



## District Committee Structure

The district Rotary Foundation committee is a group 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 Rotarians. 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 for a three-year term.

The committee chair has the following responsibilities:

- » Work with the committee to plan, coordinate, and evaluate all district Foundation activities.
- » Assist the district governor and the district trainer in coordinating Foundation session at training events.
- » Assist the governor-elect in obtaining input from club Rotarians before establishing district Foundation goals for next year.
- » Support the appropriate subcommittees in their fundraising and recognition activities.
- » Ensure adequate and effective communication with club Rotary Foundation committees to promote understanding of the Foundation.
- » Use the regional Rotary Foundation coordinators and assistant regional Rotary Foundation coordinators for support in carrying out committee responsibilities.
- » Work with district Rotary Foundation committee members to determine the distribution of SHARE District Designated Fund (DDF).
- » Provide one of two authorizing signatures for the use of DDF.
- » Ensure timely reporting of district-sponsored humanitarian grants and educational programs.
- » Serve as an ex officio member of all subcommittees.
- » Assume responsibilities of any subcommittee not appointed or functioning.
- » Assist the governor in selecting qualified candidates for Foundation awards.

## DISTRICT ROTARY FOUNDATION SUBCOMMITTEES

Subcommittee chairs are appointed by the governor for the year and 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 for open positions in the subcommittees. The following subcommittees are recommended:

- » Scholarships
- » Rotary Peace Fellowships
- » Group Study Exchange
- » Grants
- » PolioPlus
- » Alumni
- » Annual Giving
- » Permanent Fund

Subcommittees work closely with the club Rotary Foundation committee to encourage participation in Foundation activities, coordinate media publicity for their activities, and promote understanding of their subcommittee. The district Rotary Foundation committee will need to determine a process for tracking District Designated Fund spending to ensure sufficient funds are available and subcommittees will help determine how DDF is distributed to clubs. Regional Rotary Foundation coordinators and assistant regional Rotary Foundation coordinators are available to assist with subcommittee responsibilities.

## SCHOLARSHIPS SUBCOMMITTEE

The last class of Ambassadorial Scholars has been selected and will study in 2012-13. This subcommittee has the following responsibilities:

- » Coordinate orientation (at the regional level, when possible) for all scholarship recipients before their departure and upon their arrival.
- » Provide training and guidance to sponsor and host counselors.
- » Maintain contact with recipients during the study year; encourage timely submission of reports.
- » Connect recipients with the district alumni chair.

To understand how scholarships will operate in 2013-14, see Chapter 6: Rotary Foundation Grants and Programs.

## ROTARY PEACE FELLOWSHIPS SUBCOMMITTEE

This subcommittee has the following responsibilities:

- » Distribute application materials to clubs in the district.
- » Select qualified fellowship candidates.

- » Conduct orientation (at the multidistrict level, when possible) for all fellowship recipients before their departure or upon their arrival.
- » Provide training and guidance to sponsor and host counselors.
- » Maintain contact with recipients during the study term; encourage timely submission of reports to sponsor and host district governors and the Foundation.
- » Publicize recipients' return home to the media and to Rotarians.
- » Connect recipients with the district alumni chair; maintain ties with program alumni upon their return.

The new grant model will not impact the responsibilities of this committee. For more information on Rotary Peace Fellowships, see Chapter 6: Rotary Foundation Grants and Programs.

### GROUP STUDY EXCHANGE SUBCOMMITTEE

The last deadline for Group Study Exchange teams was 1 October 2011. In 2012-13, the Group Study Exchange subcommittee will no longer need to coordinate the selection of the team leader and team members for the following year. However, the subcommittee does have responsibilities for teams traveling during 2012-13, including:

- » Communicate early and often with the subcommittee of the paired district.
- » Coordinate team orientation and language training needs.
- » Coordinate local itineraries to include at least five customized days of vocational study for each team member and homestays with local Rotarian hosts for the visiting teams.
- » Ensure fulfillment of all program guidelines and requirements.
- » Connect team members with the district alumni chair; maintain ties with team members upon their return.
- » Send completed biographical data forms to the host district.
- » Submit GSE Team Travel Request forms to RITS or the designated travel agency.
- » Finalize the itinerary at least two months before the team's arrival.

For more information on Group Study Exchange, see Chapter 6: Rotary Foundation Grants and Programs.

### GRANTS SUBCOMMITTEE

This subcommittee has the following responsibilities:

- » Serve as the district expert for Matching Grants and District Simplified Grants.
- » Work with clubs and districts to develop sustainable humanitarian projects that involve the benefiting community and active participation of Rotarians.
- » Work closely with service projects committees to identify when a project may qualify for a Foundation grant.
- » Participate in the approval process for grants that request the use of District Designated Fund before forwarding to the district Rotary Foundation committee chair for consideration.

- » Review all grant applications, certifying that they are complete and accurate before submission to the Foundation.
- » Monitor the progress of an approved Matching Grant project.
- » Serve in a district stewardship and oversight capacity to promote compliance with Humanitarian Grant requirements and to ensure that any concerns are immediately reported to the Foundation.
- » Ensure that satisfactory progress and final reports are submitted on time.

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

## **POLIOPLUS SUBCOMMITTEE**

This subcommittee has the following responsibilities:

- » Encourage support to the polio eradication effort through contributions to the PolioPlus Fund.
- » Organize at least one district PolioPlus fundraiser during the year.
- » Work with the district training committee to provide updates on Rotary's effort to eradicate polio worldwide.
- » Coordinate with national and regional PolioPlus committees and governmental and other agencies in implementing polio eradication activities.
- » Work with the Foundation chair, district public relations committee, and the governor to ensure appropriate recognition of exemplary polio eradication club and district activities.
- » Work with clubs to identify potential Major Donors, corporations, and foundations that would be interested in supporting the eradication of polio.
- » Support club PolioPlus committees in their efforts to raise awareness and funds.
- » Provide input on District Designated Fund distribution.
- » Encourage club presidents to appoint a club PolioPlus committee similar to the district PolioPlus subcommittee.

For more information, see Chapter 5: PolioPlus.

## **ALUMNI SUBCOMMITTEE**

This subcommittee has the following responsibilities:

- » Maintain a complete, accurate, and updated district database of Foundation program participants sponsored by the district or residing in the district; advise the Foundation of additions and changes to the database.
- » Track alumni who are good speakers for future training meetings.
- » Encourage Rotarians to nominate candidates for the district's endorsement of the Foundation's Global Alumni Service to Humanity Award.
- » Coordinate reunions and activities for alumni residing in the district.
- » Encourage alumni to make financial contributions to The Rotary Foundation.
- » Include informational updates on alumni in the district newsletter.

- » Invite alumni to the district conference.
- » Enlist alumni to serve as consultants to the district Rotary Peace Fellowships subcommittee.
- » Ensure that all alumni complete required presentations in the sponsor district.
- » Encourage alumni to remain involved with Rotary by accepting Rotary club membership, identifying future program participants, making contributions to the Foundation, or participating in Rotary service projects.
- » Work with other subcommittees to include alumni in the program for inbound or outbound orientation seminars.
- » Establish and maintain a district alumni association.

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

### ANNUAL GIVING SUBCOMMITTEE

This subcommittee has the following responsibilities:

- » Help clubs set challenging yet realistic Annual Fund goals.
- » Publicize club and district monthly goal achievements.
- » Encourage individual and club contributions in support of club goals and the worldwide goal for the Annual Fund.
- » Help organize and stimulate participation in club and district fundraising activities and special events in support of the Foundation.
- » 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.

For more information on annual giving, see Chapter 8: Fundraising.

### PERMANENT FUND SUBCOMMITTEE

This subcommittee has the following responsibilities:

- » 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 when programs on the Foundation are scheduled.
- » Coordinate efforts with the annual giving subcommittee chair to promote and solicit outright gifts to the Permanent Fund.
- » 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.

For more information on the Permanent Fund, see Chapter 8: Fundraising.

For more detailed information on roles and responsibilities, see [The Rotary Foundation Code of Policies](#).

## Rotary Foundation Programs

The Foundation's educational and humanitarian programs allow Rotarians and others who have contributed to the Foundation to realize Rotary's humanitarian mission throughout the world. Beginning in 2013-14, The Rotary Foundation will offer new Rotary Foundation grants to support district and club humanitarian and educational projects. The new grants offer clubs and districts the opportunity to carry out projects and activities that create greater impact, build stronger clubs, increase membership and donor base, enhance public image, and generate enthusiasm to support local service efforts.

### HUMANITARIAN GRANTS

The last date to apply for District Simplified Grants or Matching Grants is 31 March 2013. Starting in 2013-14, districts can participate in humanitarian projects using district or global grants.

The Humanitarian Grants Program provides grants to Rotary clubs and districts to implement humanitarian projects. District Simplified Grants and Matching Grants are still available through the 2012-13 year to address different service needs and funding options.

The Rotary Foundation has established the following standards to guide the Humanitarian Grants Program:

- » Grants should address humanitarian needs that Rotarians have identified in their communities with the aim of providing sustainable outcomes.
- » All Rotary Foundation grants require the active participation of Rotarians.
- » Grants should assist in the development of stronger Rotary networks.
- » All grants must display a commitment to stewardship of funds, which reflects The Four-Way Test and responsible fiscal oversight. Stewardship includes detailed and committed project planning, submission of complete and accurate applications with documentation, transparency in all financial transactions, and efficient and effective reporting.

To prepare for the full launch of the Future Vision Plan, districts are encouraged to begin supporting humanitarian projects in one of the six [areas of focus](#) that are measurable and have more sustainable outcomes. The areas of focus are:



Peace and conflict prevention/resolution



Maternal and child health



Disease prevention and treatment



Basic education and literacy



Water and sanitation



Economic and community development



#### Rotary Reminder

Ensure that the guidelines for using the Rotary name and emblem are being followed in your district. Refer to the *Manual of Procedure 2010*, chapter 5, and the Rotary Code of Policies 33.020 for details.

The district grants subcommittee is responsible for ensuring grant funds are managed with proper stewardship. If you perceive any stewardship problems, please report them to the Foundation. For more information on managing grants, and to begin implementing some of the requirements from the district memorandum of understanding, see the *Grant Management Manual*.

## DISTRICT SIMPLIFIED GRANTS

District Simplified Grants allow Rotary districts to use part of their District Designated Fund to support short-term humanitarian projects that benefit the community. Districts can request up to 20 percent of their DDF for a grant to support multiple projects locally or internationally.

Districts may choose to undertake a large service project or support club endeavors. District Simplified Grants must adhere to the terms and conditions, and the grants subcommittee should ensure that

- » A community needs assessment is conducted
- » A committee of at least three Rotarians is established to oversee the expenditure of funds
- » Reporting is completed on time

Additionally, the grants subcommittee should

- » Educate Rotarians about District Simplified Grants
- » Receive applications and ensure that they meet Foundation and district guidelines
- » Present qualifying applications to the Foundation committee for review
- » Coordinate the disbursement of funds with the district governor and district Rotary Foundation committee chair
- » Obtain final reports and project receipts
- » Work with the Foundation chair to review reports and submit them to the Foundation to close the grant

### Application Process

Districts are encouraged to submit DDF requests in the Rotary year before funds are available. Requests must be received by the Foundation between 1 July 2012 and 31 March 2013. Districts may submit one District Simplified Grant request per year.

## MATCHING GRANTS

Matching Grants assist Rotary clubs and districts in carrying out international humanitarian projects in cooperation with a Rotary club or district in another country. There are two Matching Grant types, categorized by the amount requested from the Rotary Foundation: Matching Grants (\$5,000-\$25,000) and competitive Matching Grants (\$25,001-\$200,000).

Additional responsibilities of the grants subcommittee include:

- » Review all grant applications.
- » Authorize district-sponsored Matching Grants.

- » Maintain records of grant activity within the district.
- » Encourage the highest levels of stewardship and transparency for the accounting of Matching Grant funds.
- » Authorize grant applications as complete before their submission to the Foundation.

### Application Process

An international sponsor club or district may apply for as many Matching Grants as it wishes. A host sponsor club or district can only have five open Matching Grants in the project country. Applications may be submitted to the Foundation between 1 July 2012 and 31 March 2013 and approved from 1 August 2012 through 15 May 2013.

Deadlines for competitive Matching Grant applications (requesting over US\$25,000) are 1 August 2012 for review at the October Trustees meeting and 15 December 2012 for the April 2013 Trustees meeting. Trustee meeting schedules are subject to change; please contact the Foundation directly for deadline information.



#### Rotary Reminder

For more information see [The Guide to Matching Grants](#) (144).

## Educational Programs

The Rotary Foundation's Ambassadorial Scholarships and Group Study Exchange programs have promoted international understanding by bringing together people from different countries and cultures. In 2013-14, the Foundation will open a new grant model to all Rotarians that will allow more flexibility in providing scholarships and vocational training opportunities.

### AMBASSADORIAL SCHOLARSHIPS

The last year of the Ambassadorial Scholarships program is 2012-13. The deadline for 2012-13 applications was 1 October 2011. The program was created to further international understanding and friendly relations among people of different countries and geographical areas. The program sponsored study abroad scholarships for undergraduate and graduate students.

The new grant model will still allow for scholarship opportunities. Under district grants, clubs or the district can submit proposals to the district for a portion of the District Designated Funds to participate in scholarships. Scholars can study locally or abroad, secondary, university or graduate level, for any amount of time, and in any area of study. Scholarships can be awarded in any amount. Students attending local universities can now be supported in the new grant model.

Global grants support scholars seeking a scholarship for graduate-level study whose area of study and professional goals further one of the six areas of focus. Global grants fund a scholar for one year to four years, covering tuition, room and board, and similar expenses for the duration of the grant. At the time of application, scholars must provide a letter of acceptance to their chosen university located in a district in another country, and the host partner district must also be identified.



## GROUP STUDY EXCHANGE

The last year of the Group Study Exchange program is 2012-13. The deadline for 2012-13 applications was 1 October 2011. GSE offers cultural and vocational exchange opportunities for young professionals (ages 25-40) who are establishing their careers. Teams spend four to six weeks abroad participating in vocational activities in their respective fields, being immersed in cultural experiences, enjoying fellowship with host families and members of the community, and coordinating with the host district's Rotarians at club meetings and at various Rotary activities.

The new grant model will allow similar opportunities through vocational training teams. District grant funds can be used to support local vocational training needs or to fund vocational training teams to travel abroad to either teach or receive training. There are no partnership or international requirements for vocational training opportunities and no restrictions on the vocational training team size, duration of training, or participant's age.

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. Global grants may be used to fund local vocational trainings in an effort to build skills within the benefiting community. This type of training may be most beneficial in conjunction with a humanitarian project to help ensure its sustainability. A vocational training team may be multivocational but must share a common purpose in support of an area of focus. 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 stays abroad.

## 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, or related subjects, or a professional development certificate in peace and conflict studies. Note: This program will continue under the new grant structure.

### 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 post-conflict 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. DDF donations in support of the Rotary Peace Centers are not associated specifically with a fellow selected by the district. This funding approach ensures a balanced and truly competitive selection process for the top candidates worldwide, regardless of whether their districts can afford to fund them for the either the short-term or master's degree program.

Districts that commit to donating DDF equal to US\$25,000 every year or \$50,000 every other year to support Rotary Peace Fellows are designated as Peacebuilder Districts and receive recognition.

To ensure continued funding and to 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).

## SHARE District Designated Fund Options

The Foundation Trustees determine District Designated Fund options at their April meeting, two years before the actual program year. DDF options in 2012-13 are outlined in the following chart.

Program Option	Cost (US\$)	Funding Source	Notes
Rotary Peace Fellowship	\$60,000	DDF, World Fund, or endowed funds	The goal of the Rotary Peace Centers Major Gifts Initiative is to endow all Rotary Peace Fellows by 2015. The Foundation accepts DDF contributions to offset the costs of the program from other funding sources until the program is endowed.
District Simplified Grant	Up to 20% of DDF	DDF	If the grant is more than \$25,000, payment is made in installments based on a spending plan.
Matching Grant	\$5,000-\$25,000	DDF and World Fund	The Foundation will provide a 1:1 World Fund match for DDF and a 0.5:1 match for cash contributions that clubs and districts have provided.
Competitive Matching Grant	\$25,001-\$200,000	DDF and World Fund	The Foundation will provide a 1:1 World Fund match for DDF and a 0.5:1 match for cash contributions that clubs and districts have provided.

## 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, even if the programs they participated in have changed over the years.

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 experiences in Rotary Foundation programs 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

The alumni subcommittee members are encouraged to email updated alumni contact information to the Foundation's Alumni Relations staff at [alumni@rotary.org](mailto:alumni@rotary.org).

Because the Future Vision Plan is still in its pilot phase, the guidelines may change before 1 July 2013.

## Transitioning to the Future Vision Plan

The global launch of The Rotary Foundation's new grant model, outlined in the Future Vision Plan, is approaching. To prepare your district to begin participating on 1 July 2013, review the related tasks in [Preparing Your District for Rotary Foundation Grants in 2013](#).

## 2012-13 CALENDAR for Nonpilot Districts

### July 2012

1	The Foundation begins accepting applications for District Simplified Grants and Matching Grants
	2012-13 Group Study Exchange applications available electronically to all districts
15	World reporting percentages sent to districts

### August

1	Matching Grant applications over US\$25,000 due to the Foundation
20	Foundation service awards information sent to districts
30	Notification of unspent DDF from previous year sent to districts

### September

15	Final contribution reports for 2011-12 sent to districts
	Benefactor reports sent to Permanent Fund subcommittee chairs

### October

15	Top three club contribution banners from previous year sent to current district governors
	World reporting percentages sent to districts
22-26	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 in November.</i>
1	Nominations for the Service Award for a Polio-Free World due to PolioPlus
15	Rotary Peace Fellowship applications available to districts
	Nominations for the Distinguished Service Award and the Global Alumni Service to Humanity Award due to the Foundation

### December

31	Last day for Rotary Foundation contributions to be credited to current calendar year
	District Foundation subcommittee appointments due to the Foundation

## 2012-13 CALENDAR for Nonpilot Districts

### January 2013

12-13	Trustees meeting
13-19	International Assembly, San Diego, California, USA
15	World reporting percentages sent to districts
31	<i>SHARE</i> mailing sent to districts
	Foundation Club Goal Report forms distributed to governors in PETS mailing

### February

1-29	Clubs to set annual giving goal for 2013-14 at PETS
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### March

1-31	Clubs to set annual giving goal for 2013-14 at PETS
31	District Simplified Grant and Matching Grant applications due to the Foundation

### April

13-18	Trustees meeting
15	World reporting percentages sent to districts

### May

1	Foundation Club Goal Report forms due to district governor-elect
15	Deadline for approval of completed District Simplified Grant and Matching Grant applications
	Nominations for Citation for Meritorious Service due to the Foundation
	Deadline for fulfilling current year District Simplified Grant payment requirements
	Foundation Club Goal Report forms available to clubs via Member Access
30	Notification of remaining DDF balance sent to districts

### June

23-26	RI Convention, Lisbon, Portugal
27-28	Trustees meeting
30	End of Rotary year, contributions due to the Foundation
	Remember to submit final reports on any finalized grants

### July

15	All districts begin using new grant model
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