



## 2019-20 District 9930 – District Grants Criteria and Guidelines

### What is a District Grant?

A District Grant is a 'bulk fund' allocated to the District from The Rotary Foundation (TRF), which the District then manages in terms of the projects and activities it is used to support. The grant application submitted to TRF by the district is an aggregation of the proposals for projects to be funded by the district grant. These can include local and international humanitarian and service projects, scholarships, and vocational training teams (VTT) initiated by clubs in the district or by the District itself. In this document the following terms are used:

- District Designated Funds (DDF) – 50% of the all the funds the district contributed to TRF Annual Fund are returned to the District three years later in the form of DDF
- District Grant – the bulk amount the District requests from TRF annually each year
- District Grant project – the various projects and activities that are funded using the District Grant which will generally be for projects and activities proposed by clubs but District may propose projects as well.

Districts can use up to 50% of the District Designated Funds (DDF) for District Grants. In the 2019-20 Rotary year:

<b>Funds contributed to TRF Annual Fund in 2016-17: US\$137,5031</b>	
↓	
<b>50% returned to district as DDF (District Designated Funds) in 2019-20: US\$68,752</b>	
<p>Up to a maximum of 50% of DDF is available for District Grants <b>US\$34,376</b> Plus special RI Allocation for 2019-20: <b>US\$6,496</b> <b>Total US\$40,872</b> <b>(approx NZ\$60,000)</b></p>	<p>Balance of DDF (<b>minimum of US\$34,376</b>) can be used for:</p> <ul style="list-style-type: none"> <li>• Humanitarian Projects</li> <li>• Vocational Training Teams (VTT)</li> <li>• Global Grant Scholarships</li> <li>• Contributions to Global Grants by other Rotary Districts</li> <li>• Rotary Foundation programmes (i.e End Polio Now, Rotary Peace Centres , etc)</li> </ul>

District Grants are typically used to support smaller projects and activities and don't have the same requirements around the six areas of focus, sustainability and measurable outcomes that Global Grants do. Humanitarian and service projects, scholarships, and VTTs funded with Global Grants require a minimum budget of US\$30,000 (including the grant component from the TRF World Fund).

District Grants are managed by the District TRF Committee and specifically by the Grants Sub-committee. Key aspects of projects and activities funded by the District Grant are:

- It must support the mission of TRF which is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.
- It can have an immediate/short term impact – i.e. it doesn't need to demonstrate sustainability/long term impact in the way that a Global Grant has to
- It can take place within District 9930 or outside of the District (including international)
- It can support scholars locally or internationally
- It can support VTT or GSE type visits or exchanges
- It requires active involvement of Rotarians

## Use of Funds

Subject to TRF Grant Terms and Conditions <https://www.rotary.org/myrotary/en/document/728> District Grant funds can be used in club projects for local and international humanitarian and service projects including:

- humanitarian, community development, peace and conflict resolution and education (especially literacy) projects
- construction, renovation, repairs and upgrade of infrastructure (roads, irrigation etc) and buildings such as toilet blocks (but not new construction of buildings that people live, work or engage in any gainful activity e.g. schools, hospitals, homes)
- water and sanitation related projects
- disaster recovery efforts
- vaccination and immunisation projects (other than polio), disease prevention, health projects, lifesaving surgeries
- travel for project planning and direct service (including planning for a global grant)
- a proposal may include up to 3% for administrative expenses (e.g. printing, postage etc)

## Requirements of a 9930 District Grant project proposal

For District Grants, the District also establishes its own processes and requirements at District level. District 9930 has determined that:

- The District will apply to TRF for the full 50% of DDF as a District Grant providing it receives proposals from the clubs to that amount. As noted above, in 2019-20 the DDF is **US\$68,752**, so the District can request up to **US\$34,376**, Plus a special RI Allocation for 2019-20 only in the amount of **US\$6,496**. **(Total: 40,872)**.
- This means approximately **NZ\$60,000** (depending on the exchange rate) will be available to clubs to undertake District Grant projects.
- Before the Grants Sub-committee will consider a club's grant proposal, the club must:
  - be qualified to submit a proposal for a grant – this means that at least one member has attended a grants management seminar in May 2019 (or any additional seminars or special training that may be approved by the District Foundation Chair)
  - have signed the club MOU
  - have entered their TRF goals for 2019-20 on Rotary Club Central by 31<sup>st</sup> August 2019; and
  - be paid up to date for District and Rotary International dues; and
  - be up to date with reporting on any previous grants; and
  - have a club president appointed for each Rotary year that the project is on-going.
- The minimum and maximum grant amount will be set each year depending on the amount of the District Grant. For 2019-20 year the minimum grant will be **\$500** and the maximum grant will be **\$5,000 per club** except that in an exceptional circumstance and where there is sufficient funding to do so the Grants Subcommittee may recommend a larger grant.
- Clubs may (and are encouraged to) group together to apply for a District Grant
- A club may only submit one grant proposal each year (or be part of one combined proposal)
- Clubs will be required to contribute funds into the project of at least an equal amount to that being requested from the District Grant fund
- Non-Rotary organisations ('cooperating organisations') may also be involved in projects. Funding from them must be itemised in the proposal. Clubs should take care to ensure that the requirements of any other organisations involved in the project – in particular city or district councils (e.g. resource consents) - are carefully planned for and managed.
- TRF requires that clubs operate a separate bank account for Global Grants. D9930 has decided that for District Grants that will not be necessary, however the club must operate a bank account or sub account for

the receipt and spending of the District Grant funds in such a way that it can clearly track and report on all income and expenditure relating to the grant-funded project. For large projects this may warrant a separate sub-account. Copies of the club bank statements clearly identifying the District Grant money in and project related disbursements out will need to be supplied with the reports along with receipts, invoices or other evidence of all expenditure.

- Each year one or two grants finalised in the previous year will be randomly selected for audit by the stewardship Chair of the Foundation District Committee. If your Club grant is selected, your Club Officers are expected to co-operate with the production of all records associated with the grant requested by the Auditor.

While it is common and appreciated when donations in kind (DIK) from member's businesses or other organisations enable a project to be carried out, please be aware that DIK of goods or time cannot be costed into the project budget as actual or 'cash' costs in a way that could result in a club receiving grant money that it does not use to pay cash expenses, as this would essentially result in the club retaining grant funds. The reporting and presentation of receipts and other evidence of expenditure must demonstrate real/actual expenditure excluding DIK.

Where the total amount of District Grant funds requested by clubs exceeds the funds available the Grants Subcommittee needs to make decisions about the distribution of those funds. In making its recommendations to the District Governor and TRF Chair, as well as the eligibility and merits of the project it will give consideration to:

- Whether or not the club has provided a recent and reasonable level of financial contribution to TRF, since those contributions are the source of the District Grant funding. A club with a low level of contribution to TRF will still be eligible for a District Grant but would be expected to demonstrate an increased level of giving in the future.
- Whether or not the club has received a district grant in the last three years.

## Reporting

The club must submit an interim report to the Grants Sub-Committee three months after receipt of the District Grant funds and every six months thereafter while the project is continuing. The interim reports are to set out project progress and actual and future expenses against the original budget.

- Where the project looks likely to extend beyond the intended date for completion, the club must report that as soon as possible.
- A final report is required within two months of the completion of the project to the Grants Sub-Committee. The final report is to provide actual expenditures against budget along with photos and media coverage. This report will trigger the payment from District to the Club of the final 50% of the grant. (See Process and Timeline events below)
- It is expected that most projects will be completed within the current Rotary year. All projects and activities funded by the District Grant must be completed within 24 months of the club receiving the funds from District.
- A standard reporting format will be provided. Clubs will be required to retain all documentation relating to the project as per the Club MOU. Bank statements and invoices/receipts are required with all reports.

In past years' some clubs have not been conscientious in meeting grant reporting deadlines and this creates a big workload for the Grants Sub-committee Chair. In accepting a grant, clubs are making a commitment to meeting the reporting deadlines associated with that grant.

## Process and Timeline

Key dates are:

•	18 <sup>th</sup> April 2019	Applications open
•	<b>31<sup>st</sup> August 2019</b>	<b>Applications close</b>
•	25 <sup>th</sup> September 2019*	Grants approved by DG and TRF Chair
•	1 <sup>st</sup> October 2019*	TRF Chair submits grant proposal to TRF (based on spending plan i.e. grants approved by the District)
•	16 <sup>th</sup> October 2019*	Receive TRF approval for spending plan followed shortly thereafter by funds received by District
•	Early November 2019*	District disburses 50% of funds to clubs
•	Late January/early February 2020*	First report due three months after club receives funds

(\*dates approximate)

When the project is completed and all reports have been lodged with District, the remaining 50% of funds will be disbursed.

Assuming that there are no issues with the proposal the District sends to TRF, approval should only take a few days and the funds should arrive very soon after that. However, if TRF have questions relating to the spending plan (club projects) or there are a lot of grant proposals submitted to them at the same time, the process may be slower, so the dates marked with an asterisk are indicative only.

## Further information

If you have any questions regarding District Grants, please contact:

**District Governor 2019-20 Peter Maxwell:** email [peter-maxwell@xtra.co.nz](mailto:peter-maxwell@xtra.co.nz); mobile 027 432 8872

**2019-22 District Rotary Foundation Chair David Campbell:** email: [rotary@maketu.nz](mailto:rotary@maketu.nz), mobile 027 314 9850; home 07 533 2600

**Grants Sub-Committee Chair Alan Hitchcock:** email [alan.hitchcock@xtra.co.nz](mailto:alan.hitchcock@xtra.co.nz); mobile 021 280 0000