

## HUMANITARIAN GRANTS POLICIES AND GUIDELINES

*These are extracted from 144 EN*

### ***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 PolioPlus 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 and 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 Businesses 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 agreed-upon 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.