memorandum-understanding) that is signed by a representative of the organization. (Add rows as needed.)

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| --- | --- | --- |
| Name & contact | Website | Location |
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#### Why did you choose to partner with this organization and what will its role be?

### Partners (optional)

### Partners may include other Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.

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

### Volunteer travelers (optional) A grant for a humanitarian project can pay for travel for up to two people who will provide training or help implement the project if the necessary skills are not available locally.

#### Provide names and emails of traveler(s).

#### Describe this person’s role in the project.

### Rotarian participants

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

#### Describe the role that international Rotarians will have in this project.

# **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.

#### What is the U.S. dollar (USD) exchange rate?

#### 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. Project budgets, including the World Fund match, must be at least $30,000. (Add rows as needed.)

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| --- | --- | --- | --- | --- | --- |
| # | Category\* | Description | Supplier | Cost in local currency | Cost in USD |
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| Total budget: | | | |  |  |

\*Possible categories: Accommodations, Equipment, Monitoring/evaluation, Operations, Personnel, Project management, Publicity, Signage, Supplies, Training, Travel, Tuition

#### Supporting documents. Upload any documents, such as price bids or pro forma invoices, to substantiate the listed expenses.

Step 9: Funding

Tell us about the funding you’ve secured for your project.

We will use the information you enter here to calculate your maximum possible funding match from the World Fund. List all of your funding, including cash contributions and District Designated Funds (DDF). Add rows as needed.

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| --- | --- | --- | --- | --- | --- |
| # | Source | Details | Amount (USD) | Support\* | Total |
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\*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?

**Step 10: Sustainability**

Sustainable projects provide long-term solutions to community problems — solutions that community members themselves can support after grant funding ends. Your answers to the questions below will help us understand the components of your project that will make it sustainable.

### Humanitarian projects – Project planning

#### Describe the community needs that your project will address.

#### How did your project team identify these needs?

#### How were members of the benefiting community involved in finding solutions?

#### How were community members involved in planning the project?

### Humanitarian projects – Project implementation

#### Summarize each step of your project’s implementation.

Do not include steps related to fundraising, applying, or reporting. (Add rows as needed.)

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| --- | --- | --- |
| # | Activity | Duration |
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#### Will you work in coordination with any related initiatives in the community? If yes, briefly describe the other initiatives and how they relate to this project. If not, please explain. Are local initiatives not addressing these needs? Or, if they are, why did you decide not to work with them?

There can be value in working with other groups including governments, nonprofit organizations, and private companies.

#### Please describe the training, community outreach, or educational programs this project will include.

#### How were these needs identified?

#### What incentives (for example, monetary compensation, awards, certification, or publicity), will you use, if any, to encourage community members to participate in the project?

#### List any community members or community groups that will oversee the continuation of the project after grant-funded activities conclude. These may or may not be Rotary members or clubs.

STEP 11: ISC SPECIAL TERMS

**Public Relations --** Describe how you will publicize your selection as an awardee of the Rotary Foundation of Washington, DC in the media and to your stakeholders.

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Beyond grant funding, describe whether there is a role for the DC Rotary Club to be involved in the project including volunteers and/or in-kind donations.

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**DC Rotary Grants** - Please provide a list of DC Rotary Foundation Grants that your organization has received (date, project, amount), if any.

#### Cooperating Organization information required: Also, please provide copies of the following, information about the cooperating organization, if applicable, as PDF attachments:

* IRS determination letter granting your organization’s 501(c)(3) status.
* Most recent IRS Form 990 filing.
* Charitable solicitation license.
* Organization’s operating budget for the current and most recently completed fiscal years.
* Organization’s most recent audited financial statement.
* Most recent annual report, or briefly describe the organization’s mission, current programs, activities, and accomplishments.
* EIN.

**AUTHORIZATIONS:**

**Make sure you have obtained a written pre-approval from the respective partners, (including your District) prior to entering the financing information into the system**.

**ISC APPLICATION AGREEMENT AND SIGNATURE**

*By signing this form, you affirm that the information on this application is true and accurate, to the best of your knowledge. Your signature confirms that you have read and agree to the Terms and Conditions for Rotary Foundation Global Grants and that any disclosures are made in accordance with the Rotary Club of Washington DC ISC Conflict of Interest Policy as detailed below. Additionally, if a grant is awarded, you agree to provide written and/or photographic evidence for how funds were utilized and agree to allow the Rotary Club of Washington DC and the ISC to share the information on its website and other public forums for the purposes of informing the public and donors how funds are being used to support the overall mission of the Club and Rotary International.*

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, e-mail, phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBMIT ALL DOCUMENTS TO ISC@DCROTARYCLUB.ORG.

**CHECKLIST OF DOCUMENTS REQUIRED:**

* ISC Global Grant Application, signed
* Community Assessment
* Cooperating Organization documents
* Conflict of Interest disclosure statement, signed

*To apply for a contribution from the DC Rotary Club’s International Service Committee for a Global Grant ($100-$5,000+), please complete this form in its entirety, with supporting materials attached, and submit it via e-mail to the International Service Committee at* [***ISC@dcrotaryclub.org***](mailto:ISC@dcrotaryclub.org)*. Additional background information should be in PDF format, without password protection. No fax or hard copy submissions will be accepted. Thank you for your cooperation.*

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**Conflict of Interest Policy and Disclosure Form**

The Rotary Club of Washington DC (“Club”) International Service Committee (“ISC”) is supportive of [The Rotary Foundation Conflict of Interest Policy for Program Participants](https://www.rotary.org/myrotary/en/learning-reference/policies-procedures/governance-documents).   
  
The Club Board of Directors is conscious of possible conflicts of interest, which may arise as the result of Committee members serving on community boards and/or being intimately connected with applicants for grants and scholarships. The Board is also conscious of possible conflicts of interest which may arise as the result of the relationships and business affiliations of Board members, Committee members, or members of the Club.

At the same time, the Board recognizes that it is inherent in the process of asking people to serve as members of a committee to select people who are active in the community. Likewise, the Board does not desire to deprive agencies or to penalize those agencies having active boards of their own, some of whose members may also serve on club committees.

Any conflict of interest on the part of any Board or Committee member should be disclosed and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board or Committee action.

Any Board or Committee member having a possible conflict of interest on any matter should not vote on that matter but shall be counted in determining the quorum for the meeting. The minutes of the meeting should reflect that disclosure was made and the abstention from voting.

It shall be deemed that a Board member or Committee member shall have a conflict of interest if that member’s spouse and/or children are deemed to have such a conflict of interest.

Board members who have declared or been found to have a conflict of interest in any matter shall refrain from participating in consideration of the proposed transaction unless, for special reasons, the Board or Committee requests information or interpretation from the Board member(s) involved.

**Impartiality of Selection Committees**

Rotarians who serve on a club or district-level selection committee for an International Service Committee (ISC) program are expected to exercise complete transparency in their familial, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member’s association with an ISC program award candidate, e.g., employees of the same firm or organization, members of the same Rotary club, or member of the same club sponsoring an application, etc.

The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the Club board or the Rotary Foundation chair, as appropriate, will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.

This policy shall be reviewed annually for the information and guidance of Board members and Committee members. New Board members will be advised of the policy upon entering the duties of Board membership.

**Disclosure**

I have read and understand the Conflict of Interest Policy (“Policy”) as approved by the Board of Directors (“Board”).

In compliance with this Policy, the following is a list of all businesses or other organizations, which I, my spouse, or children am/are officer(s), member(s), partner(s) or employee(s) of, or for which I act as an agent, which the Rotary Club of Washington or ISC has or may in the future enter into a relationship or transaction. This would include organizations that could be a beneficiary of funding. Also include the names of a spouse or child(ren) applying for scholarships administered by the Club.

I hereby agree that at any time a matter comes before the Board, or a Committee on which I serve, concerning an existing or contemplated transaction or relationship between the Club and any party which I, my spouse, and/or child(ren) have an interest, I shall make known the potential conflict. I understand that I shall not vote on the matter but will be counted in determining a quorum for the meeting. I further agree to refrain from participating in deliberations related to the proposed transaction or relationship, unless, for special reasons, the Board or a Committee requests information or interpretation from me.

In submitting this application, I affirm the following (initial the appropriate statement and sign):

☐ There is no Conflict of Interest.   
  
☐ There is an actual or potential for perceived Conflict of Interest, and the details are provided below.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary position/title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Submit all documents to ISC@dcrotaryclub.org