



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

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Quick Reference for District Grants

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| July 1 – April 1 | <ul style="list-style-type: none">• If not already done, the Club President will designate a Club Foundation Chair and Club Grants Coordinator and update DACdb to reflect those designations.• Club becomes qualified to apply for a District Grant for the next Rotary year by having the Club Foundation Chair or Club Grants Coordinator complete the On-line Grant Management Seminar – Part #1 – “Rotary International and The Rotary Foundation 101” and Part #2 – “District Grant Training.” |
| January 1 – March 31 | <ul style="list-style-type: none">• Begin the District Grant application process.• Additional resources on the completion of a District Grant are available on DACdb or at www.rotary6690.org. |
| April 1 | <ul style="list-style-type: none">• Last day for a club to submit a District Grant application (or at least in the form of a “PROPOSAL”). |
| April - May | <ul style="list-style-type: none">• District Grants Committee reviews applications/proposals for approval. |
| June 1 | <ul style="list-style-type: none">• Last day for club to submit its final application for approved grant proposal. |
| June 30 | <ul style="list-style-type: none">• Deadline to complete District Grant for current Rotary year (ending June 30) and to submit Final Report. |

Quick Reference for Global Grants

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| Prior to submission of Global Grant application | <ul style="list-style-type: none">• If not already done, the Club President will designate a Club Foundation Chair, Club Grants Coordinator, and Club International Service Chair and update DACdb to reflect those designations.• Club becomes qualified to apply for a Global Grant beginning in the current Rotary year by having the Club Foundation Chair <u>and</u> either the Club Grants Coordinator or Club International Service Chair completes the On-line Grant Management Seminar – Part #1 – “Rotary International and The Rotary Foundation 101” and Part #3 – “Global Grant Training.” |
| Anytime during Rotary year | <ul style="list-style-type: none">• Begin the Global Grant application process through RI member access (www.my.rotary.org).• Additional resources on the completion of a Global Grant application are available at www.rotary6690.org and at https://my.rotary.org/en/take-action/apply-grants/global-grants. |

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 (suggested min. \$1,000)	Minimum budget of \$30,000
Short-term or long-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 funds are used, as well as monitoring and evaluating project outcomes.

Overview

This “District 6690 Policies and Procedures Supplement” should be reviewed in conjunction with the “Terms and Conditions for Rotary Foundation District and Global Grants.” These documents are available in the District Grant application in DACdb or directly at [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#). Additional information can be found at www.rotary.org/grants. This documentation outlines the policies and procedures that District 6690 will follow to be compliant with The Rotary Foundation Terms and Conditions.

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 clubs in District 6690 to the Annual Fund in the SHARE system in prior years.

Grant Funding and Allocation Policy

District Grant Allocation Plan

The District will request up to the maximum amount allowed 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 applications or proposals to the District Grant Subcommittee by April 1 before the start of the implementation year. The allocations may be

revised by the District Grant Committee based on the needs of the District for each program year.

District Grant Club Distribution Plan

Each club that meets the criteria as outlined in the District Grant Training (Part #2 of the On-line Grant Management Seminar) will be eligible to receive a District Designated Funds allocation of up to \$2,000 (based on a one dollar of DDF for each one dollar of club funds and provided that District DDF amounts are available).

Global Grants and Packaged Global Grant Allocation Plan

Global grants support large international activities with sustainable, measurable outcomes in Rotary’s areas of focus. By working together to respond to real community needs, clubs and Districts strengthen their global partnerships. Read [A Guide to Global Grants](#) for detailed information on planning your project, applying for grant funds, carrying out the grant, and reporting on your grant’s progress and outcome.

Packaged Global Grants are organized by The Rotary Foundation (“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 designated as the lead, and that club must be qualified as outlined in the On-line Grant Management Seminar – Part #3 “Global Grants Training” and any additional requirements contained in this District 6690 Policies and Procedures Supplement. The District will work with the clubs to help ensure ongoing major international projects can continue under the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#).

Global Grants

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.

- Promoting Peace
- Fighting Disease
- Providing clean water, sanitation and hygiene
- Saving Mothers and Children
- Supporting Education
- Growing Local Economies

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 \$15,000 and maximum of \$200,000.

The "packaged" global grants will include strategic partnerships with organizations that have expertise in the six 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 by providing technical expertise or financial support.

Global Grant Application Review Procedures

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 Global Grants Subcommittee throughout the process to help ensure the project meets the guidelines established by TRF and the District. Even though the applications are submitted to TRF, the District has final approval of the DDF funds requested.

Make a copy of the Rotary Foundation on-line application and email it to the District Global Grants Subcommittee. Proposals and applications are accepted for review throughout the year on a first come, first served basis.

The completed application for a Global Grant (or an application submitted in proposal form) will be reviewed by the District Grants Committee. The District Grants Committee will submit recommendations to the program year District Governor and District Rotary Foundation Chair for final approval.

Global Grant requests for DDF are evaluated and recommended on the basis of 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 TRF requirements and timelines.
- Club Qualification Plan and Memorandum of Understanding (MOU) must be current.
- All Global Grant requests can be submitted only through the online process accessed by RI Member Access web portal.
- Seeking guidance from District Global Grants Subcommittee Chair before submitting Global Grant proposal is **highly** recommended.
- To ensure DDF availability, club must send a copy of the Global Grant Proposal to the District Global Grant Subcommittee Chair **before** submitting to TRF.
- Please note that the Host Country Club and their Host Country District must both be qualified as stated under TRF 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 [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#). 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 Rotary Foundation Chair.

District Grant Applications are completed online using the District and Club Database ([DACdb](#)). Dates to remember are:

- For each program year that a club is applying for a District Grant, clubs will be required to complete the On-line Grant Management Seminar (Part #1 – “Rotary International and The Rotary Foundation” and Part #2 “District Grants Training” prior to April 1.
- 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 as part of the District’s Block Grant application for District Designated Funds.

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 upon completion of the club’s District grant-funded project and approval of the grant Final Report.

District Grant Application Review Procedures

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

Accordingly, District 6690 will implement a system of accepting Grant Applications and Proposals from clubs three months before the beginning of the project year. A 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 Applications are generally accepted only before the start of the program year and are due to the District Grants Committee by April 1. (i.e.: District Grant Proposals for the 2019-2020 Rotary year must be submitted to the District Grants Committee by April 1, 2019.)

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

To obtain District Grant Application approval, clubs must submit a District Grant Application for each individual project.

The District Grant Application should include a statement that the 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 and Reporting of Funds

Application must include a statement agreeing to the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#) and an approximate project schedule.

A club receiving a District Grant will be required to submit the Final Report (complete with all required documentation) before the end of the program year. Only upon the submission and approval of the Final Report will a club be eligible for reimbursement from the District Designated Funds.

Clubs that do not meet this deadline will not be eligible for a reimbursement 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 the immediate prior years' District Grant open 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 and Global Grants](#)
- Qualification of proposing club by the District
- Number of cooperating clubs that are qualified by the District
- “Enthusiastic and aggressive” support for The Rotary Foundation by members of the club as measured using the criteria outlined in the District Grant Training (Part #2 of the On-line Grant Management Seminar).
- 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 \$1,000.
- District Grants – Local and international; minimum Grant size is \$500 DDF and maximum DDF is \$2,000 (either individually or in the aggregate), except as approved by the District Grants Subcommittee and the District Governor for the applicable grant year.

- District will match no more than the club contribution amount, up to \$2,000.
- 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 have their Club Foundation Chair or Club Grants Coordinator complete the On-line Grant Management Seminar (Part #1 – “Rotary International and The Rotary Foundation” and Part #2 “District Grants Training before April 1 to be qualified to apply for a District Grant.
- Expected completion date must be reported.
- Failure to provide the proper documentation as outlined within the TRF [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#) and these Policies and Procedures Supplement can result in a club’s District Grant being canceled and the club not receiving the DDF reimbursement, and, further, that club may be disqualified to receive a grant in the next program year..
- All proposals, applications, reports, receipts and other documentation to be submitted should use District provided forms in electronic format for storage by the District, preferably in PDF format.
- Final Report is due to District Grant Subcommittee Chair within 30 days of the date that the project is completed. Copies of receipts and proof of payment (canceled check, bank statement or credit card receipt) must be uploaded to the District Grant (under the “Documents” tab) for all expenditures along with photos of Rotarians’ involvement in the project. Total value of receipts submitted must be equal to or greater than the sum of the Grant Award and Club Contribution amounts.

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 Audit Committee will acknowledge receipt of the written report of misuse in writing. A copy of the 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 Audit Committee will conduct an investigation and produce written progress reports at least monthly after its receipt of the report of misuse, and the District Rotary Foundation Audit Committee will produce its final

written report within 90 days of its receipt of the report of misuse unless an extension of 30 days or less for such filing is authorized by the District Governor for good cause.

- This report will be submitted to the District Governor and to the District Rotary Foundation Chair currently 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 Audit Committee determines that there was misuse or irregularities in any grant related activity, the Final Report will 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 has 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 six-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 must be made available to 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 properly submitted to TRF.

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

- 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 District 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 should also include the Report of the District Rotary Foundation Grants Audit Committee's review and shall be published within three months following 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 District 6690. 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 District Treasurer and will include but not be limited to:

1. A copy of the District 6690 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 signatory 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 District 6690, if any, should be received.

Funds will be disbursed from this account, only as appropriate, for grants approved by the District Grants Committee in accordance with TRF and District 6690 policies and as approved in the Grant Application.

Certain other District 6690 expenses may be paid from this account only as allowed by the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#) and these Policies and Procedures Supplement and as approved by the District Grants Subcommittee 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 Subcommittee for approval before any expenditure is made 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 Subcommittee.

Accounting

The District Treasurer will 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 should have 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 reimbursement to clubs for approved District Grants in those or other categories, but District Grant funds may also be used to fund 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.

The District 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 District Treasurer will perform monthly bank reconciliations and will sign and date the bank statement indicating the month, day and year when the reconciliation occurred.

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 District Treasurer will be authorized signatory on the account as previously discussed herein.
- After a District Treasurer's term has ended, the incoming District Treasurer and outgoing District Treasurer will coordinate to cause the signature of the outgoing District Treasurer 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 will 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 and available to the members of the District Grants Subcommittee, 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.
- B. Electronic facsimile copies of required documents will be maintained for a minimum of seven (7) years.
- C. District bank account records originals are to be maintained for a minimum of seven (7) years.
- D. 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 District 6690 (currently, DACdb).

- E. The documents that must be maintained and available to TRF for audit include, but are not limited to:
- b. All bank account information
 - c. Copies of past bank statements
 - d. Documentation of change in payee signatories, if any
 - e. Terms and procedures of the District's Financial Management Plan
 - f. The General Ledger with all of the itemized deposits, withdrawals, expenditures and journal entries
 - g. The procedure for storing documents and archives
 - h. Grant application documents (uploaded to and maintained for District Grants in DACdb and for Global Grants in the grant management tool on Rotary.org)
 - i. Grant reports from sponsoring clubs or other participants
 - j. Copies of receipts, invoices and other grant documentation
 - k. Completed project photos where applicable

Procedures for Storing Documents and Archives

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

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

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

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

The District Treasurer will maintain all the above listed financial records generated during a given Rotary year. Within 60 days after the commencement of the succeeding Rotary year, all the above referenced documents shall be transferred by the Treasurer to the current District Governor.

Electronic storage for identified District and club level documents will be through [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:

- The Annual Report from the District Rotary Foundation Grant's Audit Committee
- Copies of all liability insurance and/or copies of traveler's insurance policies
- Copy of the District Qualification Application submitted to TRF
- Copy of the District Qualification approval letter from TRF
- Documentation of grant management and qualification training for qualified clubs
- District Grant and District-sponsored Global Grant information, including:
 - Copies of all proposals and applications for District Grants and District Sponsored Global Grants
 - Copies of all Grant Agreements
 - Copies of all reports submitted to TRF

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, each of whom is appointed by the District Governor. 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, preferably, include at least one member with professional accounting and/or audit experience.

The Committee may not include:

- District Governor
- District Governor-Elect
- District Rotary Foundation Chair
- District Treasurer
- Member of District Rotary Foundation Grants Subcommittee
- Member of District Rotary Foundation Stewardship Subcommittee
- Member of District Finance Committee
- District bank account signatory
- Member of a grant project committee

The District Rotary Foundation Audit 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. Selection of a sample of disbursements and reconciliation to supporting documentation;
- B. Review of the full listing of expenditures to ensure 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. 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 Rotary Foundation Audit Committee must make a written report of its findings to the District Stewardship Subcommittee within three months of the completion of each Rotary year. In addition, the District Rotary Foundation Audit Committee report must indicate whether 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 Subcommittee Chair.

The District Grants Subcommittee Chair will be responsible for 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 District 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 Subcommittee 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

- All qualifications as outlined in [A Guide to Global Grants](#) and these District Policies and Procedures Supplement.
- 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 [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#) 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 complete the On-line Grant Management Seminar (Part #1 – “Rotary International and The Rotary Foundation” and Part #2 “District Grants Training” before April 1.
- 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.

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 [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#), [A Guide to Global Grants](#), the District Memorandum of Understanding, the 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.

On-line District Grant Management Training Seminar will be used for clubs that will participate in the District Grant program. This seminar consists of Part #1 – “Rotary International and The Rotary Foundation” and Part #2 “District Grants Training.” The primary audience for the training is the Club President-Elect and Club Foundation Chair; however, it is important for the Club Grants Coordinator to complete the training as well. Either the Club Foundation Chair or Club Grants Coordinator must complete the On-line District Grant Management Training Seminar for the club to qualify for submission of a District Grant Application. Clubs must requalify annually to continue participation in the District Grant program.

On-line Global Grant Management Training Seminar will be used for those clubs that will participate in the Global Grant programs. This seminar consists of – Part #1 – “Rotary International and The Rotary Foundation 101” and Part #3 – “Global Grants Training.” The primary audience for the training is the Club President, Club President-Elect, Club Foundation Chair, Club Grants Coordinator, Club International Service Chair, and Club member(s) who will be responsible for the project. The Club Foundation Chair and either the Club Grants Coordinator or Club International Service Chair must complete this training for the club to qualify for submission of a Global Grant application. A club must requalify annually as long as its Global Grant is open or a new Global Grant is entered into.

District Grants Subcommittee Duties

The District Grants Subcommittee will consist of the District TRF chair, District Grants Subcommittee Chair, any District Grants Administrators, District Annual Giving Chair, District International Service Chair, District Governor, District Governor-elect and any at-large committee members appointed by the current District Governor. This committee is charged with distributing the District Designated Fund (DDF) monies for District Grants as outlined within the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#) and this District Policies and Procedures Supplement.

The District Grants Chair will provide a list of approved distribution of DDF to be posted on the District website and will 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 is not required to submit the clubs’ Final Reports on projects to TRF. District 6690 will keep these reports in the District Records Storage and Assets facility.

The District Grants Subcommittee will further:

- Communicate all impending District Grant reporting deadlines to the clubs.
- Communicate with the staff at The Rotary Foundation in Evanston, Illinois as needed by the District or by clubs.
- Provide guidance as needed to the District Trainer and clubs so that the District Grant and Global Grant requirements are properly understood enabling projects to be successfully completed.
- 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 the District’s Physical and Electronic Storage facilities.