



TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT GRANTS

District grants fund small-scale, short-term activities that address needs in your community and communities around the world. These activities align with The Rotary Foundation’s mission to help Rotary members advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment, and alleviating poverty. Districts decide which activities they want to support with district grants.

The Rotary Foundation may modify these terms and conditions at any time to clarify them or to reflect policy changes. Changes made as of January 2022 include:

- Addition of information about Rotary’s youth protection policies (see section I, Eligible Activities)
- Clarification that receipts must be provided for all expenses for grants paid to Argentina and Brazil (see section 8, Reporting Requirements)
- An explanation that interest earned on grant funds must be sent to The Rotary Foundation (see section 9, Canceled Grants)
- Clarification about Rotary’s Conflict of Interest Policy for Grants (see section 12, Conflict of Interest Policy for Grants)

You can find additional updates and resources, including the [Terms and Conditions for Rotary Foundation Global Grants](#), at rotary.org/grants.

1. ELIGIBLE ACTIVITIES

Activities that are eligible for district grant funding:

- A. Align with The Rotary Foundation’s mission
- B. Include:
 1. Local or international service projects and related travel
 2. Scholarships for any educational level
 3. Vocational training teams (groups of professionals who teach others about a particular field or learn more about their own) and related travel
 4. Scholar and vocational training team orientation
 5. Grant management seminars
 6. Rotary members’ participation in, and travel to and from, Rotary project fairs, to help clubs and

districts find project partners

7. [Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, Interact, and New Generations Service Exchange](#) programs
 8. Community assessments
 9. Construction and renovation
 10. Microcredit activities when working with a registered microfinance institution that has operated for at least three years to administer loan programs
- C. Involve active participation by Rotary members
 - D. Cause no harm and comply with the laws of both the United States and the country where the grant will be carried out. (If you plan to sponsor projects in or travel to countries sanctioned by the [U.S. Treasury Department's Office of Foreign Assets Control](#), you will be asked to supply more information.)
 - E. Protect the safety and well-being of all minors who participate, and comply with Rotary International's [youth protection policies](#)
 - F. Are reviewed and approved by the Foundation before they are implemented. If changes to the spending plan are necessary after a grant has been approved, you must submit a request through the district grant report section in the Grant Center.
 - G. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out
 - H. Follow the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of [The Rotary Foundation Code of Policies](#) and summarized in section 12, Conflict of Interest Policy for Grants
 - I. Adhere to Rotary's policies for the use of the name "Rotary" and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the [Rotary Code of Policies](#)
 - J. Include [signage](#) on or near project sites that identify the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of [The Rotary Foundation Code of Policies](#) and in accordance with Rotary's brand guidelines, which can be found in the [Brand Center](#)
 - K. Adhere to Rotary's Privacy Statement for Personal Data, outlined in section 26.080. of the [Rotary Code of Policies](#)

2. INELIGIBLE ACTIVITIES AND EXPENDITURES

District grant-funded activities may not:

- A. Discriminate against any group
- B. Promote a particular political or religious viewpoint
- C. Perform purely religious functions
- D. Provide continuous or excessive support of any one beneficiary, entity, or community
- E. Establish a foundation, permanent trust, or long-term interest-bearing account
- F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding
- G. Include fundraising activities

- H. Transport vaccines over national borders without prior approval of government and regulatory authorities in the originating and recipient countries
- I. Require anyone to work without pay. (Projects should strive to uphold labor rights and fair wage practices; if beneficiaries are required to volunteer on the project, their explicit consent is required.)
- J. Require work by anyone below the country's legal working age or, if the law doesn't specify, anyone under age 16

District grant funds may not be used to pay for:

- K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved
- L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant
- M. Purchases of land or buildings
- N. Weapons or ammunition
- O. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies
- P. Public relations initiatives, unless they are essential to completing the project
- Q. Project signage that costs more than \$1,000
- R. The operating, administrative, or indirect program expenses of another organization
- S. Unrestricted cash donations to a beneficiary or cooperating organization
- T. COVID-19 vaccines
- U. Immunizations that administer only the polio vaccine
- V. Travel to National Immunization Days
- W. Abortions or procedures that are undertaken solely for sex determination
- X. Study at a university that hosts a Rotary Peace Center in the same or a similar academic program as Rotary Peace Fellows
- Y. Loan guarantee systems

3. APPLICATION REQUIREMENTS

- A. Apply online in the [Grant Center](#) by 15 May of the Rotary year for which the funds are requested.
- B. Submit only one application per district per Rotary year.
- C. Include a detailed spending plan in your application. Each line item should specify who is benefitting, what is being done, and what will be paid for using grant funds.
- D. Establish a grant committee that includes the district governor of the implementation year, the district Rotary Foundation chair, and the district grants subcommittee chair. These three committee members are responsible for authorizing and submitting the district grant application.
- E. [Qualify](#) the district applying for the grant.

- F. All parties involved in the grant must be in good standing with Rotary International and The Rotary Foundation.
- G. Limit each district to 10 open grants at a time (including global grants for which the district is the primary sponsor).
- H. Ensure that all project names comply with Rotary's policies for use of its logos, emblems, and graphics (see section I, Eligible Activities).
- I. Request any needed increases in the grant amount before the Foundation has paid any portion of the grant. The grant award cannot be changed after the grant is paid.
- J. Plan for contingencies. Your district may allocate up to 20% of its district grant funds for contingencies that may arise during the year, but all activities you add to the grant after it has been approved need to be approved by the Foundation before you can spend the money. Include the contingency fund in your spending plan and itemize contingency expenses in your final report.
- K. Include administrative costs. Districts may allocate up to 3% of the grant amount for grant-related administrative expenses, such as bank fees, postage, software, and an independent financial assessment.

4. COOPERATING ORGANIZATIONS

- A. Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other grant support. Universities that host scholars are not considered cooperating organizations.
- B. Cooperating organizations must comply with all of the Foundation's reporting and auditing requirements, including by providing receipts and required proof of purchases.
- C. Make sure that all funding that is provided to cooperating organizations is used for specific project expenses and that the district keeps an itemized record of these expenses.

5. TRAVEL POLICIES

- A. Anyone whose travel is paid for by grant funds should make their own [travel arrangements](#). [Rotary International Travel Service \(RITS\)](#) can help.
- B. District grants can cover the following budgeted expenses related to international travel:
 1. Economy-class airplane tickets
 2. Transportation to and from airports and local travel related to implementing the grant
 3. The cost of inoculations or immunizations, visas, and entry and exit taxes
 4. Normal and reasonable luggage charges
 5. Travel insurance
- C. District grants do not cover:
 1. Expenses associated with optional stopovers before or after travel that has been approved
 2. Penalties that result from changes in personal travel arrangements, including optional stopovers
 3. Charges for excess baggage or shipping travelers' baggage or other personal belongings

- D. The club or district that sponsors the grant should keep up-to-date emergency contact information and travel itineraries for anyone who travels on grant funds. Be ready to share this information with the Foundation when asked to do so.
- E. Travelers are responsible for:
 - 1. Making travel arrangements promptly to avoid increasing the costs of travel
 - 2. Any expenses that exceed the approved travel budget
 - 3. Meeting medical requirements for international travel
 - 4. Abiding by Rotary International travel restrictions for particular countries (see item G below)
 - 5. Obtaining travel insurance
 - 6. Arranging and paying for any personal travel
- F. Each health care professional who provides services as part of the grant-funded activities is expected to have at least \$500,000 in professional liability insurance coverage, known as errors and omissions liability. The participant obtains and pays for this coverage.
- G. Rotary International works with a global security advisory firm to maintain a [travel ban list](#). Because of safety concerns, the Foundation does not fund travel to these countries. If a country is added to the list while grant-funded travelers are in it, arrangements will be made for their immediate evacuation. Refusal to comply with these travel restrictions or evacuation orders will result in the Foundation canceling the grant and requiring the return of any funds that have already been disbursed. The Foundation cannot fund any grant project that involves international travel to a country on the list, even if the cost of travel is not part of the project budget.

6. HOW GRANTS ARE FUNDED

- A. The Rotary Foundation funds district grants solely from District Designated Fund (DDF) allocations.
- B. A district may use up to 50% of its SHARE allocation to fund one grant per Rotary year.

7. PAYMENTS

- A. Grant funds will be paid only to the district or district foundation bank account that is listed in the grant application.
- B. District grant funds can't be released until the district grant from the previous Rotary year is closed.
- C. District grants are paid at the Rotary International exchange rate at the time of payment.
- D. Funds are not available after the close of the implementation year, meaning that if sponsors don't meet all payment requirements by 31 May of the implementation year, the grant will be canceled.

8. REPORTING REQUIREMENTS

- A. Grant recipients report to the Foundation on how grant funds are used.
- B. Reports are submitted through the [Grant Center](#). Only complete forms will be accepted.

- C. The Foundation won't approve new grant applications from any grant sponsor that has an overdue report for any Foundation grant.
- D. The Foundation may, at any time, review grants, conduct audits, send monitors, require additional documentation, or suspend any or all payments.
- E. Districts are required to report the use of grant funds to their member clubs according to the terms of their qualification.
- F. Grant sponsors are required to keep copies of all receipts and bank statements related to spending of grant funds, according to the terms of their qualification and applicable laws.
- G. Grant sponsors that don't adhere to Foundation policies and guidelines in implementing and financing grant projects will be required to return all grant funds and may be barred from receiving other grants for up to five years.
- H. Final reports that document the disbursement of funds must be submitted to the Foundation within 12 months after sponsors receive the payment, or within two months of the last grant money being disbursed. For grants paid to Argentina and Brazil, receipts for all expenses must be submitted with reports.
- I. All activities funded by district grants need to be completed within 24 months after the district transfers funds to the club or direct beneficiary.
- J. If more than \$1,000 of grant funds remain after all grant activities are completed, the Foundation needs to approve their use for additional eligible activities. If you cannot spend these funds as approved, you must return them to The Rotary Foundation, and they will be credited to the district's DDF.
- K. If \$1,000 or less of grant funds remain after all grant activities are completed, they may be used for activities that meet the district grant eligibility requirements without preapproval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the district grant.
- L. Grant funds of \$1,000 or less that are returned to the Foundation will be credited to the World Fund.
- M. The following countries have their own requirements for returning funds:
 - 1. Argentina: Any unused grant funds of more than ARS10 must be returned.
 - 2. Brazil: Any unused grant funds of more than BRL100 must be returned.
 - 3. India: Any unused grant funds of more than INR10,000 must be returned.

9. CANCELED GRANTS

- A. If a grant has been approved but not paid, all funds will be returned to the district's DDF balance.
- B. If a grant has been approved and paid, all grant funds must be returned to the Foundation and will be returned to the district's DDF balance.
- C. Any interest earned on grant funds must be sent to the Foundation.

10. SPECIAL CONSIDERATIONS FOR INDIA

- A. In addition to all the other terms and conditions, grants that are paid in full or in part to a club or district in India must follow the payment and reporting procedures below to comply with Government of India laws

and the Foreign Contribution Regulation Act (FCRA) read with Foreign Contribution Regulation Amendment Act 2020.

- B. For general information about the FCRA, go to fcraonline.nic.in. An FCRA-registered club or district is responsible for furnishing an FC-4 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.
- C. All grant payments will be remitted to bank accounts especially opened to receive funds in INR or to a club-controlled FCRA account. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the staff need to determine that enough funds are available from contributions made within India or the sponsors need to provide documentation showing that the bank account is registered under the FCRA. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when more contributions (within India) are made and enough funds are available. Grant sponsors need to ensure that funds received in a FCRA-registered bank account are not commingled with local funds. Funds won't be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.
- D. Progress reports on grant funds paid from Rotary Foundation (India) or from Rotary International South Asia office through 31 March are due by 31 May of the same year. Final reports are due two months after the grant's completion. All progress reports need to meet all general reporting requirements as listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
 - 1. Submit a progress report electronically in the [Grant Center](#)
 - 2. Inform the South Asia office that the progress report has been filed
 - 3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number); the utilization certificate must say whether it was Rotary Foundation (India) or Rotary International South Asia office that paid the grant funds
 - 4. Upload the bank statement or passbook (or a photocopy certified by the bank manager or a chartered accountant)
 - 5. Upload all bills, invoices, and receipts in the [Grant Center](#)
- E. If for any reason the grant funds were not used, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if it was received before March.
- F. Final reports need to meet all general reporting requirements listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
 - 1. Submit a final report electronically in the [Grant Center](#)
 - 2. Inform the South Asia office that the final report has been submitted
 - 3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number); the utilization certificate must say whether it was Rotary Foundation (India) or Rotary International South Asia office that paid the grant funds
 - 4. Upload the bank statement or bank passbook (or a photocopy certified by the bank manager or a

chartered accountant)

5. Submit a bank reconciliation statement, if multiple grants were paid to a single INR or FCRA account
6. Upload all bills, invoices, and receipts in the [Grant Center](#)
7. Upload the undertaking that “all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India) or Rotary International South Asia Office” in the [Grant Center](#)
8. Return any unused grant funds of more than INR10,000 to the entity that paid the funds, Rotary Foundation (India) or Rotary International South Asia Office
9. Retain beneficiary information, including photographs, newspaper clippings, and letters of appreciation from the beneficiaries or beneficiary organization, because it may be requested by Rotary Foundation (India) or Rotary International South Asia Office

11. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES

- A. In addition to all the other terms and conditions, grants paid to a Rotary district in the Philippines require more documentation to comply with Philippine law.
- B. The Securities and Exchange Commission of the Philippines requires foundations to include supporting documents for all projects for which they have provided funding when they file financial statements. More information can be found in Securities Regulation Code 68, as amended. So that The Rotary Foundation can comply, grant sponsors need to get certification from any of these people or organizations in the area where they have jurisdiction:
 1. Office of the Mayor, stamped with an office seal
 2. Head of the Department of Social Welfare and Development, stamped with an office seal
 3. Head of the Department of Health, stamped with an office seal
 4. Office of the Barangay Chairman, stamped with an office seal
 5. Head or an officer of a private institution or actual beneficiaries, notarized
- C. Please send five original certificates on each project to: Phil. Consulting Center Inc., c/o Erika Mae Bautista, 2D Penthouse, Salamin Bldg., 197 Salcedo St., Legaspi Village, Makati City 1229, Philippines.
- D. You can get sample templates of the certification from the Rotary International South Pacific and Philippines office.
- E. Certifications of projects that were paid for from July to May should be received by 30 June of the same fiscal year, and those paid in June should be received by 31 July.

12. CONFLICT OF INTEREST POLICY FOR GRANTS

- A. Ensuring integrity in Rotary Foundation grants requires that everyone involved in Rotary grants avoid actual and perceived conflicts of interest.
- B. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, their family, their business, or an entity in which they serve in a paid or voluntary leadership or advisory position.

- C. All actual or perceived conflicts of interest must be disclosed to Rotary grants staff during the grant application process. If you're uncertain whether a situation presents a conflict of interest, you should disclose it.
- D. The Rotary grants staff or the Trustees will determine whether a conflict of interest exists in a particular case. If they conclude that there is or has been a conflict of interest in a grant, the Rotary grants staff will recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. Remedies may include removing a Rotary member from a grant committee, declining a grant application, canceling an approved grant, and suspending a particular member, club, district, or cooperating organization from participating in Rotary grants.
- E. Some people are not eligible for grants or to benefit from any Foundation grants. They include:
 - 1. Current Rotarians
 - 2. Employees of clubs, districts, other Rotary entities (as defined in section 1.040. of the [Rotary Code of Policies](#)), or Rotary International
 - 3. The spouses; children or grandchildren by blood, legal adoption, or marriage without adoption; the spouses of those children or grandchildren, or parents or grandparents by blood of people listed above; and employees of agencies, organizations, or institutions that partner with Rotary International or the Foundation
 - 4. Former Rotarians and people with the familial relationships to former Rotarians described above, for three years after their or their relative's membership ends
- F. Rotary members who serve on a club or district selection committee that is responsible for a grant-funded activity need to be completely transparent about their personal, family, or business relationships with any person or organization that would be affected by a potential Rotary grant. This includes, but is not limited to, any relationship with scholarship candidates, cooperating organizations, vendors, or other individuals or organizations that would benefit from the grant. Committee members need to notify the committee chair of any actual or perceived conflict of interest before the selection process begins, and the actual or potential conflict also needs to be disclosed in the grant application.
- G. Before a Rotary district, club, or member conducts business related to a grant-funded activity that involves a vendor being paid by a Rotary entity, a fair, transparent, and thorough request for proposals or a bidding process needs to be conducted to ensure that the best services are secured at a reasonable cost. Possible conflicts of interest may arise when a Rotary entity is considering business in which funds will be paid to a member, a provider of goods or services that is owned or managed by a member, an honorary member, or the people listed above who are ineligible for Foundation grants.
- H. All grant transactions need to be reviewed to confirm that there is no conflict of interest with vendors or payment recipients, including, among others, partner nongovernmental organizations, providers of goods or services, insurance companies, shipping companies, and educational institutions. Vendors with conflicts of interest may be used if the vendor provides the best product or service at fair market cost, as evidenced by a sales quote or an offer obtained through a fair, transparent, and thorough bidding process.
- I. For more information on Rotary's Conflict of Interest Policy, please see section 30.040. of [The Rotary Foundation Code of Policies](#).



TERMS AND CONDITIONS FOR ROTARY FOUNDATION GLOBAL GRANTS

Global grants fund large international activities with sustainable, measurable outcomes in Rotary's areas of focus: peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; and environment. Global grants can fund humanitarian service activities, scholarships for graduate-level academic studies, and vocational training teams (groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own).

The Rotary Foundation may modify these terms and conditions at any time to clarify them or to reflect policy changes. Changes made as of January 2022 include:

- Addition of information about Rotary's youth protection policies (see section 1, Eligible Activities)
- Clarification that restrictions on construction also apply to additions to any structure (see section 2, Ineligible Activities and Expenditures)
- Addition of information about Rotaract participation in global grants (see section 3, Application Requirements)
- Clarification about who may submit cash contributions for global grants (see section 6, How Grants Are Funded)
- Clarification that receipts must be provided for all expenses for grants paid to Argentina and Brazil (see section 8, Reporting Requirements)
- An explanation that interest earned on grant funds must be sent to The Rotary Foundation (see section 9, Canceled Grants)
- Clarification about Rotary's policies related to microcredit (see section 10, Microcredit)
- Clarification about Rotary's Conflict of Interest Policy for Grants (see section 13, Conflict of Interest Policy for Grants)

You can find additional updates and resources, including the [Terms and Conditions for Rotary Foundation District Grants](#), at rotary.org/grants.

1. ELIGIBLE ACTIVITIES

Activities that are eligible for global grant funding:

- A. Align with The Rotary Foundation's mission
- B. Align with one or more of Rotary's [areas of focus](#) and can include humanitarian projects, international scholarships to fund graduate-level coursework or research for one to four academic years, or vocational training teams that address a humanitarian need by providing or receiving professional training
- C. Respond to the findings of a community assessment and are designed in collaboration with the host community
- D. Are [sustainable](#): The community where a project is carried out must be able to continue to address its needs after the grant funding is spent.
- E. Are measurable: Sponsors select standard measures from the [Global Grant Monitoring and Evaluation Plan Supplement](#) and may add their own measurements.
- F. Involve active participation by Rotary members
- G. Are sponsored by one club or district in the country where the grant project will take place (the primary host sponsor) and one outside that country (the primary international sponsor); exceptions may be made for projects in countries where Rotary doesn't have clubs but where the RI Board of Directors is actively pursuing extension
- H. Benefit communities in countries and geographic areas where Rotary has clubs (see exceptions in item G)
- I. Cause no harm and comply with the laws of both the United States and the country where the grant will be carried out. (If you plan to sponsor projects in or travel to countries sanctioned by the U.S. Treasury Department's [Office of Foreign Assets Control](#), you will be asked to supply more information.)
- J. Protect the safety and well-being of all minors who participate and follow Rotary International's [youth protection policies](#)
- K. Are reviewed and approved by the Foundation before they are implemented
- L. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out
- M. Adhere to the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of [The Rotary Foundation Code of Policies](#) and summarized in section 13, Conflict of Interest Policy for Grants
- N. Adhere to Rotary's policies for the use of the name "Rotary" and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the [Rotary Code of Policies](#)
- O. Include [signage](#) on or near project sites that identify the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of [The Rotary Foundation Code of Policies](#) and in accordance with Rotary's brand guidelines, which can be found in the [Brand Center](#)
- P. Adhere to Rotary's Privacy Statement for Personal Data, outlined in section 26.080. of the [Rotary Code of Policies](#)
- Q. May include the building of infrastructure, such as toilet blocks and sanitation systems, access roads, dams, bridges, storage units, fences and security systems, water or irrigation systems, or greenhouses. If your project will access groundwater, you need to complete a hydrogeological survey. The cost of the survey can be covered by the grant budget.
- R. May involve international travel for up to two people as part of a humanitarian project to provide training

or implement the project if the host sponsor confirms that people who have the skills to do so aren't readily available locally

2. INELIGIBLE ACTIVITIES AND EXPENDITURES

Global grant-funded activities may not:

- A. Discriminate against any group
- B. Promote a particular political or religious viewpoint
- C. Perform purely religious functions
- D. Provide continuous or excessive support of any one beneficiary, entity, or community
- E. Establish a foundation, permanent trust, or long-term interest-bearing account. (Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in section 10, Microcredit.)
- F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding
- G. Include fundraising activities
- H. Transport vaccines over national borders without prior approval of appropriate government and regulatory authorities in the originating and recipient countries
- I. Require anyone to work without pay. (Projects should strive to uphold labor rights and fair wage practices; if beneficiaries are required to volunteer on the project, their explicit consent is required.)
- J. Require work by anyone below the country's legal working age or, if the law doesn't specify, anyone under age 16

Global grant funds may not be used to pay for:

- K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved
- L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant
- M. Purchases of land or buildings
- N. Weapons or ammunition
- O. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies
- P. Public relations initiatives, unless they are essential to completing the project
- Q. Project signage that costs more than \$1,000
- R. The operating, administrative, or indirect program expenses of another organization, with the exception of expenses allowed within the project management allocation for global grants
- S. Unrestricted cash donations to a beneficiary or cooperating organization
- T. COVID-19 vaccines

- U. Immunizations that administer only the polio vaccine
- V. Travel to National Immunization Days
- W. Abortions or procedures that are undertaken solely for sex determination
- X. Study at a university that hosts a Rotary Peace Center in the same or similar academic program as Rotary Peace Fellows
- Y. [Rotary Youth Exchange](#), [RYLA](#), [Rotary Friendship Exchange](#), [Rotaract](#), [Interact](#), or [New Generations Service Exchange](#) programs
- Z. International travel for anyone under age 18, unless they are accompanied by a parent or guardian
- AA. New construction of, or additions to, any structure in which people live, work, or engage in any gainful activity, such as buildings (schools, homes, low-cost shelters, or hospitals), containers, and mobile homes. (If the project depends on the construction of such a structure, it must be paid for by funds other than global grant funds.)
- BB. Completion of buildings that are partially constructed (including those with only the exterior built) but have never been occupied or operational
- CC. Travel by staff members of a cooperating organization for a humanitarian project
- DD. Activities primarily carried out by an organization other than Rotary
- EE. Humanitarian projects that primarily focus on research or data collection
- FF. Humanitarian projects whose only expenses are for travel
- GG. Undergraduate studies, such as for a bachelor's degree
- HH. Multiple unrelated projects under one grant

3. APPLICATION REQUIREMENTS

- A. Apply online in the [Grant Center](#). Applications are accepted throughout the Rotary year and approved throughout the year, depending on the availability of funds.
- B. Primary host and international sponsors must each establish a grant committee of three Rotary members. The members of this committee must come from the primary sponsor club (if the grant is club-sponsored) or district (if the grant is district-sponsored). Rotary International fiscal agents, national treasurers, and board members and paid staff of a cooperating or beneficiary organization associated with the grant may not serve on the committee.
- C. [Qualify](#) the primary sponsor districts involved in the grant activity.
- D. For club-sponsored grant applications, district Rotary Foundation chairs need to confirm that the primary sponsor clubs are qualified.
- E. Rotaract clubs that apply for a global grant must have partnered previously with a Rotary club or district on a global grant-funded project. Districts are responsible for tracking previous Rotaract participation in grants. If one grant sponsor is a Rotaract club, the other needs to be a Rotary club or district.
- F. All parties involved in the grant must be in good standing with Rotary International and The Rotary Foundation.

- G. Ensure that the project's name complies with Rotary's policies for use of its logos, emblems, and graphics (see section I, Eligible Activities).
- H. Limit each primary sponsor club or district to 10 open grants at a time.
- I. Plan for contingencies. Sponsors may include a budget line item for contingencies that represents no more than 10% of the total budget, in order to offer protection from price increases or currency fluctuations.
- J. Include administrative costs. Sponsors may allocate up to 10% of the project budget for project management costs, which may include a project manager and project-specific overhead and administrative costs for cooperating organizations.
- K. Measure outcomes. Sponsors may allocate up to 10% of the project budget for measuring project outcomes.
- L. Nonmembers who receive grant funding for scholarships, participation in vocational training teams, or travel to implement a humanitarian project are expected to:
 - 1. Participate in an orientation session before their departure (either online or in person)
 - 2. Take part in club and district activities as requested by their sponsors, such as speaking at club or district meetings and participating in service projects
- M. Scholars and vocational training team members submit individual applications to supplement the overall grant application. Grant sponsors should ensure that scholar and vocational training team applicants understand that the Foundation must approve their applications before they incur any expenses or make travel arrangements.
- N. Guidelines for scholarship applicants:
 - 1. Applicants must provide proof of university admission to a graduate-level program or a letter of invitation to conduct postgraduate-level research when they apply for the grant. Admission that requires a guarantee of financial support is acceptable.
 - 2. Applicants must study outside their home country.
 - 3. Applicants who would begin studies in August, September, or October must apply by 30 June.
 - 4. The scholar's study period may begin at any point during the course of their studies, but funding can be for no less than one academic year.
- O. Guidelines for vocational training teams:
 - 1. A vocational training team comprises at least three members, including a team leader who is a Rotary member. Each team member must have at least two years of work experience in the area of focus. The team leader needs to have general knowledge about Rotary, international experience, leadership skills, and some expertise within the area of focus. Nonmembers may serve as team leaders if the sponsors demonstrate the need for this in the grant application.
 - 2. Rotary members and their family members may participate in a vocational training team as long as the team is providing training, not receiving training, and the family members meet eligibility requirements.
 - 3. If more than one team travels under a single grant, the teams must share the same two primary sponsors and begin travel within one year of each other.
 - 4. All team members must be approved by the Foundation before travel. Any changes to the team's composition must be reported to and approved by the Foundation.

- P. Applications that involve travel by scholars, vocational training teams, or other volunteers must be submitted 90 days before the travel begins.
- Q. If a grant application is not submitted within 12 months after it is started, it will be canceled.
- R. If a grant application isn't completed and approved within six months after it is submitted, it will be canceled.
- S. Global grant applications have the following assessments:
 1. Requests for World Fund amounts up to \$50,000, known as Level 1 applications, are reviewed by the general secretary and analyzed by an expert in the area of focus if necessary.
 2. Requests for World Fund amounts of \$50,001-\$200,000, or total funding of \$100,001-\$400,000 that involves directed gifts or endowment earnings, known as Level 2 applications, are reviewed by the general secretary and analyzed by an expert in the area of focus, and the project will have an interim site visit from The Rotary Foundation Cadre of Technical Advisers.
 3. Requests for a World Fund amount of \$200,001-\$400,000, or total funding of \$400,001 or more that involves directed gifts or endowment earnings, known as Level 3 applications, are reviewed by the general secretary and the Trustees and analyzed by an expert in the area of focus, and the project will have an advance site visit and an audit or interim site visit by the Cadre. The Trustees review global grant applications as follows:

<u>Application received</u>	<u>Trustee Review</u>
1 March	June
1 June	September or October
1 October	January
1 December	April
 4. An area of focus expert, working with the Cadre chair, can waive or add requirements.
 5. Grants for only a vocational training team or scholarship are exempt from Cadre review requirements.

4. COOPERATING ORGANIZATIONS

- A. Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other grant support. Universities that host scholars are not considered cooperating organizations.
- B. Cooperating organizations must comply with all of the Foundation's reporting and auditing requirements, including by providing required receipts and proof of purchases.
- C. Sponsors must provide a [memorandum of understanding](#) (MOU) that is signed by both primary sponsors and the cooperating organization with the grant application. It should include:
 1. Verification by both primary sponsors that the grant is initiated, controlled, and managed by Rotary members
 2. An endorsement by the primary sponsors that affirms that the cooperating organization is reputable and responsible and follows all applicable laws
 3. A grant implementation plan that clearly lists the responsibilities of each party

4. An agreement by the cooperating organization to participate in any financial review by the Foundation of activities connected with the grant

5. TRAVEL POLICIES

- A. Anyone whose travel is paid for by grant funds should make their own [travel arrangements](#). [Rotary International Travel Service \(RITS\)](#) can help.
- B. Global grants cover the following budgeted expenses related to international travel:
 1. Economy-class airplane tickets
 2. Transportation to and from airports and local travel related to implementing the grant
 3. The cost of inoculations or immunizations, visas, and entry and exit taxes
 4. Normal and reasonable luggage charges
 5. Travel insurance
- C. Global grants do not cover:
 1. Expenses associated with optional stopovers before or after travel that has been approved
 2. Penalties that result from changes in personal travel arrangements, including optional stopovers
 3. Charges for excess baggage or shipping travelers' baggage or other personal belongings
- D. The grant sponsors should keep up-to-date emergency contact information and travel itineraries for anyone who travels on grant funds. Be ready to share this information with the Foundation when asked to do so.
- E. Travelers are responsible for:
 1. Making travel arrangements promptly to avoid increasing the cost of travel; delays may result in the grant being canceled
 2. Any expenses that exceed the approved travel budget, unless changes are approved by the Foundation
 3. Meeting medical requirements for international travel
 4. Abiding by Rotary International travel restrictions for particular countries (see item G below)
 5. Obtaining travel insurance
 6. Arranging and paying for any personal travel; grant recipients may travel on their own for up to four weeks after the grant activities but are expected to return home after that
- F. Each health care professional who provides services as part of the grant-funded activities is expected to have at least \$500,000 in professional liability insurance coverage, known as errors and omissions liability. The participant obtains and pays for this coverage.
- G. Rotary International works with a global security advisory firm to maintain a [travel ban list](#). Because of safety concerns, the Foundation does not fund travel to these countries. If a country is added to the list while grant-funded travelers are in it, arrangements will be made for their immediate evacuation. Refusal to comply with these travel restrictions or evacuation requests will result in the Foundation canceling the grant and requiring the return of any funds that have already been disbursed. The Foundation cannot fund any grant project whose success relies on international travel to a country on the list, even if the cost of travel is not part of the project budget.

6. HOW GRANTS ARE FUNDED

- A. Global grants are funded by their sponsors and a World Fund award of up to \$400,000. The minimum global grant budget is \$30,000.
- B. Grant sponsors can use a combination of District Designated Funds (DDF), cash, and directed gifts and endowment earnings to fund a global grant.
- C. The Foundation will provide an 80% World Fund match for all DDF contributions.
- D. There is no minimum World Fund match.
- E. Sponsors also have the option of financing global grants without a World Fund match by using any combination of cash, DDF, and directed gifts and endowment earnings to reach a minimum budget of \$30,000.
- F. Rotary members and nonmembers may contribute cash toward a global grant, but it will not be matched by the Foundation.
- G. Cash contributions cannot come from a cooperating organization, a project supplier or vendor, or someone who benefits from the grant.
- H. Both Rotary member and nonmember cash contributions sent directly to The Rotary Foundation must include an additional contribution of 5% to pay for processing and administrative expenses.
- I. Funds should never be collected from beneficiaries.
- J. At least 15% of contributions to global grants that fund humanitarian projects need to come from outside the project country. Host sponsors of humanitarian projects are also encouraged to contribute toward the financing of the grant.
- K. Cash contributions to the Annual Fund may not be applied to a global grant.
- L. Grant financing cannot be changed after it is approved.
- M. Paul Harris Fellow recognition credit will be given only for sponsor contributions sent to The Rotary Foundation, not for contributions sent directly to the project.
- N. Contributions shouldn't be sent to the Foundation before a grant is approved. If the application isn't approved, these contributions are credited to the Annual Fund-SHARE and can't be reallocated after that.
- O. All global grant contributions are considered irrevocable contributions to The Rotary Foundation and will not be refunded.
- P. Scholars who receive funding from sources other than their Rotary scholarship may use them, but the Foundation will not match them.
- Q. The Rotary Foundation is required to withhold tax on any expenses beyond tuition, books, necessary equipment, and fees from global grant scholarships awarded for study in the U.S. (except for scholars from Canada, Germany, or Japan, whose studies are funded through associate foundations in those countries). The amount withheld will be deducted from the scholarship payment.

7. PAYMENTS

- A. Grant funds won't be released until the grant sponsors have entered their bank account information in the [Grant Center](#), sponsor contributions have been submitted to The Rotary Foundation, and any payment

contingencies have been met.

- B. Grant funds will be sent to the account listed in the [Grant Center](#).
- C. Project funds may not be paid to a vendor, cooperating organization, or beneficiary organization before project expenses have been incurred or services have been delivered.
- D. Organizations being reimbursed for project expenses need to give the Rotary project sponsors copies of the original invoice or receipt before they'll be paid.
- E. The people who have signing authority for the bank account need to be members of the sponsor clubs or districts.
- F. Grants will be paid at the Rotary International exchange rate at the time of payment.
- G. Grants for which the World Fund award is \$50,001-\$400,000, or total funding is \$100,001 or more that involves directed gifts or endowment earnings (Level 2 and 3), will be paid in installments according to a spending plan. Payments after the first installment will be made after the grant sponsors submit a satisfactory progress report and a Cadre representative conducts an interim site visit.
- H. All grant-related transactions will be recorded using the current published monthly Rotary International exchange rate, and all grant-related transactions will be officially communicated in U.S. dollars.
- I. For cash contributions sent to the Foundation, sponsors will be shielded from currency exchange fluctuations of more than 10% of the rate at the time it was approved.
- J. The Foundation will not distribute to project sponsors currency gains of more than 10% of the rate at the time it was approved.
- K. All cash contributions to global grants sent to the Foundation need to include an extra 5% to pay for processing and administrative costs. Paul Harris Fellow recognition points will be awarded on the full cash contribution, and charitable tax receipts will reflect that amount. The additional 5% is not required for contributions sent directly to a project's bank account. Those contributions don't generate Paul Harris Fellow recognition points and the Foundation won't issue tax receipts for them.
- L. All contributions to the Foundation that are above the amount pledged to the grant, or are sent to a grant after it has been paid, will be added to the World Fund.
- M. If payment requirements aren't met within six months of approval, the grant will be canceled (see section 9, Canceled Grants).

8. REPORTING REQUIREMENTS

- A. Grant recipients report to the Foundation on how grant funds are used.
- B. Progress and final reports are submitted through the [Grant Center](#). Only complete forms are accepted.
- C. Both the host sponsor and the international sponsor are required to complete, authorize, and submit global grant reports.
- D. All activities you add to the grant after it has been approved need to be approved by the Foundation before you can spend the money. Sponsors need to report on the use of these funds or return them to the Foundation if they aren't used.
- E. The Foundation won't approve new grant applications from grant sponsors that have any overdue reports

for any Foundation grant, with one exception: the international sponsor of a humanitarian global grant won't be restricted from receiving new grants if a report is overdue and the international sponsor did not receive the funds.

- F. The Foundation may, at any time, review grants, conduct audits, send monitors, require additional documentation, or suspend any or all payments.
- G. Districts are required to report on the use of grant funds to their member clubs according to the terms of their qualification.
- H. Grant sponsors are required to keep copies of all receipts and bank statements related to spending of grant funds, according to the terms of their qualification and applicable laws.
- I. Grant sponsors that don't adhere to Foundation policies and guidelines in implementing and financing grant projects will be required to return all grant funds and may be barred from receiving other grants for up to five years.
- J. The first progress report must be submitted within 12 months of receiving the first grant payment. After that, progress reports are due within 12 months of the acceptance date of the previous report.
- K. Final reports must be submitted within two months of completing the project.
- L. If grant activities aren't implemented within 12 months of payment, the grant will be canceled, and the sponsors will be required to return the funds.
- M. If more than \$1,000 of grant funds remain after a project is completed, the Foundation needs to approve their use for additional project-related expenses. If you cannot spend these funds as approved, you must return them to The Rotary Foundation, and the funds will be credited as follows:
 - 1. If the full grant amount is returned, World Fund, DDF, endowed fund spendable earnings, directed gifts, and corporate social responsibility funds will be returned to their original sources. Cash and Foundation donor advised fund contributions will be credited to Annual Fund-SHARE. Non-Rotary cash contributions will be credited to the World Fund.
 - 2. If a partial grant amount is returned, all funds will be credited to the World Fund.
- N. If \$1,000 or less of grant funds remain after a project is completed, they may be used for activities that meet the global grant eligibility requirements without preapproval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the global grant.
- O. Grant funds of \$1,000 or less that are returned to the Foundation will be credited to the World Fund.
- P. The following countries have their own requirements for returning funds:
 - 1. Argentina: Any unused grant funds of more than ARS10 must be returned.
 - 2. Brazil: Any unused grant funds of more than BRL100 must be returned.
 - 3. India: Any unused grant funds of more than INR10,000 must be returned.
- Q. Acceptable reports include the following details about the project:
 - 1. A description of how the project advanced the goals of the selected areas of focus
 - 2. An account of how the project achieved the specific objectives outlined in the grant application, including the measures you set and the data you collected
 - 3. An explanation of how the project's results will be sustained over time

4. A description of how the host and international partners, as well as any cooperating organizations associated with the grant, participated in the project
 5. A detailed account of project spending and complete project account bank statements. The Foundation may also ask sponsors to submit receipts. Scholars and vocational training teams need to give their sponsors receipts for expenses of more than \$75. For grants paid to Argentina and Brazil, receipts for all expenses must be submitted with reports.
- R. The Foundation will close the grant when the project implementation is finished and the sponsors have shown that sustainability measures are in place to ensure that community members can continue the project.

9. CANCELED GRANTS

- A. If a grant has not been approved, cash and Foundation donor advised fund contributions received for the grant will be credited to the Annual Fund-SHARE. Non-Rotary cash contributions will be credited to the World Fund.
- B. If a grant has been approved but not paid, World Fund, DDF, endowed fund spendable earnings, directed gifts, and corporate social responsibility funds will be returned to their original sources. Cash and Foundation donor advised fund contributions will be credited to Annual Fund-SHARE. Non-Rotary cash contributions will be credited to the World Fund.
- C. If a grant has been fully paid but all funds are returned, World Fund, DDF, endowed fund spendable earnings, directed gifts, and corporate social responsibility funds will be returned to their original sources. Cash and Foundation donor advised fund contributions will be credited to the Annual Fund-SHARE. Non-Rotary cash contributions will be credited to the World Fund.
- D. If a grant has been fully paid but a partial amount is returned, all of those funds will be credited to the World Fund.
- E. Any interest earned on grant funds must be sent to the Foundation.

10. MICROCREDIT

- A. The Rotary Foundation is committed to using microcredit projects to support small and medium-sized enterprises, family-based businesses, and local entrepreneurs.
- B. Clubs and districts that apply for global grants need to work with registered microfinance institutions (MFIs) that have operated for at least three years to administer loan programs as a way to carry out sustainable development projects.
- C. Microcredit activities need to be supervised and controlled by the sponsor clubs or districts.
- D. Microcredit projects must be clearly identifiable as Rotary projects.
- E. Loan capital allocated for microcredit must be lent at least twice, over at least 18 months (ideally, a loan cycle is 12 months).
- F. The Foundation considers a microcredit grant project to be completed when the total amount of budgeted loan capital has been lent and repaid at least twice and all other project activities have been completed.
- G. The annual interest rate that borrowers are charged must be the lesser of either 10 points less than the

national average in the host country or an annual interest rate of 36%.

- H. Interest and fees generated by microcredit fund capital from Rotary Foundation grant funding may be used for administrative expenses that directly support the project. The remaining amount should be added into the loan capital. Interest and fees collected must not be used to pay for the MFI's administrative and operations expenses outside of the grant project.
- I. Grant funds must be tracked separately in the MFI's accounting system.
- J. Microcredit programs funded by the Foundation need to include training for the people who will benefit that extends beyond the management of loan capital.
- K. Clubs and districts that want to use global grant funds to support a microcredit project need to submit the [Global Grant Application Supplement for Microcredit Projects](#) with their grant applications.
- L. All microcredit projects will receive an interim site visit by a member of The Rotary Foundation Cadre of Technical Advisers.
- M. Grant sponsors need to submit a [Global Grant Report Supplement for Microcredit Projects](#) with each global grant report.
- N. The final grant report must include baseline data, data from the end of the project, and an explanation of the exit plan.
- O. If a microcredit project ends prematurely, sponsors must return the grant funds to the Foundation.
- P. When the Foundation closes the grant, if the MFI will no longer use the funds for microloans in the community, it must return the loan capital and any unused interest to The Rotary Foundation.
- Q. The Rotary Foundation does not fund loan guarantee systems. (That is, Foundation funds may not be used as collateral for loans that the MFI makes from other funds.)

11. SPECIAL CONSIDERATIONS FOR INDIA

- A. In addition to all the other terms and conditions, grants that are paid in full or in part to a club or district in India must follow the payment and reporting procedures below to comply with Government of India laws and the Foreign Contribution Regulation Act (FCRA) read with Foreign Contribution Regulation Amendment Act 2020.
- B. For general information about the FCRA, go to fcraonline.nic.in. An FCRA-registered club or district is responsible for furnishing an FC-4 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.
- C. All grant payments will be remitted to bank accounts especially opened to receive funds in INR or to a club controlled FCRA account. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the staff need to determine that enough funds are available from contributions made within India or the sponsors need to provide documentation showing that the bank account is registered under the FCRA. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when more contributions (within India) are made and enough funds are available. Grant sponsors need to ensure that funds received in a FCRA-registered bank account are not commingled with local funds. Funds won't be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.

- D. Progress reports on grant funds paid from Rotary Foundation (India) or from Rotary International South Asia office through 31 March are due by 31 May of the same year. Final reports are due two months after the grant's completion. All progress reports need to meet all general reporting requirements as listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
1. Submit a progress report electronically in the [Grant Center](#)
 2. Inform the South Asia office that the progress report has been filed
 3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number); the utilization certificate must say whether it was Rotary Foundation (India) or Rotary International South Asia office that paid the grant funds
 4. Upload the bank statement or passbook (or a photocopy certified by the bank manager or a chartered accountant)
 5. Upload all bills, invoices, and receipts in the [Grant Center](#)
- E. If for any reason the grant funds were not used, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if it was received before March.
- F. Final reports need to meet all general reporting requirements listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
1. Submit a final report electronically in the [Grant Center](#)
 2. Inform the South Asia office that the final report has been submitted
 3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number); the utilization certificate must say whether it was Rotary Foundation (India) or Rotary International South Asia office that paid the grant funds
 4. Upload the bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant)
 5. Submit a bank reconciliation statement, if multiple grants were paid to a single INR or FCRA account
 6. Upload all bills, invoices, and receipts in the [Grant Center](#)
 7. Upload the undertaking that "all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India) or Rotary International South Asia Office" in the [Grant Center](#)
 8. Return any unused grant funds of more than INR10,000 to the entity that paid the funds, Rotary Foundation (India) or Rotary International South Asia Office
 9. Retain beneficiary information, including photographs, newspaper clippings, and letters of appreciation from the beneficiaries or beneficiary organization, because it may be requested by Rotary Foundation (India) or Rotary International South Asia Office

12. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES

- A. In addition to all the other terms and conditions, grants paid to a Rotary district in the Philippines require more documentation to comply with Philippine law.
- B. The Securities and Exchange Commission of the Philippines requires foundations to include supporting documents for all projects for which they have provided funding when they file financial statements. More information can be found in Securities Regulation Code 68, as amended. So that The Rotary Foundation can comply, grant sponsors need to get certification from any of these people or organizations in the area where they have jurisdiction:
 - 1. Office of the Mayor, stamped with an office seal
 - 2. Head of the Department of Social Welfare and Development, stamped with an office seal
 - 3. Head of the Department of Health, stamped with an office seal
 - 4. Office of the Barangay Chairman, stamped with an office seal
 - 5. Head or an officer of a private institution or actual beneficiaries, notarized
- C. Please send five original certificates on each project to: Phil. Consulting Center Inc., c/o Erika Mae Bautista, 2D Penthouse, Salamin Bldg., 197 Salcedo St., Legaspi Village, Makati City 1229, Philippines.
- D. You can get sample templates of the certification from the Rotary International South Pacific and Philippines office.
- E. Certifications of projects that were paid for from July to May should be received by 30 June of the same fiscal year, and those paid in June should be received by 31 July.

13. CONFLICT OF INTEREST POLICY FOR GRANTS

- A. Ensuring integrity in Rotary Foundation grants requires that everyone involved in Rotary grants avoid actual and perceived conflicts of interest.
- B. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, their family, their business, or an entity in which they serve in a paid or voluntary leadership or advisory position.
- C. All actual or perceived conflicts of interest must be disclosed to Rotary grants staff during the grant application process. If you're uncertain whether a situation presents a conflict of interest, you should disclose it.
- D. No Rotary members can serve on a grant committee for any global grant for which they have a conflict of interest.
- E. Global grants may not be financed with contributions (directed gifts, corporate social responsibility funds, etc.) from donors (individuals or organizations) that have conflicts of interest regarding the grant.
- F. The Rotary grants staff or the Trustees will determine whether a conflict of interest exists in a particular case. If they conclude that there is or has been a conflict of interest in a grant, the Rotary grants staff will recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. Remedies may include removing a Rotary member from a grant committee, declining a grant application, canceling an approved grant, and suspending a particular member, club, district, or cooperating organization from participating in Rotary grants.

- G. Some people are not eligible for grants or to benefit from any Foundation grants. They include:
1. Current Rotarians
 2. Employees of clubs, districts, other Rotary entities (as defined in section 1.040. of the [Rotary Code of Policies](#)), or Rotary International
 3. The spouses; children or grandchildren by blood, legal adoption, or marriage without adoption; the spouses of those children or grandchildren, or parents or grandparents by blood of people listed above; and employees of agencies, organizations, or institutions that partner with Rotary International or the Foundation
 4. Former Rotarians and people with the familial relationships to former Rotarians described above, for three years after their or their relative's membership ends
- H. Rotary members who serve on a club or district selection committee that is responsible for a grant-funded activity need to be completely transparent about their personal, family, or business relationships with any person or organization that would be affected by a potential Rotary grant. This includes, but is not limited to, any relationship with scholarship candidates, cooperating organizations, vendors, or other individuals or organizations that would benefit from the grant. Committee members need to notify the committee chair of any actual or perceived conflict of interest before the selection process begins, and the actual or potential conflict also needs to be disclosed in the grant application.
- I. Before a Rotary district, club, or member conducts business related to a grant-funded activity that involves a vendor being paid by a Rotary entity, a fair, transparent, and thorough request for proposals or a bidding process needs to be conducted to ensure that the best services are secured at a reasonable cost. Possible conflicts of interest may arise when a Rotary entity is considering business in which funds will be paid to a member, a provider of goods or services that is owned or managed by a member, an honorary member, or the people listed above who are ineligible for Foundation grants.
- J. All grant transactions need to be reviewed to confirm that there is no conflict of interest with vendors or payment recipients, including, among others, partner nongovernmental organizations, providers of goods or services, insurance companies, shipping companies, and educational institutions. Vendors with conflicts of interest may be used if the vendor provides the best product or service at fair market cost, as evidenced by a sales quote or an offer obtained through a fair, transparent, and thorough bidding process.
- K. For more information on Rotary's Conflict of Interest Policy, please see section 30.040. of [The Rotary Foundation Code of Policies](#).