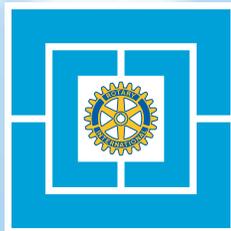


# **2010 FUTURE VISION PILOT TRAINING**

16–18 January 2010  
San Diego, California, USA

**Participant's Manual**





January 2010

Dear Future Vision Pilot Training participants,

We are delighted to welcome you to the 2010 Future Vision Pilot Training. The intensive training you will receive over the next two days will be another component to prepare you to serve your district in the initial year of the pilot.

This manual is your tool for the Future Vision Pilot Training. Please bring it to every session. Use it to take notes, write new ideas, and record the contact information of your fellow pilot district classmates. After you have completed your training, the workbook will continue to be a resource for you. You can refer to it to remember the great ideas and best practices you learned and want to apply in your district during the pilot phase.

We wish you success at this training and during the exciting year ahead.

Kind regards,

Glenn E. Estess Sr.  
Trustee Chair  
The Rotary Foundation

Ron D. Burton  
Coordinator  
Future Vision Pilot Training



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Getting the Most Out of the Future Vision Pilot Training

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# General Information

This section will serve as your guide to the activities of the 2010 Future Vision Pilot Training. It includes information about events, procedures, logistics, and hotel services. For additional details, please consult the agenda.

## Getting the Most Out of the Future Vision Pilot Training

This participant's manual follows along with the agenda for the 2010 Future Vision Pilot Training. Each session is a different topic, and each topic has specific learning objectives and resources. There is space to take notes on each speech, followed by related information that will also serve as reference material during your table discussions and breakout sessions.

Reference materials, including an answer key, are provided in the appendix. The answer key is intended to assist you during your table discussions and will also allow you to take these activities back to your district leaders for discussion.

### **Breakout Sessions**

In the breakout sessions, participants meet in groups of 10 to share ideas and discuss various program topics. These sessions are conducted in smaller rooms by language (English, French, Japanese, Korean, Portuguese, and Spanish).

### **Project Networking**

The project networking session allows participants to network, meet potential project partners, and get ideas for future projects. A cash bar will be available.

### **Plenary Sessions**

The plenary sessions feature keynote speakers, presentations, and group discussions that will take place at your tables.

### **Question and Answer Panels**

Participants will have four opportunities to have their questions answered throughout the two-day training. Paper will be provided at every table for you to write your questions and submit to the staff. This will assist with simultaneous interpretation and ensure that most of the questions are answered. We ask that you provide us with your district number and name in case we are unable to address your question in the larger group. Staff will be available to answer your district-specific questions throughout the training or by e-mail after the training session, if necessary.

*Please note:*

The Future Vision Pilot Training is vital to the training of effective district governors, district Rotary Foundation committee chairs, and regional Rotary Foundation coordinators; therefore, attendance at all sessions is mandatory. Please be sure to check the agenda closely before scheduling other activities. During the training:

- Ask questions.
- Share your experiences.
- Search for ways to communicate and apply new ideas.
- Keep an open mind.
- Refer to this workbook so you won't have to take extensive notes.



# Session 1: Rotary Foundation Grants



## Learning Objectives

At the end of the session, you will be able to

1. Discuss the goals of the areas of focus and the importance of sustainability in global grants.
2. Understand how to use global and district grants.
3. Understand the business cycle for Rotary Foundation grants.
4. Determine how to distribute district grants funds among the clubs in your district.

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## Resources

At [www.rotary.org/en/fvdistrict](http://www.rotary.org/en/fvdistrict):

- Pilot Overview
- Grant Structure
- *Future Vision Pilot News*
- Future Vision FAQs
- *Communities in Action/Community Assessment Tools* (605)
- Future Vision Plan Staff Contact Sheet
- Grant Terms and Conditions
- Rotary Foundation Code of Policies, article 14, Future Vision Plan Pilot Rotary Foundation Grants, sections 14.010.-070.



# Areas of Focus Vision Statements and Goals

## Areas of Focus Update

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The Trustees of The Rotary Foundation (TRF) have identified six areas of focus for the new grant structure. These areas reflect critical humanitarian issues and needs that Rotarians are addressing worldwide. They will align Rotary with other international development efforts and strategically further the Foundation's mission.

### Statements of purpose and goals

Each area of focus begins with a statement of purpose, followed by a list of specific goals. The Foundation will use the goals to establish

- Projects and activities for packaged global grants
- Possible strategic partners for packaged global grants
- Evaluation criteria for club- and district-developed global grants
- A system for measuring outcome for all global grants

#### 1. Peace and conflict prevention/resolution

The Rotary Foundation promotes the practice of peace and conflict prevention/resolution by

- Strengthening local peace efforts
- Training local leaders to prevent and mediate conflict
- Supporting long-term peace building in areas affected by conflict
- Assisting vulnerable populations affected by conflict, particularly children and youth
- Supporting studies related to peace and conflict resolution

## **2. Disease prevention and treatment**

The Rotary Foundation reduces the causes and effects of disease by

- Improving the capacity of local health care professionals
- Combating the spread of HIV/AIDS, malaria, and other major diseases
- Enhancing the health infrastructure of local communities
- Educating and mobilizing communities to help prevent the spread of major diseases
- Supporting studies related to disease prevention and treatment

## **3. Water and sanitation**

The Rotary Foundation ensures that people have sustainable access to water and sanitation by

- Increasing equitable community access to safe drinking water and basic sanitation
- Strengthening the ability of communities to develop and maintain sustainable water and sanitation systems
- Educating communities about safe water, sanitation, and hygiene
- Supporting studies related to water and sanitation

## **4. Maternal and child health**

The Rotary Foundation improves the lives of mothers and their children by

- Reducing the mortality rate for children under the age of five
- Reducing the maternal mortality rate
- Improving access to essential medical services and trained health care providers for mothers and their children
- Supporting studies related to maternal and child health

## **5. Basic education and literacy**

The Rotary Foundation promotes education and literacy for all by

- Ensuring that children have access to quality basic education
- Reducing gender disparity in education
- Increasing adult literacy
- Strengthening the capacity of communities to support basic education and literacy
- Supporting studies related to basic education and literacy

## **6. Economic and community development**

The Rotary Foundation invests in people to create measurable and enduring economic improvement in their lives and communities by

- Strengthening the development of local entrepreneurs and community leaders, particularly women, in impoverished communities
- Developing opportunities for decent and productive work, particularly for youth
- Building the capacity of local organizations and community networks to support economic development
- Supporting studies related to economic and community development



# Global Grants Information Sheet

Global grants, both club- and district-developed and packaged, must support activities and the goals of one or more of the six areas of focus:

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

**For club- and district-proposed projects**, global grants offer a minimum World Fund award of US\$15,000 for a minimum project budget of \$30,000. The World Fund award is based on a 100 percent match of District Designated Fund (DDF) allocations or a 50 percent match of cash contributions. Global grants must be sponsored by two clubs/districts: a host partner in the country where the activity takes place and an international partner outside the country. Both the host and international partner must be members of the Future Vision pilot.

Before submitting a global grant application, Rotarian sponsors will be required to submit a proposal to The Rotary Foundation describing their anticipated activities and outcomes.

Global grants may support a variety of activities but must adhere to the eligibility requirements set forth in The Rotary Foundation Grant Terms and Conditions. Global grants will not be approved to reimburse clubs or districts for projects already completed or in progress.

## Humanitarian Projects

Global grants may support humanitarian projects providing sustainable, measurable outcomes in the benefiting community. A project is sustainable if it ensures successful project outcomes that can be maintained on a long-term basis to serve the ongoing needs of a community once the grant funds have been expended. A project is measurable if the grant outcome lends itself to data collection and analysis in order to demonstrate quantifiable results and impact within a community. Sponsors should conduct a community needs assessment at the beginning of the planning stage to identify the benefiting communities assets and their most pressing needs and develop a project that addresses those needs.

## Scholars

Global grants may support scholars seeking a scholarship for graduate-level study whose area of study and professional goals further one of the six areas of focus. Global grants may fund a scholar for a term of one year to four years, covering tuition, room and board, etc., for the duration of the grant. At the time of application, the scholar must provide a letter of acceptance to his/her chosen university located in an international pilot district and the host partner must also be identified.

## Vocational Training

Global grants may be used to fund local vocational trainings in an effort to support the capacity building of a benefiting community. This type of training may be most beneficial in conjunction with a humanitarian project to help ensure its sustainability. Global grants may also support vocational training teams, groups of professionals traveling abroad to either learn about their profession or teach local professionals about a particular field. A vocational training team may be multivocational but must share a common purpose in support of an area of focus. Each team must consist of a minimum of one Rotarian team leader and three non-Rotarian team members with no maximum limit of participants. There are no age restrictions on participants or time restrictions on length of stays abroad.

**For packaged global grants**, there will be a limited number available at the start of the pilot.

## **The Rotary Foundation's Principles of Sustainability for Global Grants**

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The Rotary Foundation strongly encourages Rotarians to apply the following principles of sustainability to all projects and activities:

1. Global grants incorporate activities and safeguards that ensure the continuity of project impact after TRF funding is fully expended.
2. Global grants work toward multiple levels of sustainability: economic, cultural, social, and resource.
3. Global grants make optimal use of local resources, regional input and indigenous knowledge as much as possible.
4. Global grants respect the natural resource base and avoid deterioration or destruction of the local environment.
5. Global grants attempt to reach the greatest number of beneficiaries as appropriate.
6. Global grants prepare scholars and individuals to contribute to new and innovative methods in professional fields reflected within a Foundation area of focus.
7. Global grants prepare participants to increase impact and improve effectiveness in the communities and vocations in which they work.
8. Global grants utilize the input and skills of grassroots individuals and groups, such as Rotary Community Corps, to ensure continuation of projects and activities.

## Developing Eligible Projects and Activities within the Areas of Focus

Rotary Foundation Global Grants will fund activities that meet the goals of one or more of the areas of focus. The goals offer numerous opportunities for a wide variety of projects and activities. The Rotary Foundation will not require Rotarians to adhere to a specific list of eligibility dos and don'ts, but will instead rely on the ingenuity and creativity of Rotarians in developing appropriate responses to the goals of each area.

The following general guidelines can assist Rotarians in proposing projects and activities that the Foundation will consider eligible for global grant support:

- Choose an area(s) of focus and the specific goal(s) that your project or activity will target.
- Determine how your project or activity will have sustainable impact in the chosen area(s) of focus. Refer to TRF Principles of Sustainability.
- Ensure that all proposed projects and activities adhere to the grant terms and conditions.
- Find a cooperating partner if appropriate and helpful to meeting the goals of the chosen project or activity.
- For humanitarian projects and vocational training teams, ensure there is community support for your project via a strong community assessment process at the beginning of the planning process.
- For scholarships, ensure that candidates are aware of the areas of focus and are clear on how they will pursue their studies and future professional endeavors with the areas and goals in mind.
- For a vocational training team, ensure that team members are aware of the areas of focus and are clear on how they will apply their professional development experience with the areas and goals in mind.
- Communicate with staff about eligibility-related questions at any point in the process. Staff will help clubs and districts to develop projects and activities that meet the goals of the areas of focus and have sustainable impact in the communities where they will be implemented.

The Rotary Foundation will provide more resources and tools for project and activity development to pilot clubs and districts in the coming months. We encourage you to refer to the pilot terms and conditions for more information about project and activity criteria.

In the meantime, if there are any initial questions about the areas of focus, the goals, or eligibility, please contact pilot staff.

<b>Unsustainable Project</b>	<b>Revision to Make a Sustainable Project</b>	<b>Area of Focus</b>
<b>Feeding program for a school or orphanage</b> (for example, providing a daily glass of milk or hot meal)	Instead of donating food, partner with a cooperating organization to provide cows, goats, chickens, etc. Include a training component that teaches beneficiaries animal husbandry skills as well as how to produce other dairy products. The children still receive the nutrition, and enough animals are provided so that excess dairy products can be sold to bring income to the institution. Providing both male and female animals could make the project sustainable for generations.	Economic and community development
<b>Surgical missions/ one-time purchase of medical equipment</b>	Rather than solely providing funds for individual medical care for a specific number of people or a single delivery of one piece of diagnostic equipment, send a vocational training team to provide training for local medical staff on how to diagnose tuberculosis more accurately and provide more effective follow-up treatment. By upgrading equipment and training local professionals, hospitals and medical facilities will increase their capacity to provide sustainable care to communities facing the effects of TB.	Disease prevention and treatment
<b>Digging a water well / providing slow-sand water filters</b>	In addition to developing a clean water source, a grant should provide training on maintenance, repair, water conservation, and hygiene. Develop a community board and a fund that beneficiaries will regularly support through a nominal fee. The board will oversee the fund and use the money for maintenance and repair of the wells.	Water and sanitation
<b>Building toilet blocks</b>	In addition to toilet blocks, provide training on cleaning, maintenance, repair, and hygiene.	Water and sanitation
<b>Distributing insecticide-treated mosquito nets</b>	Pair the distribution of nets with training on effective use and care of the nets. Provide training on malaria awareness and prevention, and potentially include general health and hygiene training as well.	Disease prevention and treatment
<b>Providing a container of books to a school</b>	In addition to books, send a vocational training team or hire local educators to train additional teachers and expand skills of the current staff. Conduct a needs assessment to determine whether more female teachers are needed to expand access to education for girls.  Also consider how to enhance services offered by the school, perhaps by expanding a food program, or providing additional health services/ clinic at school, after-school activities (equipment, facilities), or adult-education programs.	Basic education and literacy

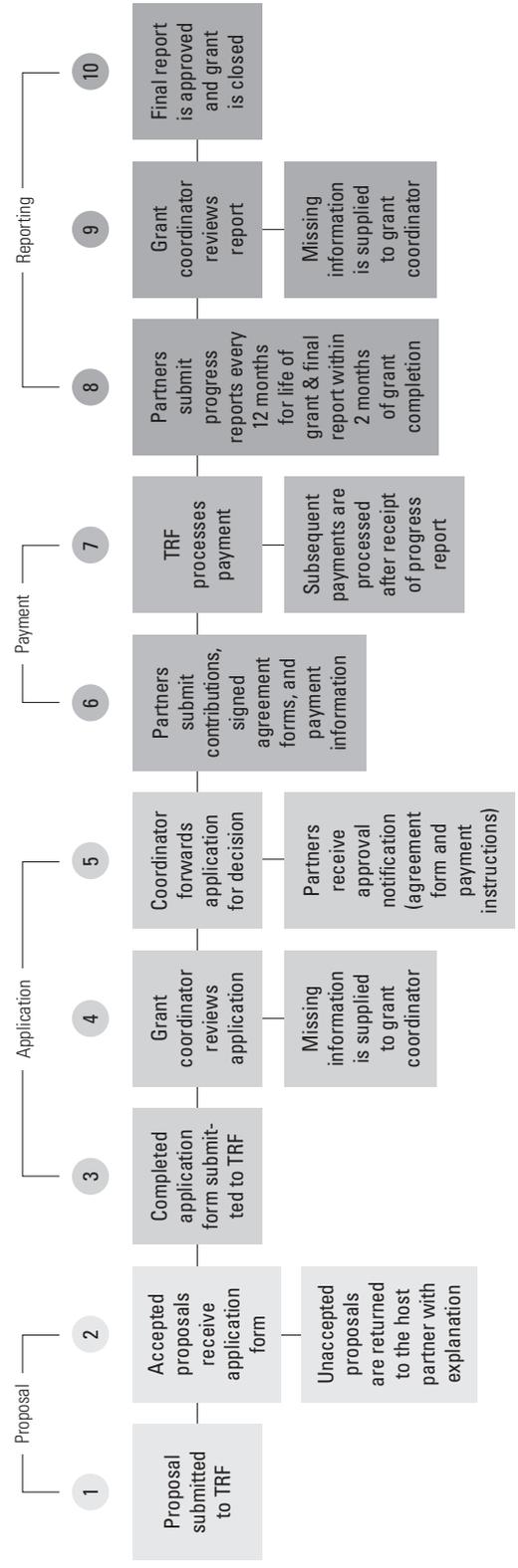
<b>Unsustainable Project</b>	<b>Revision to Make a Sustainable Project</b>	<b>Area of Focus</b>
<b>Furnishing a vocational training center with sewing machines</b>	<p>Include a vocational training team to train the center's teachers and trainers on new techniques and opportunities for their students. Teach the students at the center business practices and how to develop a business plan to succeed in their new vocation.</p> <p>When providing equipment, consider the accessories. For example, in addition to sewing machines, provide other necessary materials (fabric, thread, needles, scissors, etc.) so the beneficiaries can make clothing and other items.</p>	Economic and community development
<b>Providing antituberculosis or deworming medication</b>	<p>Two clubs could partner to provide a health clinic with equipment, supplies, and training on the latest procedures and medical techniques. Supplying antituberculosis medication could be part of this larger project.</p> <p>Provide deworming medication to schoolchildren in addition to new shoes for the patients and family lessons in basic health and hygiene to help prevent reinfestation.</p>	Disease prevention and treatment



# Global Grants Business Cycle

## Future Vision Plan Global Grants Business Cycle

*Only qualified clubs and districts can submit proposals.*



# Rotary Foundation Grants Member Access Application

All Rotary Foundation grant applications for pilot districts will be submitted and processed using Member Access. When pilot district governors and district Rotary Foundation committee chairs log into Member Access, they will see a Future Vision Pilot Site tab on the left side of the screen. Click Future Vision Pilot Site to get to the main page. On this page you will be able to submit grant proposals, submit grant applications, check the status of the district's grants, and submit reports.

**Rotary International Member Access Interface:**

- Navigation:** Home > Member Access, My Profile, Change Password, Logout
- Left Sidebar:**
  - View Membership Data
  - Contribute to The Rotary Foundation
  - View your Contribution History
  - Search Club and District Data
  - Manage E-mail Subscriptions
  - Fund Development Club Goal Report Form
  - View Club Recognition Summaries (CRS)
  - View MCR, SHARE & Polio Reports
  - View Incoming Officers
  - Review Club Data
  - View EREY Eligibility Report
  - Review Membership Trends
  - Register for Meetings
  - Humanitarian Grants District Support Forum
  - Group Study Exchange Resource Forum
  - Future Vision Pilot Districts
  - 2010-11 District Governor's Forum
  - Future Vision Pilot Site
- Main Content:**
  - Greeting: Hello, It is 8:11:29 AM USA Central Standard Time on 16-Oct-2009.
  - Key Actions:
    - Complete the online qualification process so that your district is eligible to receive grants
    - Apply online for global and district grant funds
    - Track the status of grant applications and grant activities
  - Frequently Asked Questions:
    - Registration and Login
    - Club and Membership

**Future Vision Pilot Site Page:**

- Header:** ROTARY INTERNATIONAL THE ROTARY FOUNDATION, FUTURE VISION PILOT SITE
- Welcome Message:** The goal of the Future Vision pilot is to test the Future Vision Plan's streamlined grant-making model and increase Rotarian participation in the grant-making process. Districts in the Future Vision pilot will have a direct role in managing Rotary Foundation grant funds.
- Resource Links:**
  - Future Vision Plan Staff Contacts
  - List of Future Vision Pilot Districts
  - Terms and Conditions
- Table 1: District Grant Request**

District	Qualification	Implementation Year	Status
2010	Pending	2010-2011	Draft
- Table 2: Global Grant Proposals**

Year	Approved Proposals	Pending Proposals	Rejected Proposals
2009	12,000	20,000	5,000
- Table 3: Applications & Projects**

Year	Applications Pending	Projects Active	Projects Complete
2009	12,000	20,000	5,000

**Note:** This application is currently in development and screens may look different when it is available for use.

## Group Discussion: Sustainability

When planning a global grant, it is important to ensure that the project is sustainable. Read one of the three global grant examples on pages 21-23. With your fellow district leader, for the next 15 minutes, discuss the factors that make the grant sustainable and determine which area(s) of focus would apply. If time permits, read and discuss the other examples. Refer to The Rotary Foundation's Principles of Sustainability and Developing Eligible Projects and Activities within the Areas of Focus on pages 14-17 to assist you with this activity.

### Example 1

Rotarians from a club in district A seek to alleviate poverty in a neighboring community. In cooperation with Rotarians from a club in district B, they undertake a community needs assessment and determine that an effective approach to target economic development would be the support of a local women's cooperative. The two clubs apply for a global grant in order to fund:

- The purchase of a mechanized loom and raw materials to allow the cooperative to increase production of textiles for sale in local market
- A literacy program for members of the cooperative
- A professional training seminar for the members of the cooperative, led in part by members of the host Rotary club, in order to provide guidance on the development of a business plan and the importance of accurate financial accounting

What makes the grant sustainable?

Which area(s) of focus does the grant support?

*See appendix E to check your responses.*

### Example 2

Rotarians in club F have identified a local, rural elementary school with poor facilities and a shortage of educational resources. Together with international partners in club G, they conduct a community needs assessment and determine that the school also lacks adequate access to drinking water and is unable to furnish the students with daily lunches. The two clubs apply for a global grant in order to fund:

- A well that will provide clean water to the school and surrounding community
- Training for a local committee to help oversee the maintenance of this water supply, including tools for repairs
- Kitchen equipment and food to provide lunch for each student
- School supplies (books, new desks, etc.) for every classroom
- Professional instruction on curriculum design for school's teaching staff, provided by area education consultant/professor

What makes the grant sustainable?

Which area(s) of focus does the grant support?

*See appendix E to check your responses.*

### **Example 3**

A team of Rotarians from district X conducts a community needs assessment in a rural village in district Y and determines that the local clinic lacks adequate medical equipment and that the child mortality rate in the village is exceptionally high. Districts X and Y decide to partner on a global grant project in order to fund:

- A generator, updated medical equipment (including incubators), and supplies for the clinic
- A vocational training team of medical professionals (specializing in obstetrics) from district X to provide medical training to local health workers and midwives in district Y on proper prenatal care, birthing techniques, and maintenance for the equipment provided
- An awareness campaign, led by the newly trained health workers and midwives, to inform local expectant mothers of best practices during pregnancy and for newborn care

What makes the grant sustainable?

Which area(s) of focus does the grant support?

*See appendix E to check your responses.*



# District Grants Information Sheet

Districts can request up to 50 percent of their District Designated Fund (DDF) in one annual block grant to support activities consistent with the mission of the Foundation. The district will determine how grant funds will be disbursed for district- or club-sponsored activities. The district also manages the use of these funds, with minimal involvement from the Foundation. Rotarians are not required to use funds for one of the areas of focus, nor are the sponsors of these projects required to partner with another club or district, but they are encouraged to do so. District grants may be used within pilot or nonpilot districts. Districts are encouraged to distribute these funds for relatively short-term activities lasting less than one year. Although a district must be qualified to be eligible to apply for a district grant, individual clubs do not have to be qualified in order to receive funds.

The two-year business cycle for district grants includes a planning year, during which the district can first submit a district grant application, and an implementation year, in which the funds will be paid out and applied to projects. Clubs wishing to apply to their districts for district grant funds should be encouraged to do so during the *planning year* to ensure their projects can be initiated during the *implementation year*. District grants funds cannot be used to reimburse clubs or districts for projects already completed or in progress. The three-person district grant committee (composed of the district governor of the implementation year, the district Rotary Foundation committee chair, and the district grants subcommittee chair) should develop a process for overseeing the distribution of these grant funds and reporting on them to The Rotary Foundation. A district may only have one paid district grant at a time. Grant funds for subsequent years will not be paid until all open grants are closed.

District grant funds can support a variety of activities, provided they meet the eligibility requirements set forth in The Rotary Foundation Grant Terms and Conditions.

## Service Projects

District grant funds can be used to support local or international projects, volunteer service travel, or disaster recovery.

## Scholarships

District grant funds offer great flexibility for scholarships. Districts may wish to develop their own standards for scholars funded by district grants.

There are no restrictions on the level (university, or graduate), length, or area of study. Scholarships can be awarded in any amount. There is no international requirement for scholars, so students attending local universities can be supported.

## Vocational Training

District grant funds can support vocational training opportunities. Grant funds may be used to support local vocational training needs or to fund vocational training teams to travel abroad to either teach or receive training. Districts have great flexibility in determining eligible participants, but may wish to develop their own standards when establishing teams.

Participant eligibility requirements are to be determined by the district. There are no partnership or international requirements for vocational training opportunities. There are no restrictions on the vocational training team size or the duration of the training.

## Funding

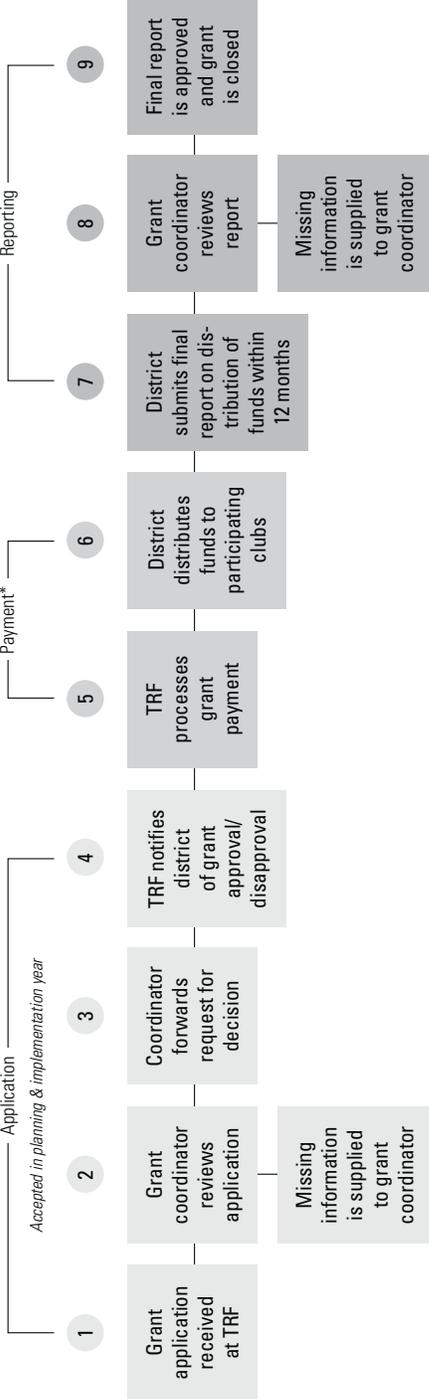
District grants are funded solely by DDF generated from a district's Annual Programs Fund giving from three years prior, including Permanent Fund *SHARE* earnings. Districts can request up to 50 percent of their DDF each year. Any unused district grant funds are returned to the Foundation and credited back to the district's DDF balance. DDF will continue to rollover to a district's balance for the following year. Rollover DDF will not be used in the calculation of the district grant amount.



# District Grants Business Cycle

## Future Vision Plan District Grants Business Cycle

*Only qualified districts can submit applications.*



\* Payment information is due by 15 May of implementation year. Districts are allowed only one open district grant at a time. Past district grants must be closed before a subsequent grant is paid.

## Breakout Session Activity: Rotary Foundation Grants

For the next hour, you will be working on several activities on pages 28-38. Approximate time allotments are noted in parentheses.

### Part 1: Needs Assessment (30 minutes)

Choose one of the four needs assessment scenarios below and describe the type of project your district would propose. Once you have a project idea based on the needs assessment, use the decision trees related to either vocational training teams, scholarships, or humanitarian projects on pages 32-34, to determine whether the project is a district grant or a global grant.

#### Scenario 1

Rotarian sponsors have identified a rural community in an area recently beset by regional violence. As a result of this conflict, the country's national health care infrastructure has been badly damaged, leaving many individuals without access to medical attention or equipment. The community has one health care clinic, but it is lacking in trained staff and basic medical supplies and modern equipment. Access to electricity at the clinic is sporadic, making it difficult to safely perform lengthy operations. The local government has begun construction on another health clinic nearby, although it too is lacking equipment and trained nursing staff.

Describe the type of project your district would propose in the space below.

Would this be a district or global grant?

**Scenario 2**

A Rotary club would like to award a one-year scholarship to a visiting student from a low-income country in a nonpilot district. This student has already secured a financial assistance package from the school but is unable to pay for housing or academic materials. The student, who is in her second year of college, has calculated housing and related materials at approximately \$12,000 for the year. This club has a low giving history and has never sponsored a Rotary Foundation grant. In the past, they have supported similar projects through club-sponsored fundraisers.

Describe the type of project your district would propose in the space below.

Would this be a district or global grant?

**Scenario 3**

Rotarian sponsors have identified a rural community that has difficulty storing water. Due to their inability to effectively store water, this community is not able to derive a regular, year-round income from agriculture, and many adults and children are suffering from malnutrition. The community needs a more sophisticated water infrastructure that will raise the groundwater level and prevent water runoff. An opportunity to offer instruction in soil preparation and drainage, as well as assistance in creating a viable business model, would enable the community to profit from the land, reduce infant mortality, and improve nutrition.

Describe the type of project your district would propose in the space below.

Would this be a district or global grant?

**Scenario 4**

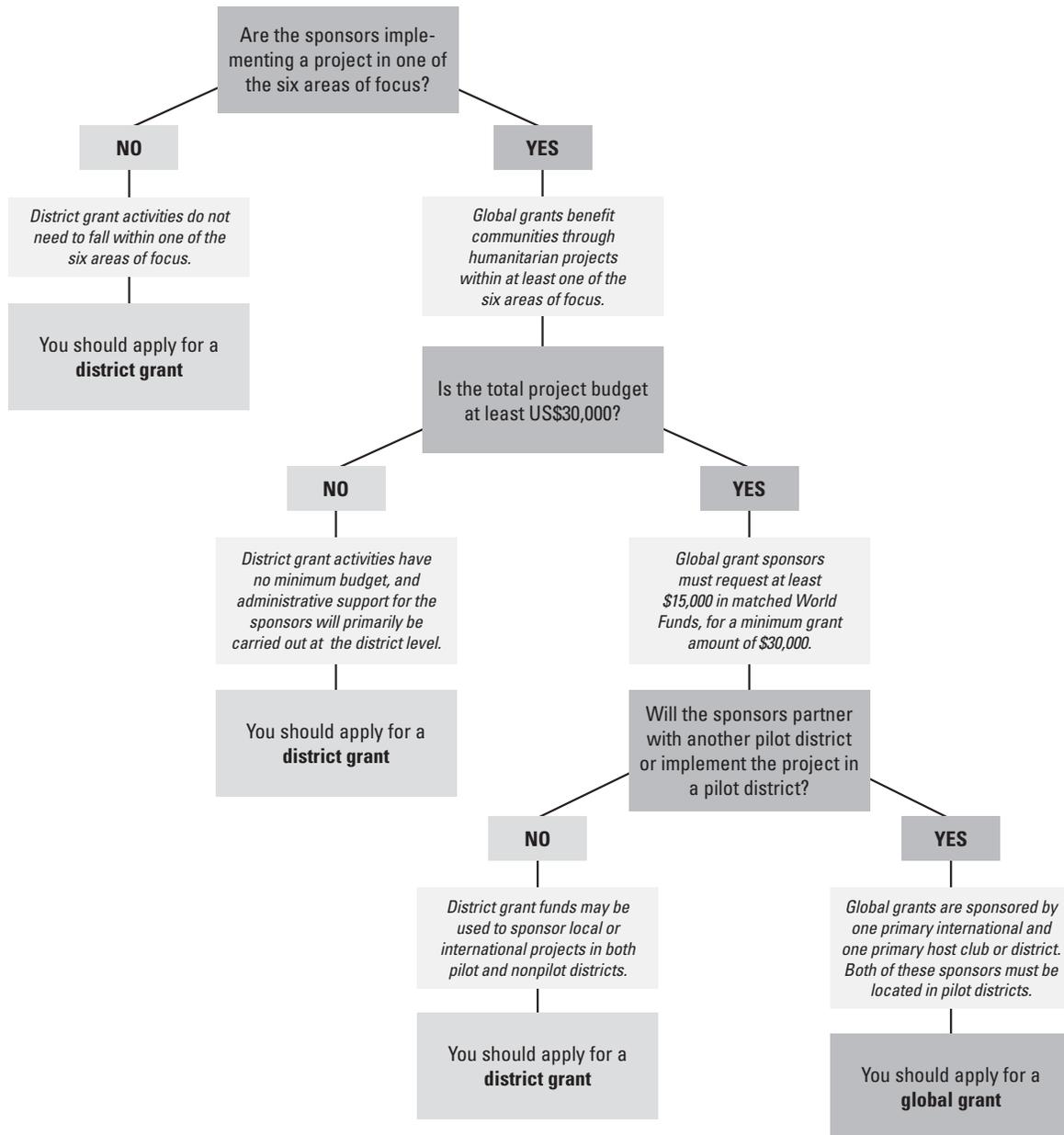
Rotarians have identified a high increase of HIV/AIDS cases in their community. As rates of HIV/AIDS continue to rise in the community, the availability of counseling and prevention resources becomes increasingly urgent. Moreover, because this community is located in a rural region of the country, people are often forced to travel long distances to receive medical attention, and health awareness information is typically scarce. A group of health and social workers in the community is in need of training to provide effective treatment and counseling services to patients with HIV/AIDS and their families. This community is also in need of either an expanded or mobile health clinic to administer to this rural population.

Describe the type of project your district would propose in the space below.

Would this be a district or global grant?

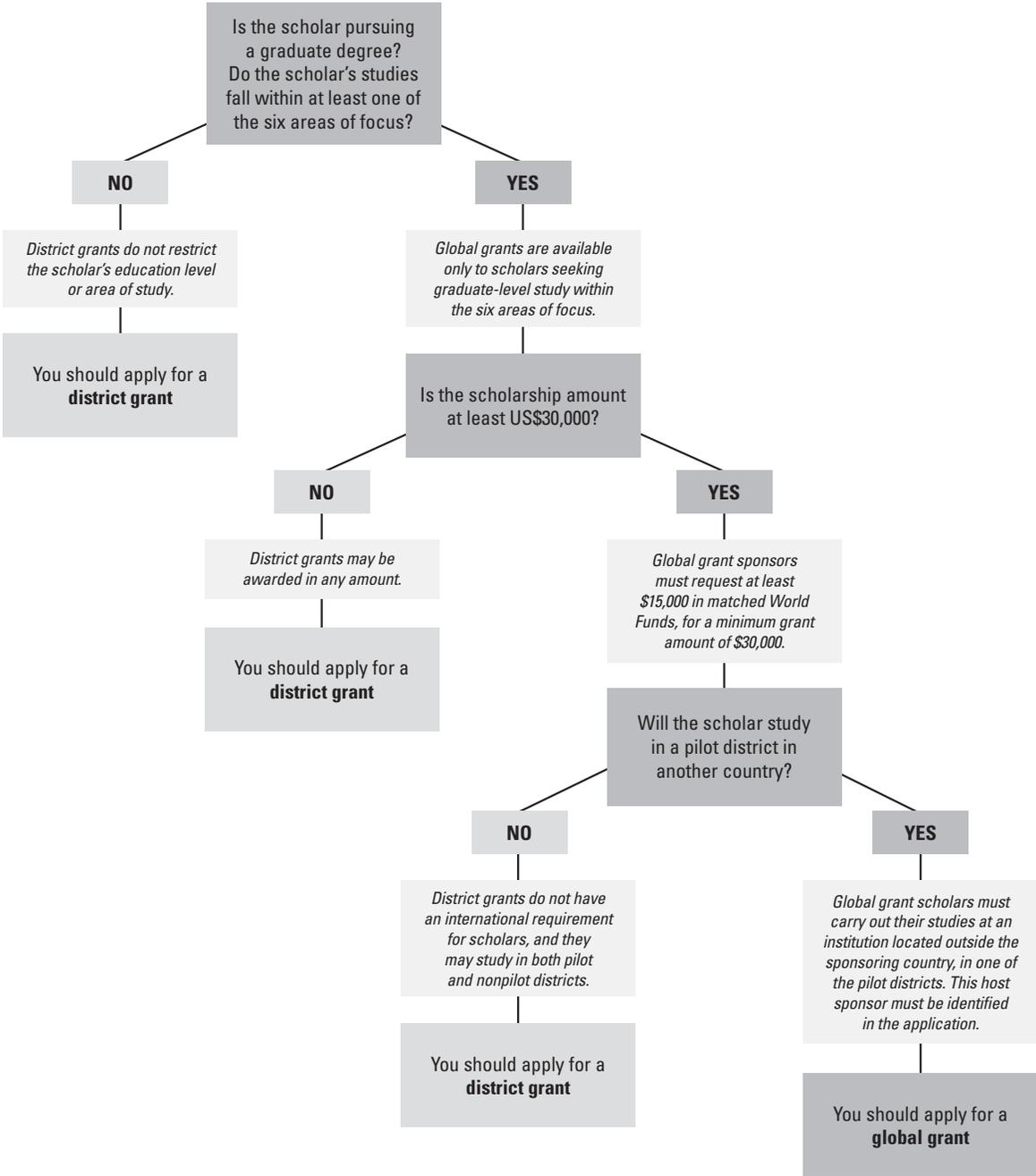
## Determining a Grant Type for a Humanitarian/Service Project

A district/club is interested in a **humanitarian/service project** during the Future Vision pilot. The following questions can help Rotarian sponsors determine whether to apply for a global grant or district grant from The Rotary Foundation.



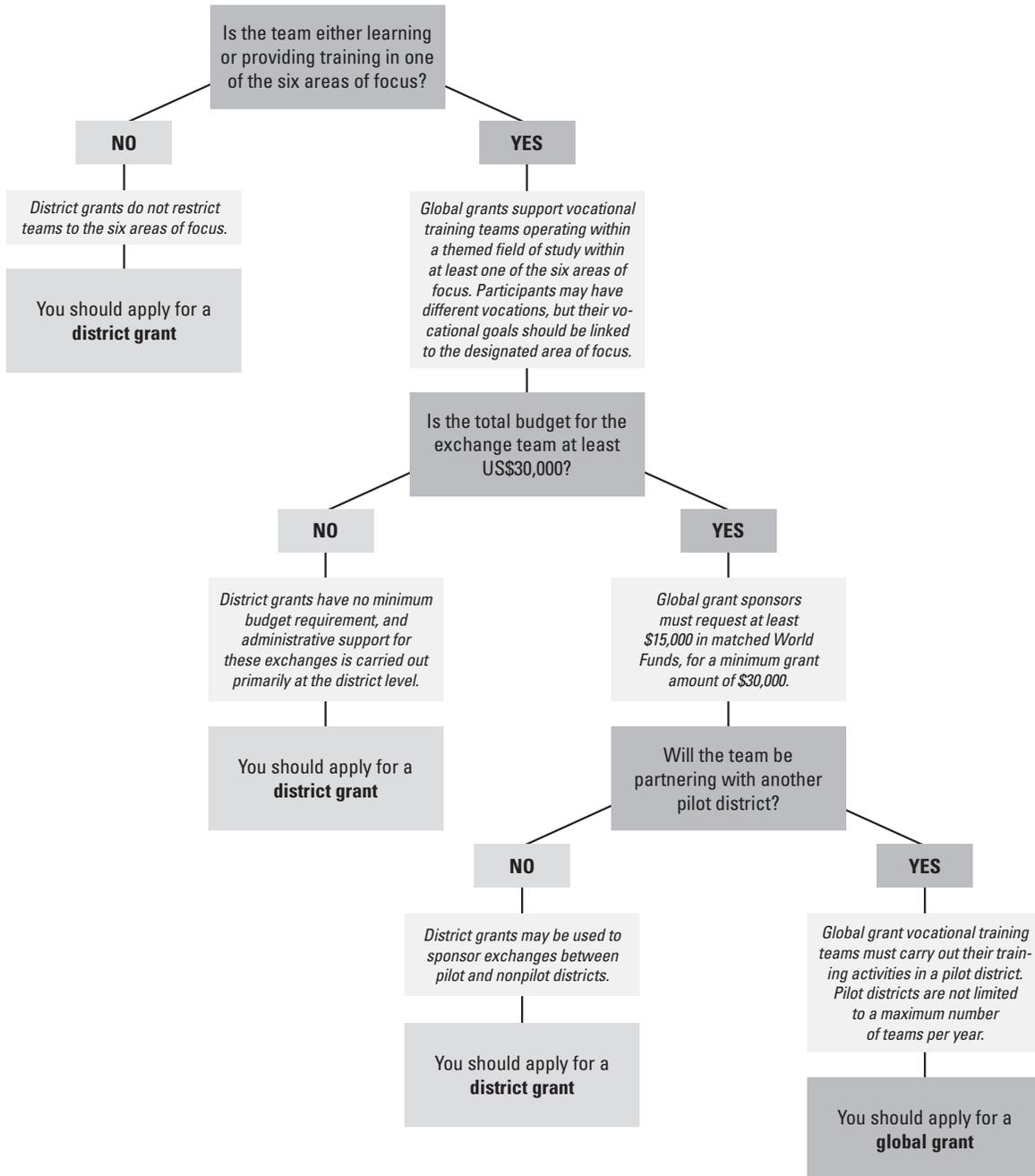
# Determining a Grant Type for a Scholarship

A district/club wants to support the studies of a worthy scholar by awarding a **scholarship**. The following questions can help Rotarian sponsors determine whether to apply for a global grant or district grant.



# Determining a Grant Type for a Vocational Training Team

A district/club is interested in sending a **vocational team** of both Rotarians and non-Rotarians to another country. The following questions can help Rotarian sponsors determine whether to apply for a global grant or district grant.



# Breakout Session Activity: Rotary Foundation Grants

## Part 2: Global Grant Proposal (30 minutes)

Read the following proposal for global grant funding. This proposal was sent back to the district because it does not meet the criteria for a global grant. Working with your fellow district leader, determine what needs to be changed to make this an acceptable global grant proposal. Make your changes directly on the proposal.

### Questions to consider:

Does the project meet one or more goals of the areas of focus?

Is the project sustainable? If not, what would make it sustainable?

Does the budget meet the requirements for global grants?

## Global Grants Proposal

Before you begin, please read the *Terms and Conditions*.

1. The host partner is a:

- Club  
 District

Primary Host Contact Information:

Last Name:	<input type="text" value="Smith"/>	First Name:	<input type="text" value="John"/>
E-mail Address:	<input type="text" value="johnsmith@email.com"/>		
Phone:	<input type="text" value="+00-999-999-9999"/>		
District:	<input type="text" value="1000"/>	Club:	<input type="text" value="South Pole"/>

2. The international partner is a:

- Club  
 District

Primary International Contact Information:

Last Name:	<input type="text" value="Jones"/>	First Name:	<input type="text" value="Jane"/>
E-mail Address:	<input type="text" value="janejones@email.com"/>		
Phone:	<input type="text" value="+00-888-888-8888"/>		
District:	<input type="text" value="1100"/>	Club:	<input type="text" value="North Pole"/>

3. Please describe the benefiting community including its location, using any relevant geographic and demographic information.

4. What community needs have been identified?

Insufficient health care

5. How are these needs currently being addressed with local resources and/or government agencies, NGOs, etc.?

They are not being addressed.

6. Briefly summarize the proposed activity in 250 words or less, including the need it will address, the intended beneficiary(ies), and the potential benefits to the community.

The South Pole Medical Clinic serves over 7,500 people a year. The clinic is using equipment that is more than 25 years old. The Rotary Club of North Pole would like to purchase used (but still serviceable) medical equipment that would be an upgrade to the facility's current equipment.

7. Please list any cooperating organization(s) or university(ies) involved in the proposed activity(ies).

N/A

8. Describe how the benefiting community will be involved in the activity(ies). Provide specific examples.

The staff of the clinic will be using the equipment and providing medical care.

9. Has the benefiting community confirmed that it would like the activity(ies) to take place?

Yes

10. With which area(s) of focus is the proposed activity aligned?

*Check the box(es) that apply.*

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

11. Please describe how the activity(ies) will address the goal(s) of the area(s) of focus.

This project aligns with disease prevention and treatment. We will be providing equipment so that the clinic can provide better care to more people.

12. What will be the immediate and long-term outcomes of the activity(ies)?

Better care and more services available at the clinic. Community health improves.

13. Explain how all involved parties will act to ensure the sustainability of the activity(ies).

The staff will provide required maintenance of the equipment to keep it in working order.

14. Proposed Start Date:

09/01/2010

15. Proposed Completion Date:

10/1/2010

16. Proposed Budget (in US\$):

Medical supplies	16,500
Training materials	1,000

17. Proposed Financing

DDF Amount in US\$	5,000
Rotarian Cash Amount in US\$	5,000
Additional Outside Funding in US\$	
Requested TRF Match in US\$	7,500
<b>Total Financing in US\$</b>	<b>17,500</b>

See appendix E to check your responses.





# Session 2: District Leadership



## Learning Objectives

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At the end of the session, you will be able to

1. Understand the new district committee structure.
2. Discuss the additional responsibilities for district leadership and organize your district's structure.
3. Create a transition plan for your district's leadership.

## Contents

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Your Responsibilities as District Leaders Speech	42
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## Resources

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At [www.rotary.org/en/fvdistrict](http://www.rotary.org/en/fvdistrict) the following information is available:

- District Leadership Structure
  - *Future Vision Pilot News*
  - Future Vision addenda to
    - *District Governor's Training Manual*
    - *District Training Manual*
    - *Assistant Governor's Training Manual*
    - *District Committee Manual*
    - *Presidents-elect Training Seminar Leaders' Guide*
    - *District Assembly Leaders' Guide*
    - *District Team Training Seminar Leaders' Guide*
    - *District Leadership Seminar Leaders' Guide*
  - Related documents
    - Future Vision FAQs
    - Future Vision Plan Staff Contact Sheet
- Other resources at [www.rotary.org](http://www.rotary.org) include:
- Rotary Foundation Code of Policies 14.070. (district structure)



# District Leadership Structure Information Sheet

The Rotary Foundation district leadership structure has been simplified to allow more flexibility for the district Rotary Foundation committee. The new structure is in line with the Future Vision Plan to simplify Foundation programs and processes consistent with the mission and to increase the sense of ownership at the district and club levels by transferring more decisions to the districts. Your district will need to determine how to organize under the leadership structure outlined below. In addition, your district might consider retaining some of the current subcommittees until all current open projects are complete.

## District Governor

### District Rotary Foundation Committee Chair

- Report all Foundation activities to the district governor
- Provide one of two authorizing signatures for use of District Designated Fund
- Confirm that club sponsors of global grant applications are qualified
- Oversee the district's qualification application
- Serve as liaison to RI district committees
- Provide support to club Rotary Foundation committees

### Grants Subcommittee

- Oversee the qualification of clubs
- Serve as a resource on Rotary Foundation grants
- Ensure stewardship practices are implemented
- Enforce the district's policy for distributing grant funds
- Report misuse or irregularities in grant-related activities to The Rotary Foundation, and conduct local investigations
- Promote and encourage participation in the Rotary Centers for International Studies program

### Fundraising Subcommittee

- Assist clubs in setting and achieving fundraising goals
- Organize club and district fundraising activities
- Motivate, promote, and advise clubs on Foundation fundraising initiatives
- Coordinate donor appreciation events within the district

### PolioPlus Subcommittee

- Encourage donations
- Organize district PolioPlus activities
- Ensure recognition of exemplary polio eradication activities
- Present on PolioPlus
- Coordinate with PolioPlus committees and governmental agencies

In addition to the duties and responsibilities outlined in the Rotary Code of Policies 17.030.3., the following Foundation duties and responsibilities will be added to the district committees listed below for districts participating in the Future Vision Plan pilot.

**Membership Development Committee**

Coordinate district-wide Rotary International and Rotary Foundation alumni activities in order to help recruit and involve these potential Rotarians.

**District Finance Committee**

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.

**District Public Relations Committee**

Promote all aspects of The Rotary Foundation such as PolioPlus, grant successes, Rotary Foundation alumni activities, and Rotary Foundation awards, to Rotarians and the community.

**District Conference Committee**

Include time in the agenda to report on Rotary Foundation grant activities if no report was or will be provided at another district meeting to which all clubs are invited or eligible to attend.

**District Convention Promotion Committee**

Promote all Rotary Foundation pre-convention and convention activities.

**District Training Committee**

Work with the district governor and the district Rotary Foundation committee chair to plan, organize, and promote the district Rotary Foundation seminar.





# Session 3: District Qualification



## Learning Objectives

At the end of the session, you will be able to

1. Understand how qualification relates to good stewardship practices.
2. Learn methods your district can use to implement the MOU.
3. Identify additional district responsibilities and ways to manage those responsibilities.
4. Understand the online qualification application process.

## Contents

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## Resources

At [www.rotary.org/en/fvdistrict](http://www.rotary.org/en/fvdistrict) the following information is available:

- Qualification
- Future Vision Resources
  - *District Rotary Foundation Grant Management Training Leaders' Guide* (available February 2010)
  - *Rotary Foundation Grant Management Manual* (available February 2010)
- Related documents
  - Future Vision FAQs
  - Future Vision Plan Staff Contact Sheet

Other resources available at [www.rotary.org](http://www.rotary.org):

- Guide to Implementing the District Memorandum of Understanding
- Rotary Foundation Code of Policies sections
  - 14.060. (qualified districts)
  - 7.020. (stewardship of Foundation funds by clubs and districts)
  - 10.010. (annual stewardship plan)



# District Qualification Information Sheet

Qualification ensures that your district has proper stewardship controls in place to manage Rotary Foundation funds. Districts must be qualified to receive Rotary Foundation grant funds.

## Definition of Terms

**Stewardship** is the responsible management and oversight of grant funds from The Rotary Foundation. Implementing good stewardship practices ensures that grant funds are used according to the Foundation guidelines and to benefit populations in need. This includes:

- Providing competent and thorough project supervision by Rotarians
- Following standard business practice
- Reporting irregularities to The Rotary Foundation
- Implementing projects as approved
- Reviewing financial records to confirm proper use of funds
- Submitting timely, complete, and accurate reports

Effective **grant management** ensures that an activity is administered with proper financial controls, while also adhering to superior technical standards and is guided by humanitarian and educational principles. It helps ensure that activities effectively meet the needs of the beneficiaries, further educational endeavors, fulfill objectives, and responsibly safeguard donors' funds.

The **memorandum of understanding (MOU)** is a key component of qualification for Future Vision pilot districts. It is a legal agreement between each district and The Rotary Foundation (TRF) that lists the terms of qualification and the requirements for ensuring proper oversight of grant funds. Districts must agree to implement the MOU as part of the online qualification process. The following checklist summarizes the action steps that districts must take to complete the online qualification, implement the MOU, and maintain qualified status.

## Prequalification

- Open a district bank account and select two payees in good standing who understand their roles as account signatories, in accordance with MOU section 3
- Complete the online qualification process by
  - \_\_\_ Reading and agreeing to the qualification MOU
  - \_\_\_ Submitting bank account and signatory information
  - \_\_\_ Selecting the district's annual financial assessment method
  - \_\_\_ Authorizing the district's qualification information and agreeing to abide by all stated terms

## Implementing the District Memorandum of Understanding

---

- For district governor-elect (each year of the pilot): Submit agreement to the terms of qualification through Member Access within 30 days of taking office
- Establish a succession plan for the district governor, governor-elect, and district Rotary Foundation committee chair to ensure retention of information and documentation related to qualification
- Complete requirements in prequalification
- Establish a financial management plan by
  - \_\_\_ Maintaining a standard set of accounts
  - \_\_\_ Disbursing funds in a timely and direct manner
  - \_\_\_ Maintaining separate statements of income and expenses
  - \_\_\_ Maintaining a general ledger
  - \_\_\_ Establishing an inventory system
  - \_\_\_ Ensuring grant activities are in accordance with local law
  - \_\_\_ Adhering to bank account requirements (MOU section 3)
  - \_\_\_ Performing monthly bank reconciliations
  - \_\_\_ Planning for transferring the custody of the bank account(s)
- Conduct annual financial assessments and report on the findings
- Qualify interested member clubs by
  - \_\_\_ Creating and administering a club qualification plan
  - \_\_\_ Providing grant management seminars to interested clubs using TRF-approved modules, and creating a method to track attendance
- Establish a document retention system in a location accessible and available to Rotarians that maintains all documents required by the MOU for a minimum of five years or longer if required by local law, including:
  - \_\_\_ Bank information
  - \_\_\_ Legal documents
  - \_\_\_ Annual financial assessments
  - \_\_\_ Original documentation for district grants and district-sponsored global grants
  - \_\_\_ District and club qualification documents
  - \_\_\_ Documented plans and procedures
- Report annually to member clubs on the allocation of all DDF
- Fulfill TRF reporting requirements for district grants and district-sponsored global grants
- Create a system to track reports, investigate, and resolve reports of misuse
- Report issues to TRF



# Member Access Online Qualification Process

To complete the online qualification process and achieve qualified status, the district must submit its qualification information online through Member Access. This is the same site districts used to submit their pilot applications.

The online process contains four parts to be completed by the 2009-10 and 2010-11 district governors and the 2010-11 district Rotary Foundation committee (DRFC) chair. Any of these officers can initiate the qualification process; however, all three must login individually and submit information before the district can become qualified. As soon as one officer has initiated this process, the district's qualification status shown on Member Access will change to "pending."

The steps on the following pages will help to clarify what information is needed for online qualification. Please note that the screen shots are still in draft form and may look slightly different.

The screenshot displays the 'Future Vision Pilot Site' interface. At the top, it features the Rotary International logo and the text 'ROTARY INTERNATIONAL THE ROTARY FOUNDATION' on the left, and 'FUTURE VISION PILOT SITE' on the right. Below the header, there is a 'Logout' link and a welcome message: 'Welcome to The Rotary Foundation Future Vision Pilot Site'. A paragraph explains the goal of the pilot: 'The goal of the Future Vision pilot is to test the Future Vision Plan's streamlined grant-making model and increase Rotarian participation in the grant-making process. Districts in the Future Vision pilot will have a direct role in managing Rotary Foundation grant funds.'

The main content area is divided into several sections:

- District Qualification**: Shows a status of 'Pending' and 'Expires:'. Below this are four radio buttons for the qualification parts:
  - Part 1: Memorandum of Understanding (MOU)
  - Part 2: Financial Assessment Information
  - Part 3: District Payee Information
  - Part 4: Review and Approve
- District Grant Request**: A table with columns for 'Implementation Year' and 'Status'. The current entry shows '2010-2011' and 'Draft'.
- Global Grant Proposals**: A section with a dropdown for the year (currently set to 2009) and links for 'View All'. It lists: 'Approved Proposals: 12 (View)', 'Pending Proposals: 20 (View)', and 'Rejected Proposals: 5 (View)'. There is an 'Add New' button.
- Applications & Projects**: A section with a dropdown for the year (currently set to 2009) and links for 'View All'. It lists: 'Applications Pending: 12 (View)', 'Projects Active: 20 (View)', and 'Projects Complete: 5 (View)'.
- Resource Links**: A sidebar on the right with links to 'Future Vision Plan Staff Contacts', 'List of Future Vision Pilot Districts', and 'Terms and Conditions'.

A large grey arrow on the left side of the screenshot points towards the 'District Qualification' section.

At the bottom of the page, there is a footer: 'Privacy | Copyright © 2009 Rotary International'.

## Part 1: Memorandum of understanding (MOU)

To complete this part, each officer must

1. Log into Member Access and read the MOU.
2. Click to verify agreement with the terms of the MOU.

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Main Qualification Logout

### Future Vision Pilot Site Memorandum of Understanding

Part 1: MOU | Part 2: Financial Assessment Information | Part 3: District Payee Information

THE ROTARY FOUNDATION FUTURE VISION PILOT

---

#### MEMORANDUM OF UNDERSTANDING

1. Terms of Qualification
2. District Officer Responsibilities for Qualification
3. Bank Account Requirements
4. Financial Management Plan
5. Club Qualification
6. Document Retention
7. Report on Use of Grant Funds
8. Method for Reporting and Resolving Misuse of Grant Funds

1. **Terms of Qualification**

After demonstrating that it meets the minimum qualification requirements, the district remains qualified for the duration of the Future Vision pilot subject to the provisions below. By the conclusion of the Future Vision pilot, terms of renewal will be

Scroll down to read the entire district

I agree to the Terms of the MOU

Name

Submit

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## Part 2: Annual financial assessment information

To complete this part

1. Either the district governor, district governor-elect, or DRFC chair must log into Member Access and choose the type of oversight system the district will use.
  - a. Audit committee: Identify three district Rotarians who will serve on the committee.
  - b. Independent financial assessment: Identify the name and contact information of the firm or individual contracted to perform the assessment.

Rotary International The Rotary Foundation Future Vision Pilot Site

Main Qualification Logout

### Future Vision Pilot Site Financial Assessment Information

Part 1: MOU | **Part 2: Financial Assessment Information** | Part 3: District Payee Information

[Payee Information Help Document](#)

**Message from Future Vision Staff**

**Independent Financial Assessment**

**WE WILL BE USING A DISTRICT ROTARY FOUNDATION AUDIT COMMITTEE**

[Add New Audit Committee Member](#)

0 row(s) shown below

Name	Position	Start Date	End Date
------	----------	------------	----------

**WE WILL BE CONDUCTING AN INDEPENDENT FINANCIAL ASSESSMENT**

[Update Auditing Firm or Entity Information](#)

Last Updated On	
Name of Firm or Entity	
Contact Person	
Address	
Email	
Website	
Telephone	

**Checklist**

Independent Financial

**Resource Links**

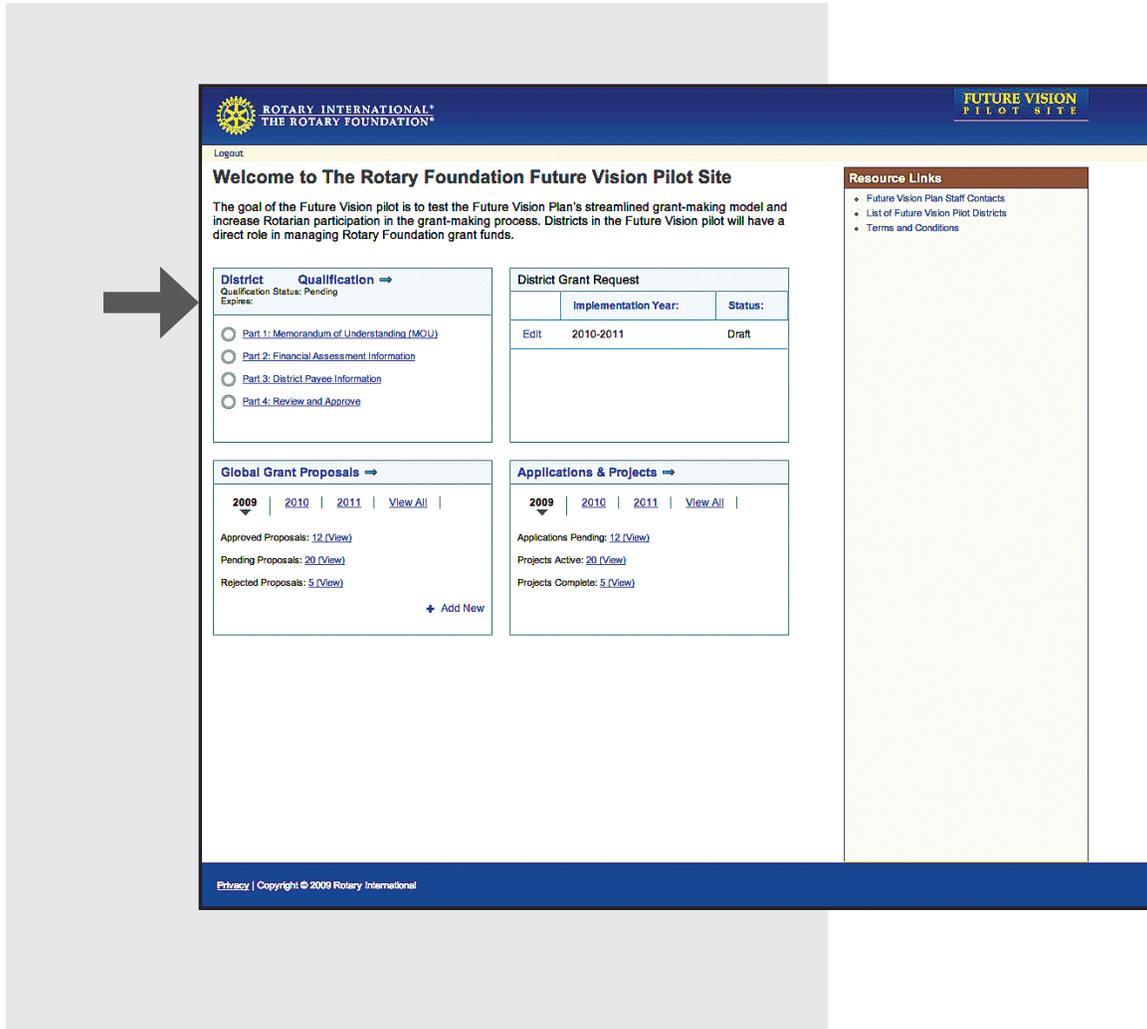
- Invite Signatories
- District Payee Information
- District Qualification Record (View & Print)
- Memorandum of Understanding MOU (View & Print)
- Guide to Implementing the Memorandum of Understanding
- Sign up for the Future Vision newsletter
- Payment Guidelines for Rotarians
- Rotary International Exchange Rates
- Future Vision LinkedIn

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## Part 3: Payee information form

To complete this part

1. Either the district governor, district governor-elect, or DRFC chair must log into Member Access and assign two Rotarian account signatories by clicking district qualification on the main page.



The screenshot shows the 'Future Vision Pilot Site' dashboard. At the top, there is a navigation bar with the Rotary International logo and 'THE ROTARY FOUNDATION' on the left, and 'FUTURE VISION PILOT SITE' on the right. Below the navigation bar, there is a 'Logout' link and a welcome message: 'Welcome to The Rotary Foundation Future Vision Pilot Site'. The goal of the pilot is to test the Future Vision Plan's streamlined grant-making model and increase Rotarian participation in the grant-making process. The dashboard is divided into several sections:

- District Qualification =>**: This section shows the 'Qualification Status: Pending Expires:'. It contains four radio button options: 'Part 1: Memorandum of Understanding (MOU)', 'Part 2: Financial Assessment Information', 'Part 3: District Payee Information', and 'Part 4: Review and Approve'. A large grey arrow points to this section.
- District Grant Request**: A table with columns for 'Implementation Year' and 'Status'. It shows one entry for '2010-2011' with a status of 'Draft'.
- Global Grant Proposals =>**: A section with a dropdown menu for the year '2009' and links for '2010', '2011', and 'View All'. It displays statistics: 'Approved Proposals: 12 (View)', 'Pending Proposals: 20 (View)', and 'Rejected Proposals: 5 (View)'. There is an 'Add New' button.
- Applications & Projects =>**: A section with a dropdown menu for the year '2009' and links for '2010', '2011', and 'View All'. It displays statistics: 'Applications Pending: 12 (View)', 'Projects Active: 20 (View)', and 'Projects Complete: 5 (View)'.
- Resource Links**: A sidebar on the right with links for 'Future Vision Plan Staff Contacts', 'List of Future Vision Pilot Districts', and 'Terms and Conditions'.

At the bottom of the dashboard, there is a footer with 'Privacy | Copyright © 2009 Rotary International'.

2. Each signatory must then log into Member Access and
  - a. Enter the district's bank account information.
  - b. Certify that the bank information is correct by clicking submit to verify.
  - c. Accept responsibility as signatories by clicking submit to verify agreement.



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**FUTURE VISION**  
PILOT SITE

Main Qualification
Logout

**Future Vision Pilot Site**  
District Payee Information - Section C: Project Account Signatories

Part 1: MOU | Part 2: Financial Assessment Information | **Part 3: District Payee Information** | District Payee

**Information Form - Signatory**

0 row(s) shown below

Name	Primary	Status	I authorize the banking information is correct	Start Date	End Date
	<input type="checkbox"/>		<input type="checkbox"/>		

**District Bank Account Information**

Enter the district's bank account information below by clicking "Edit." Once the necessary bank account information is entered, all signatories should confirm that it is correct and click "Submit" at the bottom of the page.

Last Updated On
Country Bank is Located In (Required)
Payment Currency (see Payment Guidelines for Rotarians)
Exact Bank Account Name (Required)
Bank Account Number (Required)
ABA Routing Number (?)
SWIFT Code/BIC (?)
IBAN (?)
Bank Clearing/Sort Code
Receiving Bank Name (Required)
Receiving Bank Address (Required)
Receiving Bank Phone Number (Required)

[+ Edit District Bank Account Information Above](#)

**U.S. Intermediary / Correspondent Bank Information**

(Only to be used when the District Bank uses US\$ and it is not in the U.S. - Will be blank otherwise)

For International US\$ electronic Funds Transfers; you must include your bank's U.S. Intermediary/Correspondent bank information.

Please contact your bank to obtain this information and enter below.

Last Updated On
U.S. Intermediary Correspondent Bank Name
U.S. Intermediary Correspondent Bank Address
U.S. Intermediary Correspondent Bank Telephone
U.S. Intermediary Correspondent Bank ABA Routing Number (?)

[+ Edit Intermediary Account Information Above](#)

Once you have completed all required information for "District Bank Account Information" and "U.S. Intermediary/Correspondent Bank Information" sections, you must authorize the information and click "Submit" below.

**Payee Information Help Document**

Message from Future Vision Staff

---

**District Qualification Checklist**

- Read and agree to MOU
- Setup Audit Committee or Independent Financial Assessment
- Search for Signatories
- Invite Signatories
- District Payee Information

**Resource Links**

- District Qualification Record (View & Print)
- Memorandum of Understanding MOU (View & Print)
- Guide to Implementing the Memorandum of Understanding
- Sign up for the Future Vision newsletter
- Payment Guidelines for Rotarians
- Rotary International Exchange Rates
- Future Vision LinkedIn

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## Part 4: Authorization and agreement

To complete this part

1. Parts 1, 2, and 3 of the online qualification process must already be completed.
2. The district governor, district governor-elect, and DRFC chair must each verify that all information provided is complete and correct.
3. The district governor, district governor-elect, and DRFC chair must each authorize and agree to the terms of qualification by checking the box and clicking submit.

The screenshot displays the 'Future Vision Pilot Site' interface for 'Review and Approve Financial Assessment and Payee Information'. The page is divided into several sections:

- Header:** Includes the Rotary International logo and 'FUTURE VISION PILOT SITE' branding.
- Navigation:** Links for 'Main', 'Qualification', and 'Logout'.
- Progress:** 'Part 1: MOU' is active, with 'Part 2: Financial Assessment Information' and 'Part 3: District Payee Information' as inactive options.
- District Authorizers:** A table with 3 rows showing roles and their agreement status.
- Agreement:** A section with checkboxes for 'I agree to the Terms of the MOU' and 'I authorize all qualification information is accurate and true', followed by a 'Name' input field and a 'Submit' button.
- Right Sidebar:** Contains links for 'Payee Information Help Document', 'Message from Future Vision Staff', 'District Qualification Checklist', and 'Resource Links'.

Name	Position	I agree to the Terms of the MOU	I authorize all qualification information is accurate and true
	District Rotary Foundation Chair (DRFC)	<input type="checkbox"/>	<input type="checkbox"/>
	District Governor (DG)	<input type="checkbox"/>	<input type="checkbox"/>
	District Governor-elect (DGE)	<input type="checkbox"/>	<input type="checkbox"/>

**Agreement**

I agree to the Terms of the MOU

I authorize all qualification information is accurate and true

Name:

**District Qualification Checklist**

- Read and agree to MOU
- Setup Audit Committee or Independent Financial Assessment
- Search for Signatories
- Invite Signatories
- District Payee Information

**Resource Links**

- District Qualification Record (View & Print)
- Memorandum of Understanding MOU (View & Print)
- Guide to Implementing the Memorandum of Understanding
- Sign up for the Future Vision newsletter
- Payment Guidelines for Rotarians
- Rotary International Exchange Rates
- Future Vision LinkedIn

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A green check mark will appear as each section is completed. Once all three officers have completed part 4, the district's qualification information will be submitted to the Foundation for staff review and its qualification status in Member Access will change from "pending" to "under review."

**After qualification information is submitted to the Foundation**

If all information is complete and acceptable, the district will receive qualified status. Please note that submitting the information does not automatically result in qualification; however, staff will work with districts to quickly address any issues so that they can achieve qualified status as soon as possible.

## Breakout Session Activity: District Qualification and Stewardship

In the next hour, work with your fellow district leaders to discuss the following case studies. The case studies highlight two areas of good stewardship practices. The first case study relates to stewardship practices of conducting needs assessments before applying for grant funds, and the second case study relates to handling misuse of funds related to the district MOU. Each case study should take approximately 20 minutes. If you finish early, continue your discussion with the questions on page 66.

### Part 1 Case Study: Needs Assessment

Rotarian Paul Harris is a doctor at a local hospital. The hospital provides services for many people who have malaria. He sees the need to provide insecticide treated bed nets to patients' families. Harris approaches his club, the Rotary Club of Morning Valley, and suggests that the club organize a fundraiser to provide bed nets for 5,000 families. The club feels that they have solicited a lot of community donations through the year and that, given the difficult economic times, a Rotary Foundation Global Grant might be a better option. The club contacts Rotarians they met at a project fair to try to find an international partner.

The Rotary Club of Cherry Tree expresses interest in partnering with RC Morning Valley. However, they note that 5,000 bed nets only cost \$5,000, which is under the minimum global grant budget of US\$30,000. RC Morning Valley indicates that there are related needs in the community and perhaps the project can be expanded. They conduct a community needs assessment and find out that they could develop a program to provide bed nets to anyone in need in the district. This would increase the total project cost to \$40,000. Upon reviewing the community needs assessment, RC Cherry Tree is concerned that a project simply providing bed nets is not sustainable. Therefore, they ask RC Morning Valley to add two training components: training local people to distribute and explain proper use of the bed nets and training people to manufacture the bed nets in the local community as small enterprise development. The RC Cherry Tree Rotarians offer to visit the community and build a community manufacturing facility outside of the global grant funds. The host club likes the idea of training people to distribute the bed nets, but it is reluctant about the manufacturing facility. While there is a need for bed nets and for people to distribute them, a manufacturing facility already exists in the district capital, and it has an established clientele, including the local hospital. The host club is concerned that there will be more supply of bed nets than there is demand. Also, they worry that it will be difficult for them to implement and manage this small enterprise until it is up and running on its own, which might detract from the other components of the project.

What should the host club do?

**Option A:** Agree with the Rotary Club of Cherry Tree, and submit a global grant application.

**Option B:** Suggest a change to the project plan.

**Option C:** Decline the partnership.

- If you chose option A, continue to page 60
- If you chose option B, continue to page 61
- If you chose option C, continue to page 62

**Option A**

Agree with the Rotary Club of Cherry Tree, and submit a global grant application.

As their community really needs the other components of the project and RC Cherry Tree seems so enthusiastic and generous, RC Morning Valley agrees to this idea. When the Foundation receives the application, community needs assessment, and cadre report, there is a series of e-mails back and forth to determine whether there is a need for the manufacturing plant. The club states that there is because they want the application to be approved, and they aren't sure that there will be a problem. This back and forth takes a few weeks to resolve.

**Results**

In the end, the grant allowed numerous people to receive bed nets, use them properly, and several members of the community to learn practical and transferable skills. Unfortunately, once the bed net manufacturing facility was built, it was difficult for the host club to provide management advice. Local Rotarians helped with the bed net distribution training, but they needed two specialists from outside of the community to help run the manufacturing plant. The overhead costs to run the plant and pay for advertising impacted the profits, and the plant never broke even. It could not produce bed nets at a competitive price. Therefore, it only employed a few people, and because it was not a large-scale production, the employees didn't gain transferable skills that would allow them to be competitive if looking for a job at larger plants.

List the strengths of this option:

List the weaknesses of this option:

*See appendix E to check your responses.*

**Option B**

Suggest a change to the project plan.

The club explains their concerns to the international club and, instead of doing the small enterprise portion, suggests that they invest in sending community members to the larger manufacturing facility to train as apprentices. The international club is disappointed at first, but then realizes that it is a very good decision and supports the project anyway. It took three months for the above issue to be agreed upon by both clubs, which delayed the submission of the application. However, the extra time allowed for the partners to submit a more complete application, which was quickly approved.

**Results**

The grant allowed numerous people to receive bed nets that they could use properly and several members of the community to learn practical skills that are transferable. In addition, the apprenticeship program also provided community members with job-specific skills that would be useful at any manufacturing plant, knowledge of how a large-scale production plant works, and other valuable business skills. Ten years later, a person who participated in the apprenticeship program came back to the village and opened up a manufacturing plant and employed local people. The benefits of this project were widespread and sustainable.

List the strengths of this option:

List the weaknesses of this option:

*See appendix E to check your responses.*

**Option C**

Decline the partnership.

The club explains their concerns to RC Morning Valley and concludes that they don't feel they can run the project at this time. They then request district grant funds from their district to purchase the 5,000 bed nets for community members. Since the club is qualified, the district approves their request and gives them the funds.

**Results**

The project is quickly implemented, and the club is able to provide 5,000 households with bed nets. Later that year, they find that 10,000 households still need bed nets; however, there are no grant funds remaining. In order to create a sustainable solution to this problem, the club will need to apply for a new grant.

List the strengths of this option:

List the weaknesses of this option:

*See appendix E to check your responses.*

## Part 2 Case Study: Misuse of Funds

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The district receives a report that the president of the Rotary Club of New City Sunrise is the executive director of a nongovernmental organization (NGO) that has served as a cooperating organization for two of his club's global grants. Part of the grant funds were used to purchase an ambulance to be used in rural communities. Although he is not the primary grant contact, the president is on the project committee. Additionally, the vehicle is registered in the name of the Rotarian who arranged the purchase, because it was easier to process the paperwork. Because he turned the vehicle over the president, it did not occur to him that he should change the registration information.

The district governor received reports from other Rotarians that many people regularly see the club president using the ambulance as a personal vehicle and for all Rotary business. However, it is used for ambulance runs when needed. These reports were made verbally, but the district then followed up and obtained written statements signed by the concerned parties and pictures of the president in the ambulance at the club's fundraiser.

The district governor discusses this issue with the district Rotary Foundation grant subcommittee (DGSC) chair and asks her and the subcommittee to resolve this situation with the club.

As the DGSC chair, how would you address this issue?

**Option A:** Tell the club president and the primary project contact about the allegations, and request that the president stop using the vehicle.

**Option B:** Talk to the club board and primary project contact, and ask for suggestions to resolve the issue.

→ If you chose option A, continue to page 64

→ If you chose option B, continue to page 65

### **Option A**

You tell the club president and project contact about the reports, and they assure you that the allegations are unfounded. A few weeks later, you receive more information from a trustworthy source that includes documentation that the president is still using the ambulance. The source also forwarded the information to the Foundation. Because there is documented misuse of funds, the grant is counted as noncompliant on reporting until the situation is resolved, which affects the district's world reporting percentage.

Furthermore, other club members were unaware of the problem and only found out when a new application was not approved because of overdue reporting. By this time, the ambulance had been extensively used by the president and needed repairs. In addition, the vehicle registration was never transferred to the NGO, and the Rotarian who is the registered owner recently terminated his membership and moved and no one can get in touch with him. Therefore, the club cannot donate the ambulance to another organization or make appropriate arrangements.

The club president then terminates his membership and refuses to turn over the ambulance. Because the club is responsible for its members and actions as a whole, the club must donate its own funds to return to the Foundation.

How was this choice successful and/or unsuccessful?

What would you do differently?

*See appendix E to check your responses.*

### **Option B**

At their next meeting, you tell the club board about the allegations, while another DGSC member discusses the allegation with the president in a separate room. During the meeting, some club members who had not previously reported this issue confirm that the president is misusing the vehicle and the vehicle registration is not even in the NGO's name. The club board agrees to ask the club president to return the ambulance and stop using it. After the discussion, you bring both parties together and serve as a mediator while the club board and the club president discuss the issue. The club president denies the allegation, but the club board informs him that if he does not return the ambulance immediately, the board (as indicated in the club bylaws) will bring his membership to vote before the entire club. The club also decides that once the ambulance is returned, it will be given to another NGO not affiliated with any Rotarians and ensure that the title is in the name of the beneficiaries.

In order to prevent this situation in the future, the club creates a system to review Rotarian involvement and disclose any potential conflicts of interest. The club president accepted responsibility for his actions and returned the ambulance. He retained his membership but stepped down as president.

How was this choice successful and/or unsuccessful?

What would you do differently?

*See appendix E to check your responses.*

### **Part 3: Discussion**

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Discuss the following questions with your fellow district leader; be prepared to share your responses with the other participants at your table.

1. How will qualification assist your district with the increased responsibilities of managing Rotary Foundation grants?

2. What steps will your district need to take in order to adjust to these new responsibilities?

*See appendix E to check your responses.*





# Session 4: Project Networking



## Project Networking Activity

The purpose of this activity is to give pilot districts an opportunity to network. Find a district governor-elect or a district Rotary Foundation committee chair who matches one of the descriptions in the boxes. Note the district leader's district number, title, and name. You should have a different district in each box. Refer to this sheet when you are looking for a district to contact about starting a project.

<p><b>District _____ is interested in a child and maternal health project.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>	<p><b>District _____ has never partnered with your district.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>	<p><b>District _____ is interested in a basic education and literacy project.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>
<p><b>District _____ is interested in a water and sanitation project.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>	<p><b>District _____ is interested in an economic and community development project.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>	<p><b>District _____ is interested in a vocational training team focused on peace and conflict prevention/resolution.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>
<p><b>District _____ is interested in hosting scholars.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>	<p><b>District _____ is interested in a disease prevention and treatment project.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>	<p><b>District _____ is located in a country where your district has never worked.</b></p> <p><input type="checkbox"/> DGE   <input type="checkbox"/> DRFC chair</p> <p>Name: _____</p>



# Session 5: Club Qualification



## Learning Objectives

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At the end of the session, you will be able to

1. Learn how to manage club qualification.
2. Understand the district's responsibility in qualifying clubs.
3. Discuss the benefits of qualifying all clubs.

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Working with Clubs on Qualification and Stewardship of Funds Speech	72
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Breakout Session Activity: Working with Clubs on Qualification	75

## Resources

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[www.rotary.org/en/fvdistrict](http://www.rotary.org/en/fvdistrict)

- Club Memorandum of Understanding
- *District Rotary Foundation Grant Management Training Leaders' Guide*
- *Rotary Foundation Grant Management Manual*



# Club Qualification Information Sheet

In order for clubs to be qualified to receive Rotary Foundation Global Grants, they must read and agree to the club memorandum of understanding (MOU) and send at least one club member to attend the district Rotary Foundation grant management seminar.

Districts have the option of establishing additional requirements for club qualification, beyond the Foundation requirements (attending training and signing the MOU). For example, a district might ask clubs to be qualified before distributing district grant funds. Districts should first review the club MOU to see what requirements are already included. When considering additional requirements, keep the following points in mind:

- Relevant local laws or district-specific circumstances should be addressed.
- A district that has extra stewardship standards or considerations may want to require them as part of club qualification.
- Ensure that club qualification is not over-regulated, because it should be attainable by all clubs that want to participate in Rotary Foundation Global Grants.
- Requirements should be the same for all clubs.
- A district's qualified status could be at risk if it adds requirements to intentionally exclude specific clubs.

## Club Memorandum of Understanding

This document is the official memorandum of understanding provided by The Rotary Foundation for clubs participating in the Future Vision pilot. It is an agreement between the club and its district, explaining what measures the club will undertake to ensure proper implementation of grant activities and management of TRF grant funds. By signing this document, the club agrees that it will comply with all Foundation requirements.

## District Rotary Foundation Grant Management Seminar

All pilot districts are required to hold at least one district Rotary Foundation grant management seminar each year. *Clubs that wish to apply for global grants must attend this training.* Districts can choose whether to give district grant funds to nonqualified clubs. Districts should note that they are responsible for the use of any grant funds distributed to nonqualified districts. The Rotary Foundation recommends that the training take place in conjunction with either the presidents-elect training seminar, district assembly, or district conference. However, the district may designate another time and location to which all clubs are invited. Districts are encouraged to offer multiple trainings, such as one training at PETS, another at the district assembly, and subsequent make-up trainings throughout the year.

Clubs should attend the district Rotary Foundation grant management seminar conducted by their own district, because each district has different policies related to qualification and the use of the District Designated Fund. Club members can *only* attend training in another district if their district's grant management seminar is a multidistrict event (for example, held in conjunction with a multidistrict PETS).

- It is at the discretion of the district to offer multidistrict training.
- Districts holding a multidistrict training should ensure that clubs receive training on any qualification requirements unique to their specific district.
- The district is ultimately responsible for the club, regardless of where the training takes place.

## Purpose

The purpose of the district Rotary Foundation grant management seminar is to

1. Understand how to successfully manage a Rotary Foundation grant
2. Qualify the club to receive Rotary Foundation grant funds

## Sessions and suggested times

Session	Title	Suggested Time (in minutes)
Opening Plenary Session	Welcome	15-20
1	Creating a Project	60
2	Applying for a Grant	60
3	Project Implementation	90
4	Qualification	30

## Audience

At a minimum, at least one club member from each club seeking qualification must attend training. The district may decide how many *additional* members it will invite to attend trainings. If possible, the district should encourage all club members interested in Rotary Foundation grants to attend the training to learn more about grant management. Suggested participants:

- Club president-elect
- Club Rotary Foundation committee members
- Members of the three-person grant committee

A leaders' guide, PowerPoint slides, and participant's manual will be available on the RI Web site at [www.rotary.org/en/fvdistrict](http://www.rotary.org/en/fvdistrict) by 1 February 2010.

## Breakout Session Activity: Working with Clubs on Qualification

For the next hour, you will be working on three activities on pages 75-79. Work through each of these activities with your fellow district leader using the space provided below and the summary sheet to take notes on your discussion. Approximate completion times for each part are noted below.

### **Part 1: Club Qualification Statement** (10 minutes)

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Take a few minutes to draft a short, one-minute statement on why clubs should become qualified to receive Rotary Foundation grant funds. Once everyone at the table is finished, share your statements with the group.

*See appendix E to check your responses.*

## Part 2: Club Qualification Scenarios (35 minutes)

Read the following scenarios and discuss the questions at the end of each scenario with your fellow district leader for 25 minutes. Use the last 10 minutes to share your ideas with the group.

### Scenario 1

District 1234 has decided to hold its district Rotary Foundation grant management seminar for a half day following the presidents-elect training seminar. All club presidents-elect are notified that in order to become qualified to receive Rotary Foundation Global Grants, they will need to attend this training. In addition, the district has decided to offer a second half-day grant management seminar following the district assembly. All club Rotary Foundation committee members are strongly encouraged to attend, but the training is open to anyone from the club who is interested in learning more about managing Rotary Foundation grants. Six months later, clubs are notified about unused District Designated Fund amounts that could be used for global grants. One of your clubs that didn't attend either seminar approaches the district Rotary Foundation committee about becoming qualified in order to apply for a global grant.

What would you do about this club?

What other options for training would work for Rotarians in your district?

### Scenario 2

After reading the club MOU, District 2345 is discussing the option of adding supplemental qualification requirements. The DRFC has informed the governor and governor-elect that several member clubs have had difficulties reporting on their TRF grants in a timely manner. She suggests that the district require clubs to be current and compliant on at least 70 percent of grant reporting before the district will qualify them. The district leaders believe this is an attainable requirement for their clubs and add it to the district's additional qualification requirements document.

Will your district have additional requirements that it will manage? Please explain why you would or would not have additional requirements for your district.

Does your district have the resources to track and manage additional requirements?

### Scenario 3

District 3456 has held the district Rotary Foundation grant management seminar and qualified more than half of its member clubs. The district has decided to use half of its District Designated Fund (DDF) for district grants and is accepting requests from clubs for funds. District 3456's policy on distributing DDF is that it will only give \$1,000 or less of district grant funds to nonqualified clubs and these nonqualified clubs must report on the use of funds within 30 days of the completion of the project. Club members were informed of this policy before the district Rotary Foundation grant management seminar.

The Rotary Club of Sunrise chose not to become qualified because the club does not intend to apply for a Rotary Foundation Global Grant or request more than \$1,000 from the district. The club requests \$500 from the district to install benches in the town square. The district approves the request and reminds the club of the reporting requirements.

Would this work for your district? Please explain why or why not.

What other options can you think of?

### **Part 3: Planning the District Rotary Foundation Grant Management Seminar** (15 minutes)

As district leaders, you will need to determine your plan for offering the district Rotary Foundation grant management seminar. The questions outlined below are designed to assist your district in coming up with a plan. Discuss the responses in pairs for 10 minutes. Share your plan with the group.

**How many district Rotary Foundation grant management seminars will you offer this year?**

- 1
- 2
- 3
- 4 or more

**Who will you invite to attend this seminar?**

- Club presidents
- Club presidents-elect
- Club Rotary Foundation committee chairs
- Club Rotary Foundation committee members
- All club members interested in qualifying for Rotary Foundation grants
- Other \_\_\_\_\_

**When will your district hold the seminar?**

- Before PETS
- After PETS
- Before the district assembly
- After the district assembly
- Before the district conference
- After the district conference
- Other date (please specify) \_\_\_\_\_

**How much time will your district plan for this seminar?**

- A half day
- A full day
- More than one day
- Other (please specify) \_\_\_\_\_

**What local laws need to be addressed before conducting this training?**

What will the responsibilities be for the following Rotarians?

District leader/ Rotarian	Responsibilities
District governor-elect	
District Rotary Foundation committee chair	
District Rotary Foundation grants subcommittee chair	
District trainer	
Assistant governor	
Other	

What arrangements will need to be made in the next month?



# Session 6: District Designated Fund Policy



## Learning Objectives

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At the end of the session, you will be able to

1. Identify various components of your district's District Designated Fund policy.
2. Discuss which options work best for your district.

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## Resources

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[www.rotary.org/en/fvdistrict](http://www.rotary.org/en/fvdistrict)

# DDF Policy Panel

The panel discussion will provide you with some ideas for creating your district's policy on allocating the District Designated Fund (DDF) for district and global grants, creating partnerships, and determining how your district will distribute DDF to clubs.

While you are listening to the panel, note whether any of these examples would work in your district and how your district could incorporate these ideas into its district policy.

## Prioritizing district and global grants

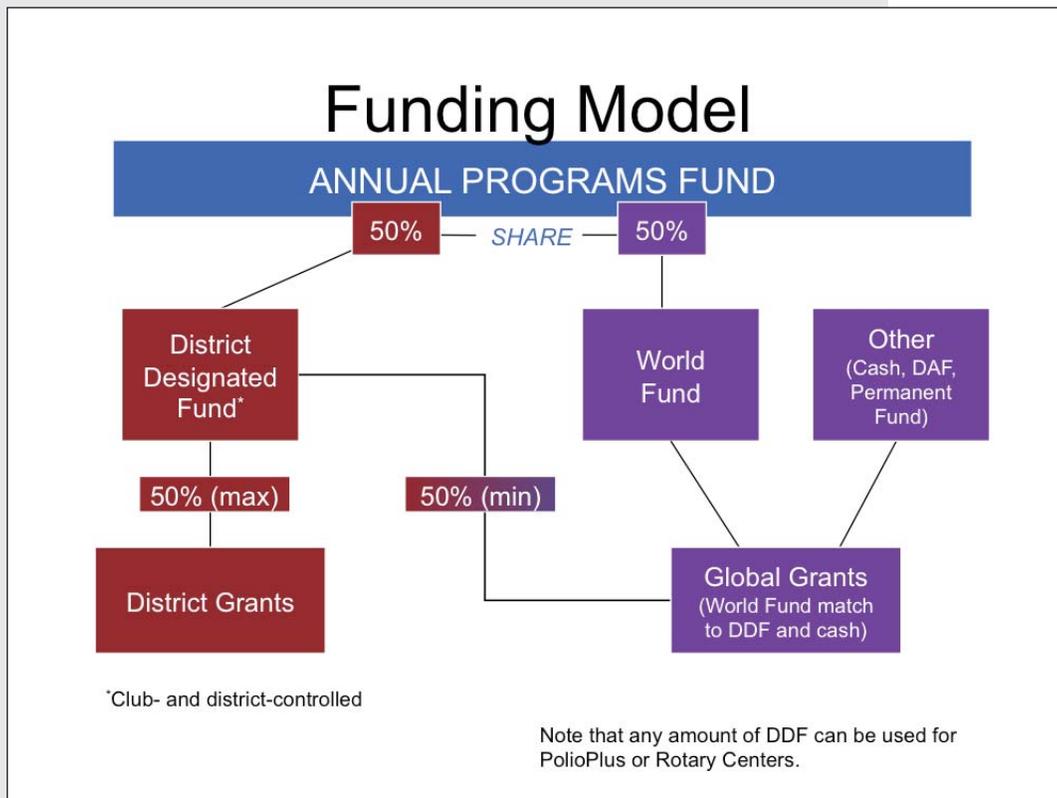
## Creating partnerships

## Distributing DDF

# DDF Policy Information Sheet

Under the Future Vision Plan, your district has more responsibility for determining how funds will be distributed to clubs and the district. In addition, more activities can be funded with Rotary Foundation grants using your District Designated Fund. Therefore, it is important to have a clear policy within your district for clubs. When creating a policy, consider the following:

- What are your district's priorities for the year?
- What are the interests of your club members?
- How much DDF is available?
- How can you maximize the amount your district spends in DDF and World Fund funds?
- What are your district's deadlines for accepting requests for district and global grant funds?
- What will the district policy be for district grants versus global grants?
- Do your clubs need to be qualified to receive district grant funds?
- How could you use your district policy to encourage donations to The Rotary Foundation so your district can continue to do good in the world through the Foundation?



## Group Discussion: DDF Policy

At your tables, take 30 minutes to discuss the following case study with your fellow district leader using the discussion questions that follow. For the last 10 minutes, share your ideas with the other Rotarians at your table.

### Case Study

Your district has US\$60,000 in its District Designated Fund for program year 2010-11. If the district decides to use 50 percent for district grants, clubs can request up to \$30,000 in DDF for district grant projects, leaving the remaining \$30,000 for global grant funding.

During the 2009-10 program year, the district Rotary Foundation committee chair receives a number of requests from clubs for district grant funds. These individual projects include a \$5,000 request to award a scholarship to a local student, a \$1,000 request to refurbish a local nature trail, a \$12,000 request to send an exchange team to a nonpilot district, and a \$15,000 request to construct wells in another pilot district, for a total of \$33,000. Some of these clubs are regular givers to the Annual Programs Fund, while others have contributed very little over the previous year.

The district Rotary Foundation committee chair has also been contacted with DDF requests for a number of pending global grant projects. These include a \$15,000 request for a combined vocational training team and service project, a \$10,000 request for a literacy project, a \$13,000 request for a graduate-level scholarship to address economic development in developing countries, and \$6,000 for a project improving disease prevention and treatment and addressing water and sanitation in another pilot district, for a total of \$44,000.

Given that the funding requests (\$77,000) exceed the district's available DDF (\$60,000), how would you decide to allocate these funds?

### Discussion Questions

Can any of the projects be combined?

What options could your district offer to those project sponsors whose DDF requests cannot be fulfilled, either in part or in total?

Based on the ideas presented by the panel participants, what ideas would work best in your district?

How would you incorporate these ideas into your district's policy?





# Session 7: Planning/Next Steps



## Learning Objectives

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At the end of the session, you will be able to

1. Discuss grant and fundraising goals with your district leaders.
2. Identify the priorities for your district for the next year.

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## Resources

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[www.rotary.org/en/fvdistrict](http://www.rotary.org/en/fvdistrict)



# Planning Information Sheet

You will need to accomplish the following items between now and 30 June to prepare for your year in office. List who will be responsible for each item and the timeline.

Tasks	Responsibility	Date
<input type="checkbox"/> Submit the online district qualification application		
<input type="checkbox"/> Implement the district MOU requirements		
<input type="checkbox"/> Develop additional club qualification requirements		
<input type="checkbox"/> Train your district Rotary Foundation committee and other district leaders on Future Vision		
<input type="checkbox"/> Train clubs on Future Vision at PETS, district assembly, district conference, or another meeting		
<input type="checkbox"/> Get club fundraising goals from club presidents; submit to The Rotary Foundation through Member Access		
<input type="checkbox"/> Create your district's DDF policy before your district Rotary Foundation grant management seminar		
<input type="checkbox"/> Get input from clubs on the types of projects and activities they would like to conduct		
<input type="checkbox"/> Hold one or multiple district Rotary Foundation grant management seminars to qualify your clubs		
<input type="checkbox"/> Set deadline for receiving grant proposals from clubs		
<input type="checkbox"/> Begin applying for Rotary Foundation Global Grants and District Grants online (starting April 2010)		

## Group Discussion: Planning and Goal Setting

For pages 90-91, work with your fellow district leader to discuss goals, priorities, and next steps. Use these worksheets as a guide for planning the 2010-11 Rotary year.

### Program Goals

Number each of the lists in order of your district's priorities, with 1 = highest priority and 6 = lowest priority. Use these priorities to assist you in making your program goals.

#### Areas of Focus

- Which areas of focus will be your district's priorities?
- Peace and conflict prevention/resolution
  - Disease prevention and treatment
  - Water and sanitation
  - Maternal and child health
  - Basic education and literacy
  - Economic and community development

#### Regions

- Which regions of the world are your district's priorities?
- Africa
  - Asia
  - Europe
  - North America
  - Pacific Islands
  - South America
  - Local community

#### Activities

- What kind of grant activities are your district's priorities?
- Humanitarian projects
  - Vocational training teams
  - Scholarships
  - Multiple activities for one grant

### Rotary Foundation Activity Goals

Think about how your district can be strategic in using DDF to solicit more funding to complete more projects in the future.

How much DDF will you allocate for each category?

District's DDF	Rotary Foundation District Grants	Rotary Foundation Global Grants	PolioPlus	Rotary Centers for International Studies
\$				

## **Fundraising Goals**

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When considering your fundraising goals, keep in mind your audience and the purpose of the fund. Governors-elect will discuss fundraising strategies more fully during the International Assembly.

### **Annual Programs Fund/*SHARE***

Contributions to the Annual Programs Fund through the Every Rotarian, Every Year (EREY) initiative are the primary source of funding for Foundation programs. Consider the impact that Rotarians could have if every Rotarian contributed at least US\$100 every year. Note that 50 percent of contributions received in 2010-11 will be available in DDF when the Future Vision Plan rolls out to all districts.

What will your district's Annual Programs Fund/*SHARE* goal be for 2010-11?

### **PolioPlus**

Rotary's US\$200 Million Challenge is The Rotary Foundation's response to two grants totaling \$355 million from the Bill & Melinda Gates Foundation to help eradicate polio. Every dollar given to PolioPlus will be counted toward the \$200 million match, which must be completed by 30 June 2012. Consider holding fundraisers that involve and educate the community on Rotary's work toward polio eradication. In addition, consider asking Rotarians who have become members in recent years and did not participate in the last fundraising campaign for polio.

What will your district's Rotary US\$200 Million Challenge goal be for 2010-11?

### **Permanent Fund**

The Permanent Fund was established in 1982 to ensure a strong future for the Foundation by providing an extra stream of income to meet the increasing demand by Rotary clubs and districts to expand the Foundation's programs and ability to meet human needs in the world. Contributing to the Permanent Fund secures the Foundation's future and provides long-term stability. The current goal is to grow the Permanent Fund to US\$1 billion by 2025. Contributions can be made in the form of Benefactors, Bequest Society members, or Major Donor gifts.

What will your district's Permanent Fund goal be for 2010-11?





# Resources Information Sheet

## Informational Resources

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- Rotary Foundation Grant Terms and Conditions
- District Memorandum of Understanding
- Club Memorandum of Understanding
- Future Vision addenda to
  - *District Governor's Training Manual*
  - *District Committee Manual*
- Future Vision Pilot Training flash drive
- Future Vision information for EREY Club Success Kit
- *Future Vision Pilot News*
- Future Vision Pilot group on LinkedIn

## Training Resources

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- *District Rotary Foundation Grant Management Seminar Leaders' Guide*, slides, and manual
- Future Vision addenda to
  - *Presidents-elect Training Seminar Leaders' Guide*
  - *District Assembly Leaders' Guide*
  - *District Team Training Leaders' Guide*
  - *District Leadership Seminar Leaders' Guide*

## Human Resources

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- Regional Rotary Foundation coordinators
- Future Vision Pilot Operations staff
- Rotary Foundation Trustees
- Rotary Foundation Future Vision Committee members

## Resources on [www.rotary.org](http://www.rotary.org)

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The most up-to-date information can be found on the RI Web site. Any new information that is posted on the site will be linked to the monthly *Future Vision Pilot News*.

- [www.rotary.org/futurevision](http://www.rotary.org/futurevision)
- [www.rotary.org/en/fvdistrict](http://www.rotary.org/en/fvdistrict)

## Contact Information

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Please submit any Future Vision-related questions to your district or global grant coordinator or to the following address:

- [futurevision@rotary.org](mailto:futurevision@rotary.org)





## Appendix A: Future Vision Glossary

**agreement form** Legal document stating the responsibilities of grant sponsors and The Rotary Foundation.

**areas of focus** The six priority world needs to which The Rotary Foundation is directing its financial and volunteer resources to have a sustainable and measurable impact. The areas of focus are peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development.

**beneficiary** Group or individual directly benefiting from Foundation grants. These include scholars, vocational training teams, and communities.

**capacity building** The process of developing and strengthening the knowledge, skills, and abilities necessary for individuals and communities to achieve sustainable development.

**club memorandum of understanding** Agreement between a club and its district, explaining the measures that the club will undertake to ensure proper implementation of grant activities and management of Foundation grant funds. By authorizing this document, the club agrees that it will comply with all Foundation requirements.

**contributors** Clubs or districts that provide funding but are not the primary sponsors of a grant.

**cooperating organization** An organization — usually nonprofit but sometimes governmental — that is directly involved in the implementation of a project, offering technical expertise and project coordination; however, the project should be controlled by the cosponsoring Rotary clubs or districts. Foundation funds may not be sent directly to a cooperating organization.

**district memorandum of understanding** Legal agreement between the district and the Foundation that lists the terms of district qualification and the requirements for ensuring proper oversight of grant funds.

**host sponsor** Club or district in the location where the project or activity takes place.

**international sponsor** Club or district outside of the country/geographical area where the project or activity takes place.

**measurable** Grant outcome that lends itself to data collection and analysis in order to demonstrate quantifiable results and impact within a community.

**participation** Hands-on involvement throughout the life of the grant, which includes planning, direct implementation, and evaluation.

**primary contact** Rotarian who serves as the point person between The Rotary Foundation and the project partner club or district. Each grant has two primary contacts: one host and one international.

**primary sponsors** One host club/district and one international club/district who are jointly responsible for submitting a global grant application, implementing the activity, and accounting and reporting to The Rotary Foundation.

**qualification** The process of ensuring that districts and their member clubs have the appropriate financial and stewardship controls in place to properly manage foundation grant funds.

**report** Details on the progress of the implemented project. A report must be submitted at least every 12 months for the life of the grant.

**Rotary Foundation District Grants** Annual block grants made to districts to support short-term projects, both locally and internationally. Districts may request up to 50 percent of their available District Designated Fund (DDF) for these grants in a given Rotary year; these funds may be used to support a variety of project types, including vocational training teams, scholarships, and humanitarian service activities.

**Rotary Foundation Global Grants** Grants that support sustainable, high-impact projects in one of the six areas of focus. Clubs and districts have the option of either developing their own global grant projects, which are funded by the sponsors and a matching World Fund award, or choosing a packaged global grant, developed by the Foundation and its strategic partners. With this option, the World Fund and the strategic partner provide 100 percent of the funding, and Rotarians implement the grant project.

**stewardship** Proper use of Rotary Foundation funds in accordance with the terms of qualification.

**strategic partner** An organization involved in a strategic partnership with The Rotary Foundation.

**strategic partnership** Trustee-approved relationship between The Rotary Foundation and another organization (such as a nongovernmental organization, corporation, or university) that is currently working in one or more areas of focus; can share costs by providing funding, technical expertise, or advocacy support at a value of approximately US\$1 million or more; increase opportunities for, or the impact of, service opportunities for Rotarians; and operate on a global scale. It is anticipated that strategic partnerships will lead to packaged grant opportunities for humanitarian projects, vocational training, and/or scholarships.

**sustainable** Grant outcome that can be maintained long-term to serve the ongoing needs of a community after grant funds have been expended.

# Appendix B: Terms and Conditions for Rotary Foundation District and Global Grants

ENGLISH (EN)

## FUTURE VISION PLAN

### Terms and Conditions for Rotary Foundation District Grants and Global Grants



The Rotary Foundation reserves the right to update and modify the terms and conditions of the grant at any time. Updates to the terms and conditions can be found on the RI Web site at [www.rotary.org](http://www.rotary.org) or requested by contacting Future Vision pilot staff at [futurevision@rotary.org](mailto:futurevision@rotary.org). The terms and conditions for global grants set forth in this document pertain to club- and district-developed global grants only. For terms and conditions for packaged global grants, go to [www.rotary.org](http://www.rotary.org).

- I. General Criteria**
- II. Sponsor Criteria**
- III. Eligibility Criteria**
- IV. Restrictions**
- V. Timelines and Applications**
- VI. Financing and Contributions**
- VII. Payments**
- VIII. Reporting Requirements and Documentation**
- IX. Travel**
- X. Non-Rotarian Grant Recipients**
- XI. Cooperating Organizations**
- XII. Special Considerations for Rotary Foundation (India)**

### **I. General Criteria**

Rotary Foundation District Grants and Rotary Foundation Global Grants support a wide variety of humanitarian and educational activities in local communities and abroad. All projects and activities funded by these grants must:

1. Relate to the [mission of The Rotary Foundation](#)
2. Include the active participation of Rotarians
3. Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the grant
4. Adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities
5. Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse clubs or districts for projects already completed or in progress. Planning for grant activities ahead of approval is allowed and encouraged, but expenses may not be incurred before approval.
6. Demonstrate sensitivity toward another country's/geographic area's tradition and culture if grant activities will take place outside of the grant recipient's country/geographic area
7. Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of [The Rotary Foundation Code of Policies](#)

8. Comply with the policy regarding the proper use of Rotary Marks as outlined in section 1.050.2 of [The Rotary Foundation Code of Policies](#)

#### *District Grants*

Additionally, district grants

1. Support local and international humanitarian and service projects, scholarships, and vocational training teams relating to the mission
2. Can fund projects and activities in Rotary and non-Rotary countries and geographic areas where permitted by applicable governing laws and in accordance with Foundation policies

#### *Global Grants*

Additionally, global grants

1. Relate to one or more of the areas of focus
2. Support humanitarian projects
3. Provide scholarships that fund coursework or research at a graduate level or its equivalent for a term of one to four academic years
4. Support vocational training teams that demonstrate capacity building by enhancing their own vocational skills or providing professional training to others
5. Provide sustainable, measurable outcomes
6. Take place in Rotary countries and geographic areas
7. Help to develop stronger Rotary networks of clubs and districts from different countries/geographic areas
8. Must be sponsored by at least one Rotary club or district in the country/geographic area where the grant project will take place (primary host sponsor) and one or more outside of that country/geographic area (primary international sponsor)

## **II. Sponsor Criteria**

For a district or club to receive a grant from The Rotary Foundation, all districts involved must be [qualified](#) by The Rotary Foundation, and the clubs involved must be qualified by their district. In addition, districts and all grant committee members must be in good standing with Rotary International and The Rotary Foundation. Individuals prohibited from serving on a grant committee include RI fiscal agents, national treasurers, and officers and paid staff of a cooperating or beneficiary organization associated with the grant. When acting as a primary sponsor, each district or club is limited to 10 open grants at a time.

#### *District Grants*

Districts must establish a grant committee of three Rotarians, including the district governor of the implementation year, the district Rotary Foundation committee chair, and the district grants subcommittee chair.

#### *Global Grants*

Host and international primary sponsors must each establish a grant committee of three Rotarians for a global grant. All members of the grant committee must come from the primary sponsor club, if club sponsored, or district, if district sponsored. Club-sponsored grant applications must include confirmation from the district Rotary Foundation committee chairs that the clubs are appropriately qualified.

## **III. Eligibility Criteria**

In addition to the general criteria for Rotary Foundation District and Global Grants, specific allowable activities have been identified for both grant types. District and global grants can fund

1. Construction of infrastructure limited to toilet blocks and sanitation systems, access roads, dams, bridges, storage units, fences and security systems, water/irrigation systems, and greenhouses

2. Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time, which may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, additions to existing schools or hospitals, elevators, and renovation of bathrooms
3. Purchase and distribution of contraceptives for use in disease prevention and maternal health projects
4. International travel for scholars, vocational training teams, and project beneficiaries
5. Domestic travel for scholars, vocational training teams, project beneficiaries, and those professionals (Rotarian and non-Rotarian) needed to implement the project
6. Direct costs, fees, contracted labor costs, stipends, or honorariums related to project implementation
7. Activities involving vaccines and immunizations that are consistent with the best practices described by the PolioPlus program and the World Health Organization

#### *District Grants*

Additionally, district grants can fund

1. International travel for project planning and direct service
2. The removal of land mines in cooperation with an experienced partner organization (Rotarians may not personally participate in the physical removal of land mines)
3. Administrative expenses, up to 3 percent of the grant award, necessary for grant implementation including: bank fees, postage, software, and an independent financial assessment

## **IV. Restrictions**

Grants cannot be used to unfairly discriminate against any group, promote a particular political or religious viewpoint, support purely religious functions at churches and other places of worship, support activities that involve abortion or that are undertaken solely for sex determination, fund the purchase of arms or ammunition, support the following programs of RI: [Rotary Youth Exchange](#), [RYLA](#), [Rotary Friendship Exchange](#), [Rotaract](#), and [Interact](#), or as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund

1. Continuous or excessive support of any one beneficiary, entity, or community
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account
3. Purchase of land or buildings
4. New construction of any structure in which individuals live, work, or engage in any gainful activity, such as buildings (schools, homes/low-cost shelters, and hospitals), containers, and mobile homes, or structures in which individuals carry out any type of activity including manufacturing or processing
5. Fundraising activities
6. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
7. Public relations initiatives not directly related to a humanitarian or educational activity
8. Operating, administrative, or indirect program expenses of another organization
9. Unrestricted cash donations to a beneficiary or cooperating organization
10. Projects already in progress or completed
11. Activities primarily implemented by a non-Rotary organization
12. Transportation of vaccines by hand over national borders

## V. Timelines and Applications

### *District Grants*

The two-year business cycle includes a planning year, during which the district can first submit a district grant application, and an implementation year, during which the funds can be paid out and applied to projects.

Districts are strongly encouraged to begin planning district grant projects and to submit applications during the planning year, but districts may also submit applications during the implementation year.

The grant committee must submit a complete request for district grant funds, preferably during the planning year, which includes:

1. Signed authorization to request and oversee the expenditure of the grant funds
2. A general spending plan for the year in which the funds will be spent
3. Agreement to comply with all standard district grant policies, guidelines, and criteria

Districts may apply for only one district grant per Rotary year, but this grant may support multiple projects. Any requests for an increase in the grant amount must be made before any portion of the grant has been paid out by the Foundation. The Rotary Foundation will not process or approve district grant applications after the end of the Rotary year for which the funds were requested.

### *Global Grants*

Clubs and districts will apply for global grants using a two-step process involving a proposal and application. A proposal must be accepted by The Rotary Foundation before a grant application can be submitted. Proposals may be submitted on a rolling basis throughout the Rotary year. All grant proposals and subsequent applications must be submitted to The Rotary Foundation with sufficient time for review and approval before implementation or they may not be accepted. The following timelines apply to global grants:

1. Proposals must be followed by an application within six months or the proposal will be withdrawn.
2. Applications must be completed and approved within six months of submission or the application will be withdrawn.
3. Payment requirements must be met within six months of approval or the grant will be canceled.
4. Grants must be implemented within 12 months of payment or the grant will be canceled and the sponsors will be required to return the funds.

Applications for scholarships must:

1. Provide proof of university admission to a graduate-level program or letter of invitation to conduct post-graduate-level research when applying for the grant. Admission that requires a guarantee of financial support is acceptable.
2. Provide the Foundation with acceptable results from a Foundation-approved language test if assigned to a study institution that teaches in an official language different from the scholar's native language(s).

Applications for vocational training teams must:

1. Support teams composed of at least three non-Rotarian members with at least two years of work experience in the area of focus and a Rotarian team leader who has a general level of Rotary knowledge, international experience, leadership skills, and some expertise within the area of focus.
2. Confirm that if more than one team is traveling under a single grant, all teams must share the same two primary sponsors and commence their travel within one year of each other.

## VI. Financing and Contributions

### *District Grants*

District grants are funded by The Rotary Foundation solely with allocations from the [District Designated Fund](#) (DDF). A district may apply for a single grant per year to support one or more projects using up to 50 percent of its [SHARE allocation](#), which represents 50 percent of the district's annual giving.

### *Global Grants*

Global grants are funded by the Foundation from the World Fund and range from US\$15,000 to \$200,000. The Foundation matches club and district cash allocations at 50 percent and DDF contributions at 100 percent.

International sponsors for humanitarian projects are required to provide a significant portion of the total sponsor funding. Host sponsors for humanitarian projects are encouraged to contribute toward the financing of the grant.

Grant financing cannot be changed after approval. Paul Harris Fellow recognition credit will only be given for sponsor contributions sent to The Rotary Foundation and will not be granted for contributions sent directly to the project. Sponsor contributions sent to The Rotary Foundation above and beyond the amount specified in the grant application will be credited to the [Annual Programs Fund](#) and will not be forwarded to the project.

## VII. Payments

### *District Grants*

Grant funds will be paid only to the district bank account identified by the district during the [qualification](#) process. District grant funds are available for payment in the implementation Rotary year, beginning 1 July, but will not be released until the previous Rotary year's district grant is closed. Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 15 May of the implementation year, the grant will be canceled.

### *Global Grants*

Grant funds will not be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided in the application.

## VIII. Reporting Requirements and Documentation

Grant recipients are responsible for reporting to the Foundation on the use of grant funds. Progress and final reports must be submitted via Member Access at [www.rotary.org](http://www.rotary.org). These forms must be completed in their entirety for the report to be accepted. New grant applications will not be accepted by the Foundation if the grant sponsor has an overdue report for any Foundation grant. The Foundation reserves the right to review grants at any time, conduct an audit, send a monitor, require the submission of additional documentation, and suspend any or all payments if deemed necessary.

The following reporting criteria also apply to grant recipients:

1. Unused grant funds must be returned promptly to The Rotary Foundation.
2. Districts must report the use of grant funds to their member clubs in accordance with the terms of qualification.
3. Grant sponsors must maintain copies of all receipts and bank statements related to grant-funded expenditures in accordance with the terms of qualification and any applicable local and international laws.

4. Grant sponsors who fail to adhere to Foundation policies and guidelines in implementing and financing projects must return misused grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.

#### *District Grants*

These additional criteria apply to district grants:

1. Final reports documenting the disbursement of funds must be submitted to the Foundation within 12 months after the payment is received, or within 2 months of the grant's total disbursement.
2. All grant projects and activities funded by district grants must be completed within 24 months of disbursement by the Foundation or the local district to the club or project site.
3. Unused grant funds must be returned promptly to The Rotary Foundation and will be credited to the district's DDF.

#### *Global Grants*

These additional criteria apply to global grants:

1. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter.
2. Final reports must be submitted within two months of completing the project.
3. Unused grant funds must be returned to The Rotary Foundation and will be credited to the World Fund.

## **IX. Travel**

Grant recipients are responsible for arranging all travel and cannot utilize Rotary International Travel Services (RITS). Expenses exceeding the approved travel budget will be the responsibility of the traveler unless approved by the Foundation. Failure to arrange travel on a timely basis may increase the cost of travel or result in the cancellation of the grant. All grant recipients must meet medical requirements for international travel. Recipients may make their own arrangements for personally funded travel at the end of the grant activities for a maximum of four weeks.

Rotary Foundation grants will cover the following expenses related to travel:

1. Economy-class ticket(s)
2. Transportation to and from airport and local travel related to grant implementation
3. Cost of inoculations/immunizations, visas, and entry and exit taxes
4. Insurance costs
5. Normal and reasonable luggage charges

Rotary Foundation grants will not cover the following expenses related to travel:

1. Expenses associated with optional stopovers before and after preapproved travel
2. Penalties resulting from changes in personal travel arrangements, including optional stopovers
3. Excess baggage charges, shipping charges, and flight cancellation insurance

Grant recipients must obtain the following *minimum* insurance coverage:

1. US\$250,000 or equivalent for medical care and hospitalization
2. US\$10,000 or equivalent for accidental death and dismemberment
3. US\$50,000 or equivalent for emergency evacuation
4. US\$10,000 or equivalent for repatriation of remains

Insurance coverage should be worldwide and not limited to the hosting country. Coverage in the home country may be excluded. Insurance must be valid from the date of departure through the date of return home. Grant

recipients must provide a copy of their policy(s) upon request of the Foundation. The Foundation shall have no responsibility to provide insurance coverage of any kind for the grant recipients.

All grant recipients must abide by RI country travel restrictions.

The sponsoring club or district must maintain emergency contact information and travel itineraries for all grant recipients traveling on grant funds and share this information with the Foundation if requested.

## **X. Non-Rotarian Grant Recipients**

Non-Rotarians receiving grant funding for scholarships and participation in vocational training teams are expected to demonstrate a good knowledge of Rotary and a solid commitment to participate in activities and service with their sponsors. The following criteria also apply to non-Rotarian grant recipients:

1. Non-Rotarian grant recipients are required to participate in an outbound orientation session before departure.
2. Non-Rotarian grant recipients are expected to participate in club and district activities as requested by their sponsors.
3. Relatives of a vocational training team member may participate on the same team if they meet eligibility requirements.
4. Scholars and vocational training team members who elect to travel after the grant must return to their international sponsor district within four weeks after the grant is completed.
5. Non-Rotarian grant recipients should be proficient in the language of the host country.
6. Global grant scholars must submit the results of a TRF-approved language exam taken no more than 12 months before the time of application.

## **XI. Cooperating Organizations**

Cooperating organizations are reputable non-Rotary organizations or academic institutions solicited by the sponsors that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchase as required. No more than five global grants may be approved in a Rotary year for projects involving a single cooperating organization, with the exception of scholars studying at a particular university.

### *District Grants*

All funding provided to cooperating organizations must be used for specific project activities, and the district must maintain an itemized report of such activity.

### *Global Grants*

Sponsors of grants must provide a memorandum of understanding (MOU) at the time of application signed by both primary sponsors and the cooperating organization. The MOU must include the following items:

1. Verification from both primary sponsors that the grant is initiated, controlled, and managed by the Rotary clubs or districts involved
2. Endorsement from the primary sponsors affirming that the cooperating organization is reputable and responsible and acts within all governing laws
3. Grant implementation plan clearly delineating the activities of each party involved
4. Agreement from the cooperating organization to participate in any financial review by the Foundation of activities connected with the grant

## XII. Special Considerations for Rotary Foundation (India)

The Rotary Foundation and the Rotary Foundation (India) encourage all Rotary clubs and districts in India to become registered with the Government of India (GOI) under the Foreign Contribution Regulation Act (FCRA). For general information about the FCRA, go to <http://mha.nic.in/fcra.htm>; for registration forms, go to <http://mha.nic.in/fcra/intro/forms.html>.

In addition to all other terms and conditions, grants with full or partial payment to a Rotary club or district in India should follow these payment and reporting procedures to comply with the GOI laws and the FCRA:

1. Grant funds will not be released to a bank account in India unless all general payment conditions have been met as listed in Section VII, and either the sponsors provide documentation showing that the bank account is registered under the FCRA or staff determine that sufficient funds are available from contributions made within India. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when additional contributions are made and sufficient funds are available.
2. Progress reports on grant funds released to India through 31 March of each year are due by 31 May of that same year. Final reports are due two months after the grant's completion.
3. All progress reports must include:
  - a. All general reporting requirements as listed Section VIII
  - b. Utilization certificate if a portion of the grant amount has been used, along with statement of receipt and payment for the grant amount, certified by a chartered accountant (including membership number)
  - c. If the grant funds were not used for any reason, an original bank statement or bank passbook (or a photocopy certified by the bank manager) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even though the grant amount was received before March
4. All final reports must include:
  - a. All general reporting requirements as listed in Section VIII
  - b. Utilization certificate along with statement of receipt and payment for grant amount, certified by a chartered accountant (including membership number)
  - c. An original bank statement or bank passbook (or a photocopy certified by the bank manager)
  - d. A bank reconciliation statement, if multiple grants were paid to a single FCRA account
  - e. Originals or photocopies of bills of payment/expenses vouchers and, if only photocopies are provided, a written undertaking that "all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India)"
  - f. Beneficiary information (for example, photographs, newspaper clippings, appreciation letter from beneficiary)
  - g. Return of any remaining funds of any amount to The Rotary Foundation

(October 2009)

# Appendix C: District Memorandum of Understanding

## THE ROTARY FOUNDATION FUTURE VISION PILOT

### MEMORANDUM OF UNDERSTANDING

1. Terms of Qualification
2. District Officer Responsibilities for Qualification
3. Bank Account Requirements
4. Financial Management Plan
5. Club Qualification
6. Document Retention
7. Report on Use of Grant Funds
8. Method for Reporting and Resolving Misuse of Grant Funds

#### 1. Terms of Qualification

After demonstrating that it meets the minimum qualification requirements, the district remains qualified for the duration of the Future Vision pilot subject to the provisions below. By the conclusion of the Future Vision pilot, terms of renewal will be determined.

- A. Upon successful completion of the qualification requirements, the district will receive qualified district status, ending at the conclusion of the Future Vision pilot, 30 June 2013.
  1. To maintain qualified district status, the district must comply with this memorandum of understanding (MOU) and all applicable policies of The Rotary Foundation (TRF).
  2. Succeeding district governors serving during the Future Vision pilot (2011-12 and 2012-13) must submit their authorizations no later than 30 days after the start of their terms.
- B. Qualification may be suspended or revoked for any of the following:
  1. Misuse or mismanagement of grant funds, or failure to appropriately address allegations involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; sexual misconduct; and use of grant funds for ineligible purposes
  2. Refusal to qualify clubs without sufficient cause if the club meets the minimum TRF qualification standards set forth in this document
  3. An environment in the district that prevents the district Rotary Foundation grants subcommittee from managing the qualification process
- C. By entering into this agreement and receiving grant funds from TRF, the district understands and confirms that the district, as an entity, is responsible for its action as a whole and for its member clubs, and that the club, as an entity, is responsible for its action as a whole. In regards to TRF grant funds, this means:
  1. A district is responsible for the use of grant funds for district-sponsored grants, regardless of which individual(s) or group controls the funds.
  2. A club is responsible for the use of grant funds for club-sponsored grants, regardless of which individual(s) or group controls the funds.
  3. The district is responsible for club-sponsored grants. In the case where the sponsoring club has been terminated or is otherwise unable to take responsibility for the grant, the district will be held accountable for the use of these funds.

4. A qualified district may allot TRF district grant funds to nonqualified clubs in its district or other districts; however, the district is fully responsible for the use of those grant funds. Failure of these nonqualified clubs to abide by the terms and conditions for Rotary Foundation District Grants, The Rotary Foundation Code of Policies, and the MOU will put the district's qualification status at risk.
- D. A qualified district must ensure disclosure of any potential conflicts of interest as outlined in Rotary Foundation Code of Policies 7.030. and must comply with the Conflict of Interest Policy for Grant Participants.
- E. All qualified districts must cooperate with operational audits.

## **2. District Officer Responsibilities for Qualification**

The district Rotary Foundation committee chair and the members of the district Rotary Foundation grants subcommittee hold the primary responsibility for club and district qualification in addition to overseeing the proper implementation of TRF grants.

- A. The district Rotary Foundation committee (DRFC) chair is responsible for
  1. Implementing, managing, and maintaining the district qualification process
  2. Validating member clubs' qualification status
- B. The district Rotary Foundation grants subcommittee is responsible for
  1. Overseeing the qualification of clubs
  2. Ensuring that stewardship measures and proper grant management practices are implemented for all TRF grants
  3. Abiding by, following, enforcing, disseminating, and educating clubs on the terms and conditions for district and global grants
- C. The district governor, district governor-elect and DRFC must establish a succession plan to ensure retention of information and documentation.

## **3. Bank Account Requirements**

In order to receive grant funds, the district must have a district-controlled bank account to ensure funds are going to a centralized location and not to one person. This procedure also allows for shared oversight of funds.

- A. The district must maintain a district account to be used only for TRF grant funds in accordance with applicable laws.
  1. The account should be low or noninterest-bearing, and any interest earned must be documented and used on eligible, approved grant activities or returned to the Foundation.
  2. The name of the account must distinguish its use for grant funds (for example: "Rotary District 1234 Grant Account").
  3. Grant funds may not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
- B. Bank statements need to be available to support the statement of income and expenses.
- C. Two Rotarian signatories are required on checks and withdrawals.

#### 4. Financial Management Plan

Financial management is an essential component of proper stewardship and a predetermined, documented plan helps to provide consistent administration. Grant oversight must go beyond that afforded to the use of private or corporate funds, and each district is required to develop and maintain a financial management plan.

- A. The financial management plan must include measures to
  - 1. Maintain a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures equal to or over US\$75 or more (or those of any amount required by applicable law)
  - 2. Disburse grant funds, as appropriate, directly to clubs, Rotarians, vendors, and beneficiaries as approved in the grant application. Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for grant activities or to return funds to TRF.
  - 3. Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable
  - 4. Maintain a general ledger that separates funds according to each project
  - 5. 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
  - 6. Ensure all grant activities, including the conversion of funds, are in accordance with local law
  - 7. Adhere to all bank account requirements as stated in section 3
  - 8. Perform monthly bank reconciliations
  - 9. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership
- B. The financial management plan and its implementation must be assessed annually. The district must choose to implement either a district Rotary Foundation audit committee or an independent financial assessment.
  - 1. A district Rotary Foundation audit committee must
    - a. Be composed of at least three active Rotarians who are independent and financially literate, each of whom is a member in good standing of a different club in the district, and at least one of whom is a current district officer and one of whom is a past district governor
    - b. Be appointed by the 2010-11 district governor and approved by the clubs in the district at the district conference (or, if such is not possible, in a ballot-by-mail)
    - c. Serve a term of three years during the Future Vision pilot
    - d. Have at least one member with professional accounting and audit experience
    - e. Be free of conflict of interest. The committee may not include: members of any grant project committee or the district Rotary Foundation grants subcommittee; the DRFC chair; the district governor-elect, the immediate past district governor, or the district governor; any member of the district allocation committee, if one exists; or any Rotarian who is or plans to be a project contact or a recipient of grant funds during the term of the committee.
  - 2. An independent financial assessment is an evaluation of financial controls and compliance conducted by an independent, financially literate person or entity that has no direct links to the funds being examined or relationship with the club or district. The assessment is substantially smaller in scope than an audit or review and does not express an opinion on the financial statements taken as a whole.

3. Once a method of review is selected, the financial management plan and its implementation must include:
  - a. An examination of expenditures to ensure that funds were used for the intended purpose, proper records were maintained, and a system of controls over expenditure has been in place. This examination should include:
    - (i) The selection of a sample of disbursements and reconciliation to supporting documentation
    - (ii) A review of the full listing of expenditures to ensure funds were expended in a manner consistent with the terms and conditions of the grant award
    - (iii) Identification of the purchasing procedure used
    - (iv) A review of the bank reconciliations to confirm that they were prepared correctly and that opening balances match the financial records of the grant activities and bank statements
  - b. A report of the findings given to the district's member clubs within three months of the completion of each Rotary year
  - c. Confirmation of adherence to TRF document retention requirements (section 6)

## **5. Club Qualification**

Clubs must be qualified in order to be eligible to receive Rotary Foundation Global Grants, and it is the responsibility of each district to qualify interested member clubs.

- A. Using Rotary Foundation training resources, the district must provide grant management and qualification training for all clubs interested in receiving grant funds. Districts may provide training at the presidents-elect training seminar, district assembly, or district conference.
- B. The district may set up its own qualification plan, terms and conditions, and guidelines for qualifying its member clubs, provided they meet TRF minimum requirements:
  1. The club agrees to and signs the club memorandum of understanding as provided by TRF.
  2. The club president-elect or a club-designated appointee attends grant management and qualification training.

## **6. Document Retention**

Retaining information allows transparency in grant management and assists in the preparation for audits or independent financial assessments.

- A. The document maintenance system or district archives must
  1. Be accessible and available to Rotarians; district and club officers of project sponsors, including boards of directors of participating clubs; and the district Rotary Foundation grants subcommittee.
  2. Maintain original documents for a minimum of five years or longer if required by applicable law.
- B. Documents that must be maintained and available to TRF for an audit include but are not limited to
  1. Bank information
    - a. All bank account information and copies of past statements
    - b. Documentation of changes in payee signatories (if relevant)
  2. Documented plans and procedures, including:

- a. Terms and procedures of financial management plan
- b. General ledger explaining and itemizing deposits and withdrawals
- c. Procedure for storing documents and archives
- d. A succession plan for the district Rotary Foundation grants subcommittee
- e. System to receive and investigate allegations
3. Annual report from the district Rotary Foundation grants audit committee or independent financial assessment
4. Legal documents
  - a. Copy of liability insurance if necessary
  - b. Copy of traveler's insurance policies
5. District qualification documents
  - a. Copy of district qualification application submitted to TRF
  - b. Copy of district qualification approval letter from TRF
6. Club qualification documents
  - a. Documentation of grant management and qualification training for qualified clubs
  - b. Copies of qualified club MOUs showing date on which club received qualification status
7. District grant and district-sponsored global grant information
  - a. Copies of proposals and applications
  - b. Copies of grant agreements
  - c. Copies of reports submitted to TRF and information collected from clubs and entities receiving district grant funds; including receipts and invoices for all purchases made with grant funds
  - d. Written or electronic correspondence

## **7. Report on Use of Grant Funds**

Grant reporting is a key aspect of grant management and stewardship. Districts must set-up a grant reporting process in order to maintain qualification.

- A. Districts must report on the use of all district designated funds (DDF) to their member clubs by
  1. Providing a report annually at a district meeting to which all clubs are invited or eligible to attend, which includes a breakdown of expenditures for each project that received funding and the names of districts, clubs, and individuals to which grant funds were distributed
  2. Including financial information on such grants in the governor's monthly letter
  3. Districts must report the yearly findings of the district Rotary Foundation grants audit committee review or independent financial assessment to the district's member clubs within three months of the completion of each Rotary year.
- B. Districts must adhere to all TRF grant reporting requirements and cooperate with all TRF grant audits.

## **8. Method for Reporting and Resolving Misuse of Grant Funds**

Reports of misuse of grant funds must be tracked, investigated, and resolved. Having a process in place before a problem develops creates an environment that fosters fair investigations and a message that misuse of funds will not be tolerated.

- A. Districts must create a system to facilitate and track reports of misuse of grant funds received from Rotarians, beneficiaries, cooperating organizations, and any other individuals involved in or aware of grant activities.
- B. Conduct an investigation into all reports of misuse. All reports of misuse received by TRF will first be directed to the district for investigation.
- C. After investigating and determining consequences, report any potential misuse or irregularities in grant-related activity to TRF and indicate how the district will act to resolve the situation.

(August 2009)

# Appendix D: Club Memorandum of Understanding

## THE ROTARY FOUNDATION FUTURE VISION PILOT

### CLUB MEMORANDUM OF UNDERSTANDING

This document is the official Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) for clubs participating in the Future Vision pilot. It is an agreement between the club and its district, explaining what measures the club will undertake to ensure proper implementation of global grant activities and management of Rotary Foundation Global Grant funds. By authorizing this document, the club agrees that it will comply with all Foundation requirements.

Each district may decide whether clubs that receive grant funds from the Rotary Foundation District Grant, will be held responsible for implementing the club MOU.

1. Terms of Qualification
2. Club Leadership Responsibilities for Qualification
3. Financial Management
4. Document Retention
5. Report on Use of Grant Funds
6. Method for Reporting and Resolving Misuse of Grant Funds

#### **1. Terms of Qualification**

- A. Upon successful completion of the qualification requirements, the club will receive qualified status for a period of one year.
- B. By entering into this agreement and receiving Rotary Foundation grant funds, the club understands and confirms that the club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controlled the funds.
- C. The club must disclose any potential conflicts of interest and must comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030. of the Rotary Foundation Code of Policies.
- D. The club must cooperate with all district and TRF audits.

#### **2. Club Leadership Responsibilities for Qualification**

- A. A club member must be appointed to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
- B. The club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
- C. The club president-elect or a club-designated appointee must attend grant management and qualification training arranged by the district.

#### **3. Financial Management**

- A. The club must maintain a bank account to be used only for Rotary Foundation Global Grant funds in accordance with applicable laws.
  1. The account should be low or noninterest-bearing, and any interest earned must be documented and used on eligible, pre-approved grant activities or returned to TRF or the district.
  2. Grant funds may not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
  3. Two Rotarian signatories are required on checks and withdrawals.

- B. The club must create a financial management plan that includes measures to
1. Maintain a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures equal to or over US\$75 or more (or those of any amount required by applicable law).
  2. Disburse grant funds, as appropriate, directly to Rotarians, vendors, and beneficiaries as approved in the grant application. Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for grant activities or to return funds to the district or TRF.
  3. Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable.
  4. Maintain a general ledger that separates funds according to each project
  5. 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.
  6. Perform monthly bank reconciliations.
  7. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
  8. Ensure all grant activities, including the conversion of funds, are in accordance with local law.

**4. Document Retention**

- A. The club must create a document maintenance system or club archives to maintain original documents for a minimum of five years or longer if required by applicable law, including, but not limited to:
1. Documents relating to qualification
  2. All records and documentation of policies and procedures required by the club MOU
  3. Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence
- B. Documents must be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the district upon request or in the case of an audit

5. The club must report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

6. The club must report any potential misuse or irregularities in grant-related activity to the district.

**7. Authorization and Agreement**

*We, being responsible for administering grant activities for the **Rotary Club of** \_\_\_\_\_, certify that the club adheres to the requirements listed in this Memorandum of Understanding and will notify Rotary International **District** \_\_\_\_\_ of any changes or revisions to club policies and procedures related to these requirements.*

Club President	
<b>Term</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Club President-Elect	
<b>Term</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

(November 2009)

## Appendix E: Answer Key

### Session 1: Discussion pages 21-23

#### Example 1

**Area of focus:** economic and community development

**Sustainability factors:** This project addresses the alleviation of poverty in the local community by providing the women's cooperative with the materials to enhance income-generating activities and the knowledge of proper business practices to capitalize on increased textile production. As recipients of vocational training and literacy instruction, the members of the women's cooperative will be better equipped to achieve lasting economic stability and long-term financial independence.

#### Example 2

**Areas of focus:** basic education and literacy, water and sanitation

**Sustainability factors:** The need for improved facilities and educational resources was met. The facilities are being improved with clean water and training on how to maintain the well. In addition to the clean water, the kitchen equipment and utensils will allow the staff to supply the children with lunches. Training for the school's staff on curriculum design along with new books, desks, and school supplies will help these teachers gain a new skill that they will use once the grant funds have been expended.

#### Example 3

**Area of focus:** maternal and child health

**Sustainability factors:** The need for prenatal and newborn care is addressed, and will continue to be addressed after the grant funds have been expended by the provision of updated medical equipment and training of health workers in the maintenance of this equipment. Additionally, the project has targeted the skill development of the local medical professionals and the awareness of expectant mothers, thus building capacity at a local level so that community members have the tools to continue to work toward a higher child survival rate.

## Session 1: Breakout Session Activity Part 2 page 36

### Global Grants Proposal

Before you begin, please read the *Terms and Conditions*.

The gray shaded boxes indicate a problem with the proposal with an explanation. A better response is listed below in italics.

1. The host partner is a:

- Club  
 District

Primary Host Contact Information:

Last Name:	<input type="text" value="Smith"/>	First Name:	<input type="text" value="John"/>
E-mail Address:	<input type="text" value="johnsmith@email.com"/>		
Phone:	<input type="text" value="+00-999-999-9999"/>		
District:	<input type="text" value="1000"/>	Club:	<input type="text" value="South Pole"/>

2. The international partner is a:

- Club  
 District

Primary International Contact Information:

Last Name:	<input type="text" value="Jones"/>	First Name:	<input type="text" value="Jane"/>
E-mail Address:	<input type="text" value="janejones@email.com"/>		
Phone:	<input type="text" value="+00-888-888-8888"/>		
District:	<input type="text" value="1100"/>	Club:	<input type="text" value="North Pole"/>

3. Please describe the benefiting community including its location, using any relevant geographic and demographic information.

Every section of the proposal needs to be filled out. If a question in the proposal (or the application) is left blank, Member Access will not let the proposal be submitted to TRF.

**Better response:**

*The South Pole is an extremely remote and isolated area and is approximately 40 km from the closest city, Freezing Town. It is a very mountainous region and, depending on the time of year, roads to Freezing Town can become impenetrable. While the community has made strides in its economic development, many people in South Pole still have to live on less than US\$1 per day. Access to health care is very limited, and many people in the area cannot afford to pay for it. Some members of the community would never receive any kind of health care if not for the free services provided by the South Pole Medical Clinic.*

4. What community needs have been identified?

Insufficient health care

More detail is needed to show that a thorough needs assessment of the community has been done.

**Better response:**

*There are several needs in the area, the most pressing being the lack of consistent access to general health care, which is what we are addressing with this project. Other major needs include improving primary education opportunities for children and improving vocational training programs to increase employment opportunities for young adults.*

Provides information about the history and communication between the two clubs as well as a comprehensive understanding of the major needs in the community.

5. How are these needs currently being addressed with local resources and/or government agencies, NGOs, etc.?

They are not being addressed.

More detail is needed to describe how the needs are not being addressed.

**Better response:**

*For the most part, the needs are not being addressed. The local government subsidizes a very small amount of the clinic's expenses. However, the amount they give the clinic could not possibly pay for the equipment and the training that the Rotarians will be able to provide with this grant. There are few NGOs in the area, since it is so remote.*

6. Briefly summarize the proposed activity in 250 words or less, including the need it will address, the intended beneficiary(ies), and the potential benefits to the community.

The South Pole Medical Clinic serves over 7,500 people a year. The clinic is using equipment that is more than 25 years old. The Rotary Club of North Pole would like to purchase used (but still serviceable) medical equipment that would be an upgrade to the facility's current equipment.

A one-time purchase of equipment is not a sustainable project. In addition, while the equipment being provided may be helpful to the clinic, used equipment has a higher chance of breaking down and, therefore, a shorter lifespan.

**Better response:**

*The South Pole Medical clinic serves over 7,500 people a year. The clinic is using equipment that is more than 25 years old. The Rotary clubs of North Pole and South Pole would like to provide new equipment that would be an upgrade to the facility's current equipment and would expand the treatment capabilities of the clinic. In addition, a vocational training team from the RC of North Pole will go to the South Pole. They will assist with the installation and train the clinic staff on how to properly use and maintain the new equipment. They will also provide training for the staff on new treatment techniques and procedures so that the clinic can provide new services to patients. The team also plans to train individuals on how to teach community members about basic health and hygiene.*

New equipment will have a longer lifespan and more capabilities. Adding the vocational training team provides training for the clinic staff so that they know all the best techniques for current procedures and are trained to perform new ones. The team's presence will also help ensure that the equipment is installed properly and that the staff is trained on how to use and maintain it. Having this activity makes members of the benefiting community active participants in the grant and gives them knowledge to share that could benefit the whole community.

7. Please list any cooperating organization(s) or university(ies) involved in the proposed activity(ies).

N/A

8. Describe how the benefiting community will be involved in the activity(ies). Provide specific examples.

The staff of the clinic will be using the equipment and providing medical care.

There is nothing inherently wrong with the information provided in questions 8-12, but the answers are very vague. More detail would be helpful and would show how much work and forethought the clubs have already put into the project.

**Better response:**

*The community members who are most involved in the project will be the staff of the clinic. They will be using the equipment and receiving most of the training from the vocational training team. In addition, with the help of the clinic staff, the team will identify and teach individuals to become basic health trainers, so that the importance of basic hygiene and health care will continue to be taught in the community.*

The additional detail provided in questions 8-12 gives TRF more insight into the goals of the grant and the planning that has taken place.

9. Has the benefiting community confirmed that it would like the activity(ies) to take place?

Yes

10. With which area(s) of focus is the proposed activity aligned?

*Check the box(es) that apply*

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

11. Please describe how the activity(ies) will address the goal(s) of the area(s) of focus.

This project aligns with disease prevention and treatment. We will be providing equipment so that the clinic can provide better care to more people.

**Better response:**

*This project aligns with disease prevention. We will be providing training and equipment so that the clinic can provide better care to more people and so that the community has a better sense of how to stay healthy and prevent disease.*

12. What will be the immediate and long-term outcomes of the activity(ies)?

Better care and more services available at the clinic. Community health improves.

**Better response:**

*The immediate outcome will be that the clinic can provide a better level of care. Through the combination of the new equipment and the training provided by the vocational training team, the staff will be able to perform new procedures that have been unavailable to them before. They will now be able to see more patients and treat more complicated conditions that in the past would have required sending patients for treatment at another facility.*

*In the long term, the combination of the higher level of care provided by the clinic and the continuing health and hygiene training provide to the community (by community trainers) will lead to an overall improvement in health and well-being.*

13. Explain how all involved parties will act to ensure the sustainability of the activity(ies).

The staff will provide required maintenance of the equipment to keep it in working order.

This answer doesn't provide any information about how the sponsors will continue to be involved. It also appears to show a lack of commitment from the sponsors to ensure sustainability.

**Better response:**

*The RC of South Pole will maintain close contact with the clinic and make regular visits to ensure that the new equipment is working and is being properly maintained. The RC of South Pole will also maintain regular contact with the RC of North Pole to share their observations.*

*Volunteers from the RC of the North Pole will continue to visit the clinic whenever possible. While providing care to the patients, volunteers will also train the clinic staff on the newest treatments and techniques.*

Shows that the partner clubs have plans to monitor the project and ensure its continued success even after funds are expended.

14. Proposed Start Date:

09/01/2010

15. Proposed Completion Date:

10/1/2010

16. Proposed Budget (in US\$):

Medical supplies	16,500
Training materials	1,000
International travel	10,000
Accommodations	4,000
Local travel	1,500

17. Proposed Financing

DDF Amount in US\$	5,000	12,500
Rotarian Cash Amount in US\$	5,000	5,000
Additional Outside Funding in US\$		
Requested TRF Match in US\$	7,500	15,000
<b>Total Financing in US\$</b>	<b>17,500</b>	<b>32,500</b>

The minimum budget for a global grant is US\$30,000.  
 Funding request and budget total meet TRF requirements.

## Session 3: Breakout Session Activity

### Part 1 Case Study: Needs Assessment

#### Page 59

**Option A** is problematic because, although it was a good idea, neither the community nor the host Rotarians had the capacity to create and run a manufacturing plant. In the end, the community would have been better served by the original project of providing bed nets.

**Option B** is best because it serves the need of the original beneficiaries and is sustainable by providing training and building capacity in the community. It is the only option that helps the community itself address the issue in the long term.

**Option C** is also successful in providing people with bed nets. However, it is not sustainable, and more money will be needed to provide additional bed nets or to train people to produce them.

### Part 2 Case Study: Misuse of Funds

#### Page 63

##### Response to Option A

Only discussing the issue with a few individuals does not promote transparency and allowed the problem to continue. Although the club was eventually able to resolve the issue by returning funds to The Rotary Foundation, this could have been avoided if the club and district had been more proactive in addressing the issue. The Foundation always prefers to meet the needs of the beneficiaries instead of receiving a return of grant funds. If the vehicle registration had been changed earlier and the issue addressed, a different organization could have used the ambulance to benefit the communities in need.

#### Page 65

##### Response to Option B

By involving the club board in the process and making more people aware of the situation, the district fosters an open environment in which club members will want to hold each other responsible. Because the club has made the decision to donate the ambulance together and has jointly developed a conflict of interest plan, oversight of future grants will be more successful because more people are invested in the process. The district helped empower the club to take the right course of action by serving as a mediator. Additionally, the ambulance was still able to benefit communities in need.

## Part 3: Discussion

### Page 66

#### 1. How will qualification assist your district with the increased responsibilities of managing Rotary Foundation grants?

Qualification is beneficial for the district because it will

- Prepare districts for increased grant management responsibility
- Improve oversight of grant funds
- Allow for simplified, user-friendly application, payment, and reporting processes
- Provide districts and their clubs with the resources needed to meet Foundation requirements and successfully participate in grant activities
- Help to ensure that the district's grant activities are more effective and helpful for their communities

The MOU requirements will ensure that districts

- Have the proper financial and stewardship tools to manage grant funds
- Have done their due diligence in managing grant funds
- Fully understand Foundation requirements

#### 2. What steps will your district need to take in order to adjust to these new responsibilities?

Districts will need to ensure that their leaders are knowledgeable about qualification and grant management requirements. They must evaluate their current financial management system and determine what needs to be changed or adjusted in order to comply with the MOU requirements. They also must consider the logistics and plan ahead for qualifying clubs. These steps may require districts to reform their committees and committee structure.

## Session 5 : Breakout Session Activity

### Page 75

#### Sample statement for why clubs should become qualified:

Qualification is beneficial for the club because it will

- Reassure districts that their clubs have the proper controls in place to manage grant funds
- Improve oversight of grant funds
- Provide clubs with the resources needed to meet Foundation requirements and successfully participate in grant activities
- Help to ensure that the club's projects are more effective and helpful for their communities

The club MOU requirements will ensure that clubs

- Have the proper financial and stewardship tools to manage grant funds
- Have done their due diligence in managing grant funds
- Fully understand Foundation and district requirements

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To ask a question, e-mail [futurevision@rotary.org](mailto:futurevision@rotary.org)



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