Welcome to

DISTRICT 9930

District Assembly, Taupo, April 2016

GRANT MANAGEMENT SEMINAR For 2016-17

Rotary

2016-17

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

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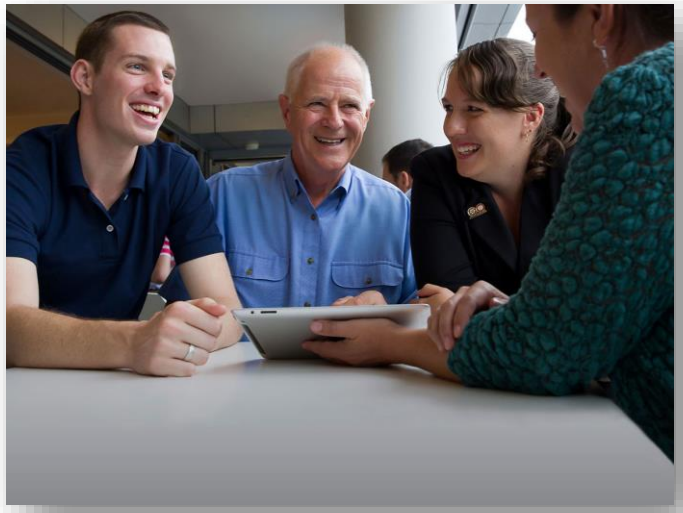
GRANT MANAGEMENT

Ensures that projects:

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



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TWO PART PROGRAMME

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

You need to attend <u>both</u> breakout sessions to complete the grant qualification process

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SESSION 1

DESIGNING A PROJECT

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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

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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?

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PROJECT PARTNERS

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

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www.matchinggrants.org/global

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	Swach 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	$30,940	Need $15,627
G-1106	Acquisition of Equipment	Brazil	São Joaquim da Barra - SP	4540	São Joaquim da Barra	$32,830	Need $21,887
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 $20,000
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 $19,978
G-1101	Neurosurgical Care Patients	Argentina	Pilar	4895	Pilar Norte	$30,500	Need $11,334
G-1100	Obesity Control of Children	Ecuador	Guayaquil/Machala	4400	Guayaquil	$74,270	Fully Pledged
G-1098	Gift of Life	India	Delhi	3011	Delhi South East	$40,000	Need $8,000
G-1096	Mammography for Firmat	Argentina	Firmat	4945	Firmat	$35,000	Need $23,334
G-1095	Blood Bank Equipment	Philippines	San Fernando, La Union	3790	San Fernando	$32,326	Need $16,551

PROJECT PLANNING

How will you go about planning for your project?

What will your project plan need to include?

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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

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CREATING A BUDGET

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

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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?

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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?

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SETTING GOALS

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

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SMART GOALS

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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'

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SUSTAINABLE PROJECTS

How would you ensure sustainability of a project?

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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

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SESSION 2

APPLYING FOR AND IMPLEMENTING A GRANT

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SESSION TOPICS

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

ROTARY FOUNDATION GRANTS

Two types of grants:

- District grants
- Global grants

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GRANTS AND ACTIVITIES

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

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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

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GLOBAL GRANT FIRST STEPS

ROTARY.ORG > MY ROTARY | Laewyn Kirkman 0 Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Learning & Reference Manage The Rotary Foundation News & Media Member Center

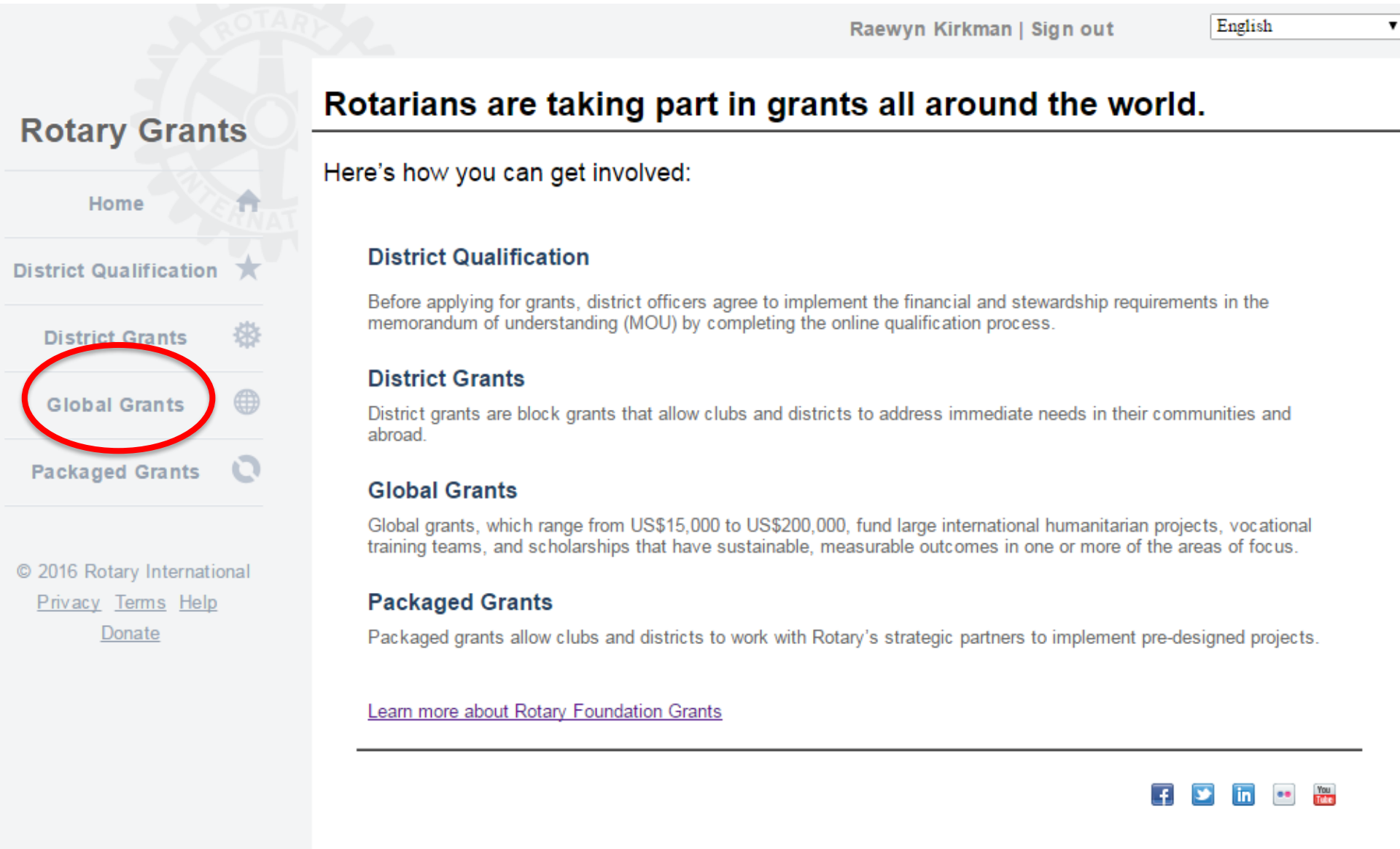
GIVE JOIN

MY ROTARY

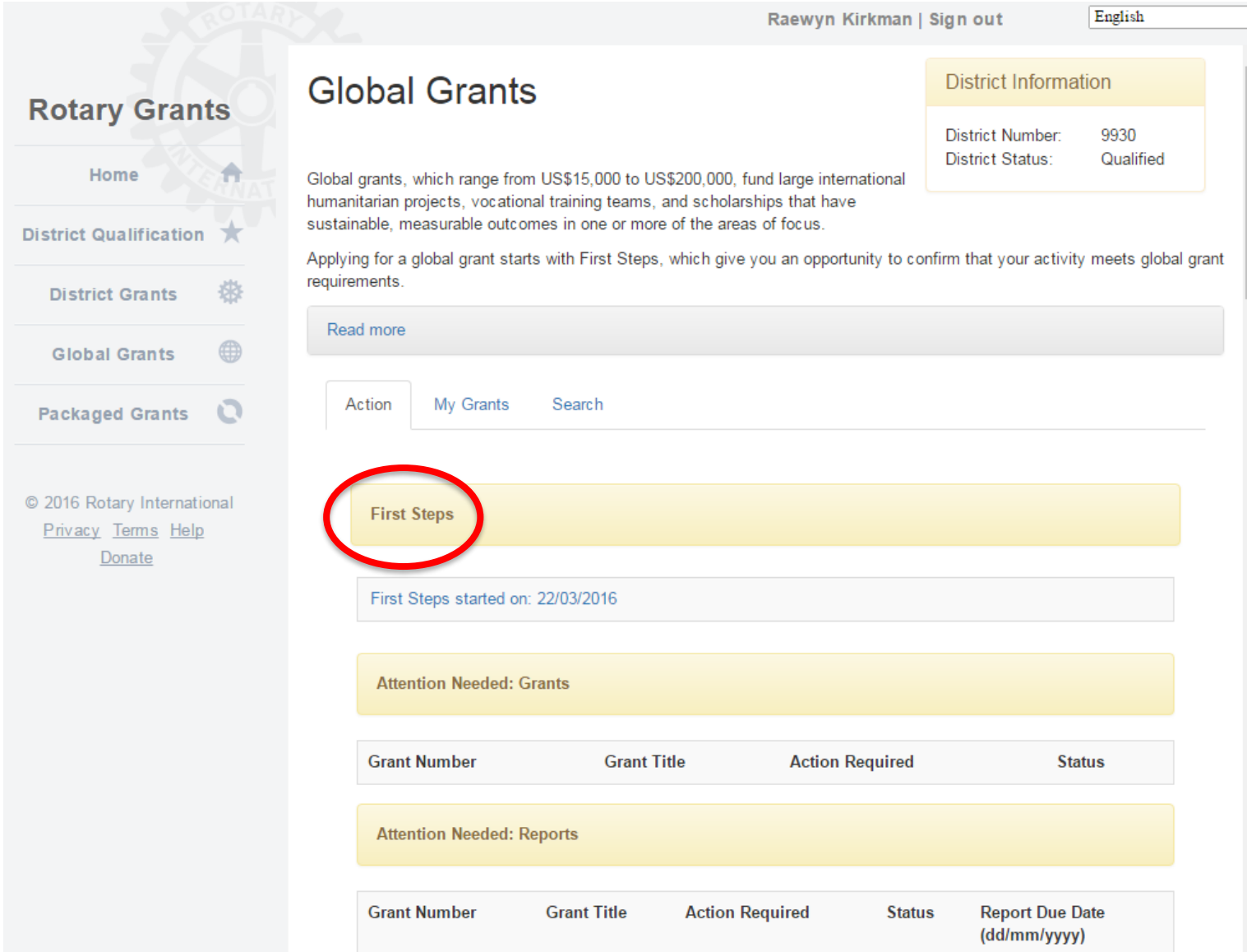
ROTARY SPOTLIGHT

Register for the 2016 Korea Convention >

GLOBAL GRANT FIRST STEPS



GLOBAL GRANT FIRST STEPS



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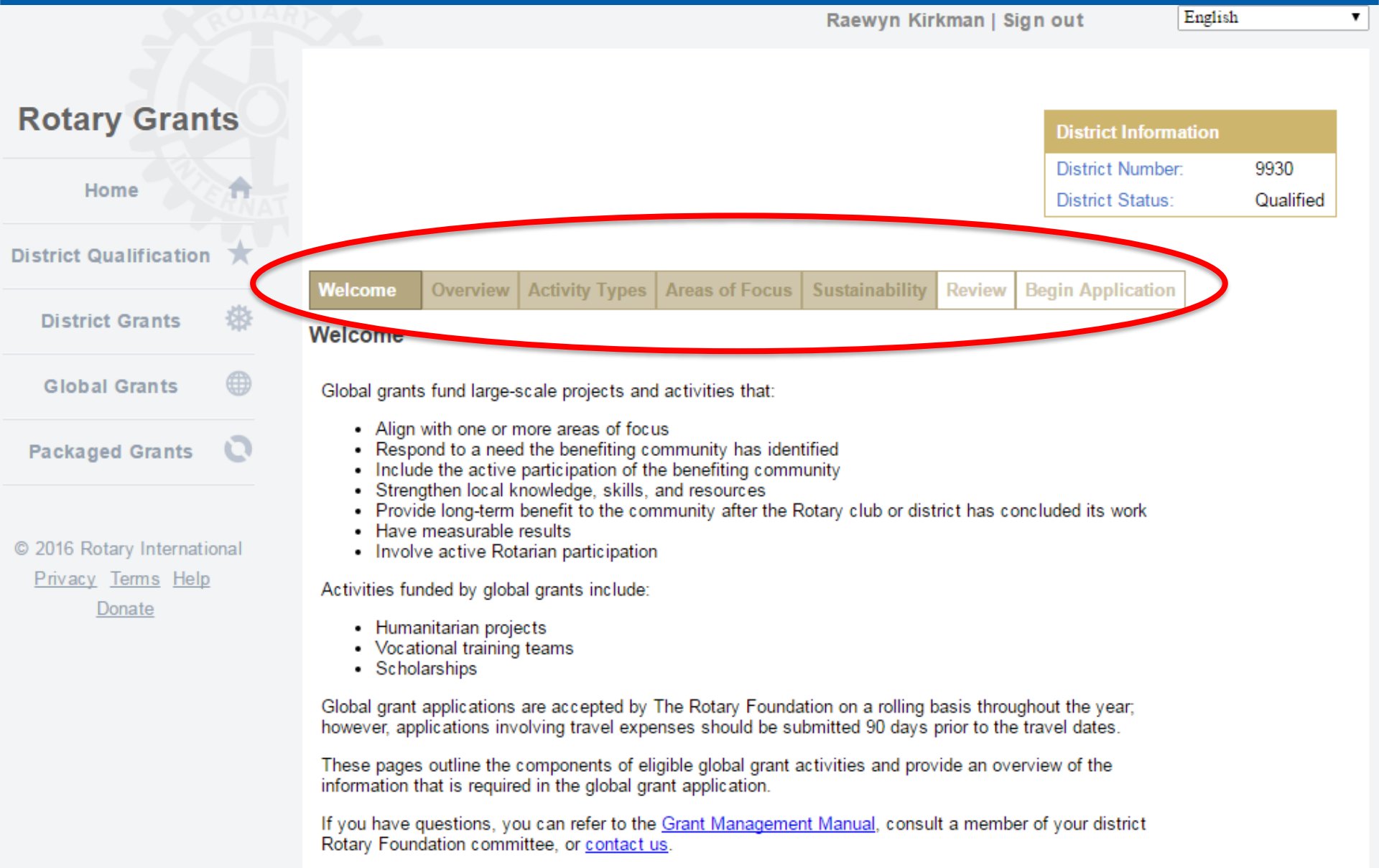
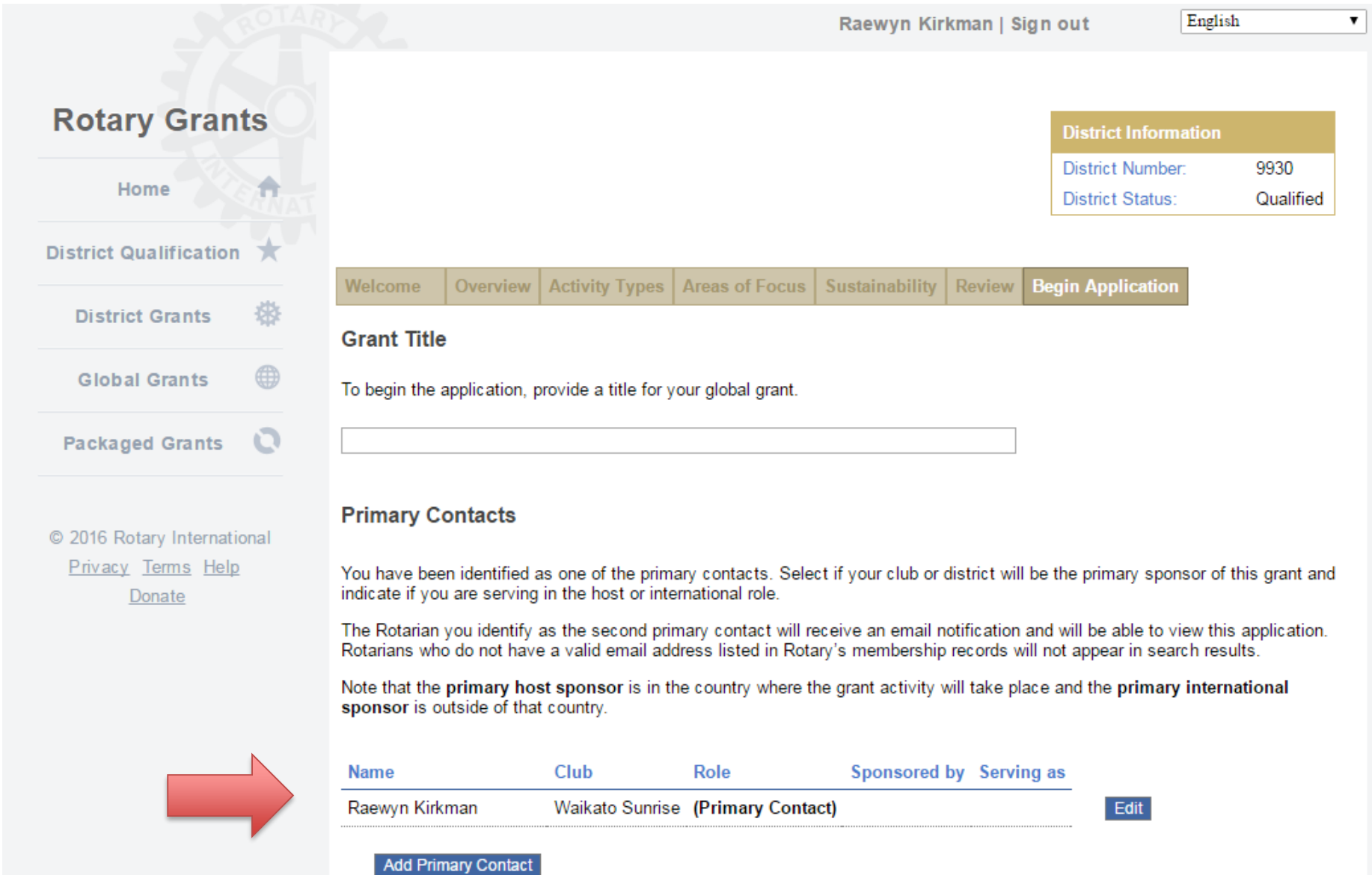
GLOBAL GRANT FIRST STEPS



APPLICATION



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

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GLOBAL GRANT FINANCING

- Minimum budget for a global grant is US$30,000 (total)
- DDF gets $1:$1grant 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

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Proposed Financing GG application # **333444555** Country: Maldives

Please list all financing and indicate Cash or District Designated Fund (DDF) amounts.

Host Rotary Clubs/Districts	**US$ Cash Direct to Project**	**US$ Cash to TRF + 5%**		**US$ DDF**		
		Cash to TRF	**5%**			
Rotary Club of Tanaka		$ 1,000	$ 50			
Rotary Club of Maldives		$ 500	$ 25			
Rotary club of Ashwa	$ 800		$ -			
District 5678			$ -	$ 3,000		
Total Host Contributions					$ 5,300	26%
International Rotary Clubs/Districts	**US$ Cash Direct to Project**	**US$ Cash to TRF + 5%**		**US$ DDF**		
		Cash to TRF	**5%**			
Rotary Club of Raglan		$ 5,000	$ 250			
Rotary Club of Te Poi		$ 1,000	$ 50			
Rotary Club of Waikeremoana	$ 1,000		$ -			
Lions Club of Pokeno	$ 750		$ -			
D9930			$ -	$ 7,500		
Total International Contributions					$ 15,250	74% *
Total Contributions	$ 2,550	$ 7,500		$ 10,500	$ 20,550	100%
Total 5% for cash sent to TRF			$ 375			
World Fund match (50% Cash, 100% DDF)	1,275	3,750		$ 10,500	15,525	**
Total Global Grant Funding					$ 36,075	
Funding from other sources***	Maldives Community Fund				$ 1,200	
Total Project Funding (must be equal to budget)					$ 37,275	
Total cash to TRF + 5%		$ 7,875				

SUMMARY

Source of funds	Grant	5% additional contribution	PHF recognition points
DDF	$1:$1	No	Not relevant
Rotarian or club contributions to TRF (GG#123456)	50c:$1	Yes	Yes
Rotarian, club or other donor direct to project bank account	50c:$1	No	No
Cooperating organisations	None	No	No

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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

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IMPLEMENTATION - plan and do

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

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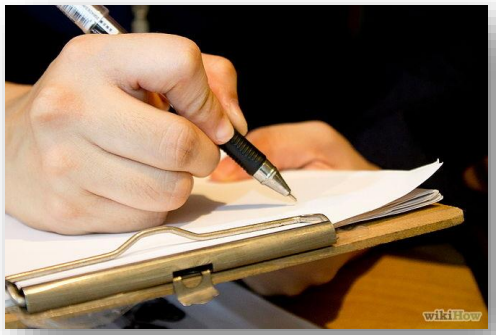
EVALUATION

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

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APPLYING FOR 2016-17 DISTRICT GRANTS

- Applications close **31st July 2016**
- 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

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DISTRICT GRANTS PROCESS

Clubs submit proposals for district grant funded project

District approves grants and creates ‘spending plan’

District applies to TRF for district grant and submits spending plan

District receives district grant from TRF and disburses to clubs

District reports to TRF that funds disbursed

District manages reporting etc

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Rotary District 9930
New Zealand

Home | DISCOVER ROTARY | DISTRICT 9930 | CLUBS | PROGRAMMES | GET INVOLVED | TOOLS | Contact

DISCOVER Rotary | EXPLORE District 9930 | ENGAGE Get Involved | TOOLS For Rotarians

District Governor 2015-16

District Governor 2015-16
Mike Smith
Rotary Club of Ahuriri

The Rotary Foundation - D9930

CLICK HERE for everything related to...

The Rotary Foundation

District Conference

Convention in a Minute

Puketapu Auction & Fair ~ Taradale

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Rotary Foundation

The Rotary Foundation

- D9930 Foundation Committee
- Grants
- End Polio
- Scholarships
- Foundation Payments
  - How to Give
  - Where does my money go?
  - Where to send payments
- Paul Harris Fellow
- Foundation Forms
- The Rotary Foundation Website
  (Link to Intl TRF site)

The Rotary Foundation

DISTRICT FOUNDATION COMMITTEE

GRANTS

END POLIO

SCHOLARSHIPS

PAUL HARRIS FELLOW

FOUNDATION PAYMENTS
- How to give
- Where does my money go?
- Where to send Foundation payments

FOUNDATION FORMS & DOWNLOADS
(this will open a page with information and access to a range of Rotary Foundation Forms and Downloads)

THE ROTARY FOUNDATION WEBSITE
(link to foundation area of Rotary International website)

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rotary9930.org/Page/rotary-foundation-forms-downloads

DISTRICT GRANTS

The forms and documents in this section apply to Rotary Foundation grants that are administered by the district (previously known as "District Designated Grants")

District Grant Criteria Guidelines
Information about District Grants and how to apply for them

District Grant Timelines
Important dates to know if you want to apply for a District Grant

Club Qualification MOU
If your club qualifies for a District Grant, this form must be signed and submitted with your Grant Application

Club MOU Worksheet
Are you interested in applying for a District Grant? This worksheet will take you through a step-by-step process to help you understand what your club is committing to when it signs the *Memorandum of Understanding* and how to implement it.

District Grant Proposal Form
Use this form to submit a proposal for a District Grant

Approved District Grants
Below are reports of District Grants that were awarded during previous Rotary years. They provided a brief description of each grant, the club which received it, and the amount of the award. These documents are a helpful guide to clubs who are considering their own project proposal.

District Grant Awards 2014-15
District Grant Awards 2015-16

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DISTRICT GRANT FUNDS 2016-17

Funds contributed to TRF Annual Fund in 2013-14: US$129,756

50% returned to district as DDF in 2016-17: US$64,878

Up to a maximum of 50% of DDF is available for District Grants:

US$32,439

(~NZ$48,000)

Balance of DDF (minimum US$32,439) can be used for:

- **Humanitarian projects**
- **VTTs**
- **Global Grant scholarships**
- **Contributions to other districts' GGs**
- **Rotary Foundation programmes (e.g. Polio or Peace Centres)**

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SESSION 3

OVERSIGHT AND REPORTING

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SESSION TOPICS

- Stewardship
- Record keeping
- Document retention
- Reporting requirements

STEWARDSHIP

What does ‘stewardship’ mean?

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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

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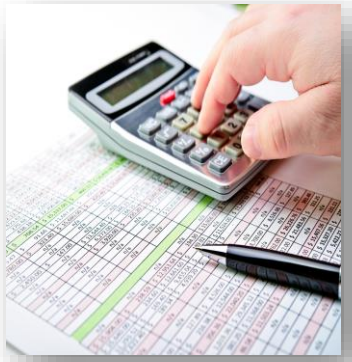
FINANCIAL MANAGEMENT PLAN

- 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
- Donations in kind



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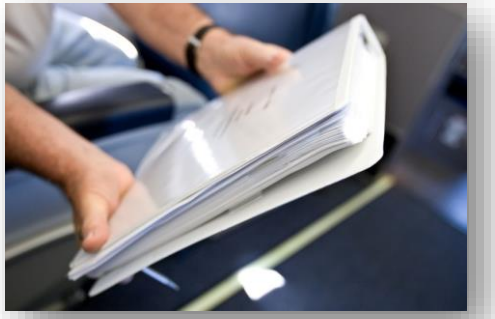
DOCUMENT RETENTION

- Have a document retention plan
- 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



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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

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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

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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

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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)

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SESSION 4

QUALIFICATION

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SESSION TOPICS

- Qualification requirements
- MOU
- Managing club qualification process

QUALIFICATION REQUIREMENTS

- Rotary Foundation requirements:
  - Attend GMS (for that Rotary year)
  - Submit signed club MOU to TRF Chair
- District 9930 additional requirements:
  - Up to date SARs reporting to RI
  - 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

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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 projects as planned
- Report on grants on time

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RESOURCES on rotary9930.org

D9930 documents:

- This power point handout (PDF format)
- District grant application documents and 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

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DISTRICT GRANTS 2016-17

D9930 district grant proposals due **<u>31st July</u>** to Grants Sub-committee Chair Alan Hitchcock
alan.hitchcock@xtra.co.nz

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