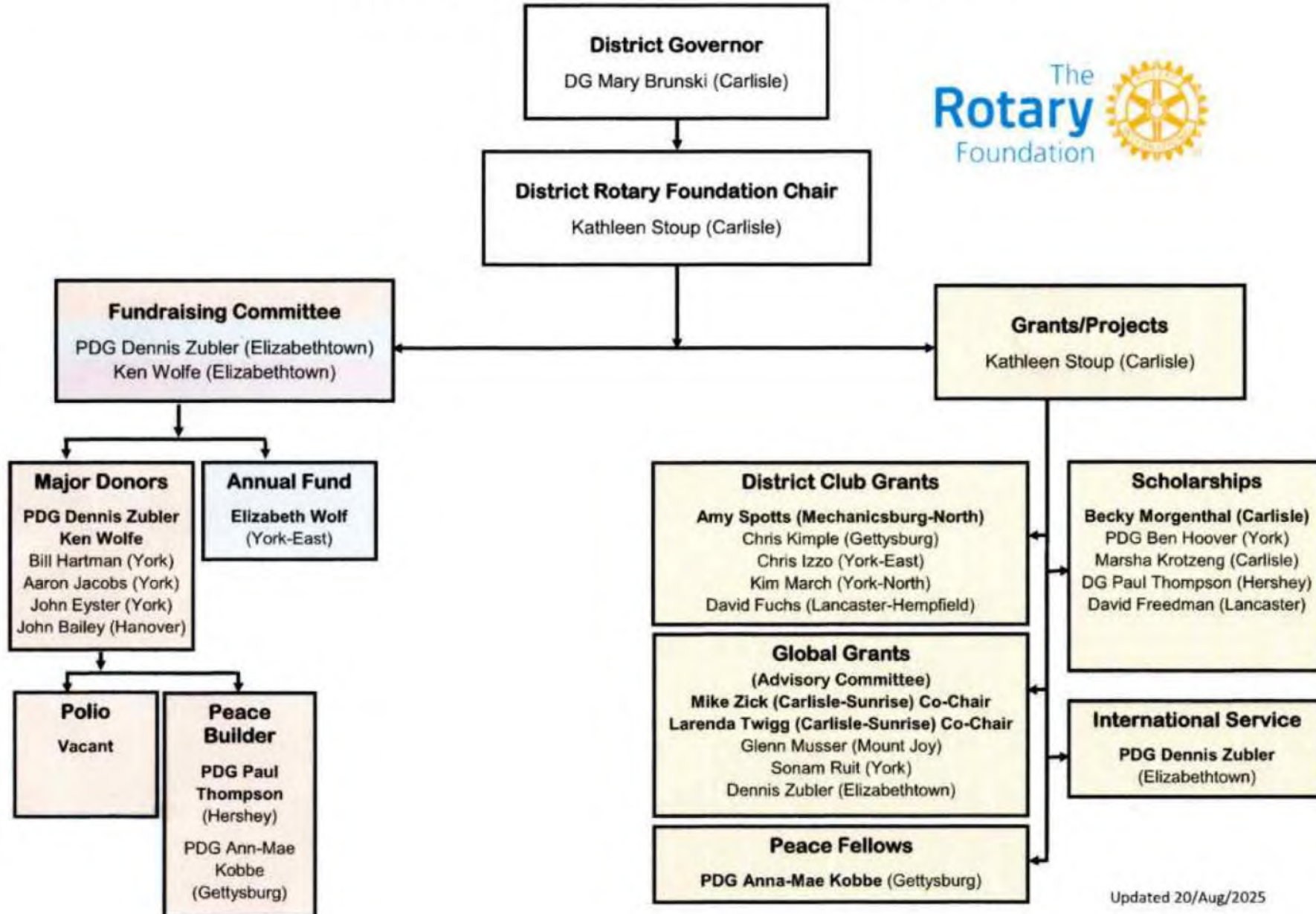


Welcome all to District 7390's Grant Training for 2026

Time	Lesson	Presenter
6:30 PM	Welcome & Introduction (10 min)	DRF Chair Kathleen Stoup (moderator)
6:40 PM	Rotary Foundation funds overview and Q&A (15 min)	DRF Chair Kathleen Stoup
6:55 PM	District Club Grant Overview and Q&A (35 min)	DCG Chair Amy Spotts
7:30 PM	Community Needs Assessment Overview and Q&A (15 min)	GG Co-Chair Mike Zick
7:45 PM	Global Grant Overview and Q&A (35 min)	GG Co-Chair Larenda Twigg
8:20 PM	Final Questions & Closing (10 min)	DRF Chair Kathleen Stoup
8:30 PM		

2025-2026 District 7390 Foundation Organizational Chart



Rotary
Club of Nairobi



SINCE
2030



GYM



The Rotary Foundation (TRF)

The Rotary Foundation



- ▶ **Charitable Arm of Rotary International**
- ▶ **501(c)(3) non-profit corporation**
- ▶ **Founded in 1917 by Arch Klumpf**
- ▶ **Supported solely by voluntary contributions**
- ▶ **Administered by The Rotary Foundation Board of Trustees**

The Rotary Foundation



- ▶ **The Rotary Foundation started with \$26.50. Grown to more than US\$1 billion**
- ▶ ***“Doing Good in the World”***
- ▶ **\$427.9 Million Donated in 2022-2023**
- ▶ **Funded 1287 Global Grants & 485 District Club Grants in 2023-2024**



The Rotary Foundation

- ▶ **Highest Rating from Charity Navigator for 14th Consecutive Year**
 - ▶ Utilizes donations
 - ▶ Sustains its programs & services
 - ▶ Practices good governance

District Qualification & Stewardship



- ▶ **Governor, Governor-Elect, Governor Nominee, & the District Foundation Chair are responsible for oversight and management, including financial allocation.**

Club Qualification & Stewardship



- ▶ To participate in grants:
 - ▶ Clubs must complete annual on-line qualification process to be eligible to apply for grants
 - ▶ One or more club members must complete a district grants management seminar—Grants Training
 - ▶ Club President and President-elect must sign and follow the Club Memorandum of Understanding (MOU)



Donors can support:

- ▶ **Annual Fund-Share**
- ▶ **Endowment**
- ▶ **World Fund-Share**
- ▶ Foundation Disaster Response Fund
- ▶ PolioPlus
- ▶ Areas of Focus
- ▶ Approved Global Grant Projects



Financial Support from **Members**

- ▶ Contributions to the **Annual Fund-Share** are key to a vibrant grants program
- ▶ “**Every Rotarian, Every Year**” **EREY** is the fundraising initiative designed to support Annual Fund
- ▶ Contribute at least \$100 per member annually



Recognition for Levels of Support

- ▶ Sustaining Member gives \$100+ each year
- ▶ Paul Harris Fellow-cumulative giving of \$1000
- ▶ Paul Harris Society-\$1000+ each year
- ▶ Major Donor-total giving of \$10,000
- ▶ Arch Klumpf Society-\$250,000 lifetime

Unique Funding Model

- ▶ **Contributions to Annual Fund-Share
Are Invested for 3 Years**
- ▶ 5% is credited to Operating Expenses
 - ▶ 47.5% credited to World Fund
- ▶ 47.5% credited to District Designated Fund

District Designated Funds



Three Years Later District Designated Funds

- ▶ 50% of DDF to District Club Block Grant
- ▶ 50% to Global Grants, Global Grant Scholarships, Vocational Training Teams, PolioPlus, Peace keeping, Disaster Relief

District Designated Funds

- Contributions in 2022-2023 to the Annual Fund generated \$116,306 in DDF in 2025-2026
- Contributions in 2023-2024 to the Annual Fund generated \$142,066 in DDF in 2026-2027
- Contributions in 2024-2025 to the Annual Fund generated \$114,164 in DDF in 2027-2028

PLEASE....

Help district 7390

“Do Good in the World”

**Make your personal donation to
The Rotary Foundation
Annual Fund**

Rotary.org/donate

TRF Contribution Form

Club Foundation Chair

Auto-pay from credit card/bank account

For More Information

- ▶ Kathleen D. Stoup
- ▶ Rotary District Foundation Chair
- ▶ kathleenstoup@yahoo.com
- ▶ 717-580-8270

DISTRICT CLUB GRANTS

Rotary
District 7390



www.Rotary7390.org
Phone: 717-854-7842
Email: office@rotary7390.org



THE EASY ONES!

EVERY CLUB SHOULD APPLY!!

DISTRICT CLUB GRANT(DCG), WHAT IS IT??

- PROJECT: SHORT TERM, COMPLETED WITHIN 1 ROTARY YEAR
- SMALLER SCALE, BUDGET OF \$500-\$25,000 (IF PARTNERS)
- LOCAL OR INTERNATIONAL

- CLUB DOES PROJECT, DISTRICT GIVES FUNDS FOR ½ OF THE PROJECT UP TO \$2500



WEBSITE

WWW.ROTARY7390.ORG



DISTRICT CLUB GRANTS

MISSION OF ROTARY FOUNDATION
INCLUDE ACTIVE PARTICIPATION OF ROTARIANS
SMALLER, SHORT TERM ACTIVITIES
LOCAL OR INTERNATIONAL
HUMANITARIAN PROJECTS
SCHOLARSHIPS
VOCATIONAL TRAINING



SPECIFICS

GENERAL COMMUNITY NEEDS

CONSTRUCTION OF INFRASTRUCTURE

RENOVATION OF STRUCTURES

INTERNATIONAL TRAVEL FOR SCHOLARS, VTT.....

DOMESTIC TRAVEL FOR SCHOLARS, VTT

ACTIVITIES INVOLVING VACCINES/IMMUNIZ.

MEDICAL CAMPS/LIFE SAVING SURGERIES

RYE,RYLA, ROTARACT, INTERACT



EXAMPLES

RENOVATION OF BATHROOM @ AMER. LEGION
EKG, DEFIBRILL., BEDS @ MED CTR IN GHANA, AFRICA
LOCKERS FOR USE BY HOMELESS
FOOD SUPPLIES FOR LANC. CTY FOOD HUB
LAPTOPS FOR REFUGEES GOING TO COLLEGE
TRUCK TO MOVE HOME FURNISHINGS FOR HOMELESS
NEW TREES ALONG DOWNTOWN STREET
RYLA SCHOLARSHIPS

EXCLUSIONS (DON'T DO)

- DISCRIMINATE AGAINST ANY GROUP
- PROMOTE POLITICAL/RELIGIOUS VIEWPOINT
- FUNDRAISING ACTIVITIES
- WEAPONS/AMMUNITION/ MILITARY ASSISTANCE
- CASH DONATIONS TO PERSON OR COOPERATING ORGANIZATION
- CONTINUOUS SUPPORT TO ANY ONE PERSON, ENTITY, COMMUNITY
- DISTRICT: NOT USING FUNDS TO DO SAME PROJECT OVER & OVER



CAVEAT

· PLEASE PLEASE PLEASE!!!!

NO DIRECT CONTRIBUTIONS TO OTHER NON PROFIT ORGANIZATION, ESP. 501(c)3

YOU MUST SHOW INVOICES AND COPY OF CHECK FOR ITEMS PURCHASED WITH THE FINAL REPORT!!
PAYING BY CREDIT CARD, INVOICE, REDACTED CC STMT SHOWING THE CHARGE, OR BANK STMT IF DEBIT CARD



2025-2026

40 CLUBS IN OUR DISTRICT
20 CLUBS APPLIED FOR DCG
\$48,469

IMAGINE...

40X \$2500 = \$100,000!!!!



PARTNERING

- CLUBS MAY HAVE THEIR OWN PROJECT
- CONTRIBUTE TO ANOTHER CLUB PROJECT
- BOTH

- AS LONG AS MAX OF \$2500 PER CLUB NOT EXCEEDED
- CAN'T DO 2 GRANTS, BUT CAN COMBINE



HOW MUCH

MAX. \$2500/CLUB

CAN PARTNER!

UNLIMITED NUMBER OF CLUBS

\$12,500!

DISTRICT MATCH

MAX. \$12,500

TOTALS:

\$25,000!



DCG PROJECT

SO, YOU THINK YOU HAVE A DISTRICT CLUB
GRANT PROJECT?!

WHAT DO YOU DO NEXT??



WEBSITE

WWW.ROTARY7390.ORG



CLUB SUPPORT

- COMMITTEE OF THREE PEOPLE
- MAXIMUM \$2500 COMMITMENT PER CLUB
- QUALIFICATION OF CLUB
- MEMORANDUM OF UNDERSTANDING



QUALIFICATION

- GRANT MANAGEMENT TRAINING CERTIF.
 - AT LEAST 1 CLUB MEMBER ATTENDED, WHO SHOULD BE ON THE COMMITTEE FOR THE PROJECT
- MOU
 - SIGNED BY PRES. & PE
 - DONE ANNUALLY

MEMORANDUM OF UNDERSTANDING



ROTARY DISTRICT 7390 CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING THE ROTARY FOUNDATION

1. Club Qualifications

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to have at least one club member complete the district's grant training each year. District 7390 has established additional requirements for clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- a. Upon successful completion of the qualification requirements, the club will be qualified for the remainder of the current Rotary year and the successive Rotary year.
- b. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- c. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- d. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- e. The club must cooperate with any financial, grant, or operational audits.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants. Club officer responsibilities include:

- a. Appointing at least one club member to implement, manage, and maintain club qualification
- b. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- c. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

3. Financial Management Plan (Applicable to Global Grants Only)

The club must have a written financial management plan to provide consistent administration of grant funds. The financial management plan must include procedures to

- a. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- b. Disburse grant funds, as appropriate
- c. Maintain segregation of duties for handling funds
- d. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- e. Ensure that all grant activities, including the conversion of funds, comply with local law



FORM OF INTENTION



Rotary District 7390 2023-2024 Form of Grant Intention (District Club Grant Projects Only)

Name of Club: _____

Name of Person Completing this Form: _____

Email Address: _____

Phone #: _____

Project Name: _____

Place of Project: _____

Brief Description of Project- 5 sentences or less:

Tentative Budget Details:

Tentative Amount to be Requested from D7390: _____

Signature: _____ Date: _____

Form of intention delivered by March 15, 2023 to:

Nigel Foundling, Chair
District Grant Projects
Email: nfoundling860@comcast.net
860 Lovers Lane, Lebanon, Pa 17046

Amy Spotts, Co-Chair
District Grant Projects
Email: amyspo@hotmail.com
912 Acri Road, Mechanicsburg, Pa 17050

Final Applications for Club Foundation Grants should be received by April 30, 2023.

APPLICATION



D - 7390 District Club Grant

Please print or type all information and use additional sheets of paper if necessary. Incomplete applications will not be considered. See District Club Grant "CRITERIA AND GUIDELINES" for instructions, eligibility and program requirements.

DCG Pre-funded DCG Micro DCG

1. PROJECT DESCRIPTION

Please describe the project, its location, its objectives, and how they will be attained. Note: The project cannot be started until the Grant Application is approved by the District Grants Committee.

Estimated start date of project _____ Estimated completion date of project _____

2. OTHER NON-ROTARY ORGANIZATIONS


If this project involves a cooperating organization, provide the name of the organization below attaching a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in the project. **By signing this application, the Rotarian sponsors endorse the organization as reputable, responsible, registered with the project country, and acting within the laws of the project country.**

Name of organization: _____

Letter of participation from organization attached



FINAL REPORT

The Rotary Foundation  **DISTRICT CLUB GRANT FINAL REPORT**

Rotary Year: DCG # (For District Staff Only):

1. Project Title: _____ 2. Rotary Club: _____

3. Report Type: **Final Report**
Provide an itemized statement detailing how grant funds were expended on this project from its implementation through completion.

COMMUNITY IMPACT

4. Provide detailed information regarding the project and its beneficiaries. How many non-Rotarians benefited from this project? _____ How were they helped?

5. How has the project provided community members with specific skills or knowledge that will allow them to help themselves?

6. If a cooperating organization was involved, what was its role?



DISTRIC SUPPORT

KEY WORD::: SUPPORT!!

DCG COMM. IS ON YOUR SIDE...WE WANT YOUR
PROJECT TO BE APPROVED!

AND AS LONG AS YOU GO BY THE GUIDELINES....IT
WILL!



DCG SUBCOMMITTEE

AMY SPOTTS (MECHANICSBURG NORTH)

CHRIS IZZO (YORK-EAST)

CHRIS KIMPLE (GETTYSBURG)

DAVID FUCHS (LANCASTER HEMPFIELD)

KIM MARCH (YORK NORTH)



CONCLUSION

CHECKLIST:

- GRANT TRAINING /MOU
- FORM OF INTENTION
- DCG APPLICATION
- COMPLETE PROJECT, ONCE GIVEN GO AHEAD BY DCG SUBCOMM. (LATE JULY/EARLY AUGUST)
- FINAL REPORT



PRE-FUNDED DCG

- DESIGNED FOR CLUBS WITH FINANCIAL NEED
- FOI, MOU, APPLICATION, FINAL REPORT
- WITH FOI, SUBMIT PRE-FUNDED GRANT APP, REQUIRED DOCUMENTS
- COPY OF RY CLUB BUDGET AND MOST RECENT BANK STATEMENT
- UPON APPROVAL, PRE-FUNDED DCG AGREEMENT
- CLUB INDICATES VIA INVOICE AND CANCELLED CHECK SPENT THEIR PORTION OF EXPENSES, DISTRICT ISSUES OTHER HALF OF FUNDS FOR COMPLETION OF PROJECT



MICROGRANT

\$500 BLOCK GRANT

FINANCIAL NEED

NO DCG OR GLOBAL GRANT X 2 YEARS

NO SCHOLARSHIPS OR OPERATING EXPENSES

SUBMIT APP FOR MICROGRANT ALONG WITH FOI

OTHER WISE SAME GUIDELINES AS OTHER DCG

MOU, APP, PROGRESS AND FINAL REPORT



CONTACTS

DISTRICT CLUB GRANT COMMITTEE CHAIR

AMY SPOTTS

912 ACRI ROAD, MECHANICSBURG, PA 17050

717-226-9624

amyspo@Hotmail.com

Community Needs Assessment

- *A well-planned project that fits the community's culture and context is more likely to succeed, and conducting a thorough community assessment significantly increases your chances for success*
- *An assessment will help you:*
 - *Understand the community*
 - *Inform decisions*
 - *Build trust and community involvement*



Community Needs Assessment

Building a foundation for effective Rotary projects

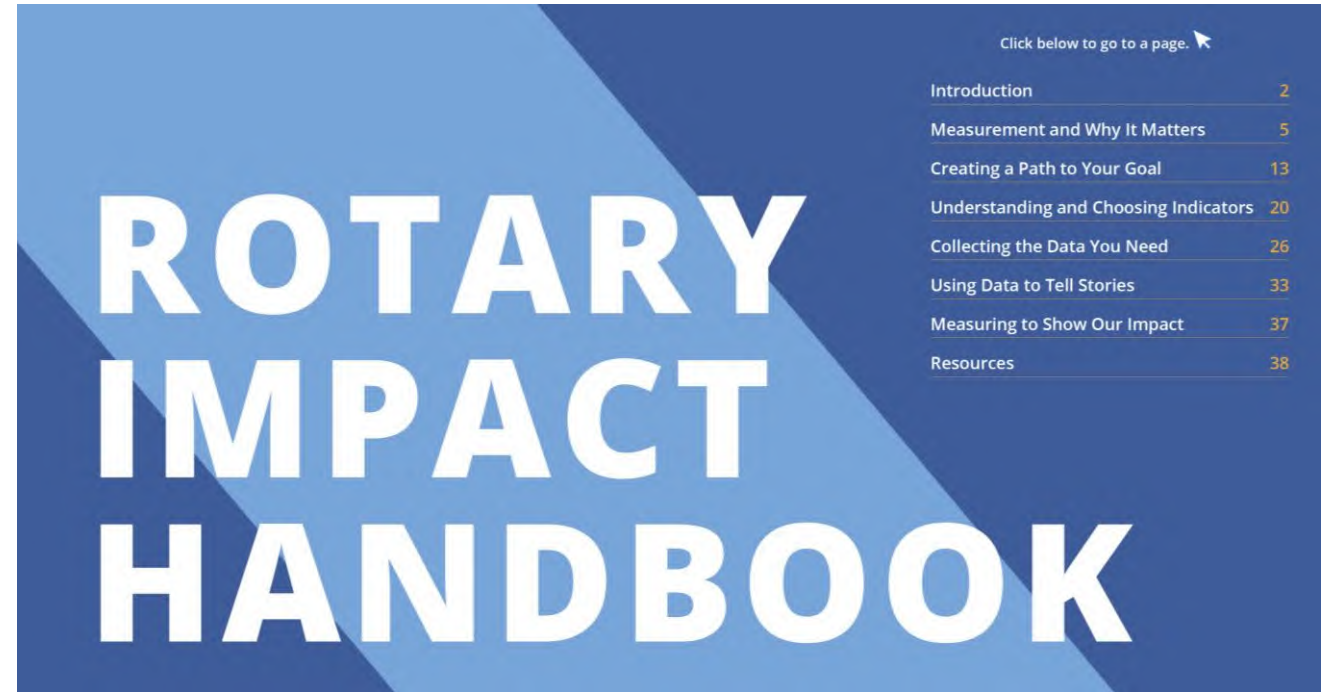
- Must be done early and be included in the application
- Resources
 - District Global Grants Committee
 - Everything you need to know.
<https://my.rotary.org/en/new-tools-project-planning-available> check out Conducting Community Assessments





Understanding a community's priorities through an assessment is the first step toward making a long-term impact.

The recently updated [Conducting Community Assessments handbook](#) guides how to involve community members in identifying priorities and designing a project.



The [Rotary Impact Handbook](#) helps members plan and carry out measurement activities as part of their service projects so they can demonstrate the results.

You'll find information about different approaches to measurement, practical examples, proven methods, and space for you to record your ideas or practice using the concepts.

Community Needs Assessment

The Approach

- Ensure the assessment is led by the Host Club or a local organization
- Consider yourself the outsider
- Choose participants carefully
- Include overlooked/marginalized groups
- Establish a data collection and monitoring system



www.Rotary7390.org
Phone: 717-854-7842
Email: office@rotary7390.org

Community Needs Assessment


Types of Assessments

- Asset Inventory
- Community Mapping
- Community Meeting
- Document and policy review
- Focus Group
- Interviews
- Survey



Bottomline: Stay Open Minded and learn from the community

Document “Community Assessment Results”

Rotary  ENGLISH (EN)

GLOBAL GRANTS COMMUNITY ASSESSMENT RESULTS

Use this form to report community assessment findings to The Rotary Foundation when you apply for a global grant.

Assessing the strengths, weaknesses, needs, and assets of the community you plan to help is an essential first step in designing an effective and sustainable global grant project. See the [Conducting Community Assessments](#) handbook for full instructions and helpful tips.

This form will help you report the results of your community assessment, and it's required when you apply for any humanitarian or vocational training team grant. Complete a separate form for each beneficiary community (e.g., school, health care system, or village), using information that is both current and specific to each community. Remember, you can't use global grant funds to cover the cost of doing an assessment, but you can use district grant funds.

COMMUNITY OVERVIEW

Describe the characteristics (such as geographic information, main sources of income, population size, and access to education and health services) of the specific community where this project will take place.

COLLECTING COMMUNITY ASSESSMENT DATA

When you conducted the assessment, who in the community did you speak to? At least two different community representatives and beneficiaries who are not involved in Rotary (such as teachers, doctors, or community leaders) should be included in the discussions.

When in the last year did the discussions occur?

Global Grants Community Assessment Results (October 2024) 1

- Community Overview
- Collecting Community Assessment Data

Provide the specific details of the project design and how it will solve these issues.

Describe the long-term plan for the project (such as oversight, financial responsibilities, and expected behavior change) after Rotary's involvement ends.

ENVIRONMENTAL ASSESSMENT (FOR ALL ENVIRONMENT AND WATER, SANITATION, AND HYGIENE PROJECTS)

What are currently the greatest environmental threats to local land, air, water resources, and the ecosystem?

List any cultural practices that are relevant to the project (such as agricultural techniques or traditions).

What positive and negative environmental changes do you expect to result from the project?

Global Grants Community Assessment Results (October 2024) 3

- Target Population
- Community Strengths, Needs, Priorities, and Project Design

Provide the specific details of the project design and how it will solve these issues.

Describe the long-term plan for the project (such as oversight, financial responsibilities, and expected behavior change) after Rotary's involvement ends.

ENVIRONMENTAL ASSESSMENT (FOR ALL ENVIRONMENT AND WATER, SANITATION, AND HYGIENE PROJECTS)

What are currently the greatest environmental threats to local land, air, water resources, and the ecosystem?

List any cultural practices that are relevant to the project (such as agricultural techniques or traditions).

What positive and negative environmental changes do you expect to result from the project?

Global Grants Community Assessment Results (October 2024) 3

- Environmental Assessment (For All Environment and Water, Sanitation, and Hygiene Projects)

Contact

GLOBAL GRANT COMMITTEE CO-CHAIR

Michael (Mike) Zick

241 Richland Rd, Carlisle, PA 17015

703-220-6520

herkdrvr89@yahoo.com





Global Grants Training: Preparing & Reviewing Applications

A guide for Global Grant applications
in District 7390.

Rotary

"Making a difference, globally."



Rotary

District 7390



What Are Global Grants?

Large International Activities

Fund significant projects with sustainable, measurable outcomes that create lasting change in communities worldwide.

Rotary's 7 Areas of Focus

All projects must align with one of Rotary's designated Areas of Focus to ensure strategic impact and global consistency.

Partnership Required

Require both host and international partner clubs and districts to work together to ensure local ownership and global collaboration.

Strengthen Global Connections

Build lasting partnerships between Rotarians worldwide while demonstrating responsible stewardship of Foundation funds.



**Bridging cultures,
Building futures**

What Global Grants Support



Humanitarian Projects

Address community-identified needs through sustainable interventions that create measurable improvements in quality of life. Projects must be developed with significant community input and ownership.



Scholarships

Support graduate-level international study that advances one of Rotary's Areas of Focus. Scholars become ambassadors of goodwill and return to serve their communities with enhanced knowledge.



Vocational Training Teams

Enable teams of professionals to travel internationally to teach or learn specialized skills. VTTs create knowledge transfer that continues long after the team returns home.



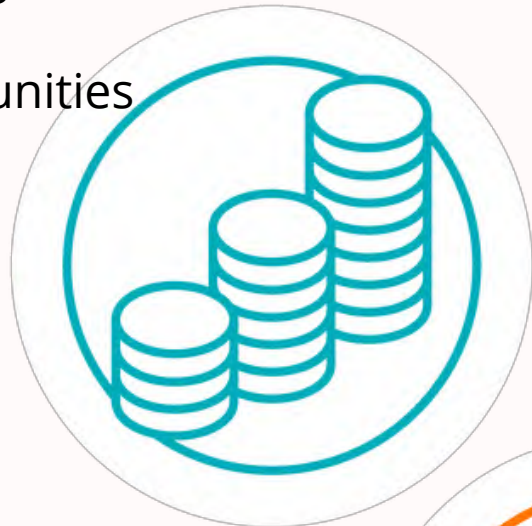
ROTARY'S AREAS OF FOCUS

ENVIRONMENT



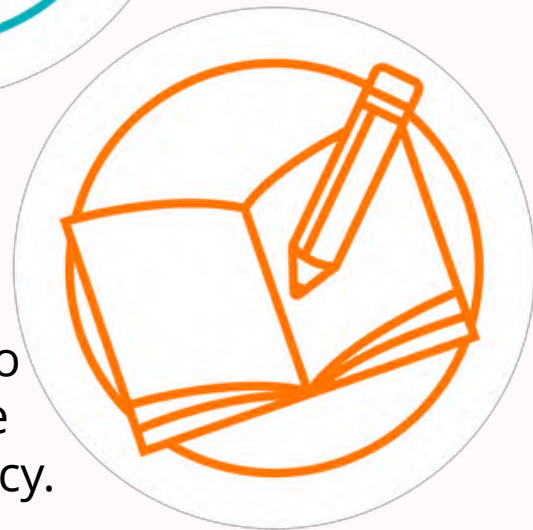
Support activities that strengthen the conservation and protection of natural resources, advance ecological sustainability, and foster harmony between communities and the environment.

COMMUNITY ECONOMIC DEVELOPMENT



Carry out projects that enhance economic and community development and create opportunities for productive work for young and old.

BASIC EDUCATION AND LITERACY



Strengthen the capacity of communities to support basic education & literacy, reduce gender disparity, and increase adult literacy.

PEACEBUILDING AND CONFLICT PREVENTION



Train adults and young leaders to prevent and mediate conflict, and foster understanding within and across cultures.

DISEASE PREVENTION AND TREATMENT



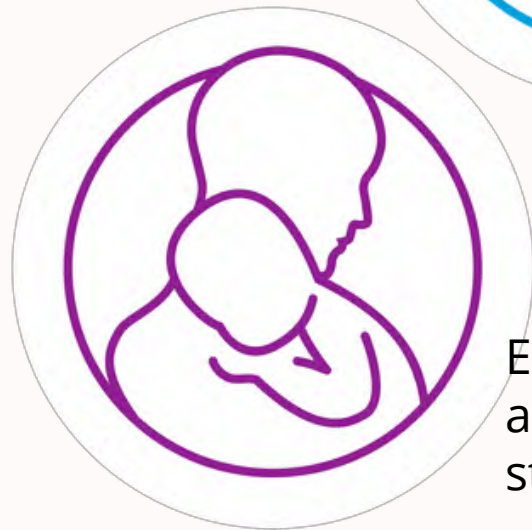
Educate and equip communities to stop the spread of life-threatening diseases, improve and expand access to low-cost and free health care in developing areas.

WATER, SANITATION, AND HYGIENE



Support local solutions to bring clean water, sanitation, and hygiene to more people every day.

MATERNAL AND CHILD HEALTH



Expand access to quality care, so mothers and their children can live and grow stronger.

What Global Grants Do *Not* Fund

To protect Rotary's humanitarian mission and ensure sustainable impact, Global Grants do **not** support:

➤ **Ineligible Education Activities**

Undergraduate studies, research-only projects, or study at a university with a Rotary Peace Center in related academic programs

➤ **Ineligible Health Activities**

Purchase of COVID-19 vaccines, polio-only immunizations, unapproved cross-border vaccine transport, abortion-related activities, or activities undertaken solely for sex determination

➤ **Land, Buildings, or Major Construction**

Purchase of land or buildings; new construction or unfinished or unused building renovations

➤ **Operational or Administrative Costs**

Salaries, overhead, indirect costs of other organizations, fundraising, unrestricted cash donations, or creation of a foundation, trust, or saving funds in long-term interest-bearing account.

➤ **Political, Religious, or Discriminatory Activities**

Advocacy, proselytizing, purely religious functions, or projects that unfairly discriminate

➤ **Rotary Events & Programs**

Conferences, celebrations, ceremonies, Youth Exchange, RYLA, Rotaract, Rotary Friendship Exchange, Interact, etc.

➤ **Short-Term or Unsustainable Projects**

One-time relief, continuous support of a single beneficiary, projects already completed or in progress, or multiple unrelated projects under one grant

➤ **Ineligible Travel Activities**

Staff travel for partner organizations, individual-only travel, or travel not directly tied to project implementation

➤ **Unethical Labor Practices**

Unpaid labor, child labor, or requiring beneficiaries to provide labor ("sweat equity") without explicit, informed, voluntary consent

➤ **Weapons & Ammunition**

Purchase of weapons or ammunition

📌 **Bottom line:** Global Grants must be Rotarian-led, humanitarian, sustainable, and aligned with Rotary's Areas of Focus.

Understanding Global Grant Funding

\$11K

From Clubs in District 7390

In order to meet the minimum budget level for a Global Grant with 100% Matching DDF from 7390 and 80% from TRF. This can be from one club or multiple clubs.

100%

7390 DDF Match

Our District will provide up to 100% match from clubs in our district. The total amount available each year varies based on DDF received from donations to the annual fund.

\$30K

Minimum Budget

The baseline funding threshold ensures projects have sufficient resources to create meaningful, sustainable impact.

80%

World Fund Match

For every dollar of District Designated Funds contributed, The Rotary Foundation provides 80 cents in matching funds.

\$400K

Maximum Award

World Fund contribution cap encourages strategic resource allocation and community investment in larger projects.

15%

International Funding

Minimum percentage that must come from outside the host country, ensuring global partnership and investment.





Club & District Responsibilities

The goal of a Global Grant is to have a positive and long-term impact in the community we're supporting.

Club Responsibilities

- **District Intention Form:** Submit an intention form to the District as you begin the process allows Global Grant committee to assist you and district to plan funds.
- **Community Assessment:** Conduct thorough needs analysis with local stakeholders to identify genuine community priorities
- **Project Planning:** Develop comprehensive project and financial plans with clear timelines and measurable outcomes. Research other humanitarian projects in the community to avoid duplicating efforts.
- **Application & Reporting:** Submit complete applications and maintain timely progress and final reports throughout project lifecycle




District Sub-Committee Role

- **Application Vetting:** Review applications for completeness, policy alignment, and feasibility before TRF submission
- **Club Qualification:** Confirm sponsoring clubs have completed required training and signed MOUs
- **Success Assessment:** Evaluate whether projects have reasonable chance of Foundation approval
- **Guidance & Support:** Provide constructive feedback and mentorship throughout the application process



Qualification Requirements

For Clubs

-  Annual Grant Management Seminar
At least one club member must complete required training on stewardship, reporting, and Foundation policies within the current Rotary year.
-  [Signed MOU](#)
Execute memorandum of understanding between club and district outlining responsibilities and commitments.
-  Stewardship Plan
Develop comprehensive plan for project monitoring, financial management, and progress reporting.

For Committee Reviewers

-  Verify Qualifications
Confirm all qualification requirements are met before endorsing any application for Foundation review.
-  Track Record Assessment
Ensure clubs have demonstrated good stewardship through timely reporting on previous grants.
-  Early Issue Identification
Flag potential problems before TRF submission to improve success rates and avoid delays.

The Global Grant Lifecycle

01

Develop Project

Conduct comprehensive community assessment to identify genuine needs and ensure local ownership from project inception. Submit an [Intention form](#) to the District.

03

Online Application

Complete application through Grant Center with all required documentation and supporting materials.

05

Fund & Implement

Execute project with transparent stewardship and regular communication with all stakeholders.

02

Plan Implementation

Create detailed plans with measurable outcomes, realistic timelines, and comprehensive financial projections. Use [District Checklist](#) and Global Grant Committee members for assistance.

04


Review Process

District vetting followed by TRF review, including Cadre review or site visits for larger projects.

06

Monitor & Report

Submit required progress and final reports demonstrating outcomes and impact achieved.

 **Committee Perspective:** Use intention forms and checklists to track project readiness. Review budget realism, funding sources, and ensure alignment with TRF policies and district DDF allocation rules. Remind Clubs to submit reports on time. Collect photos for district.



Ensuring Project Sustainability



Community Ownership

Engage local stakeholders throughout planning and implementation to ensure genuine community buy-in and long-term commitment to project success.



Skills Transfer

Provide comprehensive training to local personnel who will maintain and operate project components after international funding ends.



Local Resources

Prioritize use of locally available materials and suppliers to reduce ongoing costs and support community economic development.



Maintenance Planning

Develop detailed plans for long-term maintenance including funding sources, replacement schedules, and technical support systems.

Reviewer's Critical Question: "Who maintains this after funding ends?" Ensure sustainability sections are detailed and specific, not generic statements about community commitment.

District Committee Review Process

Essential Review Components

Application Completeness

Verify all sections are thoroughly completed, including sustainability plans, budget justifications, and required supporting documents.

Budget Analysis

Review budget support documentation, funding sources, and ensure club contributions, DDF allocations, and World Fund match calculations are accurate.

Policy Compliance

Confirm alignment with focus areas, check for conflicts of interest, and verify all qualification requirements are met.

Documentation Review

Ensure bank account information, pro forma invoices, sustainability plans, and signed MOUs are properly uploaded to Grant Center.

Timeline Commitment: Provide comprehensive feedback within 2 weeks of submission. Committee members must abstain from voting on applications where their own club is the sponsor to maintain objectivity and ethical standards.





Reviewing Vocational Training Teams (VTTs)

1

Clear Training Plan & Skill Match

Verify specific training objectives align with identified community needs and team member expertise. Plans must detail knowledge transfer methods and expected outcomes.

2

Budget Allocation Requirements

Travel costs typically limited to 50% of total budget, with at least 50% of team members being Rotarians from District 7390 to ensure strong district connection.

3

Sustainability & Knowledge Transfer

Strong plans for how training will be replicated locally after team departure, including local trainer development and ongoing support systems.

Notes: Policy as of 2025-26 Rotary Year = only 1 outstanding VTT at a time.

District DDF Allocation Guidelines

Key Allocation Principles

District 7390 has no obligation to fund projects outside our district boundaries. However, when we choose to support external projects, we require demonstration of **significant active involvement** by a District 7390 club throughout the project lifecycle.

- 1 Active Involvement Required

District 7390 clubs must demonstrate substantial participation in planning, monitoring, reporting, and onsite project work—not just financial contribution.
- 2 Funding Limits

DDF allocation is limited to the lesser of: 50% of total district grant project budget (maximum \$5,000), equal to partner district's DDF contribution, or 10% of uncommitted DDF available for Global Grants.
- 3 Strategic Resource Management

These limits ensure equitable distribution of district resources while maintaining our commitment to meaningful international partnerships and local engagement.



Reporting & Stewardship Excellence

1 — Progress Report

Required within 12 months of first payment. Must demonstrate measurable progress toward stated outcomes and address any implementation challenges.

2 — Final Report

Due within 2 months of project completion. Should comprehensively document outcomes achieved, lessons learned, and sustainability measures implemented.

3 — Committee Oversight

District committee ensures clubs maintain current reporting status and provides support when needed. All records archived for future audits and best practice sharing.

Timely, comprehensive reporting demonstrates our commitment to transparency and accountability. It builds trust with The Rotary Foundation and ensures continued access to Global Grant funding for our district's clubs.





Keys to Success for Clubs & Committee

For Clubs

- Early Planning
Begin with Intention Forms and utilize district checklists to ensure thorough preparation before formal submission.
- Focus on Fundamentals
Prioritize sustainability planning, measurable outcomes, and genuine community partnerships over project size or complexity.

For Committee

- Constructive Feedback
Provide detailed, actionable guidance rather than simple approval or denial decisions to help clubs improve their applications.
- Sacred Trust
Remember that stewardship of Foundation funds represents a sacred trust with donors worldwide who expect responsible, impactful use of their contributions.

Success in Global Grants requires patience, thorough preparation, and unwavering commitment to the communities we serve. Every dollar must create lasting, measurable impact.

Essential Resources & References



[Guide to Global Grants \(2025\)](#)

Comprehensive handbook covering all aspects of Global Grant development, application, and management processes.



[Terms & Conditions for Global Grants \(2025\)](#)

Official Foundation policies and requirements that govern all Global Grant funding and stewardship obligations.



[District 7390 Guidelines & VTT Checklists](#) [Global Grant Intention Form & MOU](#)

Local district-specific procedures, DDF allocation policies, and step-by-step application checklists.



[Community Assessment Tools & Results](#)

Structured frameworks for conducting thorough community needs assessments and stakeholder engagement.



[Rotary Impact Handbook](#)

Guidance on measuring and reporting project outcomes and long-term community impact.



[Rotary Learning Center Courses](#)

Online training modules covering grant management, stewardship, and Foundation policies for continuous learning.

These resources provide the foundation for successful Global Grant development and stewardship. Regular reference to current versions ensures compliance with evolving Foundation policies and best practices.

Contact

GLOBAL GRANT COMMITTEE CO-CHAIR

Larenda Twigg

1857 Spring Rd, Carlisle, PA 7013

77-609-9047

larendatwigg@gmail.com



To complete the qualification process, go to the district website at [“rotary7390.org”](http://rotary7390.org)



Under the “Rotary Foundation” drop down menu click on [“Grants Training”](#)

You need to take and pass the four quizzes with a 70% or higher

- [The Rotary Foundation quiz](#)
- [The District Club Grants quiz](#)
- [The Global Grants quiz](#)
- [The Community Assessment Module quiz](#)

Upon completing each quiz, you receive feedback on how well you did. Recommend you Print Screen this page for proof of successful completion

