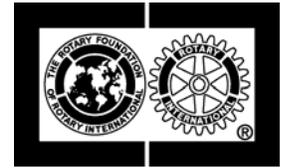# The Rotary Foundation
# Health, Hunger & Humanity
# (3-H) Grants
## Proposal Instructions

***Give them a fish and they eat for a day. Teach them to fish and they eat for a lifetime.***

## What are Health, Hunger and Humanity Grants?

Self-help is the emphasis of The Rotary Foundation's Health, Hunger and Humanity (3-H) Grants program. Through this program, the Foundation provides grants for large-scale international development projects that improve health, alleviate hunger, and enhance human and social development as a means of advancing international understanding, goodwill and peace.

The goal of the program is an improvement in the quality of life through an increased competence or capacity that leads to self-reliance. Through these large-scale self-help projects, Rotarians assist those who are working to improve the quality of life for themselves and their communities.

## Who can apply?

Partnerships of at least two Rotary clubs and/or districts, one from inside the project country and the other from outside, who together have successfully completed and reported on a Matching Grant within five years prior to submitting their 3-H Grant request may apply. Both partners must be in good standing with Rotary International and The Rotary Foundation.

## What are the funding limits?

The minimum 3-H Grant award is US$100,000 and the maximum award is US$300,000. The sponsoring partners must contribute an amount equal to at least 10% of the award amount (up to US $30,000).

## What are the requirements for a 3-H Grant?

3-H Grants are intended to provide long-term benefits of a self-help nature to a large number of people. Projects should be implemented over a two to four-year time period and should ensure continued support from other sources after all TRF funds have been spent. Rotarians from the host and international partnering clubs must actively participate in the project through planning, hands-on implementation and oversight.

3-H Grants are awarded for projects that use an integrative approach to resolving a humanitarian problem. The strongest projects include a combination of project components such as training, community participation, Rotary Community Corps, capital assets, technical expertise from Rotarian and/or non-Rotarians sources and capacity-building activities. A 3-H Grant proposal must include a community needs assessment.

## How to apply

Applying for a 3-H Grant involves two steps:
1) Proposal and 3-H community needs assessment;
2) Formal application. Initially, partners submit a proposal and 3-H community needs assessment. Partners sponsoring proposals that demonstrate 3-H program principles and meet program requirements will be invited to present a formal application. The 3-H Proposal and Community Needs Assessment document is available for download at: www.rotary.org. Formal applications may only be submitted on the official 3-H Grant application form, which will be provided upon acceptance of the proposal and the community needs assessment.

Each year a select group of applications will receive on-site evaluations in preparation for the final funding decisions in April. If the application is not assigned an on-site evaluation, and the Trustees choose not to consider the application further, it will be considered as withdrawn.

## 3-H Grant Business Cycle

3-H Grant decisions are made on an annual basis according to the timeline below:

| Date | Action |
|---|---|
| 1 July – 31 March | Proposals for 3-H funding and needs assessments accepted. Eligible proposals will receive an application form to be completed. |
| 1 August | Completed application deadline. |
| 1 November | Final deadline for sponsors to respond to all TRF staff and technical reviewer inquiries. |
| December – February | On-site project evaluations selected and conducted. |
| May | Funding decisions announced. |

## Proposal Instructions

The proposal must be submitted on the form below and must not exceed 3-5 pages in length. The community needs assessment must be attached. Please allow 4-6 weeks to receive acknowledgement of receipt and feedback from TRF staff on the proposal. The proposal will be returned if the partners have not worked together as primary sponsors of a Matching or 3-H Grant in the last five years, contact information for both partners is not included or budget information is not provided.

**Submit the proposal form via fax (847-866-9759), post (The Rotary Foundation, 1560 Sherman Avenue, Evanston, IL 60201) or email (grants@rotary.org).  For more information visit www.rotary.org.**

# The Rotary Foundation
# Health, Hunger & Humanity
# (3-H) Grants
## Proposal Form
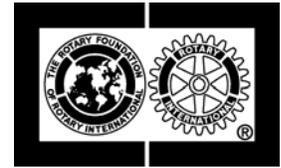
**Revised May 2006**

Please provide succinct answers to all questions in the boxes provided, which will expand as you type.

1.  Provide host and international partner contact information below.  (The "host" partner is in the project country)
    (Note: Primary contacts must be a member of the sponsoring club or an officer of the sponsoring district.)

| Host Partner (inside the project country) | | International Partner (outside the project country) | |
|---|---|---|---|
| Rotary club | | Rotary club | |
| District | | District | |
| Country | | Country | |
| *Primary Contact* | | *Primary Contact* | |
| Name | | Name | |
| Address | | Address | |
| Phone | | Phone | |
| Fax | | Fax | |
| E-mail | | E-mail | |

2.  The partners submitting the 3-H proposal must have previously worked **together** as **primary** partners of a Matching or 3-H Grant in the last 5 years to be eligible for consideration for a 3-H Grant. List the grant number(s) of the Matching or 3-H Grants in which the clubs/districts listed above have previously served together as primary partners in the last 5 years.
    **Matching or 3-H Grant #s:**

3.  Provide a description of the project that includes the project location, describes the humanitarian need to be addressed, states how many people will benefit, and explains how the partners will utilize an integrative approach to address the problem.

4.  Describe the roles of Rotarians, the benefiting community and cooperating organizations in planning and implementing the proposed project.

5.  How do the partners propose to sustain the project after 3-H funds are discontinued?

6.  Provide a preliminary budget of proposed expenditures.   Provide a total amount for each category below.

| Budget Category | $US Amount |
|---|---|
| Equipment / Furnishings (Assets) | |
| Materials / Supplies (consumables) | |
| Training Costs (not including employees) | |
| Personnel (not to exceed 1/3 of the award amount or US$100,000) | |
| International Travel Costs (if applicable, less than 7.5% of the budget or US$20,000) | |
| Revolving Loan Fund Capital (if applicable) | |
| Other (please specify) | |
| **TOTAL3-H BUDGET** | |

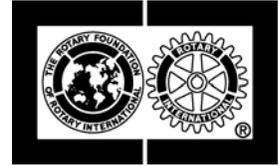| Project Financing | $US Amount |
|---|---|
| Total Cosponsor Contributions | |
| Amount to be requested from TRF | |
| **TOTAL FINANCING** (should equal budget) | |

7.  Note any additional funds that will be contributed to the project and list the donor organizations.

| Donor Organization | $US Amount |
|---|---|
| | |

*Q:* **What is a community needs assessment and when should it be done?**

A: A community needs assessment is a way of gathering information about a community's opinions, needs, challenges and assets. The assessment should be completed prior to selecting and planning a project or requesting funding.

*Q:* **Why is it important to conduct a community needs assessment?**

A: A community needs assessment will help your club to identify the community's needs and to determine how your club can best respond to those needs.

*Q:* **Who should be involved in conducting a community needs assessment?**

A: In order to conduct a community needs assessment, your club should appoint an assessment committee. This committee should be comprised of knowledgeable Rotarians who are familiar with the community and who will be able to dedicate the time and resources necessary to carry out the assessment. The committee will work with community leaders and community members at large as it conducts the assessment.

*Q:* **How should a community needs assessment be conducted?**

A: There are a number of ways to conduct a community needs assessment. The following are some community needs assessment tools:

- Interviews – Collect information from community members who are in a position to know community needs. These people might be community leaders, professionals or other individuals who have affiliations with particular organizations or agencies.
- Public forum – Bring a wide range of community members together at public meetings to gather information via group discussions.
- Focus group – Assemble opinions and ideas from a small, targeted group of community members.
- Survey – Using a formal survey or questionnaire, collect information from a wide range of community members.
- Secondary data analysis – Review and analyze data that has already been collected regarding community issues and needs.
- Asset mapping – Gather information about existing community assets and resources.

Some factors that might influence the type of assessment selected include time, cost, target audience and available manpower. Ideally a community needs assessment should include a combination of tools.

*Q:* **What are the steps involved in conducting a community needs assessment?**

A: The following outlines the basic steps involved in conducting a community needs assessment:
- Form a community needs assessment committee
- Determine the community to be assessed
- Select community needs assessment tool(s)
- Develop a plan for the assessment (who, what, when, where, how)
- Implement the assessment using the selected tool(s)
- Analyze the results
- Prioritize unmet needs
- Prepare report detailing the results
- Use report to determine club intervention(s)

***Q:*** ***What type of information should be gathered?***

A:     The type of information gathered will depend on the individual community and its specific needs. However, the following information should be gathered in all community needs assessments:
- Description of the community and applicable statistics
- Needs identified by community leaders and members
- Current action being taken to meet community needs
- Local resources available to help meet community needs
- Opportunities for projects
- Challenges to projects
- Involvement of the community in the project
- Long-term sustainability of the project by the community

***Q:*** ***What should be done with the information once it is gathered?***

A:     The information gathered during the needs assessment should be analyzed and compiled into a report. In an effort to assist Rotarians, TRF has prepared a Community Needs Assessment Form which provides a template for recording information gathered during the needs assessment. This form is available for download from the RI website and should be completed and attached to the 3-H Grant proposal. In addition, the community needs assessment report should be shared with the club's board and with all project partners. It is also helpful to share the report with community members that were particularly involved in providing information for the assessment.

***Q:*** ***How does a community needs assessment assist clubs in the selection of a project?***

A:     Based on the needs identified during the assessment, clubs can select areas where they would like to become involved. Ideally, the selection of your club or district's 3-H project should be based on the needs of a community as well as the resources available within the club and its partners.

# The Rotary Foundation
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## Community Needs Assessment Form
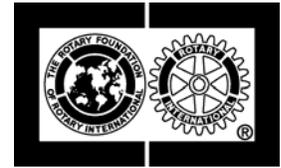
**Revised May 2006**

**Explanation:** 3-H Grant proposals must include a community needs assessment. A thorough needs assessment that includes qualitative and quantitative information and demonstrates the humanitarian needs will improve the competitiveness of the 3-H proposal. It is important that you provide detailed answers to the following questions. The boxes will expand as you type. Attach this completed form to the 3-H Grant proposal. These questions will help prepare you to provide answers to questions in sections 2, 3, and 7 of the 3-H application.

1.  Name of community(ies):

2.  Describe the benefiting community and the people that will directly benefit from the project using any relevant statistics as well as geographic and demographic information.

3.  What specific community needs were identified? How were they identified?

4.  What is already being done in the community to respond to the need(s)?

5.  What resources are available locally to help meet the needs(s) in conjunction with the project?

6.  What unmet needs and opportunities for projects did you identify?

7.  Which project did you select? Why did you select this project? How does each objective of your 3-H grant application address the identified needs?

8.  What challenges to implementation of this project did you identify? How does the project plan address these challenges?

9.  How will the benefiting community participate in the project planning and implementation?

10. How will the project be sustained by the benefiting community after grant funds have been expended?