GLOBAL GRANT SCHOLARSHIPS SUPPLEMENT

The Rotary Foundation funds scholarships with global grants and district grants. This supplement focuses on global grant scholarships. For information about district grant scholarships, clubs should contact their district Rotary Foundation committee, and districts should refer to Lead Your District: Rotary Foundation Committee and District Grants Scholarship Best Practices.

OVERVIEW

Through global grants, Rotarians can support future leaders in fields related to the areas of focus:

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

Global grant scholarships fund graduate-level coursework or research for one to four academic years. A key feature of global grants is the partnership between the district or club in the study location (host sponsor) and the district or club in the scholar's home country (international sponsor). Both sponsors must be qualified before they can submit an application.

FINDING AND INTERVIEWING ELIGIBLE CANDIDATES

Global grant scholars plan to pursue a career in an area of focus, and their graduate-level educational goals should support this career interest. Pursuing a career in an area of focus means the scholar has a long-term commitment to measurable, sustainable change. Be sure that a candidate's previous work or volunteer experience, academic program, and career plans are strongly aligned with one of the six areas of focus.

Consider working with universities to identify potential scholars (for example, outstanding graduates of a water engineering program who are seeking funding for graduate study in that field). Universities can also connect local Rotary clubs with international students who have been accepted into their graduate programs that are relevant to a particular area of focus.

Beyond confirming a candidate's eligibility, the interview enables you to determine whether he or she has:

- Excellent leadership skills and potential

- A proven record of success in his or her academic field or vocation

- A commitment to community service

- Well-defined and realistic goals

- Concrete ideas for advancing within his or her chosen field

- Sincerity about maintaining a lifelong relationship with Rotary after the scholarship period

Districts and clubs may create their own application form, or they may use the sample candidate application provided by the Foundation. Provide the candidate with a copy of the grant terms and conditions and the areas of focus policy statements, and be sure that he or she understands them. If you are uncertain about a candidate's eligibility, contact your regional grants officer.

Once a candidate is selected, provide him or her with a clear timeline and information about the online global grant application process. Be certain to manage the candidate's expectations, keeping in mind that the scholarship will not be awarded until the Foundation approves the grant.

BEST PRACTICES

- Incorporate the questions from the scholar profile section of the online application into your application and interview process. For your reference, these questions can be found in the Global Grant Application Template.

- Request your regional grants officer to conduct a preliminary review of the candidate's application to determine eligibility before submitting the application.

TIMELINE

Global grant scholarship applications are accepted on a rolling basis throughout the year. Submit applications at least three months before the scholar's intended departure date to allow adequate time for Foundation review and processing.

The following is a sample timeline for a sponsor with a candidate who plans to depart on 1 August:

November to March	Organize a selection committee
	Recruit scholarship applicants

	Conduct interviews and select candidates	
	Review and confirm selection	
March to April	Contact host district to invite participation*	
	Identify host sponsor, primary and secondary contacts	
	Start online application process	
	Have candidate complete scholar profile	
By 1 May	Submit application to the Foundation	
May to July	Grant approved	
	Provide bank information and two signatories	
	Provide scholar with letter of financial guarantee	
	Receive grant payment	
	Transfer grant funds to scholar	
	Conduct scholar orientation seminar	
1 August	Scholar departs	
6-12 months from payment	Submit progress or final report**	
2 months after completion	Submit final report	

*Include the district Rotary Foundation committee chair and the district scholarship subcommittee chair in your communications to the host district to help you find a host sponsor. If no response is received from the host district after several attempts, inform your regional grants officer.

**Submit a progress report well before the 12-month reporting deadline to stay current on reporting.

BEST PRACTICES

- Establish a timeline with deadlines for your district, leaving ample time for each step in the application process.

- In your communication to the host sponsor, include sufficient information about the scholar candidate and the expected budget and financing of the grant.

HOW TO APPLY

Clubs and districts must be qualified before they can apply for global grants. The host and the international sponsor will each appoint a grant committee consisting of at least three Rotarians.

Global grant applications are submitted at www.rotary.org/grants. The sponsor clubs or districts create

the initial application, and the scholar candidate then completes the scholar profile online. The candidate should wait to [create a My Rotary account](#) on Rotary.org until after his or her name and email address have been added to the application by the host or international sponsor. If the language of the host sponsor country differs from that of the international sponsor country, the application should be completed in each language. If necessary, the candidate can be asked to help translate correspondence between the host and international sponsors. However, he or she should not be asked to identify, or initiate communication with, a host sponsor district or club.

Candidates must provide proof of university admission at the time of application. Conditional admission is only acceptable when the school requires a financial guarantee or completion of undergraduate degree, and it is not acceptable if admission is contingent on improvement in a language score.

Allow enough time to process the application, which should be submitted at least three months before the scholar's intended departure date. You will need to respond quickly to requests for additional information. Communicate with your partners throughout the application process to ensure that sponsor clubs or districts are maintaining their qualified status and are current on reporting requirements for open grants.

Remind the candidate that a scholarship is not awarded until the Foundation approves the grant. Any expenses incurred before Foundation approval are not eligible for reimbursement.

BEST PRACTICES

- Limit the candidate to one area of focus, and be sure that he or she provides detailed answers to the questions in the scholar profile.
- Submit the grant application at least three months before the scholar's departure date to allow sufficient time for application processing, grant payment, and scholar orientation.

FUNDING AND BUDGET

The minimum budget for a global grant scholarship is $30,000. The Foundation's World Fund provides a minimum of $15,000 and a maximum of $200,000. Clubs and districts contribute District Designated Funds (DDF) and/or cash, and the World Fund matches the amount — 100 percent for DDF and 50 percent for cash. DDF is drawn from the fund for the year in which the application is approved.

When preparing the budget, consult the list of eligible expenses below. After approval, any changes to the original budget must be pre-approved by your [regional grants officer](#).

The following items are eligible for funding:

- Passport/visa

- Inoculations

- Travel expenses (as specified in the [grant terms and conditions](#))

- School supplies

- Tuition

- School fees, including any health insurance required by the study institution

- Room and board

- Household supplies

- Language training courses (but not if university admission is contingent on improvement of language skills)

- Local transportation expenses

The following items are not eligible for funding:

- Expenses incurred before the application is approved

- Furniture

- Vehicles and related expenses

- Expenses for spouses and dependents

- Housing/living expenses in the home country during the scholarship period

- Taxes owed as a result of receiving the scholarship

- Medical care

- Entertainment

- Personal travel

- Expenses related to Rotary events

Note regarding scholars studying in the U.S.: Under U.S. tax law, The Rotary Foundation must withhold tax from global grant scholarships awarded for study in the U.S. on any expenses beyond tuition, books, necessary equipment, and fees. Historically, the Foundation has been absorbing the cost of such withholdings, but beginning on 1 January, the amount will instead be deducted from the scholarship payment. So clubs and districts should advise scholars to limit their budgets to tuition, books, necessary equipment, and fees. Note, though, that this change doesn't apply to U.S.-bound scholars from Japan, Canada, and Germany, who are funded through associate foundations in those countries.

BEST PRACTICES

- Be sure that the scholar understands which expenses are eligible and which are not. If you are uncertain about the eligibility of a budget item, consult your regional grants officer.

- Simplify the budget by focusing on tuition, school fees, and room and board.

PAYMENT

After the grant application has been approved, you will need to make arrangements to receive the grant payment. The sponsors should work together to determine a bank account location (in the scholar's home country or study country), designate two Rotarians as bank account signatories, and complete the information online to receive payment from the Foundation. The bank account name should include the district number for a district-sponsored grant or the club name for a club-sponsored grant. The signatories must be members of the sponsor district or club.

Tell the scholar how grant payments will be made, if they will be in installments, and discuss how payments after the initial one will be made.

BEST PRACTICES

- Clearly track grant income and expenditures by establishing separate bank accounts for each new scholar you support.

- If the grant includes cash contributions, be prepared to send them to the Foundation or directly to the grant bank account immediately after grant approval.

ORIENTATION

Scholars are required to complete the online orientation for scholars accessed through Rotary's Learning Center. Scholars must be signed in to My Rotary to access the course. International sponsors are encouraged to offer an in-person, outbound orientation session before departure. Host sponsors may also conduct an inbound orientation session.

BEST PRACTICES

- Arrange for the scholar to attend club meetings, district functions, and other Rotary events before his or her departure.

- Complete the online orientation for scholars in the Learning Center so you are familiar with the content.

TRAVEL

All travel arrangements are the responsibility of the scholar. Scholars may choose to work with Rotary International Travel Service (RITS) or they may make their own travel arrangements. More information is available on the [grants travel](#) page of the Rotary website.

Scholars are responsible for obtaining travel insurance. More information is available on the [grant travel insurance](#) page of the Rotary website.

BEST PRACTICES

- Provide the scholar with information about the Rotary grants travel policies as specified in the [grant terms and conditions](#) and be sure that he or she understands them.
- Communicate the scholar's arrival date and flight information to his or her host sponsor.

HOST COUNSELOR

The host counselor is the primary point of contact for the scholar in the host country. The host sponsor primary contact, listed in the grant application, is assumed to be the host counselor unless a different person is identified. Be sure that the scholar has contact information for the host counselor as well as for the sponsor district or club. Encourage the scholar to introduce him- or herself to the host counselor and to begin corresponding.

The host counselor can assist with:

- Locating housing, particularly if university housing is not available
- Arranging a welcome for the scholar
- Inviting the scholar to club meetings or district conferences
- Encouraging the scholar to participate in local service activities or cultural events
- Providing practical assistance with things like opening a bank account and finding a nearby grocery store
- Managing grant funds
- Publicizing the scholar's activities through the district's newsletter
- Making Rotarians aware of the scholar's availability for speaking engagements
- Encouraging the scholar to join an area of focus-specific Rotary scholars group on Facebook

At the end of the scholarship period, the host counselor should meet with the scholar to see that all necessary closing tasks have been completed (for example, housing and bank accounts). The host counselor should also maintain communication with the scholar and ensure that his or her contact information is updated.

- Maintain frequent communication with the scholar and provide opportunities for him or her to be involved in Rotary activities.
- Work with the scholar to develop a grant reporting timeline to identify the best time to begin a progress report, typically 6-9 months after payment.

REPORTING

The host and international sponsors are both responsible for reporting on the use of scholarship funds. Progress reports must be submitted within 12 months of receiving the first grant payment. Final reports must be submitted within two months after the end of the scholarship period. The host sponsor, international sponsor, or the scholar may initiate the report in the online grant system. The sponsors and the scholar complete the appropriate portions of the report.

The report summarizes the scholar's studies or research, the relationship to the selected area of focus, and the scholar's Rotary and community involvement. It also includes a statement of income and expenses. Correlating bank statements from the grant bank account must be provided with the report. The scholar must provide receipts for any expense of US$75 or more. The sponsor district or club may set up additional reporting requirements as it sees fit.

If the language of the host sponsor country differs from that of the international sponsor country, the report should be completed in each language.

BEST PRACTICES

- For scholarships that pay for more than tuition, have the scholar create a spreadsheet to track all expenditures and update it frequently throughout the scholarship period. Be sure to scan and retain all receipts for expenses of US$75 or more.
- Work with the scholar to submit a progress report six months after they begin their studies to stay ahead of reporting deadlines.

POST-SCHOLARSHIP

Although the scholarship period ends, the Rotary-scholar relationship should not. Stay up-to-date with contact information and invite the scholar to speak about his or her experiences at Rotary club meetings and district conferences. Encourage the scholar to participate in Foundation alumni activities in his or her local district after the scholarship period. And if the scholar hasn't done so already, encourage him or her

to join an area of focus-specific Rotary scholars group on Facebook.

BEST PRACTICES

- Direct the scholar to the alumni resources available at www.rotary.org/alumni.
- Invite the scholar to join a Rotary club.