THE ROTARY FOUNDATION

Global Grant Application - Humanitarian Project

Global Grant applications are completed on-line via the Rotary International website www.Rotary.org (Sign in with your RI user name and password. Go to: member access / take action / grant application tool). Clubs will need to answer the following questions in order to complete the grant application. These questions relate to a global grant to complete a Humanitarian project – there are a different set of questions for global grants for vocational training teams (VTT) or scholarship projects.

1. Objectives

- In a few short sentences, tell us your objectives for this global grant.
- Who will benefit from this global grant?
- Where will your project take place?
- When do you anticipate your project will take place?
- What community needs will your project address and how were these needs identified? Provide any relevant data or survey results.
- Detail how your project will address these community needs.
- How were members of the local community involved in planning the project? Does your project align with any current or ongoing local initiatives?
- Describe any training, community outreach, or education programs, if applicable, and who will conduct them. How will recipients be selected?

2. Area(s) of Focus

- Global grants must support the goals of at least one of Rotary's areas of focus. You will be asked to select the applicable area of focus and the goals that your activity will support.
- How will you meet these goals?
- How will you measure your impact *(involves choosing a measure, target, measurement method, and measurement schedule)?*
- Who will be responsible for collecting information for monitoring and evaluation?
- The application supplement for microcredit projects is required for global grant applications that include microcredit activities under the economic and community development area of focus.

3. Participants

3.1 Global grant committee
- Identify the Rotary club or district in the country or geographical area where the activity will take place (primary host sponsor) and a Rotary club or district outside of that country or geographical area (primary international sponsor). Each sponsor must establish a three-person grant committee and one individual on the grant committee must be designated as the primary contact.
- List the members of the global grant committee and disclose any potential conflict of interest within the committee.

3.2 Cooperating organization
- List the name of the cooperating organization.*
- Upload the memorandum of understanding between the primary sponsors and the cooperating organization in PDF format.*

- Describe your process for selecting this organization. What resources or expertise will this organization contribute?*

3.3   Partners
List any additional partners who will participate. This may include Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.*

3.4   Volunteer travellers
- International travel for volunteers is permitted for up to two individuals as part of a humanitarian project. These individuals provide training or implement the project should the host sponsor confirm that their skills are not readily available locally.*
- Identify the responsibilities of the volunteer travellers and the specific tasks that each individual will complete.*
- Upload a résumé or curriculum vitae, in PDF format, for each volunteer traveler.*
- Upload a daily itinerary for the volunteer travellers. Include travel, training, and/or project implementation activities.*

Only if applicable; not required for all.

3.5   Rotarian participation
- Describe the role of the host Rotarians in this activity and list their specific responsibilities.
- Describe the role of the international Rotarians in this activity and list their specific responsibilities.
- Describe the role that members of the local community will play in implementing your project. What incentives (e.g., compensation, awards, certification, promotion) will you provide to encourage local participation?
- Identify any individuals in the local community who will be responsible for monitoring outcomes and ensuring continuity of services. How will you support these individuals to help them take on this leadership role?

4. Budget

- Detail the proposed expenses for your activity, such as accommodations, equipment, supplies, monitoring and evaluation, operations, personnel, project management, publicity, signage, travel, tuition.
- Upload any documents, such as price bids or pro forma invoices, to support the expenses listed.
- Describe the process for selecting these budget items. Do you plan to purchase any items from local vendors? Have you performed a competitive bidding process to select vendors? Do these budget items align with the local culture and technology standards?
- How will the beneficiaries maintain these items? If applicable, confirm that spare or replacement parts are readily available and that the beneficiaries possess the skills to operate equipment.
- Who will own the items purchased with grant funds at the end of the project, including equipment, assets, and materials? Note that items cannot be owned by a Rotary club or Rotarian.

5. Financing

- List all funding sources.
- Have you identified a local funding source to ensure long-term project outcomes? Will you introduce practices to help generate income for ongoing project funding?