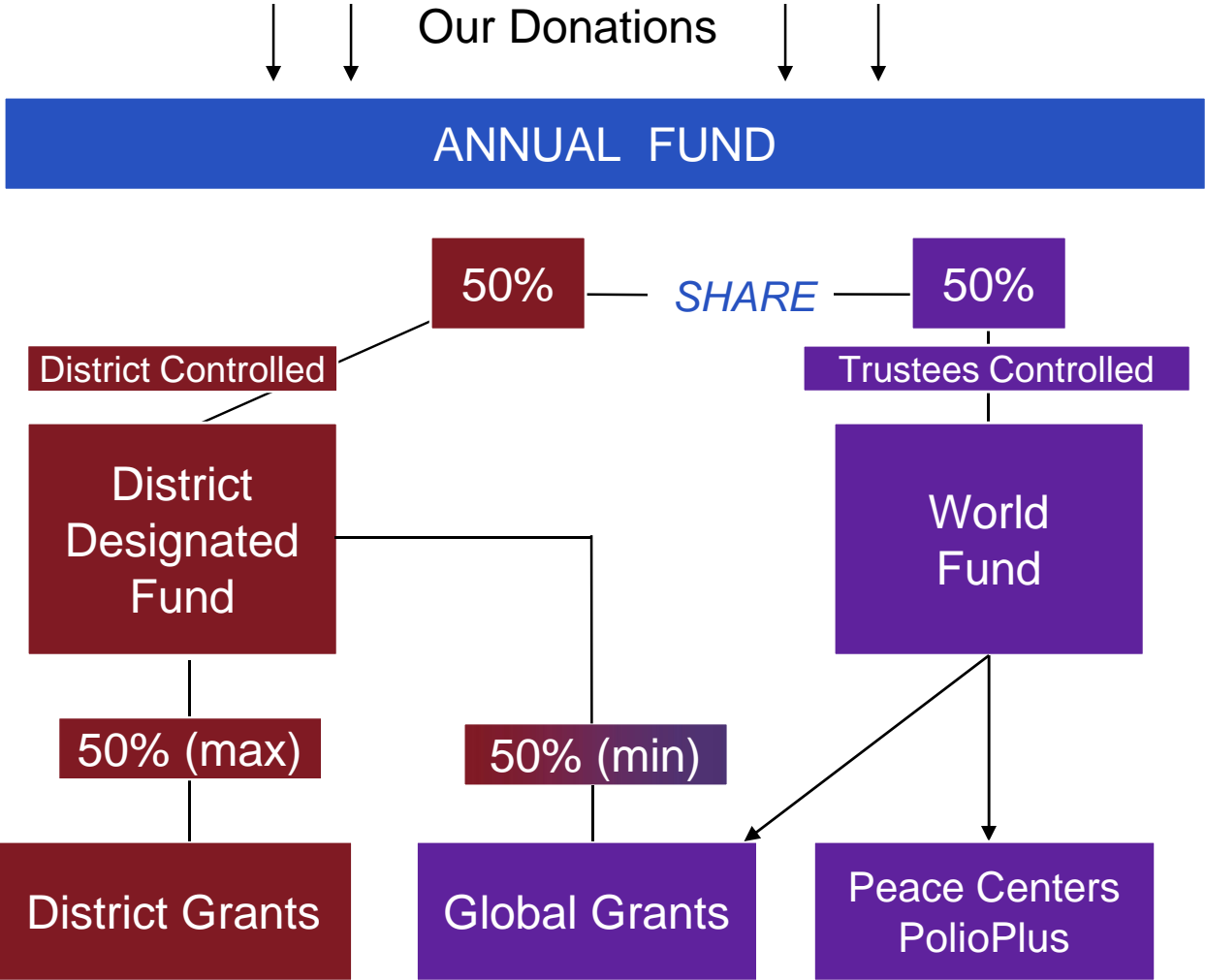




# Grants Management Overview

**2017/18 Planning Year for  
2018/19 Implementation Year**

# Funding Model – 3 Year Lag



# Rotary Foundation Grants – District Responsibilities

- TRF allocates SHARE to our District
- District signs MOU accepting TRF rules for DDF
- TRF has the right to audit use of SHARE  
*District 5360 may be asked to return funds*
- District Grants Subcommittee (**DGSC**) is responsible for managing DDF

## District Grants - DGS Role

- Allocate funds between district and global grants (max 50% to district)
- Review club applications for eligibility
- Monitor and enforce TRF reporting requirements
- Financial responsibility for grants resides with the clubs
- If report or project is deemed unacceptable and a suitable resolution cannot be found

*The club must return the funds to TRF*

# Anticipated 2018/19 Grant Allocations

## District Grants

Total DDF available for 2018/19	\$ 441,839US
50% available for District Grants	\$ 220,919US
Probable carryover from 2017/18	\$ 0
Admin Fee	\$ 9000 CAD
Contingency	\$10,000 CAD
Travel Grants (10 @ \$2500)	\$25,000 CAD
Projects, VTT, Youth & Scholarships	\$186,300 US

# Anticipated 2018/19 Grant Allocations

## DDF for Global Grant Applications

Total DDF available	\$441,839 US
50% allocation to Global grants	\$220,919 US
Probable carryover from 2017/18 = \$4000 (endowments)	
Total	\$ 224,949 US
Set aside for Scholarships	\$ 30,000 US
Set aside for Peace Centres	\$ 25,000 US
Amount available for projects & VTT	\$ 169,919 US

## ELIGIBILITY FOR 2017-18 DISTRICT DESIGNATED FUNDS

1. Club contribution to Annual Fund for Rotary year 2017-18 at May 1, 2018 must be at least \$50 US per capita.
2. Club must be “QUALIFIED”.
3. No overdue grant reports.

## Key Dates for 2018-19 District Grants

- October 28/2017 – Clubs participating in Grants Seminar fulfill first requirement to Qualify to apply for grants in 2018/19.
- April 1, 2018 – First eligible date to apply for DDF towards Global Grants.
- May 1/2018 – Club MOU deadline and deadline to contribute required amount to the Annual Fund of TRF.
- May 11/2018 – District grant applications deadline.
- July 15/2018 – Funds available after this date.



## DUE DATES FOR 2016-17 & 2017-18 GRANTS REPORTS

- 2016-17 GRANTS: ON THE EARLIER OF 60 DAYS FOLLOWING PROJECT COMPLETION OR JULY 15, 2018
- 2017-18 GRANTS: ON THE EARLIER OF 60 DAYS FOLLOWING PROJECT COMPLETION OR JULY 15, 2019
- REPORTS MUST BE SUBMITTED ONLINE TO [www.rotary5360.org](http://www.rotary5360.org)

## Key Restrictions of Foundation Funds

- Require active participation of Rotarians
- No monies spent before grant is formally approved
- No unrestricted cash donations to beneficiaries or cooperating organizations
- Cannot fund operating, administrative or indirect expenses of another organization
- Numerous other restrictions – acquaint yourself with them before applying for a district or global grant. Refer to <http://www.rotary.org/en/document/728> for all terms and conditions.

# RECORD KEEPING & REPORTING

- Plan what documentation you will need for reporting before starting a project or awarding a scholarship.
- Receipts are required for all expenditures.
- Documentation must clearly demonstrate that the grant funds have been used for the purpose and in the amount stated in the club's application. (arms-length important)
- Establish a clear paper trail for an auditor.
- Do not pay scholarship grants to students; pay them to the post-secondary school.
- Ensure more than one person knows where the records are at all times and has access to them. Be prepared for someone leaving on short or no notice.