



Humanitarian Grants Program

Frequently Asked Questions – Overdue Grant Reporting

July 2006

Q. Why has TRF established new procedures for overdue grant reporting?

A. The Trustees have reaffirmed that an essential component of stewardship is the preparation and submission of timely and accurate grant reports. Consequently they have established the goal that all districts and their member Rotary clubs are consistently 100 percent current and compliant with reporting requirements. While the reporting requirements themselves have not changed, the Trustees have established new procedures that will help all clubs and districts reach this goal.

Q. What are the new procedures regarding overdue grant reporting?

A. TRF has established a system of reminders for sponsors of grants to submit grant reports. Following a series of reminders, clubs or districts that have not reported on the use of grant funds for 21 months or more will be posted on the RI Web site. (Please note that any club that has overdue reports is ineligible to participate in Humanitarian Grants. However, only those clubs that are 21 months or more overdue will be listed on the RI Web site.) If 30 months or more have passed since clubs or districts reported on the use of grant funds, TRF will recommend to the RI Board of Directors termination of the appropriate sponsoring Rotary clubs.

Additionally, TRF will be reviewing the status of reporting of districts and their member clubs on a semi-annual basis. Districts and their member clubs that are less than 70 percent current and compliant with reporting requirements on two consecutive semi-annual reporting statistical analyses will be suspended from participation in the Humanitarian Grants program.

Q. What information will be evaluated during the semi-annual reporting review?

A. The semi-annual review will include all grants awarded to the district and its member clubs; this includes Matching Grants, Volunteer Service Grants, District Simplified Grants and 3-H Grants. Reports for all grants must be received at least every twelve months for the life of the project and within two months of the project's completion. Any grants for which acceptable reports have not been received within this timeframe will be considered overdue.

Q. What constitutes an acceptable grant report?

A. Grant report forms are available for download from the RI Web site. These forms should be used for all progress and final reports. An acceptable report includes a description of the project accomplishments, a list of Rotarian activities throughout the project, information about the beneficiaries, an itemized statement of income and expense and a corresponding bank statement. If a report is unacceptable, reporting for the grant will be considered overdue.

Q. How often will overdue clubs be listed on the RI Web site?

A. The names of overdue clubs will be updated on the RI Web site on a quarterly basis.

Q. If my club was listed on the RI Web site, what would we need to do to have our name removed?

A. In order to remove your club's name from the overdue reporting list on the RI Web site, your club must submit acceptable reports (progress or final) for all overdue grants. Grant report forms are

available for download from the RI Web site. Once the reports have been received and reviewed by TRF, your club's name will be removed from the list the next time that the list is updated.

Q. I have tried contacting our partner club to ask them to submit a report, but I have not received a response. What should I do?

A. Submission of grant reports is the responsibility of both the host and international partners. The partners should work together to complete the report form and submit it to TRF. However, there might be occasions where you are unable to contact your partner. In such cases, you might consider contacting the president of the partnering club or the district governor of the partnering district. The club president or district governor might have the information needed to complete the report. You may want to document that the project was successfully completed by enclosing photographs of the finished project or letters from the beneficiaries. If you are unable to find any records of the project and can't locate the Rotarians responsible for the project, complete the final report as best you can, explaining why any information is missing from the report. You might also want to include documentation of your attempts to contact your partner.

Q. Our partner club has been terminated, and we are unable to get any information about the project. Who is responsible for the report?

A. Although the club has been terminated, you may still contact individual Rotarians who were involved with the project. They should be able to provide you with the information needed to complete the report. If you are unable to reach any Rotarian in the partner club, contact the district governor or district grants subcommittee chair. If a club is terminated, TRF looks to the district leaders to bring closure to the grant. These leaders should gather as much information as possible about the project, if possible physically verify the project's existence, and report what can be learned about the project to TRF.

Q. What happens to a district if it is suspended from participation in the Humanitarian Grants Program?

While a district is under suspension, TRF will stop processing all District Simplified Grants, Volunteer Service Grants, Matching Grants and 3-H Grants where clubs in the district or the district itself acts as the primary sponsor. Applications will not be accepted or approved, and approved grants will not be paid.

Q. My district was suspended from participation in Humanitarian Grants. What do we need to do to have this suspension lifted?

A. In order to lift the suspension on your district, TRF must receive acceptable reports (progress or final) for overdue grants sponsored by clubs in your district. Once these reports have been received and reviewed by TRF, your district's suspension will be lifted.

Q. Who can I contact to obtain information about overdue grants for my club or district?

A. You can contact the Humanitarian Grant coordinator responsible for grants taking place in the project country. The Humanitarian Grants Program staff list may be found on the RI Web site at http://www.rotary.org/newsroom/downloadcenter/pdfs/hg_staff_sheet.pdf.