

Application for a District Grant by the Rotary Club of

District 1190 now uses 50% of its annual District Designated Fund (DDF) to support clubs with smaller projects. It is important to recognise that whilst the District and its Clubs now have ownership of the local grant process, it also brings with it a requirement to manage the process in a proper manner with appropriate stewardship and reporting arrangements for the use of the funds. Clubs who wish to make an application for a District Grant must complete the whole of this form and **sign in all the necessary places.**

Due to the continuous reduction of available funding for District Grants, it has become necessary to extend the eligibility criteria, thereby ensuring that the available funding is used to the maximum and that all clubs have the opportunity to apply for a District grant. Therefore with immediate effect all Clubs must note that:-

- **The maximum grant that can be applied for is up to 50% but not exceeding £1,500.00**
- **Only one grant per Club will be considered**
- **Clubs will have attended the Foundation Training Seminars**
- **It would be anticipated that the Club applying for a grant has made a contribution to The Rotary Foundation or intends to make a contribution during the current Rotary Year.**

The form comes in two parts.

Part 1 is the Memorandum of Agreement between Club and District which must be signed by the Club's Officers.

Part 2 gives us details including a budget for the scheme.

This form will help the Foundation Committee to

- gauge interest from all our Clubs for the forthcoming year,
- encourage Clubs to consider how an individual project could be funded and be sustainable
- highlight the support required by Clubs from the Foundation Committee.

PART 1

MEMORANDUM OF UNDERSTANDING

Club Qualification

To participate in Rotary Foundation's District, Global and Packaged grants, the Club agrees to implement the financial and stewardship requirements of this Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) and Rotary District 1190 District Foundation Committee (DFC). The Club must have sent at least one Club Member to a District 1190 grant management seminar.

This MOU includes the additional requirements of District 1190 for Club qualification. By completing these requirements, and signing this MOU, the Club becomes fully qualified and eligible to participate in TRF grant programme.

- A Upon successful completion of the qualification requirements the Club will be qualified for one Rotary year.
- B To maintain qualified status, the Club must comply with this MOU, including the additional requirements of District 1190 and all applicable TRF polices.
- C The Club is responsible for the use of funds for Club sponsored grants, regardless of who controls the funds.
- D Qualification may be suspended or revoked for misuse or mismanagement of grant funds 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, monopolisation of grant funds by individuals, report falsification, overpricing, acceptance of payments from beneficiaries, illegal activities, use of grant funds for ineligible purposes.
- E The Club must cooperate with any financial grant or operational audit.
- F The club must also operate under RIBI codes of practice such as, but not exclusively, Health and Safety, Equality and Diversity.

2 Club Officer Responsibility

The Club officers hold prime responsibility for club qualification and the proper implementation of TRF grants. Club officer responsibilities include:

- A Appointing at least one Club Member to implement, manage and maintain Club qualification.
- B Ensuring that all TRF grants adhere to stewardship principles and proper grant management best practices.
- C Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

3 Financial Management Plan

The Club must operate a sound financial management plan to provide a consistent administration of grant funds. The financial management plan must include procedures to:

- A Maintain a standard set of charity accounts, which include a complete record of all receipts and disbursement of grant funds.
- B Disperse grant funds, as appropriate.
- C Maintain segregation of duties for handling funds.
- D 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.
- E Ensure that all grant activities, including the conversion of funds, comply with local laws.

4 Bank Account Requirements

In order to receive District Grant funds the Club must have a charity bank account that can be used for the receiving and disbursing of TRF funds.

- A The Club bank account must have a minimum of two Rotarian signatories from the Club for disbursements and be a low or non-interest bearing account.
- B Any interest earned must be documented and used for eligible approved grant activities or returned to TRF.
- C For Global Grants it will be necessary to open a separate bank account for the receipt of grant funds and the name of the account should reflect its purpose.
- 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 the receipt and use of TRF funds.
- F The club must have a plan for transferring custody of the bank accounts in the event of the change of signatories.

5 Report on Use of Grant Funds

The Club must adhere to all TRF and District 1190 reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF and District 1190 of the grant's progress and how funds are spent. Significant variances against budget must be reported and explained.

6 Document Retention

The Club must establish and maintain appropriate record keeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation of audits and 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 copy of the signed club MOU
 - 3 May have to include, depending upon the size of the project, documented plans and procedures, including;
 - a Financial management plans, including budget and expenditure
 - b Procedure for storing documents and archives
 - c Notes on procedure for bank account signatories and retention of information and documentation

- 4 Information related to grants, including receipts and all invoices for all purchases.
- B Club records must be accessible and available to Rotarians in the Club and at the request of District 1190.
- C Records must be maintained for a minimum of five years or longer if required by local law.

7 Reporting Misuse of Grant Funds

The Club must report any potential and real misuse or mismanagement of grant funds to District 1190 Foundation Committee. This reporting fosters an environment in the Club that it does not tolerate the misuse of grant funds.

Authorisation and Agreement

This memorandum of understanding is an agreement between the Club and District 1190 and acknowledges that the Club will undertake measures to ensure the proper implementation of grant activities and proper management of TRF grant funds. By authorising this document, the Club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of, the undersigned agree to comply with all of the conditions and requirements of this MOU for the Rotary year and will notify Rotary International District 1190 of any changes or revisions to the club policies and procedures related to these requirement.

Club President or Secretary (Delete as necessary)

Term

Print Name

Signature

Club President Elect

Term

Print Name

Signature

Date

PART 2

DETAILS OF PROPOSAL

Club: _____ . No: _____

President / Secretary: _____.

Tel. _____ . Email _____.

Foundation Chair: _____.

Tel. _____ . Email _____.

Club contact for project development if not the Foundation Chair:

Name: _____ . Tel. _____.

Email: _____.

Club qualification for Foundation grants.

Club member's attendance at district grant management seminar

Name; _____ Role: _____ Date:

Outline of project proposal

Is the project local or international?

Give a brief description of the project including, how the need has been identified, the problem to be addressed, where it is to take place and typical activities.

No more than 140 words

There are seven Areas of Focus under the new Foundation Grants model. It is expected that all grants using Foundation funds will support one or more of these Areas of Focus. Which of the following does your proposal address?

- Peace and conflict prevention; Disease prevention and treatment;
- Water and sanitation; Maternal and child health;
- Basic education and literacy; Economic and community development;
- Supporting the Environment.

Sustainability

How is it hoped that the beneficiaries of the project will maintain the project or at least its outputs after the grant funding has been fully spent?

Partners / Funders

Who are the likely partners alongside your club?

Outline Budget

please tell us the total cost of the project and how it is intended to be funded.

Total Project Cost	£
Funding from Club	£
Funding from Partners	£
Funding Requested from District Grant	_____£

Signature of the Club President or Secretary: _____

Name (Printed in capitals): _____

Signature of the Club Foundation Chair: _____

Name (Printed in capitals): _____

Date: _____

Please email or post hard copy of this **signed and dated form** to the District Grants Coordinator.

Email address: *s.l.l.jones@btinternet.com*

Address:

Rotarian Sam Jones

1 Fareham Close, Fulwood, Preston PR2 8FH

for district use only

Date of receipt of form

Received by

Date reported to Grants Sub-committee