



Humanitarian Grants Program
Frequently Asked Questions – Cooperating Organizations
July 2007

Q. What is a cooperating organization?

A. A cooperating organization is a non-Rotary organization that is directly involved in the implementation of a project, offering technical expertise and project coordination. Frequently these organizations are non-profit organizations. In some instances, government agencies may also serve in this role.

Q. What is the difference between a cooperating organization, a beneficiary and a supplier?

A. A benefiting entity is the recipient of goods or services and is not considered a cooperating organization. A supplier is the entity providing goods or services being purchased with grant funds.

Q. I work for a non-profit organization and would like to obtain a grant from The Rotary Foundation (TRF). Is this possible?

A. No. The Rotary Foundation awards grants only to Rotary clubs. If you are seeking TRF funding, you must work through a Rotary club. You might consider presenting your need to a local club. If that club is interested in helping to meet this need, your organization and the Rotary club would jointly design a project and apply for a grant.

Q. What are the guidelines for Rotary clubs wishing to work with cooperating organizations on TRF grant-funded projects?

A. A grant conducted in cooperation with another non-Rotary organization must meet the following conditions:

- The Rotary sponsor(s) must clearly demonstrate that the project is initiated, controlled and conducted by the Rotary clubs or districts involved; Rotarians must participate in giving their time, resources, and personal involvement to the project.
- The host Rotary club must have knowledge of the cooperating organization and provide a letter of endorsement for the organization indicating that is reputable and responsible and acts within the laws of the project country.
- The cooperating organization must agree to participate and cooperate in any financial review of activities connected with the project.
- An annual limit of eight grants can be made in cooperation with another organization;
- Grants funds will not be provided to an existing project of, or for activities primarily sponsored by, a cooperating organization.

Q. Do the guidelines for working with a cooperating organization apply to all Humanitarian Grants or Matching Grants only?

A. The guidelines for working with a cooperating organization apply to all Humanitarian Grant types, including Matching Grants, District Simplified Grants, Volunteer Service Grants and 3-H Grants.

- Q. My Rotary club has received a Matching Grant that will be implemented in conjunction with a cooperating organization. Can TRF send the grant funds directly to the cooperating organization?**
- A. No. Payment of grant funds cannot be made to a cooperating organization. Grant funds will be paid to the sponsoring Rotary clubs and must remain under their direct control for the duration of the project. Any grant funds the club may transfer to the cooperating organization require Rotarian oversight to ensure that the funds are used in accordance with the grant terms and conditions.
- Q. Can my Rotary club obtain a TRF grant to pay for administrative expenses and salaries of a cooperating organization?**
- A. No. Grant funds may not be used to pay for operating or administrative expenses, including salaries, of a cooperating organization. However, grant funds *may* be used to pay for administrative expenses for project activities unrelated to the Cooperating Organization but incurred during the project's implementation.
- Q. I serve on the board of a cooperating organization. I am also a Rotarian. My club would like to apply for a Matching Grant to support activities that our club is undertaking with this organization. Can I serve on the project committee?**
- A. No. In order to ensure impartiality of all parties involved, if a Rotarian serves on the board or has professional responsibilities in relation to a cooperating organization, vendor or beneficiary involved with a Humanitarian Grant, that individual may not serve on the project committee.
- Q. Can a staff member of a cooperating organization serve on a TRF grant project committee?**
- A. No. TRF grant committees must be comprised solely of Rotarians from the sponsoring clubs.