

# District Grants Certification Training Seminar for 2020-2021

Presented by

Eddie Bartnesky,  
District Governor-Elect

Juan Lira, Chair  
District Grants Subcommittee Chair

# Why are we here?

## *Rotary's Vision for the Future:*

We are here because together, we see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

# Opportunity for Rotary Clubs Awarded 2019-2020 District Grants to Re-purpose Grant Funds to Address COVID-19 Needs

- The Rotary Foundation (TRF) is allowing clubs awarded 2019-2020 District Grants to re-purpose all or a portion of their grant funds to address COVID-19 needs, instead of the original objectives.

## **To do so, interested clubs are asked to:**

- Complete the *District 5930 Rotary Club Request to Re-purpose 2019-2020 District Grant Funds to Address COVID-19 Needs*. (Sent to Club Presidents & Grant Contact Persons)
- Attach a letter signed by the person in charge of the organization that will receive the funds explaining how the funds will be used to address a COVID-19 need and who will benefit.
- Submit both documents to Juan Lira (District Grants Subcommittee Chair) at [juanliratx@aol.com](mailto:juanliratx@aol.com) for Committee review.

## Club Opportunities to Re-purpose 2019-2020 District Grant Funds to Address COVID-19 Needs (contd)

- Clubs will then be promptly notified of the Committee's decision.
- Upon receiving approval from District 5930, clubs will be authorized to take the necessary steps to transfer the funds to the organization stated in the Request.
- Clubs will need to list the re-purpose of funds in the Financial Report section of their end of year Individual Project Report, which is due on 31 May 2020.
- Attach in the *Documents* section of the report a copy of the approved request, the letter from the organization requesting the funds, and documentation regarding the transfer/payment of funds to the organization.

# Important Information for Today's Seminar Participants

## **To receive credit for attending today's Grant Certification Training Seminar:**

Towards the end of the seminar, Nancy Paulson will explain what you need to do to ensure that you and your respective clubs receive credit for having taken part in today's training.

## **To be qualified to submit a grant for 2020-2021 for consideration, Rotary clubs must:**

- Submit their Individual Project Report for 2019-2020, if club was awarded a district grant for 2019-2020 (attach at least 1 photo and relevant documents, e.g., receipts, bank statements, etc.)
- Have at least two members participate in the District Grant Certification training. One of them must be the President for the year of the grant (2020-2021).
- Ensure the 2020-2021 club President & President-Elect sign and submit to the District Grants Subcommittee Chair Juan Lira at [juanliratx@aol.com](mailto:juanliratx@aol.com) the four required documents.

# Required Documents from District 5930 Rotary Clubs to Apply for a Grant for 2020-2021

**Documents must be signed by Club President & President-Elect of grant year and submitted to Juan Lira, District Grants Subcommittee Chair:**

- *Club Qualification Memorandum of Understanding*
- *Rotary Club Memorandum of Understanding*
- *Club Financial Management Plan*
- *Investigating, Reporting, and Resolving Allegations of Misuse or Mismanagement of Grant Funds*

**Additional Documents provided to clubs as resources:**

- *District Grant Guidelines, Process, and Application Form*
- *Memorandum of Understanding for Sponsoring & Participating Rotary Clubs (if needed)*
- *Areas of Focus Policy Statements (Purpose, Goals, & Activities)*

# Key Points from *Club Qualification Memorandum of Understanding*

Club needs to:

- Ensure two club members (one must be Club President for RY of grant, e.g., 2020-2021) complete Grant Certification Training
- Ensure grant funds are used for the purposes specified in the approved grant proposal
- Identify at least one person to ensure that grant is implemented in the manner described in the grant proposal.
- Establish and maintain an inventory system to accurately record and track the resources purchased through grant funds
- Have a bank account for the grant and have two signatories sign for grant expenditures.
- Maintain copies of receipts, invoices, bank statements, etc. to document that funds are spent in a manner consistent with the objectives of the grant.
- Ensure that all individuals involved in the grant conduct their activities in a manner that avoids any actual or perceived conflict of interest.

## Key Points from *Addendum to Memorandum of Understanding*

Club needs to:

- Appoint a Club Rotary Foundation Chair to a 3-year term
- Be current on its RI and District dues
- Be current on all tax returns required for Club
- Be current on all Rotary grant reporting requirements, if club has a grant
- Have established and reported an annual giving goal to the District Foundation Chair for RY 2020-2021 by 01 July 2020



# Key Points from *Club Financial Management Plan*

Club needs to:

- Maintain an accurate record of all income and expenditures pertaining to the grant
- Ensure that grant funds are disbursed only to approved individuals and/or beneficiaries indicated in the grant proposal

## Key Points from *Investigating, Reporting, and Resolving Allegations of Misuse or Mismanagement of Grant Funds*

- An allegation of misuse or mismanagement of The Rotary Foundation (TRF) grant funds may be made by a Rotarian, beneficiary, cooperating organization, or any other individual involved in or aware of grant activities.
- Allegation should be made in writing and sent to the District 5930 Rotary Foundation Committee Chair (DFCC) as soon as possible for consideration and further action, as determined to be appropriate.

# Types of Grants

## **District Grants:**

- Focus on addressing a local or international documented community need (e.g., business closures, loss of employment; Texas Workforce Commission, needs of elderly, food banks, hospitals, health departments, chambers of commerce, Ipads/laptops to help students study)
- Must be completed in one year
- Minimum total budget: \$2,000.00
- Maximum amount that can be requested from District 5930: \$4,000.00

## **Global Grants:**

- Support long-term international activities that respond to an identified community need related to one of Rotary Foundation's Areas of Focus (e.g., Disease Prevention & Treatment- COVID-19)
- Must demonstrate sustainable, measurable outcomes
- Last more than one year
- Minimum total budget: \$30,000.00

## Disaster Response Grants

- Disaster Response Grants (DRGs): Fast & effective way to respond to local events (e.g., providing food to foodbanks to feed people in communities)
- Rotary Foundation has added COVID-19 projects to list of eligible activities for these grants.
- Each district can apply for one grant (of up to \$25,000) to address COVID-19 needs, depending on availability of funds.
- DRGs: Funded by Rotary Disaster Response Fund to help districts.
- Fund accepts online contributions and District Designated Funds (DDF).
- Districts may designate their DDF contributions to the DRF to be used for COVID-19 grant activities.
- Cash contributions will be used for general disaster response, including COVID-19.
- **Contact Persons: DG Ellison Crider & DGE Eddie Bartnesky**

# Rotary Foundation Areas of Focus

- Peacebuilding & Conflict Prevention\*
- Disease Prevention & Treatment\*
- Water, Sanitation, & Hygiene\*
- Maternal & Child Health\*
- Basic Education & Literacy
- Community Economic Development\*

\*Includes projects designed to protect the environment.

*District grants* may, but are not required to, address an Area of Focus.

*Global grants* must clearly address one Area of Focus.



# District Grant Information

- Must include active participation of Rotarians
- Be innovative, flexible, and simple to ensure completion in 1 year
- Submit district grant application on District 5930 ClubRunner app
- Go to *Directions for Entering Grants through ClubRunner* available at <https://www.rotary5930.org/page/ddf-district-grants>
- As appropriate, state as part of grant title, if it is intended to address COVID-19 Need(s)
- Clubs awarded a 2019-2020 District Grant must submit an end of year Individual Project Report (IPR) by 31 May 2020 before submitting a grant application for 2020-2021.
- IPR must include as attachments at least one photo illustrating the impact of the project, an accurate financial report, and copies of relevant documents (e.g., receipts and invoices of purchases, bank statements, power point slides, and others).

## District Grant Information (contd)

- Enter Rotary Year (2020-2021) in which grant will take place in application.
- Appoint a Club Rotary Foundation Chair for a 3-year term
- Two club members (one must be the Club President for RY of grant) attend Grants Training Seminar
- Club President and President-Elect for grant year must sign and submit required documents to Grants Subcommittee Chair
- Club must be current on all RI & District dues
- Club must be current on all tax returns required for Rotary club & on Rotary grant reporting requirements

# Important IRS Information for Rotary Clubs\*

- Form 990, 990-EZ, or 990-PF must be filed by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the end of the organization's accounting period.
- Thus, for a calendar year taxpayer, Form 990, 990-EZ, or 990-PF is due May 15 of the following year.
- For Rotary, Form 990, 990-EZ, or 990-PF is due November 15, since our fiscal year ends June 30.

\*PDG Maxie Houser provided this valuable information.



# District Grant Information (contd)

## Funding Sources:

- 1:1 Match between District and Club Contributions
- Minimum Project Budget Total for Grant: \$2000
- Maximum District Match: \$4,000
- As a one-time exception, the Rotary Foundation is allowing Rotary clubs to be reimbursed for COVID-19 expenses incurred since 15 March 2020 through 2020-2021 district grant funds.
- Thus, clubs can include COVID-19 expenses incurred since 15 March 2020 in their grant proposal's budget and request that these expenses be covered through the District 5930 contribution. Include relevant documents (e.g., receipts, invoices, copies of payments made, etc. to support reimbursement request)
- **Grant Submission Deadline: 30 June 2020.**

# District Grant Information (contd)

Clubs planning to submit a District Grant proposal for 2020-2021 need to:

- Report annual giving goal to District Foundation Committee & on Club Central for Rotary Year (RY) of Grant
- Have contributed to Rotary Foundation in RY prior to grant year
- Report by Jan. 1<sup>st</sup> of each year the name of the President-Elect for the following year to the District Secretary & Rotary International (RI)
- Have Club President & President-Elect for year of grant sign District 5930 Addendum and other relevant documents and submit them to the Grants Subcommittee Chair.

# District Grant Information (contd)

- Club qualification to Submit a District Grant: Valid for one Rotary year
- Clubs applying for grant need to demonstrate active involvement of Rotarians in project
- Disclose potential conflicts of interest
- Document use of grant funds consistent with the grant's objectives
- Ensure timely reporting of grant activities

# Major Components of District Grant Application

- Project Title: Mention as part of title, if grant is intended to address a COVID-19 need
- Total Project Budget:  
Clubs submitting a COVID-19 grant proposal can request reimbursement for expenses related to COVID-19 that were incurred since 15 March 2020.
- General Description of Project: Objectives, location, and need(s) identified to be addressed  
Include process used to determine need(s), e.g., credible report, surveys of community needs; community assessments, focus groups, interviews through Zoom, videos, telephone conversations with individuals/agencies who know about needs, photos, etc.
- Beneficiaries
- Sustainability: Explanation of how project will continue when funding ends
- Implementation Plan: Describe activities to achieve objectives and project evaluation

# Major Components of District Grant (contd)

- Promotion of Project (e.g., print, social, electronic media; club, district meetings, etc.)
- Expected Expenses
- Expected Income
- Club Partners within District 5930 and amount of their contributions  
(Use *District Grant Memorandum of Understanding – Sponsoring & Participating Clubs*)
- Cooperating Organizations (other groups & organizations; including Rotary clubs outside of District 5930) & their contributions
- For information regarding current and previous district grants, visit:

<https://grant.clubrunner.ca/50126/Grant/List?Year=2018&RequestedTab=AnyStatus&SelectedId=32733758-ed15-4417-9f44-82380a8a6f3c>

# 16 District Grant Projects funded in 2019-2020:

## **Sample of District Grants Awarded to D5930 Rotary Clubs & District Contributions**

McAllen South: Caritas Shoe Drive Project: \$4,000

Corpus Christi: Rural Healthcare Access in Guatemala: \$4,000

Port Isabel: Animal Shelter Kennel Repair Project: \$3,750

Harlingen Sunburst: Backpacks for Kids: \$2,535

Laredo: Instructional Materials for Nuevo Laredo Middle School: \$4,000

Complete list & description of grants available at :

<https://grant.clubrunner.ca/50126/Grant/Main?Year=2019>

# Questions and Answers Regarding District Grants

Following Questions & Answers

Take a short break

# Global Grants

## **Purpose:**

Support large international activities that respond to a real community need identified through one or more Community Assessment Tools.\*

Need(s) can be directly connected to COVID-19 (e.g., medical equipment, training individuals to use equipment, etc.)

## **\*Community Assessment Tools:**

- Community Meeting
- Survey
- Focus Group
- Asset Inventory (may involve onsite observations)
- Interview
- Community Mapping (areas of need, importance, etc.)

\* Description of *Community Assessment Tools* available at [www.myrotary.org](http://www.myrotary.org)



# Information on Global Grants (contd)

Proposed initiative must be sustainable and contain measurable outcomes connected to a Rotary Foundation Area of Focus:

- Peacebuilding & Conflict Prevention\*
- Water, Sanitation, & Hygiene\*
- Basic Education & Literacy
- Disease Prevention & Treatment\*
- Material and Child Health\*
- Community Economic Development\*

\*Have environmental protection components

Rotary Club of Corpus Christi has developed a Resolution requesting the addition of a 7<sup>th</sup> Area of Focus: **Ecologically Sustainable Initiatives and Environmental Protection** (Under consideration)

## Global Grants can fund:

- *Humanitarian projects (Focus of today's presentation)*
- *Scholarships* for Graduate-level studies (Global Grant Scholarships)
- *Vocational Training Teams* (professionals who travel abroad to teach local professionals about their field or to learn more about it themselves)

# Information on Global Grants (contd.)

- Minimum budget: \$30,000
- The Rotary Foundation (TRF) World Fund Contribution: Min: \$15,000; Max: \$400,000
- TRF is waiving the 30 percent foreign financing requirement for any new global grant that addresses COVID-19 needs.
- District or club in country where activity will take place and international partner district or club must be designated as being **qualified by Rotary** (i.e., participated in grant qualification training and submitted required signed documents to District Grant Subcommittee Chair before applying for a global grant).

## **Funding Structure from Clubs and Districts:**

- Clubs can contribute cash and districts can contribute District Designated Funds (DDF).
- District 5930 matches club contributions at a ratio of 2:1 up to \$20,000 provided funds are available.
- TRF World Fund matches 100% of DDF and 50% of cash contributions

## Example of Funding Structure for a Global Grant

• Club Contribution	\$10,000
• District Contribution (Match 2.00/ 1.00)	\$20,000
• TRF World Fund Match (Match: Club .50/1.00; District 1.00/1.00) (\$5,000 + \$20,000)	\$25,000
Total Grant Amount:	\$55,000

# Information on Global Grants (contd.)

## **To be approved, global grant application must document that project:**

- *Is sustainable* (after the global grant funds have been spent)
- *Includes measurable goals*
- *Responds to a real community need* identified through one or more community assessment tools
- *Design & goals are based on what was learned* through the assessment
- *Actively involves Rotarians and community members*
- *Meets eligibility requirements* specified in the Grant's Terms and Conditions document
- *Will monitor progress* toward meeting desired outcomes and explain how information gathered will be used to make course-corrections, as needed

# Global Grants (contd)

- Applications are accepted throughout the year and reviewed once received.

## **INFORMATION REQUIRED:**

- Name of project (Include mention of COVID-19, if it will be addressed)
- Type of project: humanitarian project (examples for today)
- Primary Host and International contacts for project

## **Committee Members:**

- Grant Host Committee members (3) - at site where grant will be implemented
- Grant International Committee members (3) - from another country
- Members' Potential Conflict of Interest (If so, explain)

# Global Grant Application Components

## PROJECT OVERVIEW

- List and explain main objectives of project and who will be benefit.

### **Objectives must clearly address one of The Rotary Foundation's Areas of Focus:**

- Peacebuilding & Conflict Prevention\*
- Disease Prevention & Treatment\*
- Water, Sanitation, & Hygiene\*
- Maternal & Child Health\*
- Basic Education & Literacy
- Community Economic Development\*

\*Include projects designed to protect the environment.

See *Areas of Focus Policy Statements (Purpose, Goals, & Activities)* for additional information.

# Global Grants (contd.)

## **Measuring Success**

- What goal(s) from the Area of Focus selected will the project address?
- How will the project's impact be measured?
- Who will collect information for project monitoring and evaluation?
- Explain why this person is qualified to collect the information.

## **Location & Dates:**

- Where and when will project take place?

# Information on Global Grants (contd)

## **Participants**

- Cooperating Organization(s) (if applicable): Name, website, & location
- Partners (if applicable): Other Rotary clubs, Rotaract clubs, individuals, organization, agencies, etc.
- Indicate what they will do to support the grant. Include signed MOUs, as needed
- Do any of them have a conflict of interest? If so, explain.

## **Budget**

- What local currency are you using in your project's budget?
- What is the U. S. Dollar exchange rate?
- What is the budget for the grant? (Project total budget = total funding requested)



# Global Grants (Contd)

## Funding

- Identify source(s) of funding for project
- Specify how much World Fund money is being requested

## Sustainability

- Involves long-term solutions to community problems that community members can support after grant funding ends
- Indicators of Sustainability:
  - Start with the community (assessed needs)
  - Encourage local ownership (involvement)
  - Provide training to facilitate success
  - Buy local
  - Find local funding
  - Measure your success

## Implementation Plan for Global Grants (contd)

- Summarize each step of the project's implementation plan. Include explanation how you will monitor the progress being made in implementing the grant and how insights gained will be used to help inform subsequent decisions.
- Explain if you will work with any related initiatives in the community.
- Describe the training, community outreach, or educational programs that project will include and explain why these are needed.

## Implementation (contd): Training Plan Components

- Training Topic(s)
- Objectives of Training
- Activities & Resources to Implement and Support Training
- Duration of training (length of each session & number of sessions)
- Identification of Trainer(s) and qualifications
- Beneficiaries of Training
- Evaluation of Training
- Follow-up training, communication with, or observation of participants?

## Implementation (contd)

- Explain how initiatives are meant to address the needs identified.
- Describe any incentives (e.g., awards, certification, publicity), if any, that will be used to encourage community members to participate in the project
- List any community members or community groups that will oversee the continuation of the project after grant-funded activities end.
- Submit progress report annually and a final report at the end of the grant

# Global Grants (contd)

## Examples of Approved Global Grants

Campaña de vacunación contra el virus papiloma humano (VPH) in Mexico: \$83,750

- Host: Club Rotario Nuevo Laredo – District 4130
- International Partner: The Laredo Rotary Club – District 5930

WASH in Schools for 5 Schools in Quetzaltenango, Guatemala: \$70,036

- Host: Club Los Altos Quetzaltenango – District 4250
- International Partner: Rotary Club of Corpus Christi - District 5930

- List of global grants available at [https://grants.rotary.org/s\\_main.jsp?lang=1](https://grants.rotary.org/s_main.jsp?lang=1)

# District Grant Certification Training Schedule

Feb. 8, 2020: 9:00-12:00 Harlingen Convention Center; Harlingen, TX

March 1, 2020: 9:00-12:00 PETS; Dallas, TX

April 18, 2020: 10:00 a.m. – 1:00 p.m. Zoom Meeting

# Nancy Paulson's Presentation

Nancy will explain to Seminar participants what they need to do to receive credit for having attended today's Grant Certification Training Seminar.

# Concluding Remarks

**The Rotary Foundation** supports District Grants, Disaster Response Grants, and Global Grants through contributions made to the Foundation.

## **District Grants:**

- Address a local or internationally documented community need during a one-year period (e.g., COVID-19 issue)
- Minimum budget: \$2,000.00
- For additional information, visit <https://www.rotary5930.org/page/ddf-district-grants>

## **Disaster Response Grants:**

- Fast & effective way to respond to local events, including COVID-19 needs
- Each district can apply for one grant (of up to \$25,000) to address COVID-19 needs, depending on availability of funds.
- For additional information, contact ED Ellison Crider and DGE Eddie Bartnesky



## Concluding Remarks (contd)

### Global Grants:

- Support long-term (2 years or +) international activities that address a documented community need directly connected to one Areas of Focus
- Minimum budget: \$30,000.00
- For additional information, visit
- <https://my.rotary.org/en/take-action/apply-grants/global-grants>

# Questions & Answers Regarding District, Global, & Disaster Response Grants