

## Rotary Club of Livermore

Revision Number: \_\_\_\_\_

Revision Date: \_\_\_\_\_

Date of Policy Creation and Board Approval: 14 SEP 2010

### 8. The Rotary Foundation Grants Management

The Rotary Foundation (TRF) awards two types of grants: District Grants and Global Grants. The funds for District Grants, District Designated Funds or DDF, come from the District and may be used for either local or international projects. These funds are not matched by the Foundation. Funds for Global Grants come directly from TRF and require an international partner. These funds are matched dollar for dollar by the Foundation. There are also funding restrictions. To help Club members understand the rules about applying for and using TRF grants, the Club has established the position of TRF Grants Coordinator. The TRF Grants Coordinator (TGC) has the responsibilities listed below. The club shall also name an Assistant Grants Coordinator who shall take over the responsibilities of Grants Coordinator when necessary.

1. Communication - The Grants Coordinator will ensure that all club members understand their responsibilities regarding the issuance of The Rotary Foundation grant funds and the outcome of projects funded by the grants.
2. Qualification - The Grants Coordinator shall manage club qualification to receive TRF grants.
3. Grant Management - The Grants Coordinator shall be responsible for ensuring that stewardship measures and proper grant management practices are implemented for all TRF grants, including ensuring that there will be no conflicts of interest in the planning of projects.
4. Training - The Grants Coordinator and Assistant Grants Coordinator shall attend all training sessions arranged by the District. The President and President-Elect are also invited to attend the training.
5. Documentation - The Grants Coordinator shall maintain original documents for a minimum of five years, including, but not limited to:
  - Documents relating to qualification.
  - All records and documentation of policies and procedures required by the club Memorandum of Understanding.
  - Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, and written or electronic correspondence.
  - Documents shall be stored in a location specified by the Grants Coordinator and made known to the club Secretary and made available to club Rotarians. The records shall also be provided to TRF or the district upon request or in the case of an audit.
6. Reports - The Grants Coordinator shall report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. The Grants Coordinator shall provide a monthly report on grant activities to the Club Board of Directors and a quarterly report to club members and the District. Any financial grant activity shall be included in the Treasurer's monthly report to the Board.
7. Misuse of Funds - The club's President-Elect shall monitor any potential misuse or irregularities in grant-related activity and report the same to the District Grant Committee Chair. Club members shall be advised to report any suspected misuse of grant funds to the President-Elect.

#### AUTHORIZATION AND AGREEMENT

The Grants Coordinator shall advise club members of the content of this document so as to advise them of their responsibilities.

#### SUCCESSION

In the event that either the Grants Coordinator or the Assistant Grants Coordinator is not able to carry out the duties assigned by this policy document, the President shall appoint a replacement for that person. The records held by the Grants Coordinator shall be transferred to the new holder of the position.