

# THE ROTARY FOUNDATION

## District 9930 Foundation Grants Financial Management Plan

**Dated 18 August 2017**

### **Purpose and Scope:**

The purpose of this document is to define the plan for managing The Rotary Foundation finances. As such, the scope of this plan is limited to those finances pertaining to the District's stewardship over Funds used for The Rotary Foundation District Grants, Global Grants as defined and specified by The Rotary Foundation (TRF). Specifically excluded from the scope of this plan is management of District operational finances, District charitable finances not involving the Rotary Foundation, and finances associated with a District Foundation.

### **The Rotary Foundation District Chair Responsibilities**

- At the appropriate time the then District Governor Elect will appoint a Rotary Foundation District Chair for a term of 3 years with the agreement of the then District Governor Nominee.
- The Rotary Foundation District Chair will appoint a Grants Management Chair to oversee all matters pertaining to District Grants.

### **Guiding Principles**

The guiding principles behind the District's administration of District and Global Grants are:

- All projects funded with District and Global Grant money must comply with all requirements found in The Rotary Foundation Grants Management Manual, publication EN-611.
- It is desired that the funds granted result in a lasting benefit to the targeted population. Thus, it is desirable that clubs join together in partnership to sponsor a single project that can be larger, have a broader and more sustained impact, and include more Rotarians from the District.
- It is desirable that clubs partner with outside, third-party organisations to expand the impact of the projects. However, all projects funded by a District Grant must be proposed, managed and directed by Rotarians. All activities associated with District Grants must be verifiable and transparent at the District and Club levels.
- The District's administration of District and Global Grants shall conform to the requirements and intents of The Rotary Foundation's Club Memorandum of Understanding (MOU).

## **Grant Management Plan**

### District Qualification

1. Applicants for District or Global Grants must be qualified. To remain qualified, the District will:
  - a. Appoint a Rotary Foundation Chair to a 3-year term.
  - b. Ensure the then District Governor Elect, the then District Governor Nominee, and the then Rotary Foundation District Chair Elect have completed and passed by 30 June the online qualification test presented by The Rotary Foundation for the administration of Foundation Global and District grants.
  - c. Be current on all Rotary Foundation District and Global Grant reports.

### District Grant Process

One District Grant will be requested each year from The Rotary Foundation. The process to apply for funds from the District Grant are as follows:

1. Club requests for District Grant funds must adhere to the signed *Memorandum of Understanding (M.O.U.)*.
2. Follow the process as shown in the *Guidelines*. Submit an application to the District Grants committee within the advertised time frame.
3. The Rotary Foundation District Committee Grants Chair will notify the clubs of the funding decisions and funds will be distributed by the District Treasurer upon the advice of The Rotary Foundation District Chair and/or The Rotary Foundation District Committee Grants Chair.

### Global Grants Process

The process for the submittal and evaluation of Global Grant applications will be as follows:

1. The process for applications, grant management, approvals, and reporting for Global Grants will be consistent with the Rotary Foundation Grants Management Manual, Rotary publication EN-611.
2. Global Grant Application: Clubs will submit Global Grant applications on line via the Rotary International Member Access website.
3. Should the club be a recipient of any Global Grant funds, funds will be deposited in a separate Club bank account specifically and solely for the project.
4. The District would normally not be involved in administering finances pertaining to a Global grant. But where District becomes involved, for whatever reason, they shall adhere to the same principles as outlined in 3. above.

### Reporting Requirements – District Grants

As a stipulation of receiving District Grant funds Clubs commit to comply with the reporting requirements as shown in the Guidelines.

### Reporting Requirements – Global Grants

The process and requirements for reporting related to Global Grants will be consistent with the Rotary Foundation Grants Management Manual, Rotary publication EN-611.

### **Financial Controls**

1. The District Treasurer, or others as assigned by the Rotary District Board, will be perform the following:
  - a. Maintain a separate fund for all monies that are received from The Rotary Foundation by way of District Grants.
  - b. Maintain a full analysis of all monies that are paid out to Clubs on the advice of The Rotary Foundation District Chair and/or The Rotary Foundation District Committee Grants Chair.
  - c. Maintain a full reconciliation of the balance held in that fund, such reconciliation to be readily available, at all times, for the District Board and The Rotary Foundation District Committee Chair and/or The Rotary Foundation District Committee Grants Chair.
  - d. When required, maintain a separate bank account for funds for Global Grants. The District must adhere to all Rotary Foundation bank account requirements as follows:
    - i. The District Global Grant Bank Account should be low or non-interest bearing; any interest earned will be documented and used on eligible, approved grant activities or returned to TRF.
    - ii. The name on the account will be “District Name” Global Grant Bank Account.
    - iii. Global Grant funds may not be deposited in investment accounts of any kind.
    - iv. Signature approvals for the District Global Grants account will be the District Treasurer, the District Governor, and The Rotary Foundation District Chair.
  - e. When a signatory position has a change, ensure that new signature records are completed with the bank within 7 days of the change.
2. No disbursements are authorised without the approval of The Rotary Foundation District Chair and/or The Rotary Foundation District Committee Grants Chair.

### **Discrepancies**

The Rotary Foundation District Chair and The Rotary Foundation will be notified of any discrepancies and/or misuse of funds as soon as they are identified. The Rotary Foundation District Chair will cooperate with The Rotary Foundation to resolve these issues. Resolutions could include returning of funds to the District, or The Rotary Foundation.

## Records Management

### District Grants

1. Individual project records will be maintained for a period of five years after the final reports are completed and approved. These records will be maintained by the Club Grants Chair and will include the following:
  - The original application as reviewed by the District Grants Chair prior to funding.
  - Copies of invoices and receipts.
  - Photos (optional)
  - Interim reports, if required.
  - The final report.
2. Other records will be maintained for five full Rotary years as follows:
  - a. A copy of all District Committee meeting minutes.
  - b. Any applicable legal documents.
  - c. A copy of liability insurance if necessary for specific projects.
  - d. Copy of travelers insurance policies if necessary for specific projects.
  - e. Club qualification documents and Memorandum of Understanding (M.O.U.), including a copy of club qualification applications submitted to District.
  - f. A Copy of Club qualification approval letter from District.
  - g. All club qualification documents.
  - h. Copies of reports submitted to TRF and information collected from project participants and entities receiving grant funds; including receipts and invoices for all purchases made with grant funds.
  - i. Written or electronic correspondence related to Rotary Foundation funds and projects as applicable.

### **General Requirements**

1. Report to the District Board of Grant Activity: Annually, in the month of July or August, The Rotary Foundation District Chair will transmit to the District Board a summary report regarding the District grant activity during the previous Rotary year, including District Grants and Global Grants.
2. Annual review and evaluation of this Plan: Annually, within two months prior to or after the end of the Rotary year (that is in either May, June, July or August), the District Board will assess the operational performance of this Plan. The purpose of this review is to determine if the procedures work to the satisfaction of those involved and if the plan serves the District well. It is specifically not the purpose of this review to perform an audit on the financial records.
3. Changes to this Plan: If, from time to time, it is needed to make changes to this Plan to better serve the District or to correct a deficiency in the plan such changes may be proposed to The Rotary Foundation District Chair who will communicate the proposed change(s) to all members of The Rotary Foundation District Committee for comment. Any comments received will be resolved and

the resulting proposed changes to the plan will be made. Changes in the procedures may be made by majority vote of The District Board. No changes will be made that are in conflict with The Rotary Foundation policies, bylaws, or guidelines. If approved changes are made, the plan will be revised with a new publication date and a revision log will be added to the end of the plan indicating the revision made and the date of the revision.

4. A duly completed and signed copy of the District Financial Management Plan, including any subsequent changes thereto, is to be lodged with The Rotary Foundation District Chair.



Governor 2017-2018  
Rotary District 9930

