

# District Grants Policy

Annually District 5330 (District) shall consult The Rotary Foundation (TRF) staff to determine the total amount of District Designated Funds (DDF) available to the District. Once determined, the available DDF will be allocated to the District entities using the following policy.

## **DDF Allocation**

### District

- The District Governor shall determine the amount of DDF that will be used on behalf of all the clubs for District projects.
  - Any DDF retained by the District from the Unified District Block Grant allocation will be accounted for in the District Operational Budget.
  - The Operational Budget, showing district DDF retains and the balance available for the Clubs, must be approved by the Club Presidents.
  - Global Grant funds retained by the District for District Wide projects will be communicated to the Clubs at the time of the passage of the District Budget.
- These amounts will be deducted from the total DDF available for Block Grant Allocation and Global Grant allocation.
- The remaining Net DDF, both Global and Available District Block Grant funds, will be allocated to the District 5330 Clubs (Clubs).

### Clubs

- The District will determine what percentage of the total DDF each club contributed based on their Annual Fund giving three years prior to the allocation year.
- This percentage will be multiplied by the available DDF to determine each Club's current DDF Allocation.
- Clubs may apply for up to 50% of their Net DDF Allocation as part of the unified District Block Grant.
- All DDF not used for the Club's District Block Grant request will be available for Global Grants.
- Unused Club DDF Allocation will be rolled over from year to year and available to the individual Clubs for Global Grant partnerships or individual Club Global Grants.

## **Annual Unified Block Grant Schedule**

- Grant Request forms shall be available on the district grants website by May 1 preceding the Rotary Year of the request. (Example: For Rotary Year 16-17, May 1, 2015)
- Final date for Block Grant request submission – August 31 of the Rotary Year.
- The District Block Grant request submitted to The Rotary Foundation – No later than September 15<sup>th</sup> of the Rotary Year.

## **Requirements for Club Submission**

- Clubs must be certified to access any Rotary Grant funds.
  - To Certify a Club, at least one member of that Club must attend Grants training provided by the District prior to the submission of the grant request.

### District Block Grant

- Previous District Grant report must be submitted and APPROVED.
  - District Grants MUST be reported no later than June 30 prior to the Rotary Year.
- Club must be current on all BILLED dues, both District and Rotary International
- New MOU submitted and signed by the President for the Rotary Year of the grant. (For example 2016-17, only the President for 2016-17 must sign on District Grants.)

### To receive a District Unified District Block Grant payment

- Club must be registered with the State of California and be shown as Active by the Secretary of State.
- Club must be current on any dues billed after the grant request submission

### Global Grants:

- All Global Grant reports that are due must be submitted and APPROVED.
- Club must be current on all BILLED dues, both District and Rotary International
- New MOU submitted and signed by the President **and the President Elect** for the Rotary Year of the grant. (For example 2016-17, the President for 2016-17 and the President Elect for 2017-18 must sign.)
- Club must be registered with the State of California and be shown as Active by the Secretary of State.

### **Grants Subcommittee: Oversight of Global and District grants**

- Serve as a district expert and resource on all Rotary Foundation grants.
- Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate the terms and conditions and conduct club education on them.
- Work with the district Rotary Foundation committee chair to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.
- Work with the stewardship subcommittee to ensure good stewardship and grant management practices, including reporting, for all club and district sponsored grants.
- Provide oversight for multi-year Global Grants
- Establish and maintain grant management record-keeping systems.
- Distribute applications to potential Rotary Peace Fellows and select qualified applicants.
- Conduct orientation (at the multidistrict level, when possible) for all Rotary Peace Fellowship and scholarship recipients and vocational training team members before their departure or upon their arrival.
- Coordinate district wide Rotary Foundation alumni activities.
- Provide input on District Designated Fund distribution.

\* The following will be members of the Oversight Committee: IPDG, DG, DGE, DGN, DRFC, Grants Chair, District Grants Chair, Global Grants Chair, Grants Website Manager, and the Stewardship Subcommittee Chair.

### **Stewardship Subcommittee: Effective grant management/reporting**

- Assist with implementation of the district memorandum of understanding, including development of the financial management plan.
- Help qualify clubs and assist with grant management seminars.
- Work with the grants subcommittee to implement responsible stewardship and grant management practices, including reporting, for all club- and district-sponsored grants.
- Monitor and evaluate stewardship and grant management practices for all club- and district-sponsored grants.
- Ensure that everyone involved in a grant avoids any actual or perceived conflict of interest.
- Create a procedure for resolving any misuse or irregularities in grant-related activity, report any misuse or irregularities to The Rotary Foundation, and conduct initial local investigations into reports of misuse.
- Ensure that the annual financial assessment of the financial management plan and its implementation is conducted appropriately.

### **Audit Subcommittee: Review and Report**

The financial management plan and its implementation shall be assessed annually. A financial assessment is an evaluation of financial controls and compliance. The district shall choose either an independent firm or the district Rotary Foundation audit committee to conduct the annual financial assessment.

- A financial assessment is substantially smaller in scope than an audit or review, and includes:
  - Confirmation that the district adhered to its financial management plan
  - An examination of expenditures for district grants, district-sponsored global grants, and district-sponsored packaged grant that includes:
    - Reconciling a selection of disbursements against their supporting documentation
    - Reviewing the full listing of expenditures to ensure that funds were expended in a manner consistent with the terms and conditions of the grant award
    - Confirming that a competitive bidding process was conducted for all significant expenditures
    - Reviewing the process to disburse funds to ensure that proper controls have been maintained
  - A determination that all financial transactions and project activities related to the grant were conducted at least at the level of standard business practices:
    - Confirmation of adherence to TRF document retention requirements
    - Other procedures that the district Rotary Foundation audit committee or an independent firm deems necessary

- A report of the findings from the annual financial assessment, which must be given to clubs in the district within three months of the end of each Rotary year
- If the district has the district Rotary Foundation audit committee conduct the assessment, the committee may not include individuals directly involved with TRF grants and must meet the requirements found in the RI Bylaws, including:
  - Have at least three members
  - Have at least one member who is a past governor or a person with audit experience