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OVERVIEW



This is the June 2012 edition of the *District Rotary Foundation Committee Manual (300)* for 2012-13 and 2013-14 district Rotary Foundation committees. The information in this publication is based on the Constitution of Rotary International, the Bylaws of The Rotary Foundation, and The Rotary Foundation Code of Policies. Changes to these documents by the RI Board of Directors, The Rotary Foundation Trustees, or the 2013 Council on Legislation override policy as stated in this publication. Sections with dates later than June 2012 reflect policy changes related to the July 2013 launch of the new Rotary Foundation grant model.

This manual is intended to assist district Rotary Foundation committee members in their leadership roles. It consists of short documents (sections), to help you find the information important to your role and to enable you to email relevant sections to subcommittee members.

Sections 2-9 are intended to assist all districts in preparing for the new Rotary Foundation grant model that takes effect on 1 July 2013. Districts using current Foundation programs should refer to section 10, which contains information on the district structure, Rotary Foundation programs, and the 2012-13 calendar. Section 11, for pilot districts, contains information for the final year of the pilot.

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It is recommended that you share the appropriate documents with subcommittee members.

This publication is available only electronically. Hyperlinks to the RI website appear underlined.

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DISTRICT COMMITTEE STRUCTURE



Note that this chapter is based on The Rotary Foundation Code of Policies that will take effect on 1 July 2013.

The district Rotary Foundation committee is made up of experienced and dedicated Rotarians who assist the district governor in educating, motivating, and inspiring Rotarians to participate in Foundation activities. The committee serves as the liaison between the Foundation and club members. The district governor is an ex officio member.

District Rotary Foundation Committee Chair

To be effective, the district Rotary Foundation committee must have continuity of leadership. For this reason, 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.



Rotary Reminder

The Rotary Foundation works directly with the district Rotary Foundation committee chair and the four main subcommittee chairs. Information about Rotary Peace Centers is communicated through the grants subcommittee chair.

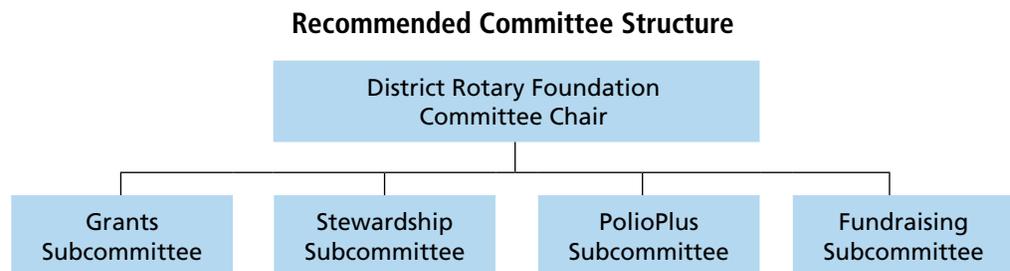
RESPONSIBILITIES

- » Report to the district governor monthly on district Foundation activities, including the qualification status of clubs and the district.
- » Oversee and serve as an ex officio 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 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.
- » Serve as the primary contact for district grants.
- » 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.

District Rotary Foundation Subcommittees

Under the Future Vision Plan, the district Rotary Foundation subcommittees are simplified to reflect activities related to implementation of the Foundation's new grants. Depending on the interests of the district, other subcommittees can be added.

Subcommittee chairs, appointed by the governor for the year, automatically become members of the district Rotary Foundation committee. These appointments should be based on the chairs' commitment to The Rotary Foundation as demonstrated through program participation and financial contributions. The governor also appoints members to open positions on the subcommittees.



GRANTS SUBCOMMITTEE

The district 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.

- » Conduct orientation (at the multidistrict level, when possible) for all Rotary Peace fellowship, scholarship, and vocational training team recipients before their departure or upon their arrival.
- » Coordinate districtwide Rotary Foundation alumni activities.
- » Provide input on District Designated Fund distribution.

Structure

The grants subcommittee may be organized in several ways. For example, you may want to appoint additional subcommittees for district grants, global grants, Rotary Peace Fellows, and alumni.

For more information, see Chapter 6: Rotary Foundation Grants and Programs.

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.

Structure

The stewardship subcommittee may be organized in several ways. For example, you may want to appoint additional subcommittees for reporting, misuse investigation, requirements of local laws, and annual financial assessment.

For more information, see Chapter 7: Guide to Implementing the District MOU.

POLIOPLUS SUBCOMMITTEE

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.

Structure

PolioPlus subcommittees are organized according to the status of the disease in your district. You may want to appoint additional subcommittees to focus on promoting Rotary's polio eradication work and on fundraising. Subcommittee in endemic countries may work more closely with national PolioPlus committees. Encourage club presidents to appoint a club PolioPlus committee similar to the district PolioPlus subcommittee.

For more information, see Chapter 5: PolioPlus.

FUNDRAISING SUBCOMMITTEE

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.

Structure

The fundraising subcommittee allows for flexibility in your district's fundraising efforts. Based on your district's needs, you may want to appoint additional subcommittees for annual giving and the Permanent Fund or include responsibility for more

specific tasks like a Foundation dinner. Consider your district's goals and the areas your district would like to strengthen to determine how many subcommittee members to appoint.

For more information, see Chapter 8: Fundraising.

OTHER SUBCOMMITTEES

Districts may appoint additional subcommittee chairs. The following additional subcommittees will be listed in Member Access based on support provided by the Foundation, and can be reported by the district governor. Potential responsibilities for these subcommittees, listed below, would be taken from the four standing subcommittees. Modify the responsibilities as appropriate. It is also up to the district to determine how all subcommittees would coordinate and work together.

Chairs of these subcommittees will be the Foundation's contacts on their respective topics.

Alumni Subcommittee

- » Maintain a list of Foundation program participants sponsored by or residing in the district, and advise the Foundation of changes.
- » Track alumni who are good speakers for participation at training meetings.
- » Obtain nominations for the district's endorsement for the Global Alumni Service to Humanity Award.
- » Ensure that all alumni make presentations in the district.
- » Encourage alumni to remain involved with Rotary by becoming Rotarians, identifying future program participants, making contributions to the Foundation, and participating in service projects.
- » Manage a district alumni association.

Annual Fund Subcommittee

- » 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.
- » Coordinate efforts with the Permanent Fund subcommittee chair.

Permanent Fund Subcommittee

- » 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.

Rotary Peace Fellowships Subcommittee

- » Distribute application materials to clubs.
- » Establish a selection committee.
- » Select qualified candidates.
- » Conduct orientation for fellowship recipients.
- » Provide training and guidance to sponsor and host counselors.
- » Connect recipients with the district alumni chair.

Scholarship Subcommittee

- » 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.

Vocational Training Team Subcommittee

- » Interview candidates and choose a leader, members, and alternates.
- » Identify partner districts.
- » Ensure fulfillment of all program requirements.
- » Coordinate local itineraries.
- » Coordinate team orientation and language training needs.

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ADMINISTRATION



The district Rotary Foundation committee has various administrative duties related to the district and its clubs.

Supporting Club Rotary Foundation Committees

The district Rotary Foundation committee chair is responsible for encouraging every club to have a Rotary Foundation committee, to train the club Foundation committee members, and to encourage clubs to increase awareness of the Foundation. Consider sharing these suggestions for increasing awareness of the Foundation:

- » Devote some time to the Foundation at club meetings, at least quarterly, with special observance in November, Rotary Foundation Month.
- » Use the club bulletin to keep members informed of Foundation activities and progress toward club and district goals.
- » Work with the club or district public relations committee to inform local media of newsworthy Foundation activities.
- » Invite Foundation alumni to participate in club events and projects.
- » Plan a community event to raise funds for and to promote the Foundation.
- » Recognize Rotarians and others who have performed outstanding service or made significant financial contributions to The Rotary Foundation.
- » Encourage clubs to seek Rotary Peace Fellow candidates.

Goal Setting

The district Rotary Foundation committee should work closely with the district governor-elect to help clubs set goals for district Rotary Foundation participation and financial contributions, and to develop plans to achieve those goals. Ask every club to set club Foundation goals that can be incorporated into district goals. The club fundraising goals are consolidated into a worldwide goal that is announced at the annual RI Convention. Clubs can report their goals through Member Access at www.rotary.org.

When developing district goals, consider what clubs in your district will want to do in three years. For example, if your clubs would like to sponsor a scholar, carry out a large-scale humanitarian project, and contribute to the PolioPlus Fund, the district's goals should include raising the funds necessary to implement those activities in three years. See the District Planning Guide to help your district develop goals for the year.

Training

Members of the district Rotary Foundation committee are expected to attend a regional Foundation seminar conducted by a regional Rotary Foundation coordinator, as well as the district team training seminar and other district training meetings.

The district Rotary Foundation committee chair, in conjunction with the district training committee, has a leadership role in planning the seminars listed below, and also could be a speaker or facilitator. Depending on a district's geographic characteristics and language needs, seminars can be held multiple times or combined to reach the greatest number of clubs.



Rotary Reminder

To minimize the impact of another training meeting, try to conduct the grant management seminar immediately after the presidents-elect training seminar, the district assembly, the district conference, or the district Rotary Foundation seminar.

DISTRICT ROTARY FOUNDATION SEMINAR

Ensure that at least one district Rotary Foundation seminar for club leaders is held annually, no later than 15 November. Involve district Rotary Foundation subcommittee members in seminar planning, and consult with your regional Rotary Foundation coordinator. Seminar leaders can refer to the *District Rotary Foundation Seminar Manual* for session outlines and slides.

GRANT MANAGEMENT SEMINAR

All districts can begin qualifying clubs in 2012-13.

Districts must conduct a grant management seminar for all clubs that wish to qualify and apply for global grant funds; conducting this seminar is also part of the district's qualification requirements. The seminar ensures that clubs understand the club memorandum of understanding and that they provide good stewardship of Foundation grant funds. The district Rotary Foundation committee chair must track attendance at this seminar as part of each club's qualification process. Refer to the *Grant Management Seminar Leaders' Guide* for session guides and slides, and consider asking the club representatives to review the *Grant Management Manual* before the seminar.

PRESIDENTS-ELECT TRAINING SEMINAR (PETS)

As part of the Foundation sessions at PETS, work with the district training committee to ensure that club presidents-elect:

- » Establish goals for reporting to the Foundation by early May.
- » Appoint a club Rotary Foundation committee chair before the district assembly.
- » Develop a plan to achieve Foundation goals starting on 1 July.
- » Motivate Rotarians to support the Foundation.

Refer to the *Presidents-elect Training Seminar Leaders' Guide* for session guides and slides.

DISTRICT ASSEMBLY

Assist the district trainer in modifying the Foundation sessions at the district assembly to meet the needs of the clubs in the district.



Rotary Reminder

Ask participants to complete Foundation courses at learn.rotary.org before attending training. Members must register with Member Access before they can take a course.

Service Awards for Rotarians

The combined efforts of Rotarians worldwide have enabled The Rotary Foundation to achieve prominence and to excel as a leader in the movement to achieve world understanding and peace. The Foundation Trustees have created several service awards to honor Rotarians who help make The Rotary Foundation what it is. The district Rotary Foundation committee should assist the district governor in nominating qualified recipients for the following awards:

- » [The Rotary Foundation District Service Award](#)
- » [The Rotary Foundation Citation for Meritorious Service](#)
- » [The Rotary Foundation Distinguished Service Award](#)
- » [Service Award for a Polio-Free World](#)
- » [Regional Service Award for a Polio-Free World \(PDF\)](#)
- » [International Service Award for a Polio-Free World \(PDF\)](#)
- » [Global Alumni Service to Humanity Award \(PDF\)](#)

Rotary Foundation Resources

Many resources are available to assist you in your role as a district leader. Become familiar with them so that you can direct club leaders seeking more information about the Foundation.

ROTARIANS

Rotarians serving at the zone or regional level are available to help your district.

- » The **End Polio Now coordinator** provides leadership and fosters awareness, advocacy, and financial support activities at the district and club levels to work toward a polio-free world.
- » The **regional Rotary Foundation coordinator (RRFC)** serving your district can assist your committee in planning, promoting, and conducting a district Rotary Foundation seminar, establishing district goals for program participation and financial support, and locating resources and partners to achieve those goals. Your RRFC can offer valuable advice on Foundation matters. Your committee is strongly encouraged to work closely with the RRFC and provide reports as requested. **Assistant regional Rotary Foundation coordinators** are part of the RRFC's team, working to assist clubs and districts in their territory with fundraising and grant and program participation.
- » **Rotary Foundation alumni coordinators** can help you keep your alumni active in Rotary. They increase Rotarians' awareness of Foundation alumni and promote them as resources for club and district service projects and activities. They work closely with the district membership committee on Foundation alumni activities. Rotary Foundation alumni can be powerful speakers at club and district events, so check with your alumni coordinator for suggested speakers.

Rotary Foundation alumni coordinators work with RRFCs to conduct alumni events and scholar orientation seminars and to develop Rotary Foundation alumni associations.

ROTARY.ORG



Rotary Reminder

For a tour of the RI website, visit learn.rotary.org.



The RI website, www.rotary.org, is the most up-to-date resource on Rotary. It's where you can find timely news stories, announcements of changes to Foundation policies following RI Board and Foundation Trustees meetings, and updated information about RI and the Foundation. Most Foundation publications can be downloaded from the website.

MEMBER ACCESS

Member Access gives Rotarians customized access to a variety of online services related to Rotary International and The Rotary Foundation. Below is a chart showing some of the reports that district leaders can view. Note that the governor-elect or the governor must report district appointments to RI for district leaders to have access rights. Similarly, club presidents or secretaries must report club Rotary Foundation chairs and treasurers. Once positions are reported, club and district officers must register with Member Access. All Rotarians can register to access their personal contribution and recognition history and to update personal contact information.

District leaders use Member Access to qualify their district, apply for grants, monitor grant progress, submit grant reports, and view e-learning modules at learn.rotary.org.

Member Access Features Available by District Role				
Feature/Action	District Governor	District Rotary Foundation Committee Chair	Fundraising Subcommittee Chair	Grants Subcommittee Chair
View Fund Development Club Goal Report form	X	X	X	
View monthly contribution, SHARE, and polio reports	X	X	X	
Contribute to The Rotary Foundation	X	X	X	X
View EREY Eligibility Report	X	X	X	
Access Future Vision pilot site to view and authorize grants in the district (for Future Vision pilot districts through 2012 and all districts starting in January 2013)	X	X		X

Rotary International continues to enhance its online services available to Rotarians.



Rotary Reminder

Encourage all Rotarians to register in Member Access so they can manage email preferences, search the *Official Directory*, view their contribution history, report goals, learn about Rotary, and more.

RI PUBLICATIONS AND VIDEOS

Rotary Foundation DVDs and publications are available for districts to order for distribution at Foundation events such as fundraisers and training seminars. Most resources can be ordered online at shop.rotary.org.

CONTACT CENTER

Rotarians in the United States and Canada can direct questions about The Rotary Foundation to the Contact Center. Call or email the center to check on donations and recognition points or for information about Member Access.

Phone: 866-9ROTARY (866-976-8279)

Email: contact.center@rotary.org



Rotary Reminder

The Rotary International and The Rotary Foundation Annual Report (187) is available in December.

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FOUNDATION FUNDING



Contributions to The Rotary Foundation come from Rotarians and friends of Rotary. The SHARE system transforms contributions into grants and programs.

At the end of the Rotary year, each district’s Annual Fund contributions that are designated as Annual Fund-SHARE are divided into two funds: 50 percent is credited to the World Fund and 50 percent to the District Designated Fund (DDF) for use in three years. The Foundation uses the portion credited to the World Fund to pay for grants and programs available to all Rotary districts. The district uses the DDF to participate in grants and programs and to make donations (for example, to PolioPlus or Rotary Peace Centers).



Rotary Reminder

Districts are notified of their available DDF total approximately one year before they can spend it.

Three-Year Funding Cycle

The Rotary Foundation operates on a three-year funding cycle designed to give districts time to plan and select project participants and to enable the Foundation to use the investment earnings to pay for administrative and fund development costs.

For example, 50 percent of Annual Fund-SHARE contributions in 2012-13 will be used as the District Designated Fund in 2015-16.

2012-13	2013-14	2014-15	2015-16
Funds raised and invested	Funds invested	Funds invested	Funds used

District Designated Fund Planning

Each year, districts receive a SHARE kit, which includes a SHARE System Report, a list of spending options approved by the Trustees, and donation forms. The report shows the DDF amount available to spend in the coming Rotary year.

Your district Rotary Foundation committee is responsible for determining which Rotary Foundation grants and programs most interest the members of clubs in your district. Among the ways to determine this is by directly polling the clubs or by inviting comments through the district newsletter. With this information, the committee — in consultation with the district governor, governor-elect, and governor-nominee (if known) — decides how the district will use its DDF allocation. The district Rotary Foundation committee chair is responsible for maintaining accurate records tracking the allocation.

The district Rotary Foundation committee chair and the district governor provide the two authorizations for the use of DDF allocations, reflecting the decisions of the district Rotary Foundation committee. The Foundation deducts money from the district's fund when applications are approved or donations are made.

SHARE/DDF OPTIONS FOR 2012-13 AND 2013-14

All districts can elect to direct DDF allocations to the following:

- » PolioPlus
- » World Fund
- » Permanent Fund
- » Rotary Peace Centers
- » Other districts

Nonpilot districts in 2012-13 can make DDF allocations to the following:

- » Matching Grants
- » District Simplified Grants

Pilot districts in 2012-13 and all districts in 2013-14 can make DDF allocations to:

- » Global grants
- » District grants

In choosing any of these options, it is important to remember:

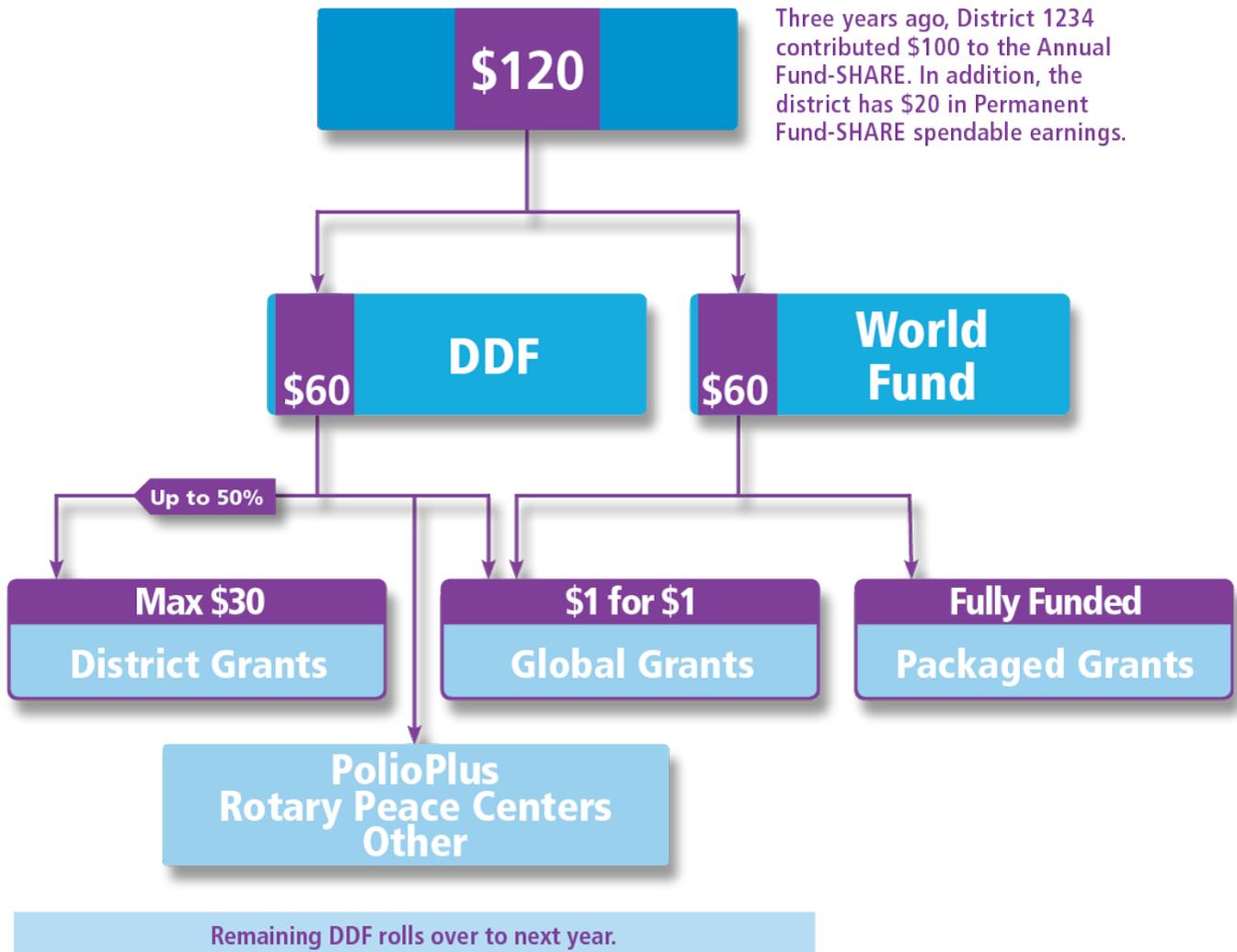
- » DDF allocations may be used only for Rotary Foundation-approved grants and programs.
- » Districts will be notified in August of any unused DDF balance available from the previous program year, which will automatically be included in the DDF total available for global grants and donations.
- » At any time during the program year, districts may request the SHARE Transaction Detail by District report to see an update of their DDF balance. Use this information to track expenditures. Only approved grants appear in the report.



Rotary Reminder

Note that the DDF balance from the previous year does not factor into the 50 percent maximum district grant calculation but can be used toward the current year's global grants or donations.

SHARE System



OTHER FUNDING FOR GLOBAL GRANTS

In addition to Annual Fund-SHARE contributions three years prior, funding options for global grants include:

- » Annual Fund-areas of focus funds
- » Annual Fund-World Fund
- » Cash for specific global grants
- » Endowment earnings designated for specific uses
- » Term gifts

For global grants, World Fund matches DDF allocations US\$1 for \$1 and cash \$0.50 for \$1.



Rotary Reminder

Remember that the Annual Fund-areas of focus funds are included in the three-year investment cycle, but are not part of the SHARE system and not included in a district's DDF calculation.



Rotary Reminder

The grants subcommittee is responsible for administering the district policy on DDF allocations for clubs and the district.



Rotary Reminder

Email the SHARE coordinator with questions about your DDF at share.mailbox@rotary.org.

District Designated Fund Allocation Policy

The district determines how the available District Designated Fund total will be used — for district and global grants, or donations to PolioPlus, Rotary Peace Centers, or other districts. To encourage participation in Rotary Foundation grants, ask clubs for input as the district creates its allocation policy. The grants subcommittee should ensure that the district's policy is shared with clubs. Communicate early so that clubs are prepared to meet district deadlines. When creating a policy, consider the following:

- » How much DDF allocations are available?
- » What are your district's goals?
- » What are your district's funding priorities?
- » What are your district's priorities for the year?
- » What are the interests of your club members?
- » How can you maximize the matched funds your district receives from the World Fund based on how you use DDF allocations?
- » What are your district's deadlines for accepting requests for district and global grant funds?
- » What will your district policy be for district grants versus global grants?
- » Must your clubs be qualified to receive district grant funds?

5

POLIOPLUS

**Rotary Reminder**

For news stories and updates, visit www.polioeradication.org and view the [PolioPlus Headliner Kit](#).

Rotary's top priority is polio eradication, and the Trustees have asked each district to support Rotary's commitment and to encourage all Rotarians to participate in PolioPlus activities. The focus of this subcommittee will vary from district to district depending on whether there are cases of polio in the district, and the district's and country's stage in the polio eradication process.

The goal of PolioPlus is the global certification of polio eradication. It is important for Rotarians in your district to stay informed and involved until certification is achieved. Rotarians worldwide have contributed over US\$1 billion to PolioPlus. In addition, Rotarians serve as a powerful local volunteer network, providing support in clinics and mobilizing their communities for immunization or other polio eradication activities.

Promotion and Education

In the final stretch to eradicate polio, it is important that this subcommittee continue to educate Rotarians and community members about Rotary's role in the campaign. Inform Rotarians in your district that PolioPlus funds are used in the most efficient and direct manner, primarily for social mobilization and operational costs for National Immunization Days, laboratory support, and surveillance activities directed at the final stages of polio eradication.

Consider these activities:

- » Work with the local media to promote fundraisers, activities, and stories about polio survivors.
- » Send updates to clubs about the number of polio cases.
- » Promote National Immunization Days and encourage club members to participate.
- » Use End Polio Now pins (988) and other PolioPlus items to raise awareness of Rotary's work to eradicate polio.

Fundraising

The PolioPlus Fund helps pay for Rotary's efforts to wipe out the disease, including National Immunization Days and surveillance activities. Donations are needed until certification of polio eradication is achieved. Ask your clubs to consider holding a public fundraising event to benefit PolioPlus and increase public awareness of Rotary's campaign against polio.

Discuss with the full district Rotary Foundation committee a contribution from the District Designated Fund to PolioPlus.

PolioPlus Grants

In preparing PolioPlus grants, The Rotary Foundation coordinates with the governments concerned and with program partners such as the World Health Organization, UNICEF, and the U.S. Centers for Disease Control and Prevention. Applications can be submitted only by partner agencies or national PolioPlus committees. PolioPlus grant applications are reviewed by the Foundation's International PolioPlus Committee and considered by the Foundation Trustees at regularly scheduled meetings. Contact your national or regional PolioPlus chair for more information.

PolioPlus Resources

The following supplementary information can be requested from the [PolioPlus Division](#) at RI World Headquarters:

- » PolioPlus Statements on Current Facts and Figures
- » Fundraising ideas
- » PolioPlus PowerPoint presentation and talking points
- » PolioPlus Program fact sheet

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ROTARY FOUNDATION GRANTS AND PROGRAMS



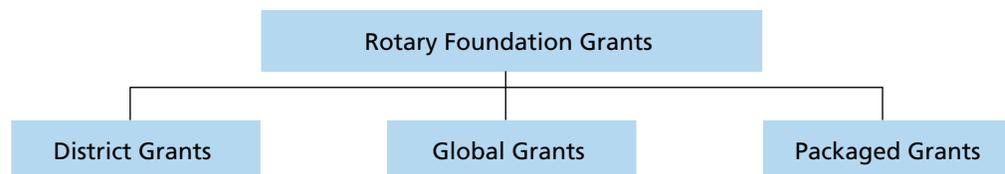
This chapter is for the use of all districts in 2012-13 and 2013-14 to learn about the new Rotary Foundation grants and to train their clubs.

The Rotary Foundation Trustees have made major changes to the grant funding model. The Foundation is testing these changes through the Future Vision pilot, which runs from 1 July 2010 through 30 June 2013. All districts will work under the new grant structure beginning in July 2013.

The new grant model is designed to

- » Simplify Foundation programs and processes
- » Focus Rotarian service efforts where they will have the greatest impact by addressing priority world needs that are relevant to Rotarians
- » Offer program options to help achieve both global and local goals
- » Transfer Rotary Foundation decision making to the district level
- » Increase understanding of The Rotary Foundation's work by Rotarians and enhance Rotary's public image

Under the new Rotary Foundation grants, there are three grant types: district, global, and packaged. Districts must become qualified and qualify any clubs that wish to apply for global or packaged grants. See the qualification section in chapter 7 for details.



Rotary Reminder

These Foundation activities will remain the same throughout and after the pilot: PolioPlus, Rotary Peace Centers, and Rotary Foundation awards.

Rotary Reminder

For an introduction to the differences between district and global grants, view the course titled Introduction to Future Vision at learn.rotary.org.

Rotary Foundation District Grants

Clubs and districts can use district grants to support the Foundation's mission; support their specific service interests; fund smaller, short-term projects; and address immediate needs locally and internationally.

GRANT PLANNING

Districts may use up to 50 percent of their District Designated Fund (DDF) to receive one district grant annually. This percentage is calculated based on the amount of DDF generated from a district's Annual Fund giving three years prior, including Permanent Fund earnings. Districts are not required to request the full amount available. If the district requests less than this amount, it can use the remaining funds for global

grants, PolioPlus, Rotary Peace Centers, or donations to other districts. Funds that roll over to the following year cannot be used for district grants.

The district administers district grants. Clubs may submit funding requests to the district for the following projects and activities that relate to the mission of the Foundation including:

- » **Service projects.** District grant funds can support local or international projects, volunteer service travel, or disaster recovery. See the [terms and conditions](#) for specific eligibility.
- » **Scholarships.** District grant funds offer great flexibility for scholarships, because each district develops its own criteria for the types of scholarships it will fund. There are no restrictions on the level (secondary, university, or graduate), length, or area of study. Scholarships can be awarded in any amount and can support students attending a local university or a school in another country.

Rotary Foundation staff will assist districts with the district grant application process, but do not work directly with students. Because district grants do not require international partnership, it is not expected that the hosting area will participate in the scholarship. If the scholar is studying abroad, the district will need to initiate communication with the district in which the study institution is located to discuss what role, if any, it will have in assisting with the student's trip. Determine if the host district will help with local housing arrangements, assist with preparing the budget, or greet the student at the airport.

Districts will need to determine how often and in what format scholars should report to the district, and clearly outline the scholar's requirement for keeping receipts of US\$75 or more.

See the *Grant Management Manual* for additional information on scholarships.

- » **Vocational training.** District grant funds may be used to support local vocational training needs or to fund vocational training teams to travel abroad to teach or to receive training. The district, with the support of the grants subcommittee, determines participant eligibility requirements. There are no partnership or international requirements for vocational training opportunities and no restrictions on the vocational training team size, length of training, or participant age. District grant funds can also be used to support activities similar to Group Study Exchange.

For district grants, the grant planning process begins by establishing a three-person grant committee, determining the district's priorities, and developing its administrative procedures, including establishing an application process. Members of the grant committee include the district governor of the implementation year, the district Rotary Foundation committee chair, and the district grants subcommittee chair. Once your committee is established, the district then solicits proposals from clubs and determines which will receive district grant funds. Be sure to notify clubs about the process as soon as possible. Based on requests received from clubs, the committee determines the funding needed to support the individual club requests approved by the district (you can allocate up to 20 percent of your district grant for unexpected project needs and 3 percent for administration costs). This information is then used to complete the district grant spending plan.

Best Practices

Consider creating a separate district grant application for scholarship applicants and vocational training team members.

DISTRICT SPENDING PLAN

The district governor, district Rotary Foundation committee chair, and district grants subcommittee chair work together to create the district grant spending plan, based on requests from clubs in the district. The spending plan is submitted as part of the online application.

The following charts show approved district grants spending plans from District 3400 (Indonesia), District 5020 (Canada), and District 3140 (India).

Club/District (D-3400)	Project Description	Activity Type	Budget Amount (US\$)
Bandung Selatan	Provide clean water for community in Bandung area, Indonesia.	Water: Supply/ Access	100
Bali Sanur	Provide clean water for the community in Singaraja area, Bali, Indonesia.	Water: Supply/ Access	100
Surabaya-Darmo	Provide clean water in community in Surabaya area, Indonesia.	Water: Supply/ Access	100
Semarang Sentral	Provide computer sets for elementary schools in Semarang city, Indonesia.	Education: General	2400
Jakarta Sentral	Provide computer sets for elementary schools in Jakarta area, Indonesia.	Education: General	4335
Bandung Kota Kembang	Provide education for children, who suffer from earthquake in Bandung area, Indonesia.	Education: General	1355
Bali Taman	Provide micro credit for group of women and milk for Malnourish, children in Karang Asem Regency, Bali, Indonesia.	Community Development: General	6000
Bali Kuta	Provide spectacles for high school students in Bali area.	Health: Disease	3231
Surabaya Kaliasin	Provide the HIV and AIDS prevention for community in Surabaya city, Indonesia.	Health: General	3818
Yogyakarta Tamansari	Providing computer sets for elementary schools in Yogyakarta, Indonesia.	Education: General	981
Bandar Lampung	Providing medical equipment for community in Medan city, providing computer sets for elementary schools in Batam, providing medical services in Bandar Lampung city, Indonesia.	Health: Medical Equipment	2000
Purwokerto Satria	Providing training on sales management for community in Purwokerto city, Indonesia.	Community Development: General	600
TOTAL			US\$25,020

Club/District (D-5020)	Project Description	Activity Type	Budget Amount (US\$)
Longview-Early Edition	Books, equipment and supplies, and training of teachers to establish literacy center, community library, and computer laboratory in Namungoona community of Uganda.	Education: Literacy	9500
Sooke	Build and install safety equipment for residents with dementia; such as railings, raised planters, benches on walkways at community senior center.	Health: General	2500
Gig Harbor	CPR training, and Defibrillator equipment and training, for high school students, faculty and administrators in Santiago, Chile.	Health: General	10000
Gig Harbor	Develop fresh water, gravity-flow systems in villages of Los Flores, Tzycoach, Los Encuentros, Nueve Puntos and Iliom, Guatemala.	Water: Supply/ Access	19000
5020	District Sponsored Vocational Training Team of multiple professional backgrounds to District 3770 and fund the cost of transportation of a similar VTT from District 3770 to our District.	Travel: Training/ Study Team	25000
Oak Bay, Victoria	Fund a program to train orphans as sustainable builders, qualified to perform construction or improvements to basic housing in western Rwanda.	Education: Vocational Training	2500
5020	Install solar power panels in schools in the villages of Socso and Sonay, Peru; and Kayapa, Phillipines.	Education: General	5000
5020	International Scholarship issued by District to fund two scholars previously selected as Rotary Ambassadorial Scholars.	Education: Scholarships	50000
Silverdale	Provide a van to improve the safety of transportation of elementary students in a remote area of the Dominican Republic (District 4060).	Education: General	10000
Bainbridge Island	Purchase and transport of supplies and equipment for teaching women basic business skills in rural Ethiopia.	Community Development: General	2500
Victoria	Purchase books and supplies, and provide teacher training to implement a literacy program to improve reading skills in both English and Swahili for elementary children in multiple schools in western Kenya.	Education: Literacy	2500
West Shore (Victoria)	Purchase books for Beecher Bay First Nations Reserve (Canada) library reading program.	Education: Literacy	2500
Tacoma South	Purchase dining sets for NW Furniture Bank, which provide furniture for destitute families displaced from homes as the result of fire or other catastrophic event.	Community Development: General	2500
Tacoma	Purchase Jaws of Life for Mazatlan, Mexico Search and Rescue	Health: Medical Equipment	2500

Club/District (D-5020) continued	Project Description	Activity Type	Budget Amount (US\$)
Lantzville	Purchase literacy training materials for low-income community school.	Education: Literacy	1250
Hawks Prairie-Lacey	Purchase of Playground Equipment and Educational Toys for community based pre-school for low income families. Equipment will improve educational experience and increase safety.	Education: General	2500
Gig Harbor Mid-Day	Purchase school supplies for Peninsula FISH Food Bank and Family Service Center for children of impoverished families.	Education: General	2500
Tumwater	Purchase two AED Defibrillators for local high schools.	Health: Medical Equipment	2500
5020	Reserve to cover cost of administering grant.	Administration (Max 3%)	5636
Clover Park	Scholarships for low-income children to youth theater program to improve teamwork, responsibilities, personal growth, and personal interactions.	Education: General	2500
5020	To match club contributions for international community development projects. Projects will be similar to international projects shown elsewhere on this spending plan.	Community Development: General	6253
5020	To match club funds for small local community development projects. Each club grant will be \$2,500 or less. Similar to small club projects previously listed in Spending Plan	Community Development: General	14250
Nanaimo Daybreak	To provide materials to support a community educational program focused on teaching teenagers the risks associated with drinking and driving. Materials to be purchased include make-up kits to portray injured victims; banners. Provide transportation to hospitals for remote underfunded schools.	Education: General	2000
Oak Bay, Victoria	Upgrading facilities (water supply, perimeter fence for safety, safe play area) at Luis Pasteur School in Nayarit, Mexico.	Education: General	2500
TOTAL			187,889

Club/District (D-3140)	Project Description	Activity Type	Budget Amount (US\$)
Bombay Queen City	Arranging a Mega Health Check Up Camp screening for various diseases for the under privilege society and advising for their future treatment.	Health: General	2359
Mumbai South	Building a Water Check Dam for tribal village at Taluka Jawhar.	Water: Supply/Access	5725
Thane Downtown	Cataract Operations for 200 Patients at rural area of Palghar Taluka.	Health: General	2174
Dombivli North	Construction of Public Toilet at Taluka Titwala.	Community Development: Public Works/Infrastructure	1500
Thane Skyline	Construction of Water Check Dam at Village Savare, Palghar.	Water: Supply/Access	2935
3140	For payment to Auditors and other Administrative Charges.	Administration (Max 3%)	1345
Mumbai Mahim	Installation of Bio-Gas unit for domestic use for economically backward section of society at Village Zarap, Taluka Kudal which will help in protecting environment address the global warming issue etc.	Community Development: Public Works/Infrastructure	2290
3140	Making a Water Check Dam for Adivasis of Rural District of Thane which will help them to store the water for long period.	Water: Supply/Access	24000
3140	Planning to send a GSE Team to District 1910 with 4 Team Members and 1 Rotarian Team Leader.	Education: General	4500
Navi Mumbai Industrial Area	Providing 125 Desk & Benches, Fans, Lights, Toilet Blocks, Liabrary etc. which will help bringing more children in the school and higher enrollment of girl students.	Education: General	4877
Ambarnath	Providing a 3 Nos. of Smart Classrooms with ultra modern computers at a junior college which will help students to access the modern technology.	Education: General	3262
Mulund	Providing a Check Dam for rain water storage at Village Morni, Taluka Bhiwandi for under privilege community.	Water: Supply/Access	2391
Bombay Bay View	Providing a Dialysis Machine at Muslim Ambulance Society Diagnostic Center which is a Charitable Trust serving under privilege community with highly subsidized charges.	Health: Medical Equipment	4065
Bombay Bandra	Providing a drinking water supply at Village Shiroshi, Jawhar, District Thane which is a rural area and 1200 people will be benefited.	Water: Supply/Access	3068
Ulhasnagar East	Providing Donation of Benches, Tubelights and Fans Marathi Prathamc School No. 12, Ambarnath.	Education: General	1500

Club/District (D-3140) continued	Project Description	Activity Type	Budget Amount (US\$)
Dombivli	Providing Group Hearing Aid, Audio Meter and Induction Loop System & Furniture at Deaf school in Dombivli.	Education: Literacy	1500
Mumbai Ghatkopar	Providing Mid Day Meal to the children of Joymax English Highschool, Ghatkopar East which will help to reduce dropouts from the school and continue their education which will empower children to explore his/her potential.	Education: General	5702
Bombay Hills South	Providing Pulse Oxymeter for Skin Treatment at National Burn Center, Navi Mumbai.	Health: Medical Equipment	1500
Mumbai Mulund South	Providing Recreation Centre & Liabrary for the school children at Ashramshala at Devgaon, Taluka Wada.	Education: General	1500
Mumbai Versova	Providing School Bus for transporting the under privilege children to prevent the dropouts from the school and provide better eduction for their upliftment.	Education: General	5109
Kalyan	Providing Solar Power Home Light 12 No. including installation at Adivasi Ashramshala, Dhungalwadi, Dahanu.	Community Development: Public Works/Infrastructure	1500
Bombay Mulund Valley	Providing Solar Power Home Light 15 No. & Street Light 2 Nos. including installation at Taluka Wada.	Community Development: Public Works/Infrastructure	1500
Thane Mid Town	Providing Solar Power Home Light 16 No. & Street Light 2 Nos. including installation at Bhachkyachimali, Jawhar.	Community Development: Public Works/Infrastructure	1500
Mumbai Lakers	Providing Solar Power Home Light 19 No. & Street Light 2 Nos. including installation at Janakpada.	Community Development: Public Works/Infrastructure	1500
Thane East	Providing Solar Power Home Light 20 No. & Street Light 2 Nos. including installation at Jahwar Taluka.	Community Development: Public Works/Infrastructure	1500
Mumbai Kandivli West	Providing Solar Power Home Light 25 No. & Street Light 2 Nos. including installation at Jahwar Taluka.	Community Development: Public Works/Infrastructure	1500
Thane North	Providing Solar Power Home Light 31 No. & Street Light 3 Nos. including installation.	Community Development: Public Works/Infrastructure	1750
Mumbai Dahisar	Providing Solar Power Home Light 32 No. & Street Light 3 Nos. including installation at Village Bhagatpada, Taluka Wada.	Community Development: Public Works/Infrastructure	1716
Thane Suburban	Providing Solar Power Home Light 60 No. & Street Light 6 Nos. including installation at tribal village at Jawhar Taluka.	Community Development: Public Works/Infrastructure	3400

Club/District (D-3140) continued	Project Description	Activity Type	Budget Amount (US\$)
Mumbai Shivaji Park	Providing Solar Power Home Light 87 No. & Street Light 6 Nos. including installation at 3 villages/padas which will help upliftment of villagers who are located remote area of Taluka Jawhar.	Community Development: Public Works/Infrastructure	4348
Bombay Seacoast	Providing Solar Water Heating System at a Trust who is providing free residential accommodation to the cancer patients who are coming to Mumbai for treatment.	Community Development: Public Works/Infrastructure	1855
Mumbai Nariman Point	Providing Support to Anganwadi - Educational Programme at Macchimar Nagar, Colaba.	Education: General	1500
Bombay Sea Face	Providing the Drinking Water Supply with pipeline at Village Hade - Bhagrepada, Jawhar a rural area. 500 people will be benefited.	Water: Supply/ Access	5536
3140	Providing the Short Term Scholarship for the children of under privilege community for their study further.	Education: Scholarships	2000
3140	Providing the Vaccination of Rubella for girls between 10-17 years (pre-marital age) and check up for screening of the blood for Thalassaemia.	Health: Disease	10000
Mumbai North Island	Providing Toilets, Benches and Chairs, Computers, Natural Gas Connection and Solar Power at a school at Village Devgaon, Taluka Wada.	Education: General	5703
3140	Providing Vocational Training to the under privilege community who can earn their livelihood after training.	Education: Vocational Training	3000
Mumbai Bandra Kurla Complex	Rain Water Harvesting with Check Dam at Village Mokhada, District Thane. 2200 people will be benefited.	Water: Supply/ Access	5350
Mumbai West Coast	Recharging a lake and build a wall around the lake to prevent filling by soil in the future which will help villagers for fish farming and developing the source of water for their second crop. The project will lead to general economic upliftment of the region.	Water: Supply/ Access	3007
Bombay Pier	Renovate the Toilet & Sanitation Requirement at the Municipal School.	Education: General	1500
Bombay Hanging Garden	Screening the community for TB Deduction in the under privilege society through a Charitable Clinic and 1200 patients will be screened and provided future treatment.	Health: Disease	3326
Bombay Airport	Up gradation of new technology at Jaipur Foot Center where free foot are given to the community.	Health: General	2196
Dombivli Midtown	Vyasanmukti Kendra - D addiction Center at Dombivli.	Health: General	1500
TOTAL			147,989

QUESTIONS TO CONSIDER

Use the following questions to determine your district grant process. Ideas from pilot districts are listed for reference.

Question	Best Practices	Our District's Process
How will you encourage participation from clubs?	<ul style="list-style-type: none"> » Hold a grant fair or survey clubs to identify projects and to determine how to financially meet the clubs' needs. 	
How much of the district grant will you reserve for district activities versus club activities?	<ul style="list-style-type: none"> » One district determines the amount to set aside for district activities and allocates the rest to the clubs. » Another district asks clubs request DDF and the committee then determines how much is available for district activities. » Organize a project that all clubs can participate in at various levels. 	
What types of activity will be funded (i.e., scholarship, vocational training, or humanitarian project)?	<ul style="list-style-type: none"> » Set criteria for acceptable grant applications (such as, preferences for international projects in developing countries) and provide it to the clubs in advance. 	
How much DDF will you allocate to district grants? Will you ask clubs to contribute to the project? For example, will you allocate funds for a district scholarship for which all clubs can nominate a candidate, or will you allow clubs to request funding for scholars?	<ul style="list-style-type: none"> » Depending on whether the project is local or international, one district requires a match from the club. » Another district set up a minimum/maximum DDF allocation for each club and a minimum project size. Multiple clubs can work together on the same project. » One district asks the club to contribute 20 percent of the project cost. Another district asks the club to match the DDF portion. 	
Will your district add requirements to the district grant?	<ul style="list-style-type: none"> » One district requires clubs to appoint a club Rotary Foundation committee chair and be up to date on grant reporting. » Another requires that clubs be qualified and current on dues. 	
What criteria will you set for clubs to receive district grants?	<ul style="list-style-type: none"> » One district receives more proposals than they can support, so they limit giving funding for one proposal per club. » Another district selects projects by the impact on communities, the quality, relationship to an area of focus, or in the order they are received. 	

Question	Best Practices	Our District's Process
What criteria will you use for scholarships?	<ul style="list-style-type: none"> » Award "flat" grants. » The award amount covers tuition and travel. » Scholarship applicants are accepted from all areas of study. » Candidates can apply for any level of study. » Support local scholarships only. » Develop a scholarship application. » Hold a regional orientation. 	
What criteria will you use for vocational training activities?	<ul style="list-style-type: none"> » Award "flat" grants, or flexible award amounts. » Determine what the award amount will cover (language training, travel, housing, etc.). » Determine if vocational training team applicants will be accepted for cultural exchange, or specify particular area of focus. » Support both local and international vocational training teams. » Develop a vocational training team application. » Determine when and where regional orientation be held. » Districts will need to determine how often and in what format vocational training teams should report to the district, and clearly outline the team's requirement for keeping receipts of US\$75 or more. 	
What are your district's deadlines for club requests for district grant funds?	<ul style="list-style-type: none"> » One district completes the process two months before the start of the Rotary year so that the funds can be distributed in July. » Another district waits until the club leadership is in place before the process begins. 	
How will you inform clubs about the district grant process?	<ul style="list-style-type: none"> » Articles in our newsletters. » On the district website. » At presidents-elect training seminars, and district assemblies. » Teach clubs about the district grant process at the grant management seminar. 	
How will notify clubs that will not receive funding for their proposals?	<ul style="list-style-type: none"> » One district has the grants subcommittee chair sends a note to each club president clearly explaining why they didn't receive the grant and what they could do in the future to improve their chances to receive a grant. 	



Rotary Reminder

District grants could have a two-year process: the first year for planning and the second year for payment and activity.

BUSINESS CYCLE

The district governor, district Rotary Foundation committee chair, and district grants subcommittee chair submit and authorize the application online through Member Access. Applications may be submitted at any time, but if a district applies before the start of the Rotary year, payment will be made at the beginning of the year. Districts that submit their applications after the start of the Rotary year can expect payment within approximately 10 business days. Funds are issued once the spending plan is approved and all prepayment requirements (such as overdue reports, closure of previous district grant, etc.) have been met. Districts cannot apply for a 2013-14 district grant after 15 May 2014.

Payment

Districts receive one block payment for the approved amount of the district grant. District grant payments can only be made from 1 July to 15 May. All previous district grants must be closed before a new payment is made, and districts must be current on reporting for all district-sponsored grants from the Foundation.

Reporting

Districts must submit a final report to the Foundation within 12 months of payment of the grant. This report must include a final list of funded activities using the same format as the district's spending plan.

Project funding as stated in the original spending plan may change by the time the district submits the final report. Districts must note these changes on the report. Districts may submit their final report once they have fully distributed their district grant funds to the individual projects. These projects do not need to be complete before a district reports to the Foundation. Once a club has spent the funds, it submits a report to the district. It is the district's responsibility to collect and retain the clubs' reports and receipts required by the district's document retention requirements.

Districts are required to report annually on their use of DDF to their clubs. To encourage transparency and oversight, all members of the district should review this report to ensure that funds were spent according to district-specific guidelines.

Benefits of District Grants

- » Clubs have more say in DDF allocation
- » Districts have more flexibility
- » District grant funds can be used for local and international projects
- » Clubs may partner with other clubs for larger projects
- » Districts have quicker access to funds, easier Foundation application and reporting process



Rotary Reminder

A project is sustainable if it ensures successful project outcomes that the community can maintain for the long-term to serve its ongoing needs once the grant funding ends.

Rotary Foundation Global Grants

Global grants fund large-scale projects and activities that

- » Align with one or more areas of focus
- » Respond to a need that the benefiting community has identified
- » Include the active participation of the benefiting community
- » Strengthen local knowledge, skills, and resources
- » Provide long-term benefit to the community after the Rotary club or district has concluded its work
- » Have measurable results
- » Involve active Rotarian participation

The areas of focus correspond to the Foundation's mission:



Peace and conflict prevention/resolution



Disease prevention and treatment



Water and sanitation



Maternal and child health



Basic education and literacy



Economic and community development

These grants offer a minimum World Fund award of US\$15,000 for a minimum project budget of \$30,000. The World Fund award is based on a 100 percent match of District Designated Fund allocations or a 50 percent match of cash contributions. Global grants must have two primary sponsors (which can be a club or a district): a host partner in the country where the activity takes place and an international partner outside the country. Both must be qualified. To reach the minimum project budget, the primary sponsors often involve other clubs and/or districts as additional partners; these additional partners do not have to be qualified.

- » **Humanitarian projects.** Global grants may support humanitarian projects that provide sustainable, measurable outcomes in the benefiting community. Sponsors should conduct a community needs assessment at the beginning of the planning stage to identify the benefiting community's assets and their most pressing needs, and to develop a project that addresses those needs.
- » **Scholars.** Global grants may support graduate-level scholars whose field of study and professional goals further one of the six areas of focus. Global grants may fund a scholar for a term of one year to four years, covering tuition, room and board, and other expenses for the duration of the grant. Global grant scholarships are significantly different from Ambassadorial Scholarships; find more scholarship information in the *Grant Management Manual*.



Rotary Reminder

Global grants may support a variety of activities but must adhere to the eligibility requirements in The Rotary Foundation Grant Terms and Conditions.

- » **Vocational training.** Global grants may be used to fund local vocational training to build skills within a community. This training may be most beneficial in conjunction with a humanitarian project to help ensure its sustainability. Global grants may also support vocational training teams, groups of professionals traveling abroad to either learn about their profession or teach local professionals about a particular field. A vocational training team may be multivocational but must share a common purpose that supports of an area of focus. Unlike Group Study Exchange, global grant vocational training teams respond to a humanitarian need. Each team must have at least one Rotarian team leader and three non-Rotarian team members. Otherwise, there are no restrictions on the maximum number of participants, their ages, or the length of stay abroad.

MEASURABILITY AND EVALUATION

Being able to measure the success of your project allows clubs and districts to assess the impact of their efforts and improve the outcomes of future projects. Grant sponsors should determine how they will measure the project's success during the planning stage and provide a detailed plan in the application. Project goals should have both quantitative (numerical) and qualitative (descriptive) measures.

For details on how to set measurable goals, see the *Grant Management Manual*.

BUSINESS CYCLE

All global grant applications are accepted on a rolling basis throughout the year. A two-step application process is completed online through [Member Access](#).

1. **Global Grant First Step**
Rotarians review a list of questions that will be asked in the application to ensure they are ready to complete the application. For any questions the Rotarian is unable to answer, additional information will be available. Once all the questions are answered, the Rotarian can move on to the application.
2. **Application**
Sponsors fill out questions with detailed answers on global grant requirements.
3. **Payment**
Once the Foundation approves the application, both sponsors authorize the agreement, and all associated cash contributions have been received, the Foundation issues payment.
4. **Reporting**
Progress reports are due to the Foundation every 12 months from the first issued payment. A final report is due within two months of completing the project. Progress and final reports are submitted through Member Access. Note: The Foundation cannot accept new grant applications if either grant sponsor has overdue reports.

Rotary Foundation Packaged Grants

Packaged grants provide opportunities for Rotary clubs and districts to work with The Rotary Foundation's strategic partners on predesigned activities that are funded entirely from the World Fund. These projects and activities support the areas of focus and can include scholarships, humanitarian projects, and vocational training.



Rotary Reminder

Refer to the *Grant Management Manual* for more information on designing, applying for, and implementing global grants.

Because the initial work of finding a strategic partner and designing the general framework of the project has already been done, Rotarians can focus their talents and energies on the implementation. This participation may vary from grant to grant and could include:

- » Conducting community assessments and identifying project beneficiaries
- » Providing technical expertise, direct service, and/or advocacy
- » Promoting and publicizing the project
- » Project monitoring and evaluation

The requirements for international partnership between project sponsors will vary, depending on the project's or activity's needs and objectives. These grants will be implemented by Rotarians in conjunction with The Rotary Foundation's strategic partners.

Applications are posted in Member Access, and district Rotary Foundation committee chairs will be asked to approve all packaged grant applications before they are submitted to the Foundation. Clubs and districts must be qualified before they can apply for a packaged grant.

More information is available at www.rotary.org and in the *District Rotary Foundation Seminar Manual*.

Rotary Peace Fellowships

The Rotary Peace Centers program provides Rotary Peace Fellowships to individuals pursuing either a master's degree in international relations, peace, conflict resolution, and related subjects, or a professional development certificate in peace and conflict studies.

NOMINATING CANDIDATES

All districts are encouraged to nominate qualified candidates for the world-competitive selection of up to 110 Rotary Peace Fellows each year. Districts must submit their fellowship applications to the Foundation by 1 July. Districts that contain conflict regions are urged to seek out strong candidates to help address conflict and postconflict situations in their areas and worldwide.

The subcommittee responsible for Rotary Peace Fellowships should develop a marketing strategy for targeting fellowship applicants. Districts should dedicate time to recruiting and interviewing qualified candidates starting 1 March.

A separate selection committee must be appointed to review Rotary Peace Fellowship applications. It is recommended that this committee include the current district governor, immediate past governor, governor-elect, district Rotary Foundation committee chair, grants subcommittee chair, and three Rotarians or non-Rotarians with expertise in peace and conflict resolution, education, or civic or business leadership.

FUNDING PEACE FELLOWS

Funding the Rotary Peace Fellows is a global effort. All districts are encouraged to contribute any amount from their District Designated Fund to support the Rotary Peace Centers program. These donations are not associated with a specific fellow selected by the district. This funding approach ensures a balanced and competitive selection process for the top candidates worldwide, regardless of a district's ability to fund the fellowship.

A district that commits to donating DDF equal to US\$25,000 every year or \$50,000 every other year in support of the program is designated as a Peacebuilder District and receives appropriate recognition.

To ensure continued funding and endow the program permanently, The Rotary Foundation also seeks term and endowed gifts and commitments with a goal of reaching \$95 million by 2015. These gifts are separate from any funds committed from the World Fund or District Designated Fund. Search for Rotary Peace Centers Major Gifts Initiative on the Rotary website to learn more.



Rotary Reminder

For more information, see the [Rotary Peace Centers Program Guide for Rotarians](#) (085).

Rotary Foundation Alumni

More than 116,000 people have received program awards from The Rotary Foundation since 1947. These former participants are both powerful advocates for the Foundation and potential donors, so it's important to maintain contact with them.

Alumni can help your district by

- » Connecting Rotary districts from different countries for service projects and fellowship
- » Sharing with club members and the media how their Rotary Foundation experience changed their lives
- » Promoting program opportunities to their peers
- » Advising on selection, orientation, and hosting programs
- » Joining or creating an alumni association to support your district's Rotary work
- » Being considered as potential members or donors

Under the new Rotary Foundation grants, former Rotary Scholars and vocational training team participants who received global grant funding are Rotary Foundation alumni. Rotarians who funded scholarships or vocational training teams with a district grant are invited to provide information about the grant recipients to the Foundation so that they may be recognized as Rotary Foundation alumni.

The grants subcommittee members are encouraged to work with the district membership committee to ensure the committee is aware of recent alumni. Email updated contact information for alumni in your area to the Foundation's Alumni Relations staff at alumni@rotary.org.

Grant Resources

District Rotary Foundation Seminar Manual — A series of PowerPoint presentations and session outlines available for district Rotary Foundation seminars or other training for Rotarians who need to understand the basics. Presentations should be modified based on participants needs.

E-learning modules at learn.rotary.org — The target audience is club-level Rotarians. Consider asking participants to take a course before attending training meetings.

Grant Management Manual — Main resource for grant management seminars and for clubs and districts that want to apply for a global grant.

Grant Management Seminar Leaders' Guide — Used by district leaders to qualify clubs at grant management seminars.

Preparing Your Club for Rotary Foundation Grants in 2013 — Timeline of important dates and action steps to prepare clubs to use new Rotary Foundation grants.

Transition to Future Vision: Preparing Your District for Rotary Foundation Grants in 2013 — Timeline of important dates and action steps to prepare districts to administer and train clubs on the new Rotary Foundation grants.

Webinars — All past and upcoming webinars can be found at www.rotary.org/webinars. The target audience for these webinars is club-level Rotarians.

7

GUIDE TO IMPLEMENTING
THE DISTRICT MOU**Rotary Reminder**

Pilot districts in India have different club and district MOUs and procedures, so these districts should review the MOU for Indian districts. After each district officer completes the online qualification process, the District Qualification Record must be printed, signed, and sent to the RI South Asia Office. Once the signed records are received, The Rotary Foundation will confirm the authorization and qualify the district.

Please use this chapter as a working document to help you determine a plan for implementing all MOU requirements. Print out the memorandum and work through it as a team.

Districts have a direct role in managing Rotary Foundation grant funds and must be qualified in order to participate in district, global, and packaged grants. To prepare for this responsibility and be eligible to receive grants, districts must first complete the online qualification process through Member Access and agree to implement the district memorandum of understanding (MOU).

In addition to helping ensure that the MOU is properly implemented, the district Rotary Foundation committee chair also

- » Is the primary contact for district grants
- » Authorizes global grant applications before the Foundation reviews them
- » Tracks District Designated Fund requests
- » Assures the Foundation that the club applying for the global grant is qualified

New or incoming district officers must also complete the online district qualification process. Incoming officers will have access two months prior to the start of the new Rotary year. A qualified district keeps its status as long as the incoming officers complete the online process by 1 July.

If you have questions about the MOU or would like to share your district's grant management practices, send them to qualification@rotary.org.

MOU Section 1: District Qualification

To participate in district and global grants, a district shall complete an online qualification process, agreeing to implement the financial and stewardship requirements in this memorandum of understanding (MOU). By successfully completing these requirements, a district becomes qualified and eligible to participate in Rotary Foundation (TRF) grants.

- A. A district is responsible for the use of funds for district-sponsored grants, regardless of who controls the funds.
- B. A district is responsible for a club-sponsored grant if the sponsoring club has been terminated or is otherwise unable to take responsibility for the grant.
- C. To maintain qualified status, a district must comply with this MOU and all applicable TRF policies.
- D. Qualification may be suspended or revoked for any of the following:
 1. Misuse or mismanagement of grant funds, or failure to appropriately address allegations involving, but not limited to, fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes
 2. Refusal to qualify member clubs without sufficient cause
- E. A district must cooperate with any financial, grant, or operational audits.

SUMMARY

Rotary districts have significant autonomy and responsibility for district grant administration. Therefore, districts need to establish measures that ensure compliance with Foundation policies, avoid misuse and mismanagement of grant funds, and ensure that clubs in the district have the appropriate training and resources. These measures establish proper stewardship controls and enable districts to maintain qualified status. Districts that fail to comply risk losing the ability to participate in the Foundation grants program.

DISCUSSION QUESTIONS

What is your timeline for completing the district's online qualification process?

What is your timeline for implementing the requirements of the MOU?

Best Practices

Share the MOU with all district officers who are involved in Foundation grants, and with members of the grants subcommittee and stewardship subcommittee.

Perform an annual internal review to confirm that the district is meeting MOU requirements.

MOU Section 2: District Officer Responsibilities

The district governor, district governor-elect, and district Rotary Foundation committee chair shall hold primary responsibility for club and district qualification, in addition to overseeing the proper implementation of TRF grants.

District officer responsibilities include:

1. Implementing, managing, and maintaining the district and club qualification process
2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
3. Abiding by, following, enforcing, disseminating, and educating Rotarians on the terms and conditions for district and global grants
4. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

SUMMARY

Although district officers may choose to assign tasks to other individuals within the district, it is the district governor, district Rotary Foundation committee chair, and district governor-elect who are responsible for meeting the requirements outlined in the MOU. These responsibilities include implementing policies and procedures for qualification and grant management within the district, and creating a cohesive and streamlined system to facilitate both district and club participation.

District officers are also responsible for limiting and disclosing any potential conflicts of interest. An undisclosed conflict of interest impedes transparency, leaving the Foundation and Rotarians vulnerable to potential misuse.

CONFLICT OF INTEREST

Mismanagement of grant funds often occurs when there is a conflict of interest. A conflict of interest exists if a Rotarian or his or her associate will benefit financially or personally from the grant award or activities. Financial benefits could include receiving grant funds for being a project manager or receiving grant funds as a vendor for the project. Personal benefits could include receiving a promotion, getting business referrals, or gaining in social standing. The benefit can either be direct (the Rotarian benefits financially or personally) or indirect (an associate of the Rotarian benefits financially or personally; associates can include family members, friends, Rotarians, personal acquaintances, colleagues, and business partners).

When there is a conflict of interest, project activities can suffer and future funding or donations can be compromised. Avoiding conflicts of interest helps protect everyone involved.

Perceived conflicts of interest do not imply any benefit, but can still affect future funding or donations. Perceived conflicts of interest must be identified and disclosed to ensure transparency regarding the Rotarian's involvement.

Best Practices

Clearly outline the roles and responsibilities for district qualification, assigning responsibilities to subcommittees as appropriate.

Assign past district governors to conduct random reviews of Foundation grants to ensure that stewardship measures and grant management practices are being followed.

An actual or perceived conflict of interest does not necessarily disqualify a Rotarian from participation in the Foundation grants program. Eligibility for participation will be determined on a case-by-case basis when the conflict is disclosed.

DISCUSSION QUESTIONS

Which district Rotary Foundation leaders are responsible for district qualification, how will qualification be promoted to clubs, and who should be contacted for more information?

Who will be responsible for implementing each section of the MOU?

How will the district ensure that conflicts of interest are disclosed?

MOU Section 3: Club Qualification

Districts are responsible for qualifying their member clubs. To be qualified, the club shall agree to the club MOU and send at least one club member to the district Rotary Foundation grant management seminar.

- A. A club must be qualified in order to receive TRF global grants. Club qualification is not required for a club to receive district grant funds.
- B. A district may establish additional requirements for club qualification, in order to take into consideration relevant local laws or district-specific circumstances. Additional requirements must be attainable by all clubs in the district.
- C. A district may allot district grant funds to nonqualified clubs in its district or other districts; however, the district remains responsible for the use of those grant funds. Nonqualified clubs that fail to abide by all applicable TRF policies, including the terms and conditions for TRF district grants, may jeopardize the district's qualification status.

SUMMARY

Districts develop and manage the club qualification process using resources provided by the Foundation, including grant management seminar materials. Clubs must be qualified each year in order to apply for a Rotary Foundation global or packaged grant; however, districts decide whether clubs must be qualified in order to receive district grant funds.

To be qualified, a club must:

- » Send at least one member to the district's grant management seminar
- » Agree to the club MOU through the signatures of the club's president and president-elect

Districts may develop additional qualification requirements for clubs; however, these must be reasonable, achievable, and fair to all clubs. A district can risk losing its qualified status if an added requirement purposefully excludes a club from becoming qualified. Additional requirements should be added as an addendum to the MOU.

Districts maintain records of club qualification, including grant management seminar attendance sheets and signed club MOUs. Districts notify the Foundation about a club's qualification status only if the club applies for a global grant or if the district is audited. When authorizing a global grant application, the district Rotary Foundation committee chair confirms that the club is qualified.

The *Grant Management Seminar Leaders' Guide* should be used to plan grant management seminars. Districts should also promote the *Grant Management Manual* as a resource to clubs in preparing for the seminars and for planning and implementing global grants.

Best Practices

Have the district Rotary Foundation committee assign oversight of the club qualification process to the stewardship subcommittee, which oversees club qualification and assists with the grant management seminar.

Develop a procedure for notifying the district Rotary Foundation committee chair when clubs have achieved qualified status.

Additional district requirements for club qualification might include:

- » Having multiple attendees attend the district's grant management seminar
- » Compliance with grant reporting
- » Being current with Rotary International and/or district dues
- » Compliance with local laws specific to the district

DISCUSSION QUESTIONS

Will your district have additional qualification requirements for clubs? If yes, what will they be?

Will your district require clubs to be qualified in order to receive district grant funds?

What are your district's proposed dates for grant management seminar(s)? Where will they be held? Who will conduct the seminar(s)?

What is the plan for promoting grant management seminar(s) to clubs?

What is your district's plan if a club wishes to be qualified but is unable to attend a grant management seminar?

MOU Section 4: Financial Management Plan

Districts must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
2. Disburse grant funds, as appropriate
3. Maintain segregation of duties for handling funds
4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
5. Ensure that all grant activities, including the conversion of funds, comply with local laws

Best Practices

Involve district Rotarians who have an accounting or auditing background in the development of the financial management plan.

Provide a detailed, easy-to-understand financial management plan, so that even Rotarians without a financial background follow the procedures.

Compare your financial management plan with other districts to share best practices.

SUMMARY

Oversight requirements for Foundation grant funds go beyond those of most private or corporate funds. Developing and implementing a financial management plan is essential to proper oversight, good stewardship, and consistent administration of grant funds.

The financial management plan should include detailed, district-specific procedures that are reviewed regularly.

DISCUSSION QUESTIONS

How will the district's process for approving and disbursing district grant funds and expenditures for district-sponsored global grants be approved?

What reporting process will you use for district grant funds distributed to clubs and the district?

What kind of system will the district use for recording income and disbursements of grant funds?

Who will be responsible for recording this information?

Who will monitor this person's work? How frequently will it be reviewed?

FINANCIAL MANAGEMENT PLAN WORKSHEET

Use this worksheet to assess your district's financial management procedures and to determine whether new ones are needed. This plan should include all funds for district, global, and packaged grants.

Financial management plan procedure (MOU)	How measure is implemented (example)	What is our district's current procedure?	How can we improve our procedure?
1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds.	Prepare a spreadsheet that records the grant funds received from TRF and other sources, as well as each expenditure item on a separate line, labeled with a transaction number. Original invoices and receipts are labeled with the transaction number listed on the spreadsheet and saved in the district's document file for the grant. Send a copy of the spreadsheet and supporting documents to the project partner.		
2. Disburse grant funds, as appropriate.	Funds for district grants are paid by check two weeks after the district receives the funds in its bank account. Funds for global grants are paid two weeks after receipt of an invoice from the vendor. Cash is only used for payments when another traceable method is not possible.		
3. Maintain segregation of duties for handling funds.	Person A approves the planned grant expenditures and Persons B and C write and sign the check.		
4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.	Each item, along with its price and current owner, is recorded on a spreadsheet, and the original invoices and receipts are saved in the district's document file for the grant. Send a copy of the records to the project partner.		
5. Ensure that all grant activities, including the conversion of funds, comply with local laws.	Designate someone to be responsible for ensuring that all grant activities are in accordance with local laws.		

MOU Section 5: Annual Financial Assessment

The financial management plan and its implementation shall be assessed annually. A financial assessment is an evaluation of financial controls and compliance. The district shall choose either an independent firm or the district Rotary Foundation audit committee to conduct the annual financial assessment.

- A. A financial assessment is substantially smaller in scope than an audit or review, and includes:
 - 1. Confirmation that the district adhered to its financial management plan
 - 2. An examination of expenditures for district grants and district-sponsored global grants that includes:
 - a. Reconciling a selection of disbursements against their supporting documentation
 - b. Reviewing the full listing of expenditures to ensure that funds were expended in a manner consistent with the terms and conditions of the grant award
 - c. Confirming that a competitive bidding process was conducted for all significant expenditures
 - d. Reviewing the process to disburse funds to ensure that proper controls have been maintained
 - 3. A determination that all financial transactions and project activities related to the grant were conducted at least at the level of standard business practices:
 - a. Confirmation of adherence to TRF document retention requirements
 - b. Other procedures that the district Rotary Foundation audit committee or an independent firm deems necessary
 - 4. A report of the findings from the annual financial assessment, which must be given to clubs in the district within three months of the end of each Rotary year
- B. If the district has the district Rotary Foundation audit committee conduct the assessment, the committee may not include individuals directly involved with TRF grants and must meet the requirements found in the RI Bylaws, including:
 - a. Have at least three members
 - b. Have at least one member who is a past governor or a person with audit experience

SUMMARY

Districts must conduct an annual assessment of the financial management plan and its implementation to ensure that proper controls are in place to manage Foundation grant funds. This assessment must review financial transactions for district grants and district-sponsored global grants. This assessment should be performed at minimal cost and does not need to be a formal audit of the district's grants. Assessment results must be communicated to the district's clubs.

Best Practices

Appoint Rotarians from another district to conduct your financial assessment to save on the cost of hiring an independent firm.

Exchange financial assessment services with another district.

Have the stewardship subcommittee receive and approve the annual financial assessment and ensure that it is distributed to the clubs.

Districts may choose either an independent firm or an audit committee made up of three members of the district to conduct the assessment. Districts with an established audit committee for its annual statement and report of district finances (Article 15.060.4 of the RI Bylaws) may use the same committee for this annual assessment provided that there are no conflicts of interest.

DISCUSSION QUESTIONS

When will your district conduct its annual financial assessment?

Who will conduct the assessment?

Who will approve the annual financial assessment procedures presented by the independent firm or audit committee?

How will the results of the assessment be presented to clubs?

AUDIT COMMITTEE APPOINTMENT

If your district decides to use a district audit committee, use the space below to suggest committee members. Then, review the following questions to help you choose at least three members.

Does the audit committee meet the following requirements?

- Members are active Rotarians in good standing
- One member is either a past district governor or a person with audit experience

Name: _____

Do the proposed committee members have any conflicts of interest? The following Rotarians cannot serve on the audit committee because there would be a conflict of interest:

- District governor
- District Rotary Foundation committee chair
- District treasurer
- Member of district Rotary Foundation grants subcommittee
- Member of district Rotary Foundation stewardship subcommittee
- Member of district finance committee
- District bank account signatory
- Member of a grant project committee
- Recipient of a Rotary Foundation grant

MOU Section 6: Bank Account Requirements

In order to receive grant funds, the district shall have a dedicated, district-controlled bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The district bank account must
 1. Have a minimum of two Rotarian signatories from the district for disbursements
 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each district-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The district must maintain a written plan for transferring custody of the bank accounts in the event of a change in leadership.

SUMMARY

Districts must maintain a district-controlled low- or no-interest bank account in order to receive Foundation grant funds. Each open district-sponsored grant should have its own account that is used solely for receiving and disbursing grant funds. By establishing a separate account, districts are able to better manage the oversight and recordkeeping of grant funds.

In addition, districts must have a succession plan for the signatories on the account to ensure a smooth transition of information and documentation when signatories change.

Best Practices

If payments are made electronically by one person, maintain a paper trail showing that the payment was approved by both signatories.

If the district must use an existing account because local laws prohibit establishing a separate grant account, ensure that grant funds are properly tracked.

Grant funds should be requested from the Foundation only when a project is ready to be implemented so that the funds do not sit idle in a bank account.

Use a checking account that records disbursements and document transactions on bank statements.

DISCUSSION QUESTIONS

Who will be the signatories on the bank account?

Does your bank allow your district to open multiple accounts?

Do your country's laws allow you to open a separate account for each grant?

What controls will your district implement to ensure that grant funds are not commingled?

Who will be responsible for maintaining financial records, such as bank statements and canceled checks?

What is your district's policy on selecting bank account signatories?

Who are the current signatories? Who is the primary signatory?

Do the signatories serve a specific term? If yes, what is the policy for determining their term?

What is your district's current procedure for changing bank account signatories?

What is the bank's procedure for changing or removing bank account signatories?

Will your district or club need to develop or change its procedure for transferring the custody of the grant bank account? If yes, what changes will you make?

MOU Section 7: Report on Use of Grant Funds

Grant reporting is a key aspect of grant management and stewardship. Districts shall set up a grant reporting process.

- A. Districts must report to their clubs on the use of all District Designated Funds (DDF) to their member clubs by:
 1. Providing a report annually at a district meeting to which all clubs are invited or eligible to attend that includes a breakdown of expenditures for each project that received funding and the names of districts, clubs, and individuals who received grant funds
 2. Including financial information on such grants in the governor's final monthly communication
- B. Districts must adhere to all TRF grant reporting requirements.

Best Practices

Collect detailed reports from clubs on the use of district grant funds.

Use a spreadsheet to track DDF allocations throughout the year.

Have the stewardship subcommittee check the status of open grants regularly to track reporting deadlines.

SUMMARY

Districts must report to their member clubs how its District Designated Fund (DDF) is used each year. This includes DDF used for district, global, and packaged grants, PolioPlus, and Rotary Peace Centers. Reporting on the use of DDF ensures greater transparency and accountability between the district and its clubs. This also fosters districtwide knowledge of grant activities and enables the Foundation to reduce its reporting requirements for district grants.

Districts must also fulfill all Foundation reporting requirements for district grants and district-sponsored global grants. Districts must submit progress reports every 12 months from the time a grant is paid until the final report is accepted and final reports within two months of completing the grant project. Failure to report on grants can result in a district and its clubs being unable to participate in the Rotary Foundation grants.

Note: Your district does not need to conduct the annual financial assessment before reporting to clubs how DDF was allocated and spent.

DISCUSSION QUESTIONS

Who in the district will track the use of DDF throughout the year?

How will the district encourage clubs to submit reports on time?

MOU Section 8: Document Retention

Districts shall establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to
 1. Bank information, including copies of past statements
 2. Club qualification documents, including:
 - a. Signed club MOUs
 - b. Club attendance records for grant management seminar
 3. District grant and district-sponsored global grant information, including:
 - a. Information collected from clubs and entities receiving district grant funds
 - b. Receipts and invoices for all purchases made with grant funds
 4. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
 - d. System to track reports of misuse and/or mismanagement of grant funds
 5. Annual report from the financial assessment and use of grant funds
- B. District records must be accessible and available to Rotarians in the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

SUMMARY

Districts must establish a document retention system for documents related to qualification and Rotary Foundation grants. The system can be a combination of electronic and physical files that best fit the needs of the district. Documents that must be retained include bank statements, receipts, club qualification materials, and procedures relating to the MOU.

Maintaining documents helps districts comply with local laws, ensure transparency, and better prepare for grant reporting, audits, and financial assessments. By maintaining these documents, the district will be able to quickly respond to requests by the Foundation or Rotarians in the district.

There are certain documents that you will want to keep in their original, physical form, such as contracts, legal agreements and documents with original signatures. Documents originally in an electronic format may be retained electronically. If you're unsure whether you should keep a document, it's always better to keep it.

Best Practices

Maintain physical files in a single location.

For easy sharing, make electronic copies that can be emailed or made easily accessible through a shared network.

Back up electronic files regularly on a CD, flash drive, or a secured website.

Keep extra copies in a location separate from where the originals are stored.

Use a company that offers free online storage services so documents can be uploaded and accessed remotely, allowing files to be shared and edited by multiple people.

The document retention system doesn't need to be complicated; implement what works best for your district.

Adapt the document retention sample file lists and share with your clubs to assist them in implementing their document retention requirements.

Districts have several options for setting up a document retention system. For example, a simple physical file could include three binders: one for qualification, one for district-sponsored global grants, and one for district grants. If your district has several grants, you may want to store files in a filing cabinet or on a computer with electronic files. Within each file folder, a district could set up subfolders for each grant number, club qualification, or year of qualification.

Grant related documentation saved on the online application system, such as the grant application and report, do not need to be saved within your district's document retention system.

DISCUSSION QUESTIONS

What type of system will you have — physical, electronic, or a combination of the two?

Who will have access to to the document retention system?

How will you catalogue what is in your document retention system?

SAMPLE FILE LIST

The following list can help your district develop its document retention system organized into sections with possible labels for folders and subfolders. Your document retention needs will vary depending upon the types of grants your district manages, so add or remove folders as necessary.

Documents needed for global grants, packaged grants, and district grants	Documents needed for district qualification
<ul style="list-style-type: none"> <input type="checkbox"/> All grant correspondence, including email <input type="checkbox"/> Beneficiary documentation including <ul style="list-style-type: none"> <input type="radio"/> Community assessment <input type="radio"/> Agreements <input type="checkbox"/> Vendor documentation including <ul style="list-style-type: none"> <input type="radio"/> Quotes for materials <input type="radio"/> Agreements <input type="checkbox"/> Scholar documentation including <ul style="list-style-type: none"> <input type="radio"/> Receipts and invoices <input type="radio"/> Agreements <input type="checkbox"/> Vocational training documentation including <ul style="list-style-type: none"> <input type="radio"/> Receipts and invoices <input type="radio"/> Agreements <input type="checkbox"/> Grant related documentation including <ul style="list-style-type: none"> <input type="radio"/> Financial documentation <input type="radio"/> Bank statements <input type="radio"/> Quotes from vendors <input type="radio"/> Receipts and invoices <input type="radio"/> Inventory list <input type="radio"/> Photos <input type="checkbox"/> Information collected from clubs for district grants including <ul style="list-style-type: none"> <input type="radio"/> Fund requests or applications <input type="radio"/> Quotes from vendors <input type="radio"/> Receipts and invoices <input type="radio"/> Reports <input type="radio"/> Other information required by the district <input type="checkbox"/> Other documentation 	<ul style="list-style-type: none"> <input type="checkbox"/> Financial management plan and related procedures <input type="checkbox"/> Bank information including <ul style="list-style-type: none"> <input type="radio"/> Account details <input type="radio"/> Bank statements <input type="radio"/> List of signatories <input type="radio"/> Bank procedure for changing signatories <input type="checkbox"/> Legal documents <input type="checkbox"/> General ledger and statement of accounts <input type="checkbox"/> Document retention procedures <input type="checkbox"/> Succession plans <input type="checkbox"/> Correspondence on qualification <input type="checkbox"/> Annual financial assessment results <input type="checkbox"/> Reports on the use of DDF <input type="checkbox"/> Reports of misuse of grant funds <input type="checkbox"/> Other documentation
	<h3 style="text-align: center;">Documents needed for club qualification</h3>
	<ul style="list-style-type: none"> <input type="checkbox"/> Supplementary club qualification requirements <input type="checkbox"/> Signed club MOUs <input type="checkbox"/> Grant management seminar <ul style="list-style-type: none"> <input type="radio"/> Materials <input type="radio"/> Attendance sheets <input type="checkbox"/> Correspondence on club qualification <input type="checkbox"/> List of qualified clubs <input type="checkbox"/> Other documentation

Best Practices

Designate a person with whom Rotarians can discuss any concerns about the management of grant funds.

Track the following information for any allegation:

- Grant number and information
- Project description
- Primary target of investigation with his/her district and club
- Summary of the report of misuse
- Actions taken with relevant dates
- Next steps in investigation

Stop payments if there is a reported misuse until the report has been investigated.

Do not approve new grant applications for anyone involved with reported misuse until the situation is resolved.

MOU Section 9: Method for Reporting and Resolving Misuse of Grant Funds

The qualification process requires districts to track, investigate, and resolve reports of misuse or mismanagement of grant funds. By creating a plan before any allegations of misuse are made, the district can apply procedures consistently and foster an environment that does not tolerate misuse of funds.

- A. Districts must create a system to facilitate and track reports of misuse and/or mismanagement of grant funds.
- B. Districts must promptly investigate reports of misuse or mismanagement of grant funds.
- C. Districts must report any potential or substantiated misuse or mismanagement of grant funds to TRF.

SUMMARY

Districts must actively work to prevent instances of misuse and mismanagement, and to investigate any allegations. A system to track reports of misuse or mismanagement helps districts to respond in a timely and fair manner. The tracking system could be as simple as maintaining an email address to receive reports of misuse and an electronic spreadsheet to track investigations.

Districts should have guidelines to ensure that investigations are conducted with consistency and fairness. However, districts should also realize that each situation is unique and that procedures may need to be adjusted as an investigation moves forward.

All reports of misuse or mismanagement, whether a potential or substantiated case, must be reported to The Rotary Foundation. The Foundation will work with the district to ensure the issue is resolved appropriately.

Periodically review grant projects within the district as a proactive measure to help prevent cases of misuse. Document best practices to share with other project sponsors and provide feedback to those being audited.

Maintain detailed records of any investigation to provide transparency and ensure that the findings of the investigation are supported by evidence. In addition, the information collected by the district will assist the Foundation in conducting an investigation and resolving any issues.

DISCUSSION QUESTIONS

To whom in the district should reports of misuse be directed?

How will reports be tracked?

What steps will the district take to check if the report of misuse is substantiated?

Who will be responsible for investigating reports of misuse? What procedures will the district have in place to conduct the investigation?

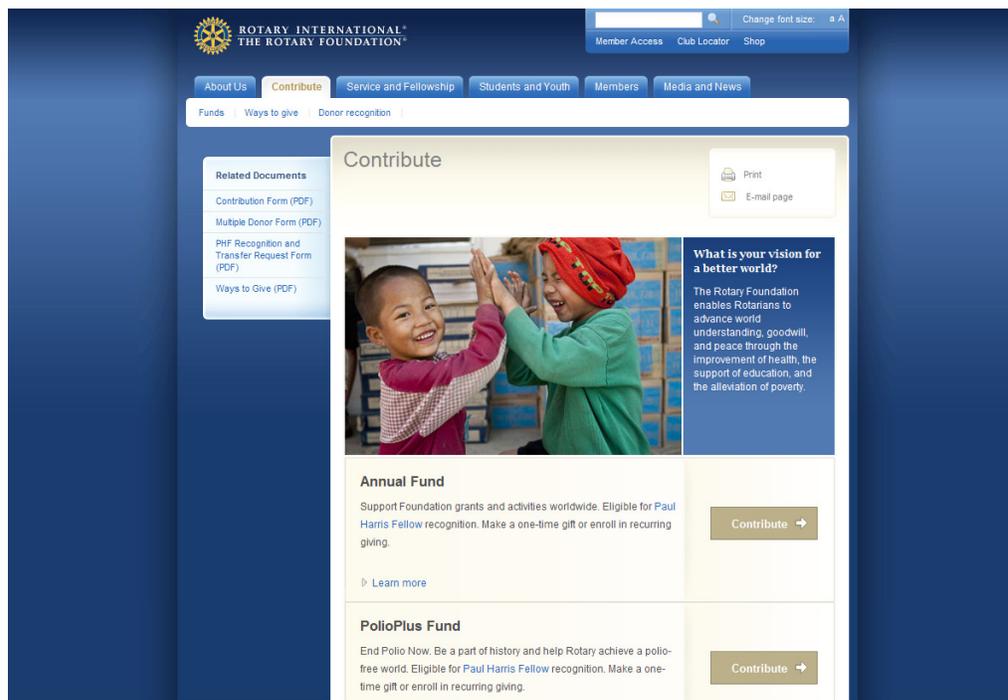
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FUNDRAISING



Rotary Foundation activities would not be possible without the financial support of Rotarians and friends. Giving to The Rotary Foundation is now easier than ever. The online system at www.rotary.org has been updated and simplified, and now accepts one-time and recurring contributions in multiple currencies. Giving online is more efficient, cost effective, and secure. Go to www.rotary.org/en/contribute.

The fundraising subcommittee oversees the district's fundraising strategy and helps clubs set and achieve their contribution goals for the Annual Fund, the Permanent Fund, and the PolioPlus Fund.



ANNUAL FUND

The Annual Fund is the primary source of support for Foundation grants and programs each year. As district Rotary Foundation committee members, you are asked to promote recurring annual contributions to The Rotary Foundation through the Every Rotarian, Every Year initiative, which encourages every Rotarian to participate in a Foundation project and contribute to the Foundation's Annual Fund every year.

By encouraging every Rotarian to make an annual contribution, the committee

- » Promotes the Foundation's many successes
- » Supports the local and international service projects developed by Rotarians



Rotary Reminder

Once the governor has reported appointments to RI, the Rotary Foundation committee chair and the chairs of the annual giving and fundraising subcommittees, can view district contribution and recognition reports in Member Access at www.rotary.org.



Rotary Reminder

For news stories and updates on the Annual Fund, sign up for the [Every Rotarian Every Year Newsletter](#).

- » Educates Rotarians on the Foundation's operations
- » Motivates Rotarians to participate in Foundation activities

Annual Fund gifts can be directed to SHARE, the World Fund, or an area of focus fund. All options are available for one-time or recurring contributions.

SHARE is the primary source of funding for Rotary Foundation programs. It is also the only Annual Fund designation that generates funding for the District Designated Fund. Rotary districts use DDF to pay for the Foundation activities in which the clubs and district choose to participate.

World Fund contributions provide the Foundation's portion of funding for approved grants and other program support. The Trustees manage these funds and make them available for packaged grants and the matching portion of global grants.

Areas of focus contributions provide the Foundation's portion of funding for activities addressing critical humanitarian issues and needs. Annual Fund contributions directed to any of the six areas of focus are included toward a club's annual giving goal and per capita calculations. They also are eligible for all Annual Fund recognition opportunities (Every Rotarian, Every Year; Rotary Foundation Sustaining Member; Paul Harris Fellow; Paul Harris Society; Major Donor; and Arch C. Klumph Society) and count toward all club recognition opportunities.

Area of focus-designated contributions are not included in a district's SHARE calculation and do not generate DDF. Because Annual Fund-SHARE contributions are the primary source of funding for Foundation programs, SHARE-designated contributions from every Rotarian, every year remain crucial.

PERMANENT FUND

The Permanent Fund is the Foundation's endowed fund. Gifts are never spent. Contributions to the Permanent Fund are invested to preserve and grow the principle, only a portion of the earnings generated are used currently to support Foundation activities supporting Rotary's highest priorities, including global and packaged grants and the Rotary Peace Centers. The Foundation has set a goal of US\$1 billion in Permanent Fund assets by 2025, ensuring the Foundation has the ability to meet future needs.

Contributions to the Permanent Fund often take the form of major outright gifts, such as endowed funds, bequests, or life-income agreements. Because contributions to the Permanent Fund can be complex, subcommittee members should work closely with your regional Rotary Foundation coordinator.

POLIOPLUS FUND

Money that is contributed to the PolioPlus Fund is used solely for the purpose of achieving the worldwide eradication of polio, and funds will be needed until that goal is achieved. Rotarians are encouraged to continue contributing to the PolioPlus Fund until worldwide polio eradication is certified.

Fundraising Goals

District fundraising goals for the year are the compilation of club goals submitted to The Rotary Foundation. District governors-elect collect club goals at the presidents-elect training seminar and forward them to The Rotary Foundation by 15 May each year. Clubs are asked to set goals for the Annual Fund and the Permanent Fund. The governor-elect and district Rotary Foundation committee should work with clubs to determine challenging but achievable club goals. For 2013-14 fundraising goals, an online tool will be available in Member Access.

Start by asking clubs what they want to do in three years using District Designated Funds. Use these participation goals to determine how much the district must raise.

Track achievement of fundraising goals throughout the year. Consider using the recommended benchmarks below:

Date*	Goal Achievement
30 September	25%
31 December	50%
31 March	75%
30 June	100%
*Based on Rotary year (1 July-30 June)	

Monthly contribution reports and EREY eligibility reports are available on Member Access, including assistance on reading these reports.

The district should help clubs set the following goals:

- » Reaching US\$100 per capita. If the district is already at \$100 per capita, consider a percentage increase. If the district is less than \$100 per capita, consider ways to reach the \$100 level.
- » Increasing the number of Rotary Foundation Sustaining Members, Paul Harris Fellows, Benefactors, or Bequest Society members.
- » Planning at least one public fundraiser in support of Rotary's polio eradication efforts or one of the areas of focus.
- » Identify, cultivate, and solicit a specific number of potential donors capable of contributing major gifts of \$10,000 or more.

Goals may be stated as a monetary amount or by participation, such as:

- » 100% club participation
- » Establishing a Paul Harris Society
- » Number of new major gifts
- » Number of new Benefactors
- » Number of new Bequest Society members

Fundraising Initiatives

The Rotary Foundation has three major fundraising campaigns. Each campaign is unique and should be targeted to different donors depending on their interests and financial resources.

Fundraising Initiative	Fund/Program	Purpose	Goal (US\$)	Date of Completion
Every Rotarian, Every Year	Annual Fund	Provides on-going support today	Determined annually in June	30 June annually
Permanent Fund Initiative	Permanent Fund	Helps secure Rotary's response to the pressing needs of tomorrow	\$1 billion	2025
Rotary Peace Centers Major Gifts Initiative	Rotary Peace Centers	Creates an endowed fund for the Rotary Peace Centers program	\$95 million	2015

The Rotary Foundation recognizes that fundraising approaches must be appropriate to the customs and culture of the countries involved. Please adapt the following suggested types of gifts and commitments as needed. Fundraising on behalf of The Rotary Foundation is most successful when conducted person to person. The Foundation belongs to all Rotarians and every Rotarian should have the opportunity to support its grants and programs.

Types of Giving Opportunities

Donors can choose from a variety of contribution options. Every donor is unique, so take the time to cultivate prospective donors and to help them determine the option that works best.

NAMING OPPORTUNITIES

Term Gift

A term gift is established for a specific program and is spent in its entirety within a short period of time. A term gift can be created by an individual, a corporation, or a foundation in the name of the donor or someone the donor chooses to honor. Term gifts are not eligible for World Fund match but are available to spend immediately.

Endowed Funds

With gifts of US\$25,000 and above, a donor can set up an endowed fund that bears their name or a loved one's name. Endowed funds can exist as individually estab-

lished funds or as pooled funds (smaller contributions under \$25,000 combined by a common purpose) that reside within the Permanent Fund along with all other contributions. In addition to SHARE and World Fund, endowed funds can be created for Rotary Foundation global grants and the Rotary Peace Centers.

Creating an endowed fund for a global grant gives donors the opportunity to support one of the areas of focus, a district, or a region. For example, \$250,000 can establish the Joe and Jane Smith Endowed Fund for disease prevention and treatment in District 0001.

Major gifts of \$50,000 or more are being sought for Rotary Peace Centers endowed funds; however, gifts of any amount are accepted and appreciated.

Rotary Foundation Global Grants Endowed and Term Naming Opportunities

All endowed funds in the chart are established within the Permanent Fund. Gifts are tracked individually and named after the donor or at their discretion.
All amounts shown in US\$

Endowed Fund

- » \$25,000 (minimum) from which spendable earnings can be directed either to SHARE or the World Fund.
- » \$100,000 to support an area of focus.
- » \$250,000 to support an area of focus and specify a district to participate.
- » \$500,000 to support an area of focus, and specify a district to participate and the location.

- » \$1,000,000 for an individually crafted endowed fund, including the possibility of specifying a particular country's participation in an area of focus, or a district's participation in a global grant.

Term Gifts

- » \$15,000 or more to an area of focus.
- » \$30,000 or more to an area of focus and may designate a district to participate.

Rotary Peace Centers Opportunities Endowed and Term Naming

All amounts shown in US\$

Endowed Fund

- » \$50,000 bears the donor's name and provides general support to the program.
- » \$100,000 funds annual seminars at a Rotary Peace Center.
- » \$250,000 funds one certificate-program fellow approximately every year.
- » \$500,000 funds a fellow every three to four years or when sufficient spendable earnings have accrued.

- » \$750,000 funds a fellow every other year or when sufficient spendable earnings have accrued.
- » \$1,000,000 funds a visiting lecturer to teach courses and serve as a mentor for fellows.
- » \$1,500,000 funds a fellow every year.

Term Gifts

- » \$75,000 pays for one fellowship

For more information establishing an endowed fund, contact your regional Rotary Foundation coordinator or a Planned Gifts or Major Gifts officer at The Rotary Foundation.



Around the World

In North America, many companies have programs to match their employees' charitable contributions. Some companies match gifts made by retired employees, nonemployee directors, and spouses of employees. If a Rotarian's company does not have such a program, its human resources department can be encouraged to establish one.



Around the World

In the United States, donors often receive tax benefits from contributions of publicly traded securities and other noncash items (including real estate). If you have questions about noncash contributions or other gift planning opportunities, please direct them to [Fund Development staff](#).



Around the World

Regional Permanent Fund committee members in Europe and RIBI, India, Japan, Korea, Taiwan, Macau and Hong Kong, and Latin America are an excellent resource for the Permanent Fund and fundraising subcommittees.

MEMORIAL AND TRIBUTE GIFTS

Memorial and tribute gifts may be directed to the Annual Fund, PolioPlus Fund, or Permanent Fund. A contribution to The Rotary Foundation is a meaningful way to honor or memorialize a loved one. Tribute gifts can be a perfect way to mark a birthday, wedding, or holiday/special occasion.

CORPORATE/FOUNDATION GIFTS

Corporate/foundation gifts may be directed to the Annual Fund, PolioPlus Fund, or Permanent Fund. In each district there are many corporations and foundations. Corporate or foundation contributions can help you achieve your district's Annual Fund goal. One way that these gifts can be pursued is challenge grants, used by many foundations. This grant is a pledge to augment or match a set amount raised by a club or district within a specific time frame.

For small or matching gifts, The Rotary Foundation can provide sample proposal letters, which the club or district can tailor to the organization's interests. For larger gifts, the Foundation's Fund Development staff can work with local Rotarians to develop proposals that meet the donor's interests.

Before approaching a corporation or a foundation, contact The Rotary Foundation to avoid duplicating efforts.

GIFT PLANNING

Donors may wish to plan their giving to The Rotary Foundation to obtain the best tax benefits, financial security now and into the future, and advantageous use of resources. Gift planning involves establishing an agreement or commitment during a donor's lifetime that benefits the Foundation in the future, usually at the death of the donor and/or certain other beneficiaries designated by the donor.

Bequests. A bequest is the most recognizable form of planned gift. Cash, securities, real estate, or property may be given to The Rotary Foundation through an individual's will or estate plan. The donor retains full control and use of the gift during his/her lifetime. When the will is probated, the gift to the Foundation may qualify for a charitable deduction in computing estate taxes.

Life income agreements. This is a popular option in the United States. The donor makes a contribution but retains a present interest in the assets (for example, annual payments) and directs the remainder for the ultimate benefit of the Foundation. In addition, the donor may receive a reduction of taxes on income, capital gains, and estate assets. Life income agreements benefit the Permanent Fund. For specific questions, contact the Fund Development staff at plannedgiving@rotary.org. A brief overview of the most common life income agreements follows:

1. **Charitable gift annuity.** In exchange for an irrevocable transfer of US\$10,000 or more, The Rotary Foundation will guarantee annual payments to one or two people designated by the donor. There is an immediate charitable receipt for U.S. income tax purposes, and a portion of the annual payments returned may be free from income tax.

A deferred charitable gift annuity postpones the start of annuity payments for at least one year. This provision offers a younger donor an opportunity to take advantage of the possible immediate tax benefits while planning for retirement. The minimum age for the beneficiary is 50.



Around the World

The tax and estate planning examples here are generally based on U.S. tax laws. Some countries permit comparable types of gift planning with benefits. All donors are encouraged to seek professional legal, estate planning, and financial advice.

2. **Pooled income fund.** Gifts of cash, securities, or both at a minimum of US\$5,000 are combined in The Rotary Foundation Pooled Income Fund for investment with those of many other people, similar to a mutual fund. The donor (and/or income beneficiary) receives a proportionate share of the earnings for life, a charitable receipt for U.S. income tax purposes, a possible reduction in capital gains tax, and reduced estate taxes, when applicable. The minimum age for the beneficiary is 50.
3. **Charitable remainder trusts.** The donor transfers a minimum of US\$100,000 in money, property, or both to trust with The Rotary Foundation as trustee, which invests the assets in a separate fund. The donor receives either a variable income (unitrust) or a fixed dollar amount (annuity trust). This type of gift may reduce capital gains tax on donated appreciated assets and provides a U.S. charitable receipt for immediate income tax purposes. The minimum age for the beneficiary is 50.

Life insurance. A donor may name The Rotary Foundation a beneficiary of the proceeds of any life insurance policy. A donor may assign ownership of certain new or existing life insurance policies to The Rotary Foundation. Because there are many types of life insurance policies, donors wishing to make such a gift should first contact the Foundation's Fund Development Gift Administration staff for detailed guidelines on the acceptance and recognition of life insurance policies. When ownership of a policy is properly transferred according to The Rotary Foundation Gift Acceptance Policy, the donor may receive an income tax deduction for the value of the policy at the time the gift is made and for subsequent premium payments.

Retained life estate in a residence or farm. The owner of a residence or farm may give the property to The Rotary Foundation, claim a U.S. income tax deduction for the charitable remainder, and retain use of the property personally and/or for someone else. A portion of the residence or farm value may be excluded from estate tax.

Lead trust. The donor establishes and funds a trust that is written for a term of years and is designed to provide a fixed percentage of income to The Rotary Foundation until termination. At trust termination, the trust assets revert to the donor, donor's beneficiary, or donor's estate with substantial tax benefits. If the trust reverts to certain heirs, tax on the transfer may be eliminated completely.

Donor Advised Funds (USA only)

Rotarians, Rotary clubs, and districts can support The Rotary Foundation and other charitable organizations of their choice through The Rotary Foundation Donor Advised Fund. An individual or Rotary-affiliated group donor can establish a donor advised fund account at The Rotary Foundation, then recommend grants to fund Foundation activities or other approved charitable organizations. The Foundation handles the administration, investment, and accounting for the fund. It is a great alternative to forming a separate foundation.

A minimum initial contribution of \$10,000 is required, and additional contributions must be at least \$1,000. Cash, mutual fund shares, stocks, bonds, and other securities can be transferred into the fund. Grant distributions from a donor advised fund are made on the recommendation of the donor with agreement of The Rotary Foundation. The minimum amount for grant distributions is \$250.

Each donor advised fund is invested separately and professionally managed, offering the potential for contributions to grow and result in larger charitable gifts. For more information, contact The Rotary Foundation at plannedgiving@rotary.org.

Donor Recognition and Appreciation Opportunities

The Rotary Foundation welcomes opportunities to show its appreciation to individuals and clubs for personal outright contributions supporting its grants and programs. The following chart outlines available recognition.

INDIVIDUAL RECOGNITION OPPORTUNITIES

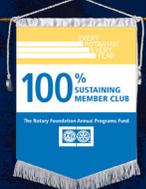
<p>ROTARY FOUNDATION SUSTAINING MEMBER</p> <p>A Rotary Foundation Sustaining Member (RFSM) is an individual who personally contributes US\$100 or more each year to the Annual Fund. These contributions also count toward Paul Harris Fellow, Multiple Paul Harris Fellow, Paul Harris Society, Major Donor, and club recognition. Contact your Rotary club president to obtain the annual Sustaining Member badge sticker in appreciation of this achievement.</p>	
<p>PAUL HARRIS FELLOW</p> <p>Paul Harris Fellow recognition is given in appreciation to anyone who contributes (or in whose name is contributed), a gift of US\$1,000 or more cumulatively to the Annual Fund, PolioPlus, or an approved Foundation grant. The recognition consists of a certificate and pin. An optional medallion is available for \$15.</p>	
<p>CERTIFICATE OF APPRECIATION</p> <p>Occasionally, a donor contributes US\$1,000 and wishes to recognize a business or organization. In these instances, a Certificate of Appreciation is given instead of Paul Harris Fellow recognition, which is only for individuals.</p>	
<p>MULTIPLE PAUL HARRIS FELLOW</p> <p>Multiple Paul Harris Fellow recognition is extended at subsequent \$1,000 levels. Recognition consists of a pin with additional stones corresponding to the recipient's recognition amount.</p>	
<p>PAUL HARRIS SOCIETY</p> <p>The Paul Harris Society is a district-administered recognition for those who elect to personally contribute US\$1,000 or more each year to the Annual Fund, PolioPlus, or an approved Foundation grant. Individual districts handle all associated recognition for this program, and inquiries should be directed to the district. Paul Harris Society contributions count toward Rotary Foundation Sustaining Member, Paul Harris Fellow, Multiple Paul Harris Fellow, and Major Donor recognition.</p>	

US\$2,000 to 2,999.99 - one sapphire
3,000 to 3,999.99 - two sapphires
4,000 to 4,999.99 - three sapphires
5,000 to 5,999.99 - four sapphires
6,000 to 6,999.99 - five sapphires
7,000 to 7,999.99 - one ruby
8,000 to 8,999.99 - two rubies
9,000 to 9,999.99 - three rubies

INDIVIDUAL RECOGNITION OPPORTUNITIES (CONTINUED)

<p>MAJOR DONOR</p> <p>The Rotary Foundation recognizes individuals or couples whose combined personal giving has reached US\$10,000, regardless of the gift designation. Major Donors may elect to receive a crystal recognition piece and pin(s) commemorating the gift at each new recognition level.</p>	<p>US\$ 10,000 to 24,999.99 – Level 1 25,000 to 49,999.99 – Level 2 50,000 to 99,999.99 – Level 3 100,000 to 249,999.99 – Level 4</p>	
<p>ARCH C. KLUMPH SOCIETY</p> <p>Donors who contribute US\$250,000 or more become members of the Arch C. Klumph Society. Portraits, biographies and in some cases video clips are housed in the Interactive AKS Gallery, one of which is housed on the 17th floor of World Headquarters and another that travels to Rotary events internationally. Members also receive special lapel pins and pendants, signed certificates and invitations to exclusive AKS events held worldwide. New members are invited to a special induction ceremony at World Headquarters.</p>	<p>Trustees Circle US\$ 250,000 to 499,999.99</p> <p>Chair's Circle 500,000 to 999,999.99</p> <p>Foundation Circle 1,000,000 and above</p>	
<p>BENEFACTOR</p> <p>A Benefactor is someone who informs The Rotary Foundation in writing that he or she has made a provision in his/her estate plans for The Rotary Foundation or by making an outright gift of US\$1,000 or more to the Permanent Fund. Benefactor recognition consists of a certificate and insignia to be worn with a Rotary or Paul Harris Fellow pin.</p>		
<p>BEQUEST SOCIETY</p> <p>The Rotary Foundation recognizes couples or individuals who have made commitments in their estate plans totaling US\$10,000 or more. Donors may elect to receive an engraved crystal recognition piece and a pin commemorating the commitment at each new recognition level.</p>	<p>US\$ 10,000 to 24,999.99 – Level 1 25,000 to 49,999.99 – Level 2 50,000 to 99,999.99 – Level 3 100,000 to 249,999.99 – Level 4 250,000 to 499,999.99 – Level 5 500,000 to 999,999.99 – Level 6 1,000,000 and above – Level 7</p>	

CLUB RECOGNITION OPPORTUNITIES

<p>EVERY ROTARIAN, EVERY YEAR CLUB</p> <p>This banner is awarded to clubs that achieve a minimum US\$100 per capita and 100 percent participation with every active member contributing some amount to the Annual Fund during the Rotary year. This annual banner recognition is awarded at the conclusion of the Rotary year.</p>	
<p>100% PAUL HARRIS FELLOW CLUB</p> <p>To be eligible, every active (dues-paying) member of the club must be a Paul Harris Fellow at the time banner recognition is requested. In addition to the banner, the club's name is included on the list of 100% Paul Harris Fellow Clubs available at www.rotary.org. This one-time only banner recognition is awarded throughout the Rotary year.</p>	
<p>100% ROTARY FOUNDATION SUSTAINING MEMBER CLUB</p> <p>Rotary clubs must achieve a US\$100 per capita and every active member of the club must personally contribute \$100 or more to the Annual Fund during the Rotary year. This annual banner recognition is awarded at the conclusion of the Rotary year and is based on active membership as of 30 June</p>	
<p>TOP THREE PER CAPITA IN ANNUAL FUND GIVING</p> <p>Banners are given to the top three per capita giving clubs in each district. To be eligible, clubs must achieve a minimum US\$50 per capita in <i>annual giving</i>. This banner recognition is awarded at the conclusion of the Rotary year.</p>	

FOUNDATION RECOGNITION POINTS

Recognition points are awarded to donors who contribute to The Rotary Foundation through the Annual Fund, PolioPlus, or World Fund, or as a sponsor portion to a Foundation grant. Donors receive one Foundation recognition point for every U.S. dollar contributed to these funds. Foundation recognition points can be transferred by the donor to others to help them become or name them as a Paul Harris Fellow or Multiple Paul Harris Fellow.

Gifts to the Permanent Fund do not earn recognition points, but may qualify toward Arch C. Klumph Society membership, major donor recognition, benefactor recognition, or Bequest Society membership.

SPECIAL FUNDRAISING EVENTS

Districts and clubs use special events to raise funds for The Rotary Foundation, such as district conferences, Foundation seminars, and other special events recognizing individuals and couples who have made substantial contributions or provided outstanding service to Rotary.

Special events may be targeted to Rotarians and their spouses, while others may be developed to involve those outside Rotary and promote the Foundation. Consider these ideas and other appropriate ways to thank donors:

- » Ask permission to print the donor's name in club or district communications.
- » Arrange a special program to publicly recognize the donor (e.g., recognition presentation or dinner for a Paul Harris Fellow or Benefactor).
- » Call the donor to personally express thanks for the gift.
- » Provide the donor with updates on the district's Foundation activities.

Some Rotary clubs also use Paul Harris Fellow recognition to honor local, national, or world leaders who have demonstrated commitment to The Rotary Foundation's goals and purposes. These recognitions serve three purposes: They honor a deserving individual, give important support to The Rotary Foundation programs, and bring Rotary favorable public attention.

Clubs sometimes make contributions to recognize a member's service or outstanding success in a specific project. There are also Foundation service awards specifically designed for that purpose (see Chapter 3: Administration).

The Rotary Foundation respects donors' requests to remain anonymous and avoid public recognition, but appreciates the opportunity to thank them publicly for their generous contributions when desired. Such public recognition often encourages others to consider similar gifts. The Rotarian responsible for coordinating the recognition presentation should make the recognition request to the Foundation. Suggested presentation remarks are provided by the Foundation to the Rotarian or club president when the recognition items are mailed or upon request.



Rotary Reminder

Fundraising sub-committee chairs can obtain the Club Recognition Summary through Member Access. The summary includes information on Benefactors, names of Paul Harris Fellows, and all-time contributions. Refer to [Using the Club Recognition Summary](#) for information on how to use the report.

Fundraising Tips for Major and Estate Gifts

1. **Information is key.** People give to Rotary when they know the specifics of what we are accomplishing around the world — tout your district's success in writing, in person, and on the Web to attract new donors.
2. **Everyone has a different motivation for giving.** Take the time to learn more about an individual's experiences and desires — using the same approach for everyone is less effective and can miss significant donors.
3. **You can never say thank you enough.** Stay in touch after you say thanks the first time — what you or your district says or does the next month and next year influences whether another gift or bequest is made to the Foundation.
4. **Help is available.** Use the district and Foundation resources available to you as described in this document. Build and support your district team by working with the Foundation's Annual Giving, Major Gifts, and Planned Giving teams assigned to your zone.

Fundraising Resources

Additional fundraising and recognition resources can be found at shop.rotary.org and at www.rotary.org/contribute.

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CALENDAR 2012-14



2012-13 TRANSITION PREPARATION

July-December 2012

District leaders attend Rotary institutes

October 2012

District qualification application available on Member Access; districts can begin qualifying

District grant applications available on Member Access; district leaders can view the application

24 World Polio Day

January 2013

Districts complete the qualification process

Global grant applications available on Member Access; clubs and districts can view the application

TBD District Rotary Foundation committee chairs attend training on new grants in San Diego, California, USA

Districts begin grant management seminars for clubs

April

Districts can begin submitting district grant applications for 2013-14 through Member Access

Clubs and districts can begin submitting global grant applications for 2013-14 through Member Access

June

23-26 RI Convention in Lisbon, Portugal

30 End of Rotary year; deadline to submit contributions to the Foundation

2013-14 NEW GRANTS LAUNCH

July 2013

1 Deadline to submit 2014-15 Rotary Peace Fellowship applications to the Foundation

15 World reporting percentages sent to districts

August

20 Foundation service awards information emailed to districts

30 Notification of unspent DDF allocations from previous year sent to districts

September

15 Final contribution reports for 2012-13 sent to districts

Benefactor reports sent to fundraising subcommittee chairs

October	
15	Top three club contribution banners from previous year sent to current district governors
	World reporting percentages sent to districts
TBD	Trustees meeting
24	World Polio Day
November ROTARY FOUNDATION MONTH	
	<i>All clubs should feature The Rotary Foundation as a program topic at least once this month.</i>
1	Deadline to submit nominations for the Service Award for a Polio-Free World to PolioPlus
15	Rotary Peace Fellowship applications available to districts
	Deadline to submit nominations for the Distinguished Service Award and the Global Alumni Service to Humanity Award to the Foundation
December	
31	Last day for Rotary Foundation contributions to be credited to current calendar year
	Deadline to submit district Foundation subcommittee appointments to the Foundation
January 2014	
15	Trustees meeting
12-18	International Assembly in San Diego, California, USA
	World reporting percentages sent to districts
31	Foundation Club Goal Report forms distributed to governors in PETS mailing
February	
1-28	Clubs to set annual giving goal for 2014-15 at PETS
March	
1-31	Clubs to set annual giving goal for 2014-15 at PETS
TBD	Trustees meeting
April	
15	World reporting percentages sent to districts
May	
1	Deadline to submit Foundation Club Goal Report forms to district governor-elect
TBD	Trustees meeting
15	Last day to have payment requirements complete for approved district grants
	Deadline to submit nominations for Citation for Meritorious Service to the Foundation
	Foundation Club Goal Report Forms available via Member Access
30	Notification of remaining DDF balance sent to districts
June	
1-4	RI Convention in Sydney, Australia
30	End of Rotary year; deadline to submit contributions to the Foundation