



## **Rotary Foundation District 7390 (2014-15)**

### **District Rotary Foundation Committee**

The Chair of the District Rotary Foundation Committee is responsible to the District Governor for managing and coordinating all Foundation Committees and for carrying out duties as assigned by The Rotary Foundation. The District Rotary Foundation Committee shall consist of the District Foundation Chair and nine Area Foundation Coordinators plus the DGE, DGN and the chairs of the Polio Plus Committee, Global Grant, District Grant Administration and Fundraising committee. The District Foundation Committee is responsible for offering and helping with grants training for Rotarians, for certifying Clubs as eligible for grants, for coordinating and overseeing the activity of the various Global and District Grants and for promoting the work of The Rotary Foundation and its programs.

### **Area Foundation Coordinators**

The Area Foundation Coordinators (AFC) work with the District Rotary Foundation Committee Chair and the Rotary Clubs in each area paralleling those assigned to the Assistant Governor (AG) network. The AFC supports each Club Foundation Chair and the International Service Chair in each Rotary Club. The AFCs coordinate their activity with their Assistant Governors (AG) who works with the Club Presidents.

The AFC encourages every Rotary Club to present Foundation programs each year, encourages the involvement in Foundation programs by Club Rotarians, supports The Rotary Foundation activities of the Rotarians in their Clubs, promote and motivate foundation giving (EREY), encourages Rotary Club leaders to attend Foundation seminars, Foundation training and events, facilitates communication between Rotarians and each District Foundation Committee, as well as publicizing grants and significant Foundation activity to other District Rotary Clubs. The AFCs should summarize the results of significant Club activities funded by The Rotary Foundation. The Area Foundation Coordinators report to the District Rotary Foundation Chair.

### **District Allocation Committee (DAC)**

The District Allocation Committee is responsible for allocating the available District Designated Funds, encouraging Clubs to work together on projects where appropriate and serves in an advisory capacity and reports to the District Governor.

The District Allocation Committee (DAC) shall consist of; the District Governor, the District Governor-Elect (serving as chair), the District Governor-Nominee, the District Governor- Nominee Designate (if selected), the District Rotary Foundation Chair, the Global Grants Committee Chair, the District Grant Administration Committee Chair, the District Polio-Plus Chair and two Rotarians appointed by the District Governor. The Committee shall meet at the call of the Chair to review and approve District Grant requests. This will include reviewing and accepting or modifying the amounts of the District Grant to be assigned to District initiated programs including, but not limited to, scholarships, disaster relief and group study exchange type activities. The District Governor elect, the District Governor Nominee, and the District Rotary Foundation Chair with consultation from the District Governor, will, prior to such meetings of the DAC, prepare the list of District initiated programs and budget for same to be included in the District Grant. The committee shall also meet as needed to approve any requests forwarded to it with the recommendation of the Global Grants Committee that would utilize District DDF in excess of \$10,000 for a Global Grant.

## **Grants Committee**

The Grants Committee shall consist of; the District Governor Elect, the District Governor Nomine and the District Foundation Chair. This committee oversees both the Global Grant and the District Grant Administration Committee. The Grants Committee will be chaired by the District Governor Elect.

## **Global Grant Committee**

The Global Grant Committee is responsible for supporting and assisting those clubs applying for Global Grants, reviewing and certifying as to the completeness of an application for a Global Grant as well as assuring that the Grant Application meets the Terms and Conditions for Global Grants, and participating in the approval of the Global Grant Application. The Global Grant Committee reports to the Grants Committee.

The Global Grant Committee shall be accountable for the administration of all Global Grant activities within the District. This shall include the initiation and review of applications for Global Scholarships, Vocational Training Teams and District Initiated Global Grants. All Global Grant applications shall be presented to the Committee and reviewed for compliance with The Rotary Foundation requirements. The Committee may approve all applications for grants requesting less than \$10,000 of District DDF. Those completed applications shall be submitted to the District Foundation Chair for submittal to The Rotary Foundation.

The Global Grants Committee shall consist of; a Chair appointed by the District Governor with consultation from the District Governor-Elect and District Governor-Nominee for a term of three years, along with the District Governor (or designee), the District Governor-Elect, the District Foundation Chair, and three other Rotarians appointed by the District Governor.

## **District Grant Administration Committee**

The District Grant Administration Committee is responsible for promoting the availability of District Grants, for coordinating and overseeing the activity of the various grants, for offering and helping with grant training for Rotarians eligible for District Grants and participating in the approval of District Grants with the respective committees. The District Grant Administration Committee reports to the Grants Committee.

The District Grant Administration Committee shall be responsible for the compilation of District Grant Applications and proposed District Grant Spending Plans for presentation to The Rotary Foundation. The District Grant spending plan, which will include club projects and the District initiated programs noted above, may request up to 50% of the available District Designated Fund for the year.

The District Grant Administration Committee shall administer distribution of District Grant Funds. All District initiated and club initiated projects must comply with the Memorandum of Understanding and any and all other guidelines and requirements established by The Rotary Foundation including its Code of Policy. Requests for support of club initiated projects shall be limited to the use of \$2500 of District Grant Funds per club, up to a maximum of five clubs participating in a single project. Clubs are limited to one grant per program year. If after January 1st funds are available through the District Grant, clubs may apply for a second grant. A club may not have more than two outstanding District Grant funded project

The District Grant Administration Committee shall consist of; a Chair appointed by the District Governor with consultation from the District Governor-Elect and District Governor-Nominee for a term of three years, along with the District Governor (or designee), the District Governor-Elect, the District Governor Nominee, the District Foundation Chair, and up to three other Rotarians appointed by the District Governor.

## **Scholarship Committee**

The Scholarship Committee is a committee responsible for promoting the availability of all scholarships available through the Rotary Foundation and the Global Grant Committee and District Grant Administration Committee, for helping to train Rotarians as to how to find and recruit candidates, for encouraging, supporting and assisting District Rotary Clubs in recruiting and selecting potential scholarship candidates as appropriate, for organizing and chairing the committee to select finalists from the Rotary Club nominated candidates, for assisting selected Global Grant Scholars with completing and submitting proposals and applications that must be submitted to The Rotary Foundation, for assisting District Grant and Peace Fellowship candidates as appropriate, for collecting required documents and reports required by the District and The Rotary Foundation from those awarded scholarships and for providing copies of them to both The Rotary Foundation Staff and the District Foundation Chair, for identifying Colleges and Universities that offer a Master's Degree Program in the Six Areas of Focus, for posting these sites with The Rotary Foundation as well as summarizing each approved scholarship. The Scholarship Committee Chair reports to the Global Grant Committee Chair.

### **Grant Stewardship Committee**

Both the Global Grant Committee and the District Grant Administration Committee are responsible for maintaining a tickler file of due dates for reports on all their respective open grant projects, proactively reminding project chairs of report due dates, encouraging filing of the reports in a timely fashion, securing copies, reviewing all such reports, verifying their completeness, seeing that The Rotary Foundation receives interim and final reports in a timely fashion, collecting and providing copies of reports, documents, and correspondence related to closed grants to the District Foundation Audit Committee and/or auditors and maintaining them for The Rotary Foundation in accordance with the Terms and Conditions of such projects.

The Grant Stewardship Committee is composed by the Global Grant Committee, District Grant Administration Committee Chair and the Grants Committee Chair (DGE).

### **Polio Eradication Committee**

The Polio plus Committee is responsible for working with Foundation Area Coordinators and District Rotary Foundation Chair to encourage publicity at the community level about Rotary's Polio Eradication campaign, to encourage Rotary Clubs to raise funds from the general public, and to encourage corporations and Foundations to give to polio eradication. This committee chair works with the District Foundation Chair and the District Fund Raising Chair and reports to the District Governor.

### **Fund Raising Committee**

The Fund Raising Committee Chair is responsible for coordinating the activities of the Annual Fund, Permanent Fund, Major Gifts, Planned Giving, Paul Harris and Paul Harris society Committees. The Fundraising Committee coordinate with the Polio plus Committee and work closely with the District Rotary Foundation Chair and the various other Sub-Committee Chairs to increase giving in all categories, to recognize those who support our Rotary Foundation and at year end to assist the District Rotary Foundation in encouraging Annual Fund giving with the Annual Fund Sub-Committee Chair. The Fund Raising Committee Chair reports to the District Rotary Foundation Chair.

- **Annual Fund Sub-Committee** is responsible for working with the Foundation Area Coordinators and District Rotary Foundation Chair to encourage individual Rotarian and Club giving to the Annual Fund. This committee shall recognize the giving of individuals and Clubs and is responsible for developing and building the Paul Harris Society, recognizing new and existing members of the Society, and ensuring that being a Paul Harris Society Member is important and has meaning. This committee chair reports to the District Fund Raising Chair.
- **Permanent Fund Sub-Committee** is responsible for working with various Rotary resources, the Foundation Area Coordinators and District Rotary Foundation Chair to encourage giving to the Permanent Fund and recognition of those who give. This committee chair reports to the District Fund Raising Chair.
- **EREY and Paul Harris Society Committee** is responsible for encouraging donations to the annual fund. The committee would also identify Paul Harris Fellows and encourage them to commit to donate \$1000 yearly as members of the District Paul Harris Society. Commitment to giving \$1000 per year will be recorded by the committee and records kept to follow-up and support members' goals. Paul Harris Society banners will be received by Paul Harris Society members as recognition and given at District events". Your reference to "wings" refers to benefactor designation, not Paul Harris Society designation.
- **Major Gifts/ Planned Giving Sub-Committee** is responsible to work with the Major Gifts officer at The Rotary Foundation, the Area Foundation Coordinators and District Foundation Chair to identify and encourage individuals to contribute in a level of giving above the Paul Harris Society requirements. These Major Gift candidates, Rotarians and non-Rotarians, are individuals in a position to give Charitable Gifts to the Rotary Foundation through Planned Giving, Charitable Bequests, Life insurance, Life Income agreements and outright monetary donations. Working with the Major Gift's officer and Planned Giving Team at The Rotary Foundation, these individuals can learn the possible benefits of giving that can be associated with their gifts.

### **District Rotary Foundation Audit Committee**

The District Rotary Foundation Management Plan, its implementation, and the use of District Grant Administrated Funds and Global Grant Funds must be assessed annually by the District Rotary Foundation Audit Committee. The Foundation Audit Committee consists of at least three (3) active Rotarians who are

independent and financially literate, each of whom is a member in good standing of a different Rotary Club in the District, and at least one of whom is an accountant or current District Officer and one of whom is a Past District Governor. No member of the District Rotary Foundation Audit Committee may be a member of the District Governor's Club or the District Foundation Chair's Club. The committee must have at least one member with professional accounting and audit experience.

### **Group Study Exchange (Vocational Cultural Exchange)**

**Group Study Exchange Committee:** is responsible for selecting a Rotarian team leader and 4 team members for a vocational cultural exchange with another partnering Rotary District. This committee will assume responsibility in Rotary years where the District Governor and the District Allocation Committee have approved to finance a traditional Vocational/Cultural Exchange (Group Study Exchange) with another Rotary District, which will work under partnering GSE District's guidelines mutually agreed upon by both participating districts. The committee will also be responsible to set up a program in our district to receive the visiting team in exchange. This committee will work closely with the District Grant Committee.

### **Vocational Training Teams**

**Vocational Training Team Committee:** is responsible for training teams, in one of the 6 areas of Focus, to visit another partnering Rotary District. These teams will work together to improve vocational expertise in addressing the needs of the receiving District. This may be a one way or two-way exchange of any length of participation, mutually agreed upon by both participating districts. These teams may be considered by applying for Global Grants or District Grant. Therefore this committee will work closely with the Global Grants, District Grant Administration Committee and the District Foundation Chair.

\*All references to district officers and committee chairs shall be understood to refer to the officers and committee chairs for the program year.

3-18-2014