



REPORTING ON GLOBAL GRANTS

The following screenshots and explanations will help you navigate the online reporting process for global grants. You can learn more about global grants at www.rotary.org/grants.

When you open the grant application tool, your approved grants will be visible in multiple locations. To start a grant report, find the grant in the **Open Grant(s)** section and choose **Open**.

Rotary Grants

- Home
- District Grants
- Global Grants
- Packaged Grants

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Global Grants

District Information

District Number:
 District Status:

Global grants, which range from US\$15,000 to US\$200,000, fund large international humanitarian projects, vocational training teams, and scholarships that have sustainable, measurable outcomes in one or more of the areas of focus.

Applying for a global grant starts with First Steps, which give you an opportunity to confirm that your activity meets global grant requirements.

[Read more](#)

First Steps

[Start](#)

Attention Needed

Grant Number	Grant Title	Status	Report Due Date (dd/mm/yyyy)

Application(s)

Grant Number	Grant Title	Status

Bank Signatory View

Grant Number	Grant Title	Status
GG1414959	Guatemala Disability Assistance	Approved Open

Open Grant(s)

Grant Number	Grant Title	Status	Report Due Date (dd/mm/yyyy)
GG1414959	Guatemala Disability Assistance	Approved	17/06/2015

Closed Grant(s)

Grant Number	Grant Title	Status	Pilot Grant

If you're just starting a report for the grant you've chosen, you will see two options — **you can create a progress report or a final report.** Choose the appropriate button to start your report.

The screenshot shows the 'Global Grant Report(s)' page. On the left is a sidebar with 'Rotary Grants' and navigation links: Home, District Grants, Global Grants, and Packaged Grants. Below the sidebar is copyright information for 2014 Rotary International and links for Privacy, Terms, Help, and Donate. The main content area is titled 'Global Grant Report(s)' and includes a 'Grant Information' box with 'Grant Number: GG1414959' and 'Status: Approved', along with a 'Print Grant Record' button. The main text explains reporting requirements and provides instructions on how to create or view reports. Two buttons, 'Create Progress Report' and 'Create Final Report', are circled in red. Below the buttons are two empty tables: 'Progress Report(s)' and 'Final Report', each with columns for 'No.', 'Report Status', and 'Submission Date'.

If you have already started a report, you will see the screen below. Choose **Open** to continue your work on the report.

This screenshot is similar to the first one but shows a report entry in the 'Progress Report(s)' table. The entry has 'No.' 1 and 'Report Status' 'Draft'. An 'Open' button is circled in red next to this entry. The rest of the page layout, including the sidebar, grant information box, and main text, is identical to the first screenshot.

You can change the type of the grant report after starting it. Open the report and choose the **Change Report Type** link in the box in the upper right corner.

Rotary Grants

Home

District Grants

Global Grants

Packaged Grants

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Global Grant Report

District Number **5420 (Pending)**
Guatemala Disability Assistance

Grant Information

Grant Number: GG1414959
Application: [View Application](#)
Report Status: Draft
Change Report Type: Progress
[Submit Report Record](#)

Objectives | Participants | Budget | Authorizations

? Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

WELCOME TO THE GLOBAL GRANT REPORT

Your answers to the questions in this report will help us measure Rotary's impact in the world, publicize your successful activities, and document your good stewardship practices. Thank you for taking your time to complete this report carefully and accurately.

Report type:
Progress

Your global grant was approved to fund the following activity(ies):
Humanitarian project

Rate your progress toward achieving your project's objectives:
--Please Select--

If no progress has been achieved to date, explain why.

When the report is created, if the grant involves a scholar or vocational training team, a message is automatically sent to the scholar or the vocational training team leader asking them to complete their portion of the report.

Complete each section of the report, beginning with the **Objectives** tab. Be sure to explain any changes to the goals of the project as well as the progress you've made.

Objectives	Participants	Budget	Authorizations
<p> Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.</p> <p>WELCOME TO THE GLOBAL GRANT REPORT</p> <p>Your answers to the questions in this report will help us measure Rotary's impact in the world, publicize your successful activities, and document your good stewardship practices. Thank you for taking your time to complete this report carefully and accurately.</p> <p>Report type:</p> <p>Progress</p> <p>Your global grant was approved to fund the following activity(ies):</p> <p>Humanitarian project</p> <p>Rate your progress toward achieving your project's objectives:</p> <p>--Please Select-- ▾</p> <p>If no progress has been achieved to date, explain why.</p> <p><input type="text"/></p> <p>Have the objectives been modified?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, explain how and why.</p> <p><input type="text"/></p>			

In the **Participants** tab, you will describe how the sponsoring Rotarians have participated in the project. You can also update the secondary members of the grant committee if any changes or additions have been made. If any other clubs or districts participated in the implementation of the project but did not contribute financially, they can also be entered here. If any cooperating organization is involved in the project, this is where you will provide details about their activities.

Objectives

Participants

Budget

Authorizations

? Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

Describe how the host and international Rotarians committed their time and expertise during the implementation of the project.

Identify any Rotary clubs or districts other than the primary sponsors and financial contributors who were involved in this project.

No.	Name/Number	Club/District
Add Rotary Club/District		

How has the cooperating organization participated (if applicable)? What resources or expertise has the cooperating organization contributed?

PRIMARY CONTACTS

Name	Club	Role	Sponsored by	Serving as
		(Primary Contact)	Club	International
		(Primary Contact)	Club	Host

In the **Budget** tab, the budget that was supplied on the grant application will automatically appear. You will enter your actual expenditures, and you can add budget items that were not on the application if necessary. You will answer questions about the project's budget, financial management, and challenges. If you have any unused funds to return, the amount should be noted in this section.

For both progress and final reports, you must provide a bank statement. You may also upload any other documentation of the expenses in the budget. The bank statement should show the money from the Foundation entering the account and the same amount exiting the account. If anything is unclear to the Foundation staff members who review the report, they may request a ledger to help match the income and expenses in the report to the deposits and withdrawals in the bank statement.

The screenshot displays the 'Budget' tab of a reporting system. At the top, there are navigation tabs: 'Objectives', 'Participants', 'Budget', and 'Authorizations'. Below the tabs, a help icon and text state: 'Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.' A instruction box reads: 'Provide your actual spending to date since grant approval in whole number amounts in the same local currency as was used in your application budget. Add new budget items if needed.'

The main content is a table with the following columns: 'No.', 'Description', 'Supplier', 'Category', 'Budgeted cost (USD)', and 'Actual spent (USD)'. The table contains six rows of budget items, each with a 'Save' button to its right. Below the table is an 'Add Budget Item' button.

An 'Edit budget item' modal window is open over the table, showing the details for item number 7. The modal fields are: 'No.' (7), 'Description' (input field), 'Supplier' (input field), 'Category' (dropdown menu showing '--Please Select--'), 'Budgeted cost (USD)' (0), and 'Actual spent (USD)' (input field). There are 'Save' and 'Cancel' buttons at the bottom of the modal.

No.	Description	Supplier	Category	Budgeted cost (USD)	Actual spent (USD)
1:	33 Customized New Wheelchairs	Asociación Transiciones	Equipment	14850	<input type="text"/>
2:	21 Refurbished Wheelchairs	Asociación Transiciones	Equipment	7025	<input type="text"/>
3:	10 Orthodic Leg Braces (below the knee)	Asociación Transiciones	Equipment	4000	<input type="text"/>
4:	7 Orthodic Leg Braces (above the knee)	Asociación Transiciones	Equipment	7000	<input type="text"/>
5:	9 Leg Prosthetics (below the knee)	Asociación Transiciones	Equipment	18000	<input type="text"/>
6:	9 Leg Prosthetics (above the knee)	Asociación Transiciones	Equipment	27000	<input type="text"/>

When the report is complete (and includes the scholar and VTT leader portions of the report, if applicable), go to the **Authorizations** tab. One of the grant's two primary contacts will be asked to check the box that's highlighted below to indicate that the report is ready for authorization.

Objectives	Participants	Budget	Authorizations
<p>Both host and international sponsors are required to authorize the report. If the primary sponsor is a club, then the current president authorizes the report on behalf of the club. If the primary sponsor is a district, then the current district Rotary Foundation committee chair authorizes the report on behalf of the district.</p> <p>After the primary contact affirms that the report is complete, the report will be locked for editing and the officers authorizing this report will receive an email notification requesting their authorization.</p>			
Role	Name	Authorization Status	Authorization Date
Club President			
Club President			
<p>By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes. I also understand that all photographs submitted with this report will become the property of Rotary and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant Rotary International and The Rotary Foundation a royalty-free, irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses, and in any medium now known or later developed. This includes the right to modify the photographs as necessary at Rotary's sole discretion. This also includes, without limitation, use on or in websites, magazines, brochures, pamphlets, exhibitions, and any other promotional materials of RI and TRF.</p>			
<input type="checkbox"/> As a primary contact on this grant, I affirm that the report is complete and ready for authorization by the officers listed above.			

Once a primary contact indicates that the report is complete, the report's status changes to 'Authorizations Required,' and the report authorizers (club presidents or district Rotary Foundation committee chairs) from both the host and international sponsors will be notified that their authorization is required. When the second authorizer completes this step, he or she will see a message that says "Thank you for submitting this report to the Foundation." At this time, the report status switches to 'Submitted' and Foundation staff will see that the report is ready for review.

If your grant involves a scholar, the **Scholar Narrative** tab will be visible. This section must be completed by the scholar. The scholar will answer questions about coursework, interactions with host Rotarians, etc.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Objectives, Participants, Scholar Narrative (selected), Budget, Scholar Authorization, and Authorizations. Below the navigation bar is a help icon and a tip: "Click 'Save & Exit' at the bottom of any tab to save your progress and return to the report later." The main content area is titled "WELCOME TO THE GLOBAL GRANT SCHOLAR REPORT" and contains the following text: "Submission of this report is a required component of the scholarship and essential to evaluating the success of your experience. Thank you for taking your time to complete this report carefully and accurately." Below this are several sections: "How would you characterize the impact of your studies on your future professional goals?", "If your studies have had no impact on your future professional goals, explain why.", "List all coursework, research, and service activities that you have completed since the start of your scholarship. Provide a brief description and explain how each will advance your professional goals in one of the six areas of focus." This section includes a table with columns: No., Activity, Description, and Impact on professional goals. Below the table are sections for: "Have your professional goals changed as a result of your scholarship experience?", "If yes, explain how and why.", "Describe any challenges you have encountered as a Rotary Scholar.", "Rate the frequency of your communication with local Rotarians:", and "Upload any photos to share what you have achieved to date. By submitting photos with this report, you are giving Rotary International and The Rotary Foundation publication rights, including but not limited to use in websites, magazines, brochures, pamphlets, exhibitions, and any other promotional materials of RI and TRF."

On the **Scholar Authorization** tab, the scholar must certify that the report is complete and accurate.

The screenshot shows the same web interface as above, but with the "Scholar Authorization" tab selected in the navigation bar. The main content area is titled "Authorization" and contains the following text: "Upon submitting your authorization, an email notification will be sent to your Rotarian sponsors to inform them that you have completed your portion of this report." Below this is a checkbox labeled "I certify that this global grant report is complete and that the information contained within is accurate." The checkbox is circled in red.

If your grant includes a vocational training team, the **VTT Narrative** tab will be visible. The section below must be completed by the VTT leader identified in the grant's records; team members and project contacts will not be able to complete this section. The team leader will provide details about the team's activities.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Objectives, Participants, **VTT Narrative**, Budget, VTT Authorization, and Authorizations. The **VTT Narrative** tab is selected. Below the tabs, there is a help icon and a tip: "Click 'Save & Exit' at the bottom of any tab to save your progress and return to the report later." The main content area is titled "WELCOME TO THE GLOBAL GRANT VOCATIONAL TRAINING TEAM LEADER REPORT" and contains the following text: "Submission of this report is a required component of the training and essential to evaluating the success of your experience. Thank you for taking your time to complete this report carefully and accurately." Below this, there are several sections for data entry: "Rate your team's progress toward achieving your training objectives:", "If no progress has been achieved to date, explain why.", "Did this training meet your expectations?", "Please explain.", "Describe your specific role on the team and the activities you carried out during training.", and "Describe how local Rotarians interacted with the team." Each section is followed by a horizontal line for input.

On the **VTT Authorization** tab, the team leader will certify that the grant report is complete.

The screenshot shows the same web interface as above, but with the **VTT Authorization** tab selected. The navigation bar remains the same. The main content area is titled "Authorization" and contains the following text: "Upon submitting your authorization, an email notification will be sent to your Rotarian sponsors to inform them that you have completed your portion of this report." Below this text is a checkbox with the label "I certify that this global grant report is complete and that the information contained within is accurate." The checkbox is currently unchecked and is circled in red.

If you are submitting a final report, the **Areas of Focus** tab will be visible. The information that was provided in the grant application will automatically appear here. You can also add other measures. **You must report on at least one measure for humanitarian activities and vocational training teams.** If your grant supports a scholar and has no other goals, you do not need to include measures.

Objectives
Areas of Focus
Participants
Budget
Authorizations

Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

What was your impact?

Total number of direct beneficiaries:

Provide the method, schedule, and results for the measures you identified in the application. Add new measures if needed.

▶ Disease prevention and treatment

No.	Measure	Actual Measurement Method	Actual Measurement Schedule	Actual Results
1:	Number of recipients of disease prevention intervention: (Number of recipients receiving a new or used wheelchair. Evaluate how the recipient is managing the use and maintenance of the new device.)	Grant records and reports	Every three months	Edit
2:	Other: (Number of recipients receiving a prosthetic and trained in its proper use and maintenance.)	Grant records and reports	Every three months	Edit
3:	Other: (Number of recipients receiving orthotic leg braces and trained in their proper use and maintenance.)	Grant records and reports	Every three months	Edit

[Add Measure](#)

Who was responsible for collecting this information? (Select all that apply.)

Host Rotarians

International Rotarians