



## Humanitarian Grants Policies and Guidelines

### *Appropriate Grant Implementation*

#### *1. Requirements*

All grants from The Rotary Foundation must:

- promote active and personal participation of all Rotarians involved in the implementation of the project;
- assist in the development of stronger Rotary networks as clubs from different communities and/ or nations work together **to implement projects that have been initiated by a Rotary club in a project location.** Projects which receive TRF support should satisfy the real humanitarian needs of the receiving community;
- not involve the establishment of a permanent foundation, trust, or permanent interest-bearing account. *Grant projects can involve the establishment of a revolving loan fund, but must include training and detailed information regarding recipient payback schedules;*
- not directly benefit a Rotarian; an employee of a club, district or other Rotary entity, or of Rotary International, or a spouse, lineal descendant (child or grandchild by blood or legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any living Rotarian or Rotary employee;
- not duplicate any existing Foundation or other Rotary-sponsored programs;
- exclude any liability to The Rotary Foundation or to Rotary International except for the amount of the grant;
- be properly submitted, thorough, and fully completed; If these conditions are not met, the application will be returned with explanation;
- be consistent with the criteria, procedures, and policies of the Polio Plus program and the World Health Organization for projects involving vaccines and immunizations;
- provide a publicity plan for grants received above US\$25,000;
- not be used to reimburse clubs/districts for projects already undertaken and in progress, an existing project, activities primarily sponsored by a non-Rotary organization, or for projects that are already completed. The Foundation will only fund projects that have been reviewed and approved by the Trustees of The Rotary Foundation prior to their initiation.

#### *2. Grant fund limitations*

Grant funds cannot be used:

- for purchase of land and buildings. If the grant depends upon the construction of a building, the construction must be funded by additional (that is non-matched) club/district funds or funded by a cooperating organization. The Foundation will not release grant funds until such construction is completed.
- for construction of any structure in which individuals live, work or engage in any gainful activity such as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance and/or storage. The only exception to the above guidelines is the funding of low cost shelters for extremely underprivileged families. Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, and water supplies and other similar structures is acceptable.

- for renovation of structures, including the provision of new services or upgrade of utilities (i.e. - electrical & plumbing), in which individuals live, work or engage in any gainful activity such as buildings, containers, and mobile homes or structures where individuals carry out any type of activity including manufacturing, processing, maintenance and / or storage.
- for salaries, stipends or honorariums for an individual or individuals working for a cooperating organization or beneficiary;
- to support the operating or administrative expenses of any organization;
- for post-secondary education activities, research, or personal or professional development;
- for excessive support of any one beneficiary, cooperating organization, or project;
- for international travel expenses of any kind except where expressly permitted.

### ***Standard Grant Policies***

#### *1. Reporting requirements*

- Failure to provide acceptable reports on previous grants in a timely manner will result in the sponsors (both international and local where appropriate) not being able to initiate new projects.
- Sponsors must meet all preconditions for payment 15 months from the date of the grant announcement letter or the grant will be terminated.
- Sponsors must demonstrate significant progress within 15 months of the release of payment installment or the grant will be terminated.

#### *2. Cooperating Organizations*

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.
- Both Rotary co-sponsors and the local Rotary clubs (where appropriate) must have knowledge and provide a letter of endorsement for the non-Rotary organization as reputable and responsible, and have determined that the organization is registered and acts within the laws of the project country.
- The non-Rotary organization cooperating in such projects 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.

#### *3. Stewardship of Rotary Foundation funds*

Rotarians have entrusted The Rotary Foundation with their contributions with the faith and understanding that they will be used effectively and for the purposes for which they were given. All involved clubs, districts and, others associated with the project are expected to:

- a. Treat Rotary Foundation grant funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion and to be used only for the stated purpose, which shall be strictly interpreted;
- b. Assure competent and thorough oversight of the project with clear delineation of responsibility, which assumes the utmost care given to even the appearance that Rotary Foundation funds are being used in an improper manner;

- c. Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practice and always in consonance with the “Declaration of Rotarians in Business and Professions” and in the full spirit of the Four Way Test;
- d. Report immediately any irregularity in grant-related activity to The Rotary Foundation;
- e. Implement projects as approved by the Trustees in their grant award. Any deviation from the agree terms or changes in the implementation of the project must receive prior written authorization from The Rotary Foundation.
- f. Arrange for independent financial and performance reviews and/or audits in accordance with current Trustee policy and guidelines;

#### 4. *Population Growth and Development*

The Rotary Foundation (TRF) supports the programs of Rotary International, including their aims and objectives with respect to RI’s statement on Population Growth and Development.

The Rotary Foundation will consider supporting the following expenditures:

- Pre-natal medications/vitamins
- Birthing medications
- Newborn baby screenings
- Surgical instruments to help with births
- Pre-natal screening
- Ultrasound equipment (as long as it is used for diagnosing and treating patients)
- Education and Training:
- Public health education
- Family planning training
- Information on sexually transmitted diseases
- Community health training
- Balanced diet and nutrition awareness

#### 5. *Revolving Loans*

- Clubs and districts are encouraged to establish their own revolving loan programs, whether they involve money, animals, equipment, or other types of loan programs, as a way of undertaking sustainable development projects. Cooperating organizations can assist Rotary clubs and districts working with microcredit and revolving loan funds. The Foundation will not consider any grant applications for microcredit or revolving loan funds involving cooperating organizations until those organizations can demonstrate their ability to meet the requirements of The Rotary Foundation and significantly involve local Rotarians in these activities.
- Grant awards for Revolving Loan Funds may be approved within all appropriate Humanitarian Grants up to US\$10,000.

#### 6. *Use of the Rotary name and Emblem*

The following guidelines on the use of the “Rotary” name and emblem are RI policy. They must be followed when naming a project in any literature that is developed.

##### THE ROTARY NAME:

- The RI Board has determined that any use of the “Rotary” name without a further qualifier, such as the name of a Rotary club or a Rotary district, refers to the international association, RI.

- New project names or programs not under the exclusive control of RI, when using the name, "Rotary," must include the name of the participating Rotary club(s) or district(s) and should not use the name, "International."
- If using the words, "Rotary," and "Foundation," these words must not appear together, but must be separated by additional identifying information, such as the name of the participating Rotary club(s) or district(s).
- Ongoing programs not under the exclusive control of RI and not conforming to these guidelines should be renamed to provide this additional identifying information (i.e. the name of the participating Rotary club(s) or district(s) must be included when using the name "Rotary").
- The naming of any project that does not conform to the guidelines must receive specific RI Board approval.

#### THE ROTARY EMBLEM:

- The Rotary Emblem, like the Rotary Name, represents the international association, RI.
- Whenever the Rotary Emblem is used for a project, program or activity not under the exclusive control of RI, the name of the participating club(s) or district(s) should also be used in addition to the emblem; should appear directly adjacent to the emblem; and be of a size of equal prominence to the emblem.
- Any reproduction of the Rotary Emblem must meet RI's proper emblem specifications.
- Camera-ready art can be obtained through your Club and District Administration Supervisor.
- No alterations, modifications or obstructions of the Rotary Emblem are permitted. The emblem must be faithfully reproduced and always appear in its entirety.
- The RI Bylaws discourage any joint use of the RI Emblem with the emblem or logo of another organization ("The use of such name, emblem, badge or other insignia in combination with any other name or emblem is not recognized by RI.")