THE ROTARY FOUNDATION

Club Foundation Grants Financial Management Plan

**Clubs in District 9930 are free to use or adapt this document to make your own Club’s Financial Management Plan. Your club’s plan needs to be consistent with the Rotary Foundation Club Memorandum of Understanding, Grant Terms and Conditions, and the Grant Management Manual.**

**Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Financial Management Plan Dated\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose and Scope:**

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

**Club Rotary Foundation Member Responsibilities**

* The Club will appoint at least one member to implement, manage, and maintain club qualification as defined in the Club Memorandum of Understanding.
* The Club will appoint a Rotary Foundation Chair for a term of 3 years.

**Guiding Principles**

The guiding principles behind the Club’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 organizations 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 Club’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**

Club Qualification

1. Applicants for District or Global Grants must be qualified. To remain qualified, the club will:
   1. Agree to implement and sign the Memorandum of Understanding for clubs.
   2. Appoint a Rotary Foundation Chair to a 3-year term.
   3. Have at least one member attend the District Foundation Grants Management Seminar annually. It is highly recommended that the President-Elect and/or the Club Rotary Foundation Chair attend. Note: the Club can send as many participants as desired.
   4. Be current on its RI and District dues, and in good standing with the District, Rotary International, and The Rotary Foundation.
   5. Be current on all required tax returns for the Rotary Club and any associated Club Charitable Trust.
   6. Have established and recorded an annual giving goal on the Club’s records in Rotary Central on the Rotary International website by August 31st.
   7. Have, by January 1st of each year, reported its Club President-Elect to the District and to Rotary International.
   8. 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 from which the Club can request funding for Club sponsored projects. 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 District will notify the club of the funding decisions and funds will be distributed by The Rotary Foundation District Committee as per the terms of that year’s operational plan.

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.

Reporting Requirements – District Grants

As a stipulation of receiving District Grant funds the club will 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 club Treasurer, or others as assigned by the Rotary Foundation Committee Chair, will perform the following:
   1. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
   2. Maintain a standard set of accounts using a computer program approved by the club board.
   3. Maintain receipts and payments requests for all grant expenditures for a period of seven years.
   4. Ensure that all club banking activities, including the conversion of funds, are in accordance with applicable laws.
   5. Maintain a separate bank account for funds for Global Grants. The club must adhere to all Rotary Foundation bank account requirements as follows:
      1. The Club 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.
      2. The name on the account will be “Club Name” Grant Bank Account.
      3. Grant funds may not be deposited in investment accounts of any kind.
      4. Signature approvals for the Club Grants account will be the Club Treasurer, the Club President, and the Club Rotary Foundation Chair.
   6. Perform monthly bank reconciliations and retain them electronically.
   7. As requested but at least annually within 90 days after the end of each Rotary year, the Club Treasurer will make available to the Club President and the Club Rotary Foundation Chair, the General Ledger, Income Statements, Balance Sheet and Bank Statements.
   8. When a signatory position has a change, ensure that new signature cards are completed with the bank within 7 days of the change.
2. All payments and withdrawals require the approval of two Rotarians.
3. No disbursements are authorised without the approval of the Club Rotary Foundation Chair on an approved payment request.

**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 Club Rotary Foundation Chair will cooperate with The Rotary Foundation to resolve these issues. Resolutions could include returning of funds to the Club, District, or The Rotary Foundation.

**Records Management**

District Grants

1. Individual project records will be maintained for a period of seven years after the final reports is completed and approved. These records will be maintained by the Club Board 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.

1. Other records will be maintained for seven full Rotary years as follows:
   1. A copy of all Committee meeting minutes.
   2. Any applicable legal documents.
   3. A copy of liability insurance if necessary for specific projects.
   4. Copy of travelers insurance policies if necessary for specific projects.
   5. Club qualification documents and Memorandum of Understanding (M.O.U.), including a copy of club qualification application submitted to District.
   6. A Copy of Club qualification approval letter from District.
   7. All club qualification documents.
   8. 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.
   9. Written or electronic correspondence related to Rotary Foundation funds and projects as applicable.

**General Requirements**

1. Report to the Club of Grant Activity: Annually, in the month of July or August, the Club Rotary Foundation Chair will transmit to all club members a summary report regarding the Club grant activity during the previous Rotary year, including District Grants and Global Grants.
2. Annual review and evaluation of this Plan: Annually, within one month prior to or after the end of the Rotary year (that is in either June or July), the club board will meet to 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 club 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 club or to correct a deficiency in the plan such changes may be proposed to the Club Rotary Foundation Chair who will communicate the proposed change(s) to all members of the Club Rotary Foundation 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 Committee. 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 Club Financial Management Plan, including any subsequent changes thereto, is to be maintained in the club boards’ permanent records.