FUTURE VISION PLAN

Rotary Foundation District Grants
Best Practices and Tips

Rotary Foundation District Grants are block grants made to districts to support small, short-term activities sponsored by Rotarians. Districts can administer district grant projects with minimal direct oversight by The Rotary Foundation, provided the activities adhere to the Terms and Conditions for Rotary Foundation District Grants and Global Grants. Districts may request up to 50 percent of their District Designated Fund (DDF) for use in district grant activities. This percentage is calculated based on the amount of DDF generated from a district's Annual Programs Fund giving three years prior, including Permanent Fund *SHARE* earnings.

Pilot districts are encouraged to adopt internal procedures for planning, allocating, and reporting on the use of these funds. Take advantage of your planning year in 2009-10 to draft a spending plan to submit to the Foundation with your district grant application. You may also want to consider the following best practices and tips for managing district grant activity.

Allocation Committees

Establish a district grants allocation committee of three to four Rotarians to review DDF requests from individual clubs during the planning year. When reviewing these requests:

- Consult with the district governors and Rotary Foundation chair to determine the amount of DDF the district wants to allocate to support district grants.
- Consider factors such as the quality of the project and the club's history of giving to the Annual Programs Fund and the Foundation, as well as whether allocating funds will serve to match club contributions or simply encourage participation in Foundation activities.
- Determine the funding needed to support the individual club requests approved by the district (you may want to allocate a small amount of the district grant request for last-minute project needs).

Criteria for Funding

Establish a district team to develop standards and expectations for activities funded with district grants, such as scholarships, vocational training teams, and international and local humanitarian service projects. For district grant scholarship criteria, for instance, will your district

- Award "flat" grants, or flexible scholarship award amounts?
- Accept district grant scholarship applicants from all areas of study, or specify particular

areas to support?
- Require applicants to pursue a particular degree level (bachelor's, master's, etc.)?
- Support both local and international scholarship applicants?

Internal Applications and Deadlines

Create internal applications and deadlines for club requests for district grant activities:

- In addition to creating an application that clubs can use to apply to the district for district grant funds, you may also want to create a separate application for scholarship applicants and vocational training team members.
- Set a deadline for clubs to submit their DDF requests, so that the district can select which projects they wish to support and submit their district grant application to TRF during the planning year.

Record and Share District Successes

Maintain a log of best practices for approving, paying, and reporting on district grant projects, as well as information about successful district grant activities for future reference. Share these ideas with other pilot districts and clubs in the Future Vision pilot group on LinkedIn.