

Rotary Foundation District Grants and Global Grants District 6690 Policies and Procedures Supplement

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Quick Reference

- September 29, 2012
 - District Foundation Seminar (This is a qualifying training event for 2013-14 District Grants club participation)
- September – January, 2012
 - Appoint a Club Rotary Foundation committee chair.
 - Get prepared to apply for District Grants and learn about Global Grants.
 - E-learning modules can also be found at learn.rotary.org in the form of video training courses.
- February – March, 2013
 - Review the Foundation’s requirements to qualify your club to receive global and packaged grants.
 - Club must attend this Global Grant Management Seminar if they will participate in a 2013 or 2014 Global or Package Grant. (Date/Location TBD)
 - Clubs can start submitting their Global Grant proposals on-line through RI Member Access.
- April 1, 2013
 - Last day for club to submit their 2013-14 District Grant Application or at least a proposal.
- May, 2013
 - DGC Reviews Applications/Proposals for approval.
- June 1, 2013
 - Last day for club to submit their final application for approved proposal.
- June 30, 2013
 - Last day to submit final report for all clubs that has received a 2012-13 DSG.

Differences between District and Global Grants

District Grant	Global Grant
Supports the mission of The Rotary Foundation	Supports an area of focus
No minimum budget but suggest \$1000	Minimum budget of US\$30,000
Short-term impact	Long-term, sustainable impact
Can support scholars pursuing any level of study, locally or internationally	Can support scholars pursuing graduate-level study internationally
Active Rotarian involvement	Active Rotarian involvement
Adheres to the grant terms and conditions	Adheres to the grant terms and conditions
	Measurable outcomes

In general, projects funded by global grants are larger and give clubs and districts more responsibility for managing the grant funds, reporting on how they are used, and monitoring and evaluating project outcomes.

Overview

This District 6690 Policies and Procedures is supplement to the Future Vision Plan (FVP) (current and updated versions) as presented by The Rotary Foundation (TRF). This documentation outlines the policies and procedures that district 6690 will undertake to be compliant with the FVP requirements that The Rotary Foundation has required the district to have in place as outlined in the Future Vision Plan and the District Memorandum of Understanding (D-MOU) with The Rotary Foundation. Additionally this document outlines the steps that the clubs of district 6690 will undertake to in in compliance with district 6690 as outlined in the Club Memorandum of Understanding (C-MOU) that they will have with district 6690. District 6690 will train, support and help the clubs in district 6690 to become a qualified club as outlined under The Rotary Foundation Future Vision Plan and District 6690 Policies and Procedures Supplement.

There are many references in this document to DDF (District Designated Funds). The sole source of these funds comes from the contributions of Rotarians and Rotary Clubs in District 6690 in the previous years, and thus are the only source of funds for either District Grants or Global Grants.

Grant Funding and Allocation Policy

District Grant Allocation Plan

The district will request up to the maximum amount allowed under the FVP for the District Grant Program (currently up to 50% of the SHARE amount). In order for the district to obtain the maximum amount, clubs will be required to submit proposals to the TRF Grant Committee by April 1 prior to the start of the year of implementation. The following allocations are shown for illustrative general policy purposes only. The allocations may be revised by the District Grant Committee based on the needs of the District for each program year.

The district grant monies obtained could be allocated as the following:	EXAMPLE \$75,000 DDF	EXAMPLE \$100,000 DDF	EXAMPLE \$140,000 DDF
District Grants: Up to 50% of DDF	\$37,500	\$50,000	\$60,000
Local Projects: \$25,000 minimum	\$25,000	\$30,000	\$35,000
International Projects: up to 30% of obtained	\$9,000	\$15,000	\$15,000
Other Projects: Governor discretion	\$3000	\$3500	\$8200
Administration Costs: up to 3% can be used	\$500	\$1500	\$1800
PolioPlus: Governor discretion	\$2500	\$5000	\$10,000
Peace Centers, to Other Districts: Governor discretion	\$0	\$0	\$0
Global Grants & Packaged Global Grants: Balance of DDF plus prior year carryover	\$35,000 +any carryover	\$45,000 +any carryover	\$70,000 +any carryover

District Grant Club Distribution Plan

Each club that meets the criteria as outlined within the Future Vision Plan and District Supplement will be eligible to receive (based on district DDF amount available);

1. *One \$500 District Grant*
2. *Clubs that have met their approved TRF Annual Fund goal (as approved by the respective district governor) in either of the previous two Rotary years will be eligible to receive an additional amount based on the proration of the balance of the District Grant monies still available for this or an additional project(s).*

Global Grant and Packaged Global Grant Allocation Plan

Global Grants is the new terminology for TRF grants eligible for TRF matching funds similar to the historical TRF Matching Grants.

Packaged Global Grants are a new concept developed by The Rotary Foundation. They are organized by TRF in cooperation with its strategic partners and have been established to fund international efforts of TRF and to provide a system for such 'packaged' grants to be sponsored by clubs and districts.

The amount available for Global Grants consists of the current SHARE amount less the current District Grant allocation plus any unused prior year carryover amount.

Global Grants require a minimum project size of \$30,000, and accordingly, a sponsoring club is encouraged to seek assistance and group collaboration from other clubs within the district. Only one club can be the lead and that club must be qualified as outlined within the FVP and district supplement requirements. The district will work with the clubs to help insure ongoing major international projects can continue under the FVP.

Global Grants and Packaged Grants

Rotary Foundation Global Grants support larger, international projects with sustainable, measurable, high-impact outcomes in one of six areas of focus that correspond to the Foundation's mission.

Peace and conflict resolution/prevention
Water and sanitation
Education and basic literacy

Disease prevention/treatment
Maternal and child health
Economic and community development

Clubs and districts can either create their own Global Grant Projects in the areas of focus or sponsor Packaged Global Grants developed by The Rotary Foundation in cooperation with its strategic partners.

Global grants that are developed by clubs and districts will receive a match from the Foundation's World Fund. These grants can also be used to sponsor scholars or vocational training teams. Districts may not sponsor global grant projects with non-Qualified districts and with non-Qualified clubs. Global Grants have a minimum World Fund award of US\$15,000 and maximum of US\$200,000,

The "packaged" global grants will include strategic partnerships with organizations that have expertise in the 6 areas of focus. For example, a packaged grant project to provide several neighboring villages with access to clean water might be developed by The Rotary Foundation in conjunction with a nongovernmental organization that addresses clean water issues, which would provide technical expertise or financial support.

Global Grant Application Review Procedures

Proposals and applications are accepted by the Rotary Foundation only through the on-line web portal on a rolling basis throughout the year. It is strongly suggested that clubs consult with the District Grants Committee throughout the process to help insure the project meets the guidelines established by the FVP and the district. Even though the proposals and applications are submitted to TRF, the district has final approval of DDF funds requested.

Make a copy of the Rotary Foundation on-line proposal or application and email it to the District Grants Committee. Proposals and applications will be accepted for review throughout the year on a first come first serve basis. However, submitting by April 1 will allow for better DDF planning and allocations for the forthcoming program year(s).

The completed proposal and/or application for a Global Grant will be reviewed by the District Grants Committee. The District Grants Committee will submit recommendations to the program year District Governor and District Foundation Chair for final approval.

Global Grant requests for DDF will be evaluated and recommended on the following:

- Adherence to the Terms and Conditions for Rotary Foundation Global Grants.
- Qualification of proposing club by the district
- Number of Cooperating Clubs (Cooperating Clubs are those from District 6690 or other districts that contribute funds, personnel or other assets to the project)
- Previous experience of the Host Country Club with Global Grants (The 'Host Country Club' is the club in the country (Host Country) in which the project will be conducted and will be the partner with the District 6690 club(s) on the Grant project.)
- Proportion of Club and outside funds that will be contributed to the project in relation to the amount of District Designated Funds requested.
- Extent of support by non-Rotary cooperating organization partners.
- Impact on the community
- Focused planning ensuring success.
- History of per member average giving to the Annual Programs Fund and the Foundation by proposing club.
- Promotion of Rotary awareness globally.

ADDITIONAL ITEMS FOR GLOBAL GRANTS

- Clubs must be compliant on Rotary International dues, District 6690 dues and any other financial obligations outstanding.
- Clubs must be current on all Global Grant reports.
- Minimum overall project size is \$30,000
- Minimum contribution by the District 6690 Sponsoring Club and Cooperating Club(s) is \$5,000
- Minimum District Global Grant DDF contribution is \$5,000
- Minimum contribution by the Host Country Club on the Global Grant is \$100
- Proposal and Application must follow all FVP requirements and timelines.
- Club Qualification Plan and Memorandum of Understanding must be current.
- All Global Grants requests can only be submitted through the online process accessed by RI Member Access web portal.
- Guidance from District Grants Committee Chair prior to submitting Global Grant proposal is highly recommended.
- To insure DDF availability, club must send a copy of the Global Grant Proposal to the District Grant Committee Chair PRIOR to submitting to TRF.
- Please note that the Host Country Club and their Host Country District must both be qualified as stated under the FVP and corresponding MOU.

District Grants

Rotary Foundation District Grants are block grants designed to support smaller dollar amount local and international projects. District grants offer the flexibility to respond quickly to immediate needs or to plan projects with clubs locally or in other countries. These grants can be used for a wide variety of activities as outlined in the FVP. For international projects, Clubs are encouraged but not required to partner with a local Host District/Club. Furthermore Clubs may be required to provide additional documentation and have greater financial management responsibilities for District Grant - International Projects, at the discretion of the District TRF Chair.

District Grant Application Forms will be posted on the district website. Dates to remember are:

- For each program year that a club is applying for a District Grant, clubs will be required to attend (prior to March 1) a designated District Rotary Foundation Training Seminar to be eligible for access to District Grants.
- Program year applications for District Grants are due April 1 each year for the forthcoming program year.

The applications for District Grants will be reviewed by the District Grant Committee. Upon successful review, the District Grants Committee will submit recommendations for approval to the program year District Governor (DG) and District Rotary Foundation Chair (DRFC) for final submission to TRF.

Successful applicants will be notified in June if their grant(s) were included in District Block Grant request. Subject to Rotary Foundation approval of the District Block Grant requested, district grant funds will be sent to sponsoring club in August.

District Grant Application Review Procedures

Under FV District 6690 must submit a budget to TRF for the forthcoming Rotary year for the use of District Grant funds. This should be submitted prior to the beginning of the project year.

Accordingly, District 6690 will implement a system of accepting 'Grant Proposals' from clubs three months before the beginning of the project year. The Grant Proposal may be a short summary of the proposed District Grant or may be the complete District Grant Application at the option of the club.

Grant Proposals are only accepted prior to the start of the program year and are due to the District Grants Committee by April 1. (i.e.: District Grant Proposals for the 2013-2014 Rotary year must be submitted to the District Grants Committee by April 1 of 2013.)

If a District Grant Proposal is submitted and approved (with necessary changes) by the District Grants Committee, then the complete District Grant Application must be received by June 1.

To receive funds, clubs must submit a District Grant Application for each individual project.

The District Grant Application should include a statement that project is either unchanged or changed from original District Grant Proposal:

If changed (project, amount, etc.), the change must be approved by the District Grants Committee (and possibly by TRF) before the club can proceed with the amended project.

Use & Reporting of Funds

Application shall include a statement of the terms and conditions for the District Grant and an approximate project schedule.

A club receiving a District Grant will be required to submit Final Report (complete with all required documentation) prior to the end of the program year.

Clubs that do not meet this deadline must agree to reimburse the District for the grant amount unless an extension has been approved by the DRFC and DG.

A club will not receive their District Grant Allocation unless the club is current on their reporting for both any and all outstanding District and Global grants (either progress or final reports).

A club cannot have more than 2 (prior years) open District Grants before receiving a new grant(s).

District Grant Application for DDF will be evaluated and recommended on the following:

- Adherence to the Terms and Conditions for Rotary Foundation District Grants
- Qualification of proposing club by the District
- Number of cooperating clubs that are qualified by the district
- History of per member average giving to the Annual Programs Fund and the Foundation by proposing club.
- Number of clubs supporting the grant request including Rotaract and Interact clubs.
- Impact on the community.
- Proportion of Club and outside funds that will be contributed to the project in relation to the amount of District Designated Funds requested.
- Extent of support by non-Rotary cooperating partners
- Promotion of Rotary awareness locally

ADDITIONAL ITEMS FOR DISTRICT GRANTS

- Minimum local project size is \$1000.
- District Grants – Local; minimum Grant size is \$500 DDF and maximum Grant size is \$2,000 DDF to any one program year District Grant.
- District Grants – Local; Clubs may apply for multiple District Grants not to exceed \$2,000 in total.
- Minimum international project size is \$5,000.
- District Grants – International; minimum Grant size is \$500 DDF and maximum Grant size is \$5,000 DDF to any one program year District Grant.
- District Grants – International; Clubs may apply for multiple District Grants not to exceed \$5,000 in total.
- District will match no more than the club contribution amount.
- Clubs must be compliant on Rotary International dues, District 6690 dues and all financial obligations.
- Clubs must be current on all Grant reports.
- For each program year that a club is applying for a District Grant, clubs will be required to attend (prior to March 1) a designated District Rotary Foundation Training Seminar to be eligible for access to District Grants.
- Expected completion date must be reported.
- Failure to provide the proper documentation as outlined within the TRF Future Vision Plan and these Policies and Procedures Supplement can result in a Club being required to return the Grant Award received back to the District and be disqualified in the next program year for receiving a Grant.
- All proposals, applications, reports, receipts and other documentation to be submitted using district provided forms in electronic format for storage by the district, preferably in PDF format.
- Final report is due to District Grant Chair within 30 days of the date that the project is completed, using the forms prescribed by District 6690. Receipts must be presented with the Final Report for all expenditures. Total value of receipts submitted must be equal to or greater than the sum of the Grant Award and Club Contribution amounts.
- An Interim report will be required if the projected expected completion date is beyond the original expected completion date that was approved.

Reporting and Resolving Misuse of Grant Funds

All reports of misuse of Grant Funds will be tracked, investigated and resolved by the District Rotary Foundation Audit Committee which is composed of members as selected by the District Nominating Committee. The procedures used will be as follows:

- All reports of misuse of Grant Funds must be signed by one or more individuals involved or having any knowledge of the District's grant activities. The District Rotary Foundation Audit Committee will conduct an investigation into all reports of misuse of grant funds.
- The District Rotary Foundation Stewardship Committee will acknowledge receipt of the written report of misuse in writing, a copy of which receipt will be delivered to the person or persons making the report, the District Governor and the District Rotary Foundation Chair.
- The District Rotary Foundation Stewardship Committee will conduct an investigation and produce written progress reports not less frequently than monthly after its receipt of the report of misuse and the District Rotary Foundation Audit Committee shall produce its final written report within ninety (90) days of its receipt of the report of misuse unless an extension of thirty days or less for such filing is authorized by the District Governor for good cause.
- This report shall be submitted to the District Governor and to the District Rotary Foundation Chair then in office and to the District Governor and the District Rotary Foundation Chair during whose terms the Report of Misuse was filed and to the person or persons who made the Report of Misuse.
- In the event that the District Rotary Foundation Stewardship Committee determines that there was misuse or irregularities in any grant related activity, the Final Report must be submitted to The Rotary Foundation, with the District Rotary Foundation Audit Committee's determination as to how the District should act to fairly and equitably resolve the situation.
- No new grant applications will be approved for any club, individual, or organization with reported misuse of funds or irregularity until the situation has been resolved.
- For grants paid through the district grant account, payment will be stopped for activities, clubs, individuals, or organizations with reported misuse or irregularity until the situation have been resolved.
- After investigating and determining consequences, the DRFC will report any potential misuse or irregularities in grant-related activity to TRF and indicate how the district will act to resolve the situation.
- After a 6-month period, unresolved cases will be reported to TRF for action.

Report on Use of Grant Funds

The District Grants Committee Chair will maintain detailed reports from clubs on the use of District Grant funds. (These reports do not need to be sent to TRF, but provide information for the District Rotary Foundation Grants Audit Committee.)

The District Grants Committee Chair will maintain Global Grant reports; either club or district sponsored, within the district, as well as ensure that these are submitted to TRF properly.

The District Treasurer in cooperation with the District Grants Committee Chair shall provide a report annually at District Conference to which members of all clubs are invited to attend which would include a summary of expenditures for each project that received funding to which grant funds were distributed:

- Name of the project
- How much money from each funding source,
- Total expended
- Type of project,
- Sponsoring and Cooperating District 6690 Club(s)
- Cooperating Host District and Host Country Club(s)

In addition, the Treasurer, in cooperation with the District Grants Committee Chair will submit a summary of the breakdown of the expenditure of District Grant Funds and the percentage of the total compared to the guideline percentages in the chart included in this document.

The report should include a summary of the carryover of District Grant Funds as follows:

- Beginning Carryover:
- New Grant Fund Allocation:
- Grant Funds Expended:
- Ending Carryover:

This report shall also include the Report of the District Rotary Foundation Grants Audit Committee review and shall be published within three (3) months of the completion of each Rotary year.

The financial information on Grants shall be included in the Governor's monthly letter and on the District website. Clubs and the District must adhere to all TRF grant reporting requirements and cooperate with all TRF grant audits

Financial Management

BANK ACCOUNT FOR TRF GRANT FUNDS (DDF Account)

The District will maintain a bank account with a federally insured financial institution, referred herein as the DDF Account, in accordance with applicable law, to be used only for TRF Grant Funds that come into the possession of D6690. DDF Account funds may not be deposited in any investment account.

The name of the bank account to be established with the bank for the account will be: *“Rotary District 6690 Grant Account”*.

All source documents related to DDF will be retained by the Treasurer, and will include but not be limited to:

1. A copy of the D6690 action approving expenditures from DDF
2. Receipts for all expenditures from the account.
3. All deposit tickets or notices of direct deposits by wire or other transfers into the DDF Account.
4. All bank statements for the DDF Account
5. All notices from the bank.
6. Documents for the establishment of the account.
7. Copies of the initial and all successive signature cards establishing the signatories on the account.

Funds received from TRF from the 50% allocation of DDF funds for District Grants will be deposited in this account as well as any other funds related to District Grants that may come into the possession of D6690 if any should be received.

The account signatories will be the District Governor, the District Rotary Foundation Chair and the District Treasurer.

The signature of two of the three signatories is required on every check and withdrawal from this account.

Disbursements under \$500 may be issued with a single signature if approved in writing, including email, by one of the other two signatories.

Funds will be disbursed from this account, only as appropriate, for grants approved by the District Grants Committee in accordance with FVP and D6690 policies and as approved in the Grant Application.

Certain other D6690 expenses may be paid from this account only as allowed by the rules of the FVP and approved by the D6690 Grants Committee either specifically or pursuant to an approved budget and approved by the District Governor prior to expenditure.

Proposed changes in the use of District Grant funds will be submitted in writing to the District Grants Committee for approval prior to any expenditure that is not in accordance with an original DDF Grant Application.

Grant Funds not disbursed pursuant to approved District Grants must be kept in the DDF Account without diversion, except for direct payment for grant activities or to return funds to TRF.

One or more bank accounts may be opened as necessary in the case of a district managed Global or District Grant with numerous expenditures administered by someone other than the district treasurer. Such arrangements will be subject to the approval of the District Grants Committee.

ACCOUNTING

It shall be the duty of the District Treasurer to maintain a standard set of accounts on software approved by both the District Governor and the District Rotary Foundation Chair. All entries to the set of accounts in the system will include appropriate reference to source documents.

The set of accounts will be in sufficient detail to provide for an informative balance sheet and income statement for each class and type of DDF expenditure.

In most cases, the expenditures will be for disbursement to clubs for approved District Grants in those or other categories but may also be for District Grants managed at the district level.

In the case of DDF funded projects that involve numerous expenditures directly out of the grant account, appropriate subaccounts will be maintained.

If the district manages District Grants, then a separate set of accounts paralleling the accounts above should be established as applicable.

Entries to the chart of accounts will include appropriate references to source documents as applicable and should identify the specific grant for which the expenditure is related.

- Treasurer will maintain/retain all of the aforementioned defined documents and records for no less than seven (7) years.
- All grant activities, without exception, must be in accordance with local law.
- The Treasurer will perform monthly bank reconciliations and will sign and date the bank statement indicating the day and date when the reconciliation occurred.
- The bank statements and reconciliations should be initialed and dated by the D6690 Grants Committee Chair.

Transferring the Custody of the Grant Account

The plan for transferring the custody of the District Grant Account in the event of a change in leadership is as follows:

- The then current District Governor, the District Rotary Foundation Chair and the District Treasurer will be authorized signatories on the account as previously discussed herein
- During the month of June of each year the incoming District Governor, the incoming District Rotary Foundation Chair and the incoming District Treasurer, if applicable, will sign the bank signatory forms to be effective on the first day of July next.
- After a District Governor's year, a District Rotary Foundation Chair's or a District Treasurer's term has ended, the district treasurer shall cause each and any such signature to be removed as an authorized signature on the DDF Account as soon as practicable.
- District 6690 will seek to obtain and maintain a fidelity bond insurance policy for DDF funds. All district or club personnel having access to DDF grant funds shall be established as covered persons under the fidelity bond policy.

Document Retention

- A. All documents that are required to be maintained by the District are to be accessible
- B. And available to the members of the District Grants Committee, District Officers and Directors, Rotarian project sponsors including Club Officers and Boards of Directors of participating clubs. Furthermore, any District Rotarian may request access to such documents from the District Governor and such access will not be unreasonably withheld.
- C. Electronic facsimile copies of required documents shall be maintained for a minimum of seven (7) years.
- D. District bank account records originals are to be maintained for a minimum of seven (7) years.
- E. In the case of District level projects that are not sponsored by a club, original documents are to be maintained for a period of seven (7) years.
 - a. All required documents will be maintained in electronic format on a secure server to be established and maintained by D6690.
- F. The documents that must be maintained and available to TRF for audit include, but are not limited to:
 - a. All bank account information
 - b. Copies of past bank statements
 - c. Documentation of change in payee signatories, if any.
 - d. Terms and procedures of the District's Financial Management Plan;
 - e. The General ledger with all of the itemized deposits, withdrawals, expenditures and journal entries
 - f. The procedure for storing documents and archives
 - g. Grant application documents
 - h. Grant reports from sponsoring clubs or other participants.
 - i. Copies of receipts, invoices and other grant documentation.
 - j. Completed project photos where applicable

Procedures for Storing Documents and Archives

District 6690 clubs that sponsor either District or Global Grants shall be required to provide electronic copies of all reports, documents and receipts in the list enumerated above and as outlined within the TRF Grant Management Manual.

Clubs that are in possession of original hard copies as enumerated above shall forward those items to the District Secretary who will then place them in a secured storage facility that the district has contracted for such use.

The District Grant Chair that is in possession of original hard copies as enumerated above shall forward those items to the District Secretary who will then place them in a secured storage facility that the district has contracted for such use.

The District Treasurer that is in possession of original hard copies as enumerated above shall forward those items to the District Secretary who will then place them in a secured storage facility that the district has contracted for such use.

It is the duty of the District Treasurer to maintain all the above listed financial records generated during a given Rotary year; and within sixty days after the commencement of the succeeding Rotary year all the above referenced documents shall be transferred by the Treasurer to the then current District Governor.

Electronic storage for identified district and club level documents will be through the District and Club Database (DaCdb) using the secure file storage feature. Any additional fees associated for this or additional storage space will be provided through the annual District Grant as an operating expense.

Any and all records as above described in the possession of the District Governor, Treasurer or Grants Committee Chair or other district officers at the end of his or her term shall be likewise transferred to that Governor's (or applicable other party) successor as soon as practicable after the commencement of the successor's term.

In addition to the above described documents, the records and documents required to be retained include but are not limited to:

- A. The Annual Report from the District Rotary Foundation Grant's Audit Committee;
- B. Copies of all liability insurance and/or copies of traveler's insurance policies;
- C. Copy of the District Qualification Application submitted to TRF;
- D. Copy of the District Qualification approval letter from TRF
- E. Documentation of grant management and qualification training for qualified clubs
- F. Copies of qualified club MOUs (the same which shall show the date when the Club received qualification status),
- G. District Grant and district-sponsored Global Grant information, including:
 - a. Copies of all proposals and applications for District Grants and District Sponsored Global Grants;
 - b. Copies of all Grant Agreements;
 - c. Copies of all reports submitted to TRF
 - d. Information collected from Clubs and entities receiving District Grant Funds, including receipts and invoices for all purchases made with grant funds and any and all written or electronic correspondence related thereto.

District TRF Grant Audit Committee

The District TRF Grant Audit Committee shall consist of three members. The terms shall be for three years and the terms staggered. The district nominating committee will nominate the members to the committee. The vote on those nominated will take place at the district annual meeting following the voting procedures as outlined in the district bylaws. The members of this Committee must be active Rotarians who are independent and financially literate, each being a member in good standing of a different Rotary club of the District. The committee should consist of a range of district

leadership and foundation experience and include a member with professional accounting and/or audit experience.

The Committee may not include: members of any grant project or, members of District Grants Committee; the TRF Chair, the District Governor Elect, the immediate Past District Governor, or the District Governor; nor any member of the District Finance Committee, nor any Rotarian who is, or plans to be, a project contact or a recipient of grant funds during the term of the Audit Committee.

The District Financial Review Committee must examine all the expenditures of the DDF Account to insure that funds were used for the intended purpose, that proper records were maintained, and that a system of controls over expenditures has been in place. The examination should include:

- A. the selection of a sample of disbursements and reconciliation to supporting documentation;
- B. a review of the full listing of expenditures to insure funds were expended in a manner consistent with the terms and conditions of the grant award;
- C. identification of the purchasing procedure used; and
- D. A review of the bank reconciliations to confirm that they were prepared correctly and that the opening balances match the financial records of the grant activities and bank statements.

The District Financial Review Committee shall make a written report of its findings to the Clubs of District 6690 within three (3) months of the completion of each Rotary year. In addition, the District Rotary Foundation Audit Committee shall verify, in its report, that the District is adhering to the document retention requirements as herein described.

The audit committee will also arrange for and monitor an individual that will perform the role of District Grants Coordinator similar to that performed by the TRF Grants Coordinator for Global Matching Grants.

The District Grants Coordinator will be responsible the following tasks:

- A. Reviewing project reports from club sponsored grants to assure that they are in compliance with reporting requirements and accounting for district grant funds handled by clubs.
- B. Obtaining electronic copies of receipts, disbursements and other detail documents from the clubs for purpose of the District seven year retention requirements for both District and Global Grant projects.
- C. Communicating with Club project Chairs and President on deficiencies in documentation and reporting to be corrected.
- D. Reporting to the District Grants Committee on the status of club projects and deficiencies in reporting or documentation.

Club Qualification

A Club cannot participate in District Grants or Global Grants unless it is qualified. For District 6690, there will be two levels of club qualifications;

- Global Grants and Packaged Grants
 - All qualifications as outlined in the TRF Grant Management Manual and these District Policies and Procedures Supplement including a properly signed and documented *Club Memorandum of Understanding*.
 - Be current on all Rotary International dues, District dues
 - Be current on all Grant reporting requirements.
 - Other requirements that the district deems necessary and that are reasonable, achievable, and fair to all clubs.
- District Grants
 - All details as outlined in the TRF Grant Management Manual and these District Policies and Procedures Supplement.
 - For each program year that a club is applying for a District Grant, clubs will be required to attend (prior to March 1) a designated District Rotary Foundation Training Seminar to be eligible for access to District Grants.
 - Be current on all Rotary International dues, District dues
 - Be current on all Grant reporting requirements.
 - Other requirements that the district deems necessary and that are reasonable, achievable, and fair to all clubs.

Requalification is required annually due to the turnover of club leaders. The District Grant Chair will maintain a list of qualified clubs.

District Qualification

District Memorandum of Understanding (MOU) must be signed by program year District Governor and District Rotary Foundation Chair.

Succeeding District Governors of The Plan must submit their MOU authorizations no later than 30 days after the start of their terms.

Training

The primary trainers will be the District Rotary Foundation Chair and the District Trainer. They will develop an agenda that will cover the required aspects as outlined by the TRF Future Vision Terms and Conditions and as outlined in the District Memorandum of Understanding. Additional elements will include material from the TRF Grant Management Manual, District 6690 Policies and Procedures Supplement, Club Memorandum of Understanding and general best practices. Additional elements can be added as deemed necessary for successful club qualification.

Two types of training events will be presented.

District Grant Management Training Seminar will be used for clubs that will participate in District Grant program. This seminar will normally be presented along with the annual **District Rotary Foundation Seminar** and count towards a clubs' qualification in District Grant participation provided the club meets all other requirements as outlined in the TRF Future Vision Terms and Conditions and District Policies and Procedures Supplement documents and the clubs' designated representative is in attendance. The primary audience for the training is the club president-elect and club Foundation chair. Additionally the club member(s) who will be responsible for the project should also be in attendance. Date(s), time and location will be determined by the program year District Governor and DRFC. Clubs must re-qualify annually to continue participation in the District Grant program.

Global Grant Management Training Seminar will be used for those clubs that will participate in the Global Grant and Packaged Grant programs. Program will consist of the required training elements as outlined in the TRF Future Vision Terms and Conditions Documents and the TRF Grant Management Manual. The primary audience for the training is the club president, club president-elect, club Foundation chair and club member(s) who will be responsible for the project. The club president-elect or a club designated appointee must attend this event. Clubs participating in Global and Packaged Grants will also be required to attend the *District Grant Management Training Seminar* and the *District Rotary Foundation Seminar* as outlined above. Date(s), time and location will be determined by the program year District Governor and DRFC. A club must re-qualify annually as long as its Global Grant is open or a new Global Grant is entered into.

District Grants Committee Duties

The District Grants Committee will consist of the District TRF chair, District Grants Chair, District Annual Giving Chair, District International Service Chair, District Governor, District Governor-elect and one at-large member appointed by the current District Governor. This committee is charged with distributing the District Designated Fund (DDF) monies as outlined within the Future Vision Plan and these district policies and procedures.

The District Grant responsibilities will be divided up between a Chair with responsibilities for District Grants and a Chair responsible for Global Grants.

The District Grant Chairs are responsible for maintaining accurate records to plan for and track the district DDF allocation.

The District Grants Chair will provide a list of approved distribution of DDF to be posted on the district website.

Submit online or by mail District Grant spending plan itemizing the clubs' proposed projects and amount of District Grant Block funds being requested.

Once all checks have been issued to the clubs from our District Grant Block, the District Grant Block Final Report can be submitted to The Rotary Foundation and the District Grant Block can be closed. The District must still collect and approve the clubs' Progress and Final Reports, but the District is not required to submit the clubs' Final Reports on projects to TRF. Our District will keep them in our District Records Storage and Assets facility.

The committee will communicate all impending District Grant reporting deadlines to the clubs.

Communication with the staff at The Rotary Foundation in Evanston as needed by the district or by clubs.

Provide guidance as needed to the District Trainer and clubs so FVP properly understood and that projects can be successfully completed.

Will setup and maintain a filing system for all grant documents, communication records for all grants, the District Grant checking account records and any other physical documents required by TRF and District 6690 in our Physical and Electronic Storage facilities.