

# Rotary District 7630

## Financial Management Plan

### 1 PURPOSE

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The purpose of this document is to present the plan for managing the District Rotary Foundation finances for the Rotary Foundation. As such, the scope of this plan is limited to those finances pertaining to the District's stewardship over District Designated Funds (DDF).

The Rotary Foundation defines SHARE DDF options annually in various documents via correspondence with the District Governor, District Governor-elect, District Rotary Foundation Committee chair, and District Grants Subcommittee Chair.

Specifically excluded from the scope of this plan is the management of District 7630 operational finances and any other finances having to do with District operations.

### 2 OVERVIEW

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The key to the successful management of the finances related to District and Global Grants is based on an effective process of administering the applications for and allocation of all grants.

### 3 QUALIFICATION OF DISTRICT

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New and incoming District Officers must complete the Online District Qualification by July 1 annually to maintain qualification of the District.

The Financial Management Plan will be reviewed annually by the District Foundation Committee, stored in DACdb and published on the district website.

### 4 QUALIFICATION OF CLUBS

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#### 4.1 WHAT CLUBS NEED TO DO TO ENSURE QUALIFICATION FOR GLOBAL GRANT FUNDING

- (1) Clubs must have at least one club member attend the Global Grant Management Seminar, to be held as required at least annually. The seminar will be run by the District Rotary Foundation Committee chair, supported by those members of the District Rotary Foundation Committee requested by the chair to attend. Any club which is unable to attend and wishes to apply for Global Grant funding must make the District Rotary Foundation Committee chair aware at the earliest opportunity. Arrangements will then be made for a Seminar session to be delivered by a qualified member of the District Rotary Foundation Committee with at least one member of the club as soon as is practicable and before any funding can be released.

(2) The Club Memorandum of Understanding (MOU) must be completed by the Club President and President-elect. A copy must be forwarded to the District Global Grants Chair and the District Foundation Stewardship Chair.

(3) The Club must be current with reports for previously awarded global grants in order to qualify for Global Grant funding.

No DDF will be allotted to non-qualified clubs. If a club fails to complete the Global Grant Qualification process as detailed above then no funding will be made.

The Rotary Foundation is advised of the Global Grant qualification status of a club only when the club applies for a Global Grant.

A list of Global Grant Qualified clubs is maintained by the District Stewardship Chair and is available for all members of the District Rotary Foundation Committee to refer to at any time on DacDb and district website.

## **4.2 WHAT CLUBS NEED TO DO TO ENSURE QUALIFICATION FOR DISTRICT GRANT FUNDING**

- (1) The club president and president-elect must sign the Club Memorandum of Understanding (MOU) and submit it with the grant application to the District Grant Chair on or before June 1<sup>st</sup> of the year prior to the Rotary Year in which the grant will be implemented. The District Grant Chair will then forward copies of the signed MOUs to the District Foundation Stewardship Chair.
- (2) At least two members of the club must attend a Grant Management Seminar held annually at a district-sponsored GMS.
- (3) Clubs must have no outstanding invoices with either Rotary International or District 7630.
- (4) Clubs must be current with reports for previously awarded grants (district and global) in order to qualify for District Grant funding.

No District Grant funding will be allotted to non-qualified clubs. If a club fails to complete the District Grant Qualification process as detailed above then no District Grant funding will be made.

The Rotary Foundation is advised of the District Grant qualification status of a club only in the event the district is audited.

A list of District Grant Qualified clubs is maintained by the District Stewardship Chair and is available for all members of the District Rotary Foundation Committee to refer to at any time on DacDb and district website.

# **5 DISTRICT DESIGNATED FUND PLANNING**

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## **5.1 DDF PLANNING**

The District Rotary Foundation Committee is responsible for determining which Foundation Grants and programs most interest the members of the clubs in the district. Among the ways to determine this is by direct polling the clubs or inviting comments through the district newsletter. With this information, the committee, in consultation with

the District Governor, Governor-elect, and Governor-nominee decides how the District will use its DDF. The District Rotary Foundation Chair is responsible for maintaining accurate records of how DDF is used.

## **5.2 DDF AUTHORIZATION**

The District Rotary Foundation Committee Chair and the District Governor both need to authorize the use of DDF and must do so in a way that carries out the decisions of the District Rotary Foundation Committee.

# **6 DDF ALLOCATION FOR GLOBAL GRANTS**

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## **6.1 APPLICATION PROCESS**

Detailed instruction for clubs on what is required to request DDF for Global Grant funding is detailed in the Guidelines for Allocation of DDF for Global Grants included in Appendix A.

# **7 DDF ALLOCATION FOR DISTRICT GRANTS**

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## **7.1 APPLICATION PROCESS**

Detailed instruction for clubs on what is required to apply for District Grant funding is detailed in the District Grant Policy included in Appendix B. This document to be reviewed by the District Rotary Foundation Committee on an annual basis by no later than February 1.

All clubs will be reminded annually, by the District Rotary Foundation Committee Chair / District Grants Subcommittee Chair that they can apply for a District Grant.

Both of these individuals are available on an ongoing basis to provide assistance and guidance to interested clubs and all suggestions should be discussed if clubs have any questions or concerns regarding the application process.

## **7.2 CONFLICTS OF INTEREST**

A conflict of interest exists if a Rotarian or his/her associate will benefit financially or personally from the grant award or activity. An example of this situation could be receiving grant funds for being a project manager or as a provider for the project. Another example is receiving a promotion, getting business referrals, or gaining social standing. The benefit can be received directly by the Rotarian or indirectly to family members, friends, colleagues, business partners, or other contacts.

If any club has concerns about potential/perceived conflicts of interest at any stage of a grant application then they should, in the first instance, contact the District Grants Chair for guidance. The District Grants chair will then contact the Stewardship Chair if further guidance is needed.

The Foundation Chair will then be made aware of the situation and remedies suggested will be logged and retained in the Documentation records at both a club and district level.

### **7.3 HOW DO CLUBS SUBMIT APPLICATIONS**

The District Grant Application Form will be available from the Secure Files folder on the district's DACdb. It will also be available directly from the District Grant Subcommittee chair.

The Application Form, along with the signed Memorandum of Understanding must be submitted electronically to the District Grants chair and date stamped on or before June 1 annually.

### **7.4 WHO IS INVOLVED IN CONSIDERING THE OUTLINE APPLICATION FORMS**

After the closing date of 01 June, the DDF Allocation committee will meet no later than June 30 to consider all applications received and decide on the allocation of funds.

The DDF Allocation committee is populated in accordance with the District Rules of Procedure.

### **7.5 HOW WILL APPLICATIONS BE ASSESSED**

All applications must meet the mission of The Rotary Foundation and clearly demonstrate the active participation of Rotarians.

The Foundation committee will review the District Grant Policy annually and present any changes to the District Grants Sub-Committee by end of February annually.

### **7.6 HOW CLUBS WILL BE ADVISED OF THE OUTCOME OF APPLICATIONS**

Within seven days of the DDF Allocation Committee meeting being held, all applying clubs will be advised by email whether they have been successful with their application by the District Grant chair.

If an application was unsuccessful then feedback must be provided to the club to explain the decision and guidance given as to how the application may be reviewed for future consideration.

If an application was successful, then clubs will be advised of this and also of any conditions which the committee have considered appropriate.

Clubs must acknowledge receipt of the notification and acceptance of any terms outlined, no later than 7 days from the date of notification being sent from the District Grant chair. Failure to make this acknowledgement may result in forfeiture of funding offer.

A report will be submitted to the District Leadership Team on the outcome of all applications (award by committee and acceptance by clubs) at the first Leadership Team meeting following July 1.

A report will be submitted to the district membership on the outcome of all applications as soon as practicable after confirmation of the spending plan has been received from TRF.

## **8 FINANCE ARRANGEMENTS**

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### **8.1 FINANCE ARRANGEMENTS – GLOBAL GRANTS**

Each Global Grant will normally be sponsored by an individual club and supported by the district. The club will prepare a Financial Management Plan for the grant. If the District sponsors a Global Grant, a separate Financial Plan will be drawn up for the grant. Funds must

be held in a specific non/low interest-bearing account specifically set up for each Grant application if the district's club is the primary sponsor of the grant.

## **8.2 FINANCE ARRANGEMENTS – DISTRICT GRANTS**

### **8.2.1 Information required prior to funds being released to clubs**

Upon receipt of approval of the Spending Plan from TRF, the District Grant chair issues the Notice to Proceed to all clubs awarded funding.

No project expenses, expenditures and obligations may be incurred prior to issuance of the Notice to Proceed.

Clubs implement the project and incur 100% of the expenses up front.

A short mid-term report is due to the District Grants Chair in January.

A Final Report is due to the District Grant chair upon completion of the grant activity, but no later than June 1.

The District Grant chair, the District Rotary Foundation Committee chair, and the District Governor will review the final report and accompanying documentation for program compliance. Failure to comply with the grant criteria will result in forfeiture of part or all the grant funding.

The District Grants Chair will prepare a Payment Authorization Form to be routed to the District Foundation Chair and District Governor. Upon authorization the District Foundation Treasurer then will arrange for the funds to be released. Both the District Foundation Chair and the District Governor will sign the check and mail it to the Club.

The District Grant chair will maintain a register of approved Detail Application Forms.

### **8.2.2 District Grant bank account**

A separate bank account exists to be used to receive and disburse District Grant funds.

Details of the bank account are held by the District Rotary Foundation Committee chair and the District Foundation Treasurer.

The District Rotary Foundation Chair, the District Governor, and the District Rotary Foundation Treasurer shall annually determine the most convenient banking facility to use for the District Rotary Foundation Grants bank account. The District Rotary Foundation Treasurer shall obtain and have the necessary paperwork from the bank executed that will allow the District Rotary Foundation Chair, the District Governor, and the District Governor-elect to be the authorized signers.

### **8.2.3 Accounting and Administration of the bank account**

A ledger will be maintained by the District Foundation Treasurer of income received from The Rotary Foundation and the subsequent disbursement to each club. This will be reviewed by the District Rotary Foundation Committee chair on an ongoing basis and reported to the District Governor and the District Foundation and Leadership Teams at each of the respective team meetings.

In accordance with our District Rules of Procedure, the District Foundation Treasurer writes the check, the District Rotary Foundation Committee chair, and the District Governor both sign the

check. If either of the two signatories is not available to sign a District Grant Check, then the District Governor Elect shall be authorized to sign the check.

In the event either of these signatories indicate that they will not be continuing in the role then their successor will complete the relevant paperwork to be added as a signatory on the bank account prior to the changeover in role, preferably no less than one month prior.

#### **8.2.4 Releasing of Funds**

In all cases the funds will be paid by check directly to the District Club after authorization by the District Governor and the District Foundation Chair.

#### **8.2.5 Failure of Club to submit a Final Report**

If a club fails to submit a Final Report by June 1, they may be subject to forfeiture of grant funding. Minimally, the club must request, in writing by June 1st, an extension to submit the Final Report. The maximum time extension that will be provided is 7 days. If the Final Report is not submitted within the time frame of the extension, then the grant funds are forfeit.

#### **8.2.6 Problems with the Final Report**

The District Grant Subcommittee chair will notify the club contact immediately if information is missing or not compliant with program terms and conditions. The club must take necessary corrective actions to comply with terms and conditions and respond within 7 days of the date of the notification.

Should problems remain, the issue will be forwarded to the Stewardship chair for final review and determination.

#### **8.2.7 Inventory of assets**

In the unusual event of District securing any assets as part of grant applications, a spreadsheet is to be maintained by the Stewardship chair detailing each item purchased, along with the price and the current owner. The original invoices/receipts are saved in the document file.

#### **8.2.8 Recordkeeping**

Bank statements are sent to the District Foundation Treasurer and responsibility for recording and reconciling the activity in the account rests with this individual.

Copies of the statements will be retained by the District Treasurer and copies uploaded to the DACdb Secure Files for District records.

The District Stewardship Subcommittee chair will review the records on a semi-annual basis to ensure they are being maintained to a satisfactory standard.

The District Rotary Foundation Treasurer will provide a copy of the financial ledgers maintained for the year to the District Rotary Treasurer for inclusion in the District Compilation as soon as possible after the end of the fiscal year.

#### **8.2.9 Misuse/Mismanagement of Grant funds**

If, at any stage in the project, a Rotarian, whether the main club contact or another serving Rotarian, suspects that there has been misuse and/or mismanagement of any portion of Grant funding they must immediately report their suspicions to the District Grants Chair who will then notify the Stewardship Subcommittee chair.

Upon receipt of this notification it is the responsibility of the Stewardship chair to advise the District Rotary Foundation Committee chair immediately, who in turn will advise the District Governor. A report will also be made to The Rotary Foundation advising of the reported

suspicions. The Stewardship Committee will investigate the reported suspicions after guidance is received from TRF.

#### **8.2.10 Reporting use of District Grant funds**

The District Grant chair will submit a Final Report to The Rotary Foundation when all District Grant funds have been paid.

## **9 REPORTING OF DISTRICT DESIGNATED FUNDS**

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A report detailing the use of District Designated Funds will be provided to the District Foundation Team and to the Leadership Team at each District Foundation and Leadership Team Committee meeting. The report will be prepared and presented by the District Rotary Foundation Committee chair.

An update will be provided to the district membership at the annual Foundation Seminar and at the annual District Conference.

A final report will be provided to the district membership via the Rotary Reminders (or similar communication) annually by July 31.

## **10 ANNUAL FINANCIAL ASSESSMENT**

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A financial assessment will be conducted annually by the Stewardship Committee consisting of three experienced Rotarians from within the district. All members must be active Rotarians in good standing and at least one member must be a Past District Governor or a person with audit experience.

The members of this committee will be appointed by the District Governor with concurrence by the District Foundation Chair and reviewed on an annual basis. Members will serve on this committee for a maximum of 3 years.

The scope of the Annual Financial Assessment is set out in the District MOU. The District Rotary Foundation Committee Chair will provide a summary report to the Committee, who will also be given access to the online document repository.

The format of the review will be set by the Stewardship Committee. The committee will be provided details of the projects for the period under review and they may select to review some or all of the projects in greater detail.

The Annual Financial Assessment will be conducted in October. The committee will prepare a report to be submitted to the District Rotary Foundation Committee chair and the District Governor. This report will then be presented to all clubs at the next District Conference.

This report will also be available on the District DACdb website.

## **11 DOCUMENTATION PLAN**

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All documents must be retained for a minimum of 5 years after the grant application has been closed.

Copies of the following items are held electronically on DACdb Secure Files, accessible by all members of the District Rotary Foundation Committee at any time.

1. List of Qualified Clubs within the District
2. Copy of attendees list from the Grant Management Seminar
3. Copy of the presentation given at the Grant Management Seminar
4. Copy of the District Financial Management Plan
5. Copy of Bank Statements

For each individual District Grant Application the following information is also stored electronically on DACdb Secure Files, accessible by all members of the District Rotary Foundation Committee at any time.

1. Copies of individual club District Grant applications
2. Copies of individual club District Grant final report forms
3. Copies of receipts, payments, and invoices for purchases made/service secured by Grant funding

# Appendix A - Guidelines for Allocation of DDF for Global Grants

1. DDF is allocated on a first come, first served basis.
2. The amount of DDF varies from year to year as well as throughout the year. A project may be allocated more or less DDF depending on the availability of funds at the time and the number of projects in the pipeline.
3. A project will be considered by the DDF Allocation Committee upon submission of a completed Global Grant application that has been reviewed and approved by the Global Grant Subcommittee Chair and the District Rotary Foundation Committee Chair.
4. A project will be considered by the DDF Allocation Committee upon submission of the Club Memorandum of Understanding to the Stewardship Committee Chair.
5. A project will be considered by the DDF Allocation Committee upon submission of the Club Financial Management Plan by the club/district receiving the grant funds from TRF.
6. The preferred funding model when DDF is available is for a club to raise funds and donate them to TRF Annual Fund. In exchange, the DDF Allocation Committee will allocate DDF to the project. This maximizes the World Fund match, increases giving to the Annual Fund, and increases our DDF three years later.
7. The Global Grant minimum budget is \$30,000. The World Fund minimum award is \$13,333. The maximum match on DDF contributions to a GG is 80%. Therefore clubs are required to request at least \$16,667 in DDF allocated to their GG. As our DDF funds are in short supply, a club is encouraged to raise and escrow as much funding as possible prior to making the request. The DDF Allocation Committee prefers a club raise a minimum of \$16,667 and donate it to the Annual Fund at the appropriate time. In turn, the committee will allocate \$16,667 in DDF to the project. If the Club's budget is larger, and more funds are contributed to the Annual Fund, the DDF Allocation Committee may allocate even more DDF to the GG. The Rotary Foundation also charges an expense fee on every GG that will reduce the amount of funding available to the grant. This year the rate of fee charged is 2.5%.
8. Understanding that The Rotary Foundation may not approve a Global Grant application, the club requesting DDF need not donate the funds to the Annual Fund until the application is approved.
9. For an international project (a project where the District 7630 club is the international partner), the host Rotary club must contribute a minimum US\$100 cash to the project or the host Rotary district must contribute a minimum US\$100 DDF to the project.
10. For a local project (a project where the District 7630 club is the host partner), at least 30 percent of contributions (including all cash and DDF contributions matched by the Foundation) must come from outside the United States. {This is a TRF rule.}

11. In some cases a club may wish to contribute funds to a Global Grant project for which they are neither the host nor the international partner. There is no restriction by the district for a club to contribute cash to any Global Grant project; however, the district encourages the club to request DDF support of the project in order to increase the total funds going to the GG. As noted in para 7, The DDF Allocation Committee will review available DDF, the amount the club is funding to the Annual Fund, and determine the amount of available DDF that can be allocated to this non-host project. The DDF Allocation Committee will recommend when the club should make the required Annual Fund Contributions to increase future years DDF.
12. Clubs involved as an international or host project partner in one or more open Global Grant projects will be considered eligible for DDF for a new Global Grant project only after all previous Global Grant projects are fully reported and/or closed.

# Appendix B – Terms and Conditions for District Grants (2021-22)

## ***Club Qualifications***

A club must be qualified by the District to receive District Grant funds. A club is considered qualified only when:

- It is current with its payments (dues) to the district and to Rotary International.
- It is current with reports for previously awarded grants (district and global).
- At least TWO of the primary club's members listed as a contact on the grant application attend a Rotary Foundation District Grant Management Seminar organized by the district and are active with the grant project. Qualification is valid for one Rotary year and must renew annually.
- All clubs may apply for and will be deemed eligible to receive District Grant funds as the primary club applicant, with serious consideration given to clubs whose per capita giving to the Annual Fund at the end of the prior Rotary year in which the grant application is submitted, or as of June 1 of the current year the grant is submitted, meets, or exceeds \$100.

## ***Project Selection Guidelines***

District grants will be used to fund smaller-scale Rotary club projects.

- The minimum grant award is \$1,000; the maximum is \$5,000.
- Clubs must provide at least 20% of funding to the project.
- Projects primarily sponsored by a non-Rotarian organization will not be eligible for district grant funding.
- Multiple-club and area-wide projects will be given priority over single-club projects. The primary club listed on the multiple-club project must meet all grant eligibility requirements.
- Clubs may apply for only ONE District grant per Rotary year as the primary club.
- Club or multi-club projects that were previously funded by a district grant are not eligible for additional funding to the same club or clubs in consecutive years.
- All district grants must be implemented and completed within the Rotary year (that is funded) and cannot begin until given permission by the Grants Committee chair. The final report must be submitted to the District Grants Chair no later than June 1, of the implementation year.
- District grants can now fund youth programs (including Youth Exchange, RYLA, Interact, and Rotaract), construction (including low-cost shelters), travel for staff of cooperating organizations, scholar orientation seminars, scholarships, vocational training teams, and related travel.
- International projects and activities, not requiring a partnering Rotary Club, can qualify for District Grant funding. They may take place in Rotarian and non-Rotarian countries and geographical areas where permitted by applicable governing laws and in accordance with Foundation policies.

- The Rotary Foundation requires active participation in District grant funded activities. To ensure active participation, the district will require that clubs provide in their final report at least two examples of Rotarian involvement in the project, neither of which may relate to fundraising.

### ***Restrictions on District Grant projects***

According to TRF terms and conditions, grants cannot be used to unfairly discriminate against any group, promote a particular political or religious viewpoint, support purely religious functions, support activities that involve abortion or that are undertaken solely for sex determination, fund the purchase of arms or ammunition; or serve as a new contribution to The Rotary Foundation or another Rotary Foundation grant.

In addition, grants **cannot** fund

- Continuous or excessive support of any one beneficiary or community
- Establishment of a foundation, trust, or long-term interest-bearing account
- Purchase of land or buildings
- Fundraising activities
- Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment activities
- Public relations initiatives not directly related to humanitarian or educational activities
- Project signage in excess of \$500
- Operating, administrative, or indirect program expenses of another organization
- Unrestricted cash donations to a beneficiary or cooperating organization
- Activities for which the expense has already been incurred
- Transportation of vaccines by hand over national borders
- Travel to National Immunization Days
- Immunizations that consist solely of the polio vaccine
- Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows

### ***Expense Related Guidelines***

Clubs must pay for all grant-related expenses directly. It is not acceptable to reimburse the benefitting agency or organization for grant-related expenses. Copies of all invoices, checks, and cancelled checks will need to be included in the final report.

Clubs will receive their grant monies after the final report is submitted and approved by the District Grant Chair.

Clubs are required to demonstrate that a competitive pricing process was used to select and purchase items purchased with District Grant funds.

Clubs are required to document any potential conflicts of interest. The club must comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of The Rotary Foundation Code of Policies.

## ***Application Process***

A club must submit an application for the project.

- At least three Rotarians who are members of the primary club must be named as the project contacts.
- Application forms will be available on the district website.
- Completed and signed applications are due on or before June 1 of the Rotary year prior to the implementation Rotary year. (Grant applications for projects to be completed in the Rotary year must be submitted on or before June 1 of the prior Rotary year.)
- Grant applications are submitted to the District Grants Chair. Acknowledgment of the Receipt of Grant Applications will be made within 3 days by the DG Chair to the Club President and Primary contact of the grant application.
- Applications must include the signed Memorandum of Understanding.
- Incomplete applications will be returned to the primary club with an explanation of what is still needed. The completed application can then be resubmitted if it falls within the application process deadline. Every effort will be made by the District Grants Chair to give each application a fair chance for submission.

## ***Funding / Notification of Award***

The District Designated Funds Allocation Committee utilizes a competitive method of DG funds distribution. The committee weighs each application's merits in relation to the criteria and guidelines and the other applications submitted. The committee then funds those applications that adhere most closely to the grant criteria. The committee may or may not fund 100% of the requested amount. The committee may or may not provide any funding to a project.

- District Grants Chair will notify the primary and additional contacts named on the application by email of their funding award by June 30 of the year preceding the project implementation year. In the event an application does not receive funding, notification of the non-award will also be made, along with an explanation of why it was not funded.
- Grant activities must NOT be carried out until after the District Grants Chair issues an official notice-to-proceed. That notice will come after approval of the District Spending Plan by Rotary International. Notification is expected on or about July 31 of the Rotary Year. AGAIN, DO NOT START THE PROJECT UNTIL AFTER OFFICIAL NOTICE TO PROCEED IS RECEIVED AND YOUR CLUB HAS BEEN NOTIFIED TO DO SO.

## ***Implementation of Project***

The District Grants Chair must be notified in writing should the scope of the project or the budget of the project significantly change during implementation of the project. Information provided should include a detailed description of the change(s), reason(s) for the change, and dollar amount (if applicable) of the change. Overall project scope and budget are two significant factors for the Committee's consideration of awarding grant funds and therefore the Committee reserves the right to reduce the award amount after review of the change in scope and budget.

- Approved projects may begin only after official notice-to-proceed is received.
- As the project proceeds, please notify District Grants Chair of any challenges or questions that arise so your project can be successfully implemented.
- It is suggested that the project contacts review the Final Report form early in the project implementation so they will know what documentation will be needed.

- Keep careful and organized documentation of all activities related to the implementation of the project, including press releases, photos, correspondence, Rotarian, and non-Rotarians involved, invoices, copies of cancelled checks, credit card receipts, register receipts, etc. For goods and services purchased by a club member as part of the grant activity, include all invoices, and/or cash register receipts, and corresponding cancelled checks showing reimbursement by the club.
- The project as described in the grant application must be completed on or before June 1 of the Rotary year it was implemented. (Projects implemented in 2021-22 Rotary year must be completed before June 1, 2022 – allowing time to submit the final report before June 1, 2022.)

### ***Final Reporting / Payment***

A final report is due upon completion of the grant activity, but no later than June 1 of the implementation year. (For example, June 1, 2022 for the 2021-22 Rotary year) to the District Grants Chair. The District Foundation Chair, Grants Chair, and District Governor will review the final report and accompanying documentation for program compliance. Failure to comply with the grant criteria will result in forfeiture of part or all of grant funding.

- Final Report form will be found on district website.
- Final report, with all required documentation, is due on or before June 1 of implementation year.
- Organized documentation will include documentation of all activities related to the implementation of the project, including press releases, photos, correspondence, Rotarian, and non-Rotarians involved, invoices, copies of cancelled checks, credit card receipts, register receipts, etc. For goods and services purchased by a club member as part of the grant activity, include all invoices, and/or cash register receipts, and corresponding cancelled checks showing reimbursement by the club.
- Any project related activities that took place BEFORE official notification to proceed and those activities that take place AFTER the final report, or June 1, will not be allowed in the grant funding.
- Failure to submit Final Report by June 1 may result, at the discretion of the District Grant Subcommittee, in forfeiture of grant funding.
- Clubs will receive reimbursement for eligible expenditures upon acceptance of the final report by the District Grants Subcommittee. The DRF Treasurer will issue payment by check at the written direction of the District Foundation Chair and the District Governor. The check will be sent to the club of the primary contact named on the grant application and final report.
- Any club that is overdue on Foundation grant reporting to either The Rotary Foundation or the district at the time of request for reimbursement will not be reimbursed until all reporting requirements are brought into compliance.

### ***Record Keeping Guidelines***

Clubs are required to retain their progress and final reports with full supporting documentation, receipts, etc. for five years in case of an audit. Failure to produce required documentation in the event of an audit may result in the club or clubs having to repay the grant amount plus any interest earned.