

Welcome to

# DISTRICT 9930

District Assembly, Taupo, May 2018

## GRANT MANAGEMENT SEMINAR For 2018-19



## PURPOSE

- To understand the basics about grants
- To understand about applying for and managing Rotary grants
- To learn about stewardship expectations
- To prepare clubs to commit to the MOU
- To qualify clubs to receive grant funds



## GRANT MANAGEMENT

Ensures that projects:

- Have proper financial controls
- Adhere to required standards
- Meet the needs of the beneficiaries
- Fulfill their objectives
- Safeguard funds



## TWO PART PROGRAMME

- Morning breakout
  - Session 1
  - Start Session 2
- Afternoon Breakout
  - Finish Session 2
  - Session 3
  - Session 4
  - Questions

**You need to  
attend both  
breakout  
sessions to  
complete the  
grant  
qualification  
process**



## SESSION 1



# DESIGNING A PROJECT



## SESSION TOPICS

- Best practices for successful projects
- Identifying projects
- Project planning and goal setting
- Sustainability



## PROJECT DESIGN

What do you think are the critical components of a successful Rotary service project in a community?



## SUCCESSFUL GRANT PROJECTS

- Meet agreed community needs
- Involve the benefitting community
- Are sustainable (required for global grants)
- Involve a partner/partners
- Have a good implementation plan
- Have a realistic budget
- Maintain proper stewardship of funds



## IDENTIFYING PROJECTS

How would you go about identifying a project that meets real needs?

What other things do you need to think about in deciding on a project?



## NEEDS ASSESSMENT

- Ask the community members what their needs are. Respond to communities' needs (not just a Rotary club's passion)
- Talk with other community organisations in the locale of the project
- Find out what has been done before
- Determine what skills and resources your club and potential partners have as well as the resources the community has



## PROJECT PARTNERS

Where and how will you identify partners for your project?

Who might these partners be?



## PROJECT PARTNERS

- Rotary Convention
- Project fairs
- LinkedIn and Facebook
- Rotary events eg SPPETS
- Rotarian connections
- [www.matchinggrants.org/global](http://www.matchinggrants.org/global)
- [www.rotary.org](http://www.rotary.org) – Rotary showcase
- Other community groups – non Rotary



Developed by District 5340  
for use by the entire Rotary world

My Account | Search | Contact Us

Main List | Submit Project | Pledge Support | Help | About This Site | District Grants | Matching Grants

Welcome to the Rotary Global Grants Website  
Look below for a list of project. Use the search feature to find a specific project.  
Click on My Account to login and see your own projects.

Rotary Year  
2015-16

List of Projects

#	Title	Country	Location	District	Club	Amount	Status
G-1110	Swachh Bharath Abhiyan - Toilet	India	Coimbatore	3201	Coimbatore	\$120,000	Fully Pledged
G-1109	E Learning Centre	India	Tamilnadu	2982	Salem Central	\$50,000	Fully Pledged
G-1108	Water And Medical Equipment	Nigeria	Offa	9125	Ilorin	\$35,000	Need \$18,334
G-1107	4 Blocks of Toilet & Water	Nigeria	Offa	9125	Ilorin	\$30,840	Need \$15,627
G-1106	Acquisition of Equipment	Brazil	São Joaquim da Barra - SP	4540	São Joaquim da Barra	\$32,830	Need \$21,857
G-1105	Siyavuya	South Africa	Eastern Cape	9370	Stutterheim	\$30,000	Need \$30,000
G-1104	Global Grant Scholarship	Cameroon	Yaounde	1860	Bad Bergzabern	\$30,000	Need \$30,000
G-1103	Sanitation Supporting Hygiene	Uganda	Mityana / Mubende Area	9211	Mityana	\$106,600	Need \$66,067
G-1102	Prostate Cancer Prevention	Brazil	Ribeirão Preto	4540	Ribeirão Preto-Norte	\$30,000	Need \$19,976
G-1101	Neurosurgical Care Patients	Argentina	Pilar	4895	Pilar Norte	\$30,500	Need \$11,334
G-1100	Obesity Control of Children	Ecuador	Quayequil/Machala	4400	Quayequil	\$74,270	Fully Pledged
G-1098	Gift of Life	India	Delhi	3011	Delhi South East	\$40,000	Need \$8,000
G-1096	Mammography for Fimat	Argentina	Fimat	4945	Fimat	\$35,000	Need \$23,334
G-1095	Blood Bank Equipment	Philippines	San Fernando, La Union	3790	San Fernando	\$32,326	Need \$18,551
G-1094	Serving Children with Disability	South Africa	Limpopo	5440	Fort Collins	\$35,000	Need \$5,000
G-1092	Nepal Micro Credit Project	Nepal	Patan-Kathmandu-Katle	3202	Mahaboudha	\$73,001	Need \$3,334
G-1091	Global Scholar Kristen Lanier	Northern Ireland	Belfast	5790	Wolha Falls (North)	\$30,500	Fully Pledged
G-1090	Disease Prevention & Treatment	India	Jammu & Kashmir	3070	Jammu City	\$36,500	Need \$24,334
G-1089	Telemedicine	India	Pune	3131	Pune Pride	\$94,500	Need \$15,000
G-1088	Mobile Cervical Cancer Vaccine	Nigeria	Owerri	9140	New Owerri	\$193,433	Need \$128,956
G-1087	Solar Energy Aalto Schmidt	Brazil	São José do Rio Preto	4480	São José do Rio Preto-Boa Vista	\$100,000	Need \$61,867
G-1086	Lutimes Projects in the	Honduras	Merendon Preserve	4250	Urua	\$188,000	Need \$84,000

Rotary

## PROJECT PLANNING

How will you go about planning for your project?

What will your project plan need to include?



## PROJECT PLANNING

- Grant committee 'at each end' of project for global grants
- Clarity around roles and responsibilities
- Implementation plan – tasks, milestones, responsibilities, time lines, comms etc
- Budget and funding
- Contingency/risk management plan
- Document retention plan



## CREATING A BUDGET

- Be realistic
- Get competitive quotes
- Look for reasonable prices and good quality materials
- DIK
- Disclose conflicts of interest



## CASE STUDY

Your Rotary club has partnered with a Rotary club in Fiji to apply for a global grant to support education by refurbishing a local village school.

The grant committee in Fiji conducts a competitive bidding process for local suppliers to provide materials.

Three competitively priced quotes are received. The company with the best-quality product and best price is owned by a member of the host Rotary club.

- Can/should the club choose the Rotarian supplier?
- What steps should the club take to manage this situation?



## CONFLICT OF INTEREST

- Exists when a Rotarian potentially benefits financially or personally from a grant
- Benefit can be direct to a Rotarian or indirect to an associate of the Rotarian

How can you manage a conflict of interest situation?



## SETTING GOALS

- Qualitative
- Quantitative
- Gather baseline data at start
- Determine method of measurement
- Sustainable (global grant)
- SMART goals



## SMART GOALS



## SUSTAINABLE PROJECTS

Sustainability means that:

- the community 'owns' the project and the outcomes
- the community has the skills and knowledge to maintain project outcomes in the long term, after grant funds have been expended and Rotary has 'left town'



## SUSTAINABLE PROJECTS

How would you ensure sustainability of a project?



## SUSTAINABLE PROJECTS

- Community identifies the needs
- Consistent with culture and beliefs
- Take care of unintended consequences
- Consider local resources and skills
- Local purchasing and maintenance
- Collaborate with local organisations
- Reporting to demonstrate changes
- Training component
- Use local leaders



## CASE STUDY

Project planning – for your assigned project, determine:

- the purpose of the project
- the current state (baseline data)
- the project goal(s)
- how you will measure progress/results
- the key steps in implementing the project
- how you will make it sustainable





## SESSION 2



# APPLYING FOR AND IMPLEMENTING A GRANT



## SESSION TOPICS

- Types of grants
- Sustainability
- Grant application processes
- Grant financing
- Evaluation



## ROTARY FOUNDATION GRANTS

Two types of grants:

- District grants
- Global grants



## GRANTS AND ACTIVITIES

	Humanitarian Project	Vocational Training Team	Scholarship
Global Grant	✓	✓	✓
District Grant	✓	✓	✓









## APPLYING FOR GLOBAL GRANTS

- Online application process any time
- Must be sustainable
- Involves two districts in two countries
- Can be applied for by clubs or districts
- Minimum total budget of US\$30,000
- District confirms club is qualified
- Supports at least one of six areas of focus

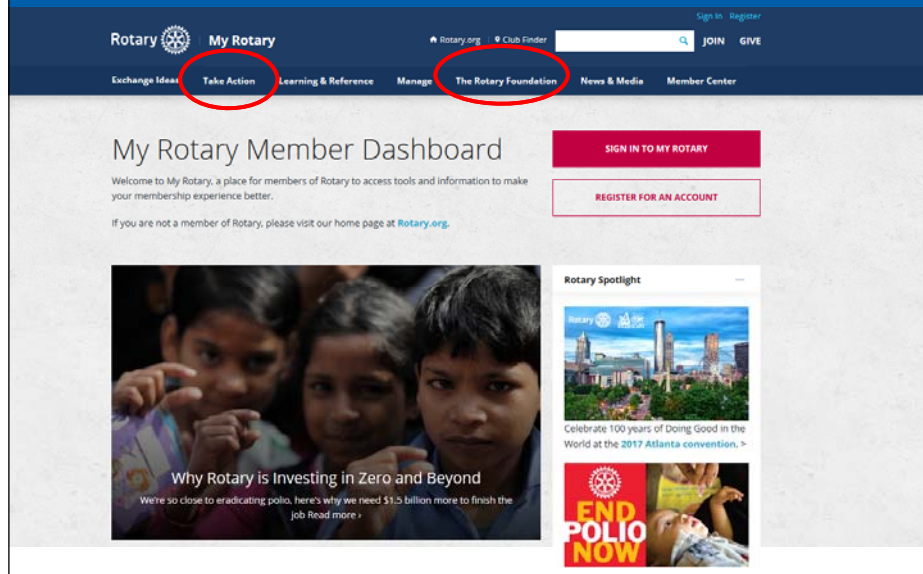


## AREAS OF FOCUS

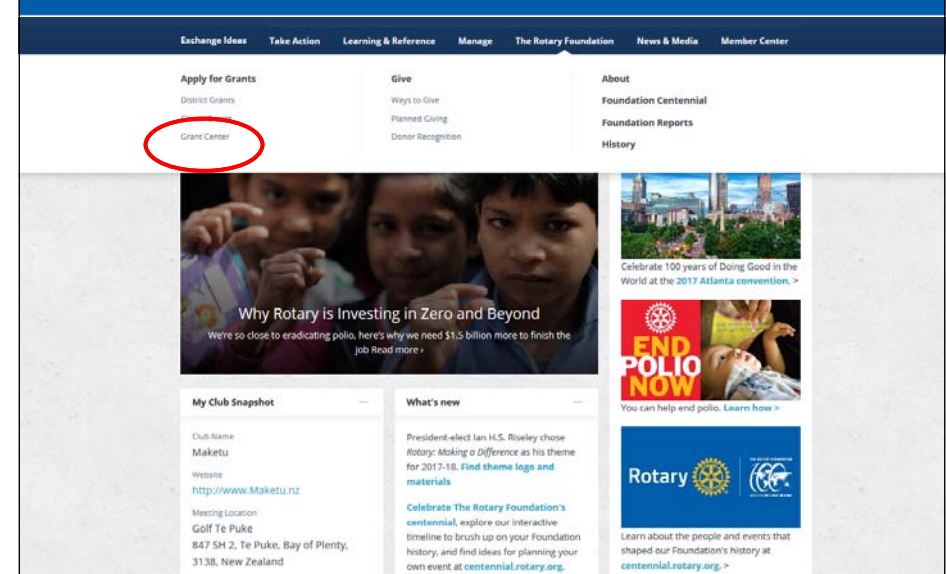
-  Peace and conflict prevention/resolution
-  Disease prevention and treatment
-  Water and sanitation
-  Maternal and child health
-  Basic education and literacy
-  Economic and community development



## GLOBAL GRANT FIRST STEPS



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# GLOBAL GRANT FIRST STEPS

**Rotary Grant Center**

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

**Types of grants**

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

**The lifecycle of a Rotary grant**

- Draft**: Rotary members plan a project or scholarship and build their grant.
- Authorization**: Club and district leaders review the application and authorize funding.
- Submitted**: The grant's planners submit the application to The Rotary Foundation.
- Approved**: If the grant is approved, the Foundation issues payment.
- Completion**: Members carry out the project, reporting to the Foundation.

**Grant Resources**

- Questions about the grant process? We're here to help, from getting you started to final steps.
- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement
- Grant Travel
- Guide to Global Grants

# GLOBAL GRANT FIRST STEPS

**Rotary Grant Center**

Home **Apply for a Grant** My Grants My Actions

Rotary Grants | Apply for a Grant

District Number: 9930 District Status: ● Qualified

**Apply for a Grant**

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams.

**Apply Now**

Begin the grant application only after your club or district and partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer every question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.

Choose the type of grant you're applying for:

Select Grant Type

**Grant Resources**

- Questions about the grant process? We're here to help, from getting you started to final steps.
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## APPLICATION

- Objectives – community, needs and benefits, implementation, involvement etc
- Area of focus
- Participants – global grant committee, cooperating organisations, partners, travelers
- Rotarian participation
- Budget and financing



## GLOBAL GRANT FINANCING

- Minimum budget for a global grant is US\$30,000 (total)
- DDF gets \$1:\$1 grant from World Fund
- Club/Rotarian and non-Rotary cash contributions get 50c:\$1 grant from WF  
(Require additional 5% to cover processing costs for cash into TRF but not for cash into project bank a/c)
- Cooperating organisation funds receive no grant



## FINANCING GUIDELINES

- At least 30% of contributions must be from outside host country/district
- Funds cannot be raised from either cooperating organizations or beneficiaries in exchange for a grant
- Funds cannot come from other Rotary grants
- All donors must be acknowledged



## IMPLEMENTATION - plan and do

- Project plan
- Communication plan
- Financial management plan
- Record keeping
- Following original plan or seek approval to vary



## EVALUATION

The benefits of evaluation:

- Identifies successes
- Supports good reporting
- Enables sharing of project ideas
- Learning to apply to future projects
- Is based on goals and measures
- Is ongoing

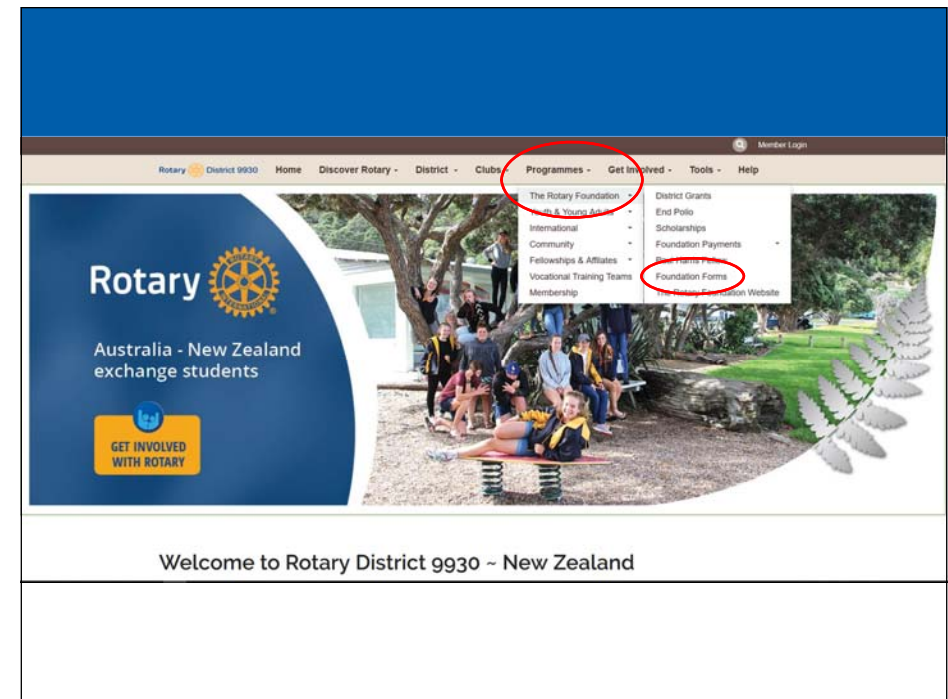
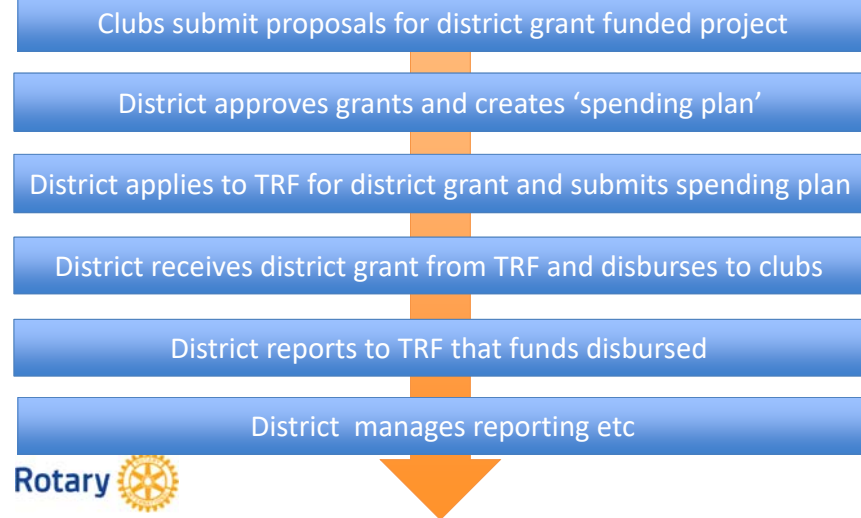


## APPLYING FOR DISTRICT GRANTS

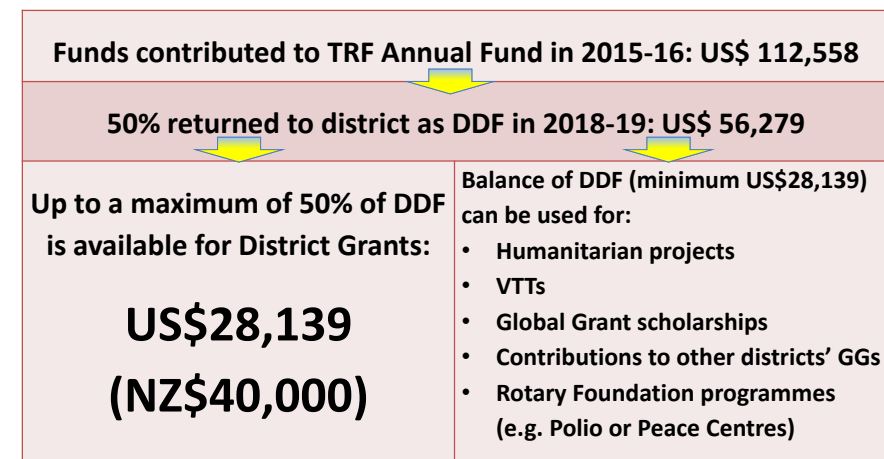
- Applications close **31<sup>st</sup> August**
- Qualification – seminars and MOU
- Submit 'Proposal for District Grant Project'
- Grants are \$500 - \$5,000 per club
- At least equal contribution from club
- District applies to TRF based on approved proposals



## DISTRICT GRANTS PROCESS



## DISTRICT GRANT FUNDS 2018-19



Any questions about district grants?

## SESSION 3



# OVERSIGHT AND REPORTING



## SESSION TOPICS

- Stewardship
- Record keeping
- Document retention
- Reporting requirements



## STEWARDSHIP

What does 'stewardship' mean?



## STEWARDSHIP

Stewardship is the responsible oversight and management of grant funds, including:

- Reporting any irregularities
- Rotarian supervision
- Financial records review
- Accurate accountability of funds
- Transparency
- Timely submission of reports



## FINANCIAL MANAGEMENT PLAN

- All funds in and out through charitable/project account
- Use cheques, bank cards or on-line payments to track funds
- Maintain a detailed ledger/record
- Check against budget regularly
- Account for all funds in and out



## DOCUMENT RETENTION

- Provide member access to documents for transparency
- Retain all invoices/receipts
- Retain all records for a minimum of seven years
- Make copies in different formats



## REPORTING REQUIREMENTS

### Reporting:

- Verifies grants were managed properly
- Provides valuable data for club, grant partners, and Rotary
- Enables evaluation and learning
- Shows collective impact
- Encourages giving
- Closes off grant process



## GLOBAL GRANT REPORTS

- Progress reports within 12 months of first payment
- Every 12 months through the term of the grant
- Final report within two months of completion
- Completed online





## GLOBAL GRANT REPORTS

Global grant reports include:

- How partners were involved
- Type of activity
- Evaluation of project goals
- How area of focus goals were met
- How funds were spent
- Number of beneficiaries and how they benefited



## DISTRICT GRANT REPORTS

- First report due 3 months funds received
- Six monthly after that
- Final report within 2 months of completion
- Notification required if completion date likely to extend out or project changes
- Reports to TRF Grants Sub-committee Chair
- Reporting format provided (consistent with proposal format)

**At least one District Grant project will be audited – be prepared**

## SESSION 4

## QUALIFICATION



## SESSION TOPICS

- Qualification requirements
- MOU
- Managing club qualification process



## QUALIFICATION REQUIREMENTS

- Rotary Foundation requirements:
  - Complete/Attend GMS (for that Rotary year)
  - Submit signed club MOU to TRF Chair
- District 9930 additional requirements:
  - Entered Rotary Foundation goals
  - Up to date with dues
  - Up to date with reporting any previous grants
  - President appointed for each year of project



## TERMS OF QUALIFICATION

- Valid for one year
- Club responsible for grant funds
- Disclose conflicts of interest
- Cooperate with all audits
- Use grant funds properly
- Implement the club MOU



## MAINTAINING QUALIFICATION

- Follow terms of club MOU
- Appoint a club member or committee to manage club qualification
- Fully implement stewardship practices to prevent misuse of funds
- Complete previous projects as planned
- Report on grants on time



## RESOURCES on <http://rotary9930.org>

### D9930 documents:

- This power point handout (PDF format)
- District grant application documents & information
- MOU & MOU worksheet

### RI/TRF material:

- The Rotary Foundation Grants Terms & Conditions
- Grant Management Manual
- A Guide to Global Grants
- Application template and budget calculator
- Communities in Action
- Community Assessment Tools



## DISTRICT GRANTS 2018-19

# REMiNDER

D9930 district grant proposals  
due **31st August** to Grants Sub-  
committee Chair Alan Hitchcock  
[alan.hitchcock@xtra.co.nz](mailto:alan.hitchcock@xtra.co.nz)

