

# FUTURE VISION PLAN

## Terms and Conditions for Rotary Foundation District Grants and Global Grants



The Rotary Foundation reserves the right to update and modify the terms and conditions of the grant at any time. Updates to the terms and conditions can be found on the RI Web site at [www.rotary.org](http://www.rotary.org) or requested by contacting Future Vision pilot staff at [futurevision@rotary.org](mailto:futurevision@rotary.org). The terms and conditions for global grants set forth in this document pertain to club- and district-developed global grants only. For terms and conditions for packaged global grants, go to [www.rotary.org](http://www.rotary.org).

- I. [General Criteria](#)
- II. [Sponsor Criteria](#)
- III. [Eligibility Criteria](#)
- IV. [Restrictions](#)
- V. [Timelines and Applications](#)
- VI. [Financing and Contributions](#)
- VII. [Payments](#)
- VIII. [Reporting Requirements and Documentation](#)
- IX. [Travel](#)
- X. [Non-Rotarian Grant Recipients](#)
- XI. [Cooperating Organizations](#)
- XII. [Special Considerations for Rotary Foundation \(India\)](#)
- XIII. [Microcredit and Revolving Loans](#)

### I. General Criteria

Rotary Foundation District Grants and Rotary Foundation Global Grants support a wide variety of humanitarian and educational activities in local communities and abroad. All projects and activities funded by these grants must:

1. Relate to the [mission of The Rotary Foundation](#)
2. Include the active participation of Rotarians
3. Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the grant
4. Adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities
5. Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse clubs or districts for projects already completed or in progress. Planning for grant activities ahead of approval is allowed and encouraged, but expenses may not be incurred before approval.
6. Demonstrate sensitivity toward another country's/geographic area's tradition and culture if grant activities will take place outside of the grant recipient's country/geographic area
7. Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of [The Rotary Foundation Code of Policies](#)

8. Comply with the policy regarding the proper use of Rotary Marks as outlined in section 1.050.2 of [The Rotary Foundation Code of Policies](#)

### *District Grants*

Additionally, district grants

1. Support local and international humanitarian and service projects, scholarships, and vocational training teams relating to the mission
2. Can fund projects and activities in Rotary and non-Rotary countries and geographic areas where permitted by applicable governing laws and in accordance with Foundation policies

### *Global Grants*

Additionally, global grants

1. Relate to one or more of the areas of focus
2. Support humanitarian projects
3. Provide scholarships that fund coursework or research at a graduate level or its equivalent for a term of one to four academic years
4. Support vocational training teams that demonstrate capacity building by enhancing their own vocational skills or providing professional training to others
5. Provide sustainable outcomes (i.e. sustain project outcomes long-term after grant funds have been expended)
6. Provide measurable outcomes and account for impact in a quantifiable or observable manner. Project sponsors must select and collect data on the standard measure (or measures) that aligns with their project activities, in addition to sponsor-identified project specific measures. Standard measures are noted in the [Global Grant Monitoring and Evaluation Toolkit](#).
7. Take place in Rotary countries and geographic areas
8. Help to develop stronger Rotary networks of clubs and districts from different countries/geographic areas
9. Must be sponsored by at least one Rotary club or district in the country/geographic area where the grant project will take place (primary host sponsor) and one or more outside of that country/geographic area (primary international sponsor)

## **II. Sponsor Criteria**

For a district or club to receive a grant from The Rotary Foundation, all districts involved must be [qualified](#) by The Rotary Foundation, and the clubs involved must be qualified by their district. In addition, districts and all grant committee members must be in good standing with Rotary International and The Rotary Foundation. Individuals prohibited from serving on a grant committee include RI fiscal agents, national treasurers, and officers and paid staff of a cooperating or beneficiary organization associated with the grant. When acting as a primary sponsor, each district or club is limited to 10 open grants at a time.

### *District Grants*

Districts must establish a grant committee of three Rotarians, including the district governor of the implementation year, the district Rotary Foundation committee chair, and the district grants subcommittee chair.

### *Global Grants*

Host and international primary sponsors must each establish a grant committee of three Rotarians for a global grant. All members of the grant committee must come from the primary sponsor club, if club sponsored, or district, if district sponsored. Club-sponsored grant applications must include confirmation from the district Rotary Foundation committee chairs that the clubs are appropriately qualified.

### III. Eligibility Criteria

In addition to the general criteria for Rotary Foundation District and Global Grants, specific allowable activities have been identified for both grant types. District and global grants can fund

1. Construction of infrastructure including but not limited to toilet blocks and sanitation systems, access roads, dams, bridges, storage units, fences and security systems, water/irrigation systems, and greenhouses
2. Renovation, repair, and refurbishment of structures that are currently occupied or operational in which individuals live, work, or spend a significant amount of time, which may include the provision of new services or upgrade of utilities (i.e., electrical, plumbing, and heating), repair of roofs, additions to existing schools or hospitals, elevators, and renovation of bathrooms
3. Purchase and distribution of contraceptives for use in disease prevention and maternal health projects
4. International travel for scholars, vocational training teams, and project beneficiaries
5. Domestic travel for scholars, vocational training teams, project beneficiaries, and those professionals (Rotarian and non-Rotarian) needed to implement the project
6. Direct costs, fees, contracted labor costs, stipends, or honorariums related to project implementation
7. Activities involving vaccines and immunizations that are consistent with the best practices described by the World Health Organization
8. Medical camps and lifesaving surgeries, providing that if they are funded by global grants, there must be appropriate follow up.

#### *District Grants*

Additionally, district grants can fund

1. International travel for project planning and direct service
2. The removal of land mines in cooperation with an experienced partner organization (Rotarians may not personally participate in the physical removal of land mines)
3. Administrative expenses, up to 3 percent of the grant award, necessary for grant implementation including: bank fees, postage, software, and an independent financial assessment

### IV. Restrictions

Grants cannot be used to unfairly discriminate against any group, promote a particular political or religious viewpoint, support purely religious functions at churches and other places of worship, support activities that involve abortion or that are undertaken solely for sex determination, fund the purchase of arms or ammunition, support the following programs of RI: [Rotary Youth Exchange](#), [RYLA](#), [Rotary Friendship Exchange](#), [Rotaract](#), and [Interact](#), or as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grants cannot fund

1. Continuous or excessive support of any one beneficiary, entity, or community
2. Establishment of a foundation, permanent trust, or long-term interest-bearing account. Grant funds can be used to establish a microcredit or revolving loan fund if the sponsors comply with the revolving loan requirements found in section XIII.
3. Purchase of land or buildings
4. New construction of any structure in which individuals live, work, or engage in any gainful activity, such as buildings (schools, homes/low-cost shelters, and hospitals), containers, and mobile homes, or structures in which individuals carry out any type of activity including manufacturing or processing
5. Fundraising activities
6. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
7. Public relations initiatives not directly related to a humanitarian or educational activity

8. Operating, administrative, or indirect program expenses of another organization
9. Unrestricted cash donations to a beneficiary or cooperating organization
10. Projects already in progress or completed
11. Activities primarily implemented by a non-Rotary organization
12. Transportation of vaccines by hand over national borders
13. Humanitarian projects that consist primarily of research or data collection
14. Travel to National Immunization Days (NIDs)
15. International travel for youth under the age of 18, unless accompanied by their parents

## V. Timelines and Applications

### *District Grants*

The two-year business cycle includes a planning year, during which the district can first submit a district grant application, and an implementation year, during which the funds can be paid out and applied to projects. Districts are strongly encouraged to begin planning district grant projects and to submit applications during the planning year, but districts may also submit applications during the implementation year.

The grant committee must submit a complete request for district grant funds, preferably during the planning year, which includes:

1. Signed authorization to request and oversee the expenditure of the grant funds
2. A general spending plan for the year in which the funds will be spent
3. Agreement to comply with all standard district grant policies, guidelines, and criteria

Districts may apply for only one district grant per Rotary year, but this grant may support multiple projects. Any requests for an increase in the grant amount must be made before any portion of the grant has been paid out by the Foundation. The Rotary Foundation will not process or approve district grant applications after the end of the Rotary year for which the funds were requested.

### *Global Grants*

Clubs and districts will apply for global grants using a two-step process involving a proposal and application. A proposal must be accepted by The Rotary Foundation before a grant application can be submitted. Proposals may be submitted on a rolling basis throughout the Rotary year. All grant proposals and subsequent applications must be submitted to The Rotary Foundation with sufficient time for review and approval before implementation or they may not be accepted. The following timelines apply to global grants:

1. Proposals must be followed by an application within six months or the proposal will be withdrawn.
2. Applications must be completed and approved within six months of submission or the application will be withdrawn.
3. If the application includes international travel, it must be submitted at least 90 days prior to departure.
4. Payment requirements must be met within six months of approval or the grant will be canceled.
5. Grants must be implemented within 12 months of payment or the grant will be canceled and the sponsors will be required to return the funds.

Applications for scholarships must:

1. Provide proof of university admission to a graduate-level program or letter of invitation to conduct post-graduate-level research when applying for the grant. Admission that requires a guarantee of financial support is acceptable.

Applications for vocational training teams must:

1. Support teams composed of at least three non-Rotarian members with at least two years of work experience in the area of focus and a Rotarian team leader who has a general level of Rotary knowledge, international experience, leadership skills, and some expertise within the area of focus.
2. Confirm that if more than one team is traveling under a single grant, all teams must share the same two primary sponsors and commence their travel within one year of each other.

## VI. Financing and Contributions

### *District Grants*

District grants are funded by The Rotary Foundation solely with allocations from the [District Designated Fund](#) (DDF). A district may apply for a single grant per year to support one or more projects using up to 50 percent of its [SHARE allocation](#), which represents 50 percent of the district's annual giving.

### *Global Grants*

Global grants are funded by the Foundation from the World Fund and range from US\$15,000 to \$200,000. The Foundation matches club and district cash allocations at 50 percent and DDF contributions at 100 percent.

International sponsors for humanitarian projects are required to provide at least 30% of the total sponsor funding. Host sponsors for humanitarian projects are encouraged to contribute toward the financing of the grant.

Grant financing cannot be changed after approval. Paul Harris Fellow recognition credit will only be given for sponsor contributions sent to The Rotary Foundation and will not be granted for contributions sent directly to the project. Sponsor contributions sent to The Rotary Foundation prior to Trustee approval of the global grant may not be available for a specific grant. Sponsor contributions sent to The Rotary Foundation above and beyond the amount specified in the grant application will be credited to the [Annual Programs Fund](#) and will not be forwarded to the project.

## VII. Payments

### *District Grants*

Grant funds will be paid only to the district bank account identified by the district during the [qualification](#) process. District grant funds are available for payment in the implementation Rotary year, beginning 1 July, but will not be released until the previous Rotary year's district grant is closed. Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 15 May of the implementation year, the grant will be canceled.

### *Global Grants*

Grant funds will not 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 in the application. The account signatories must be members of the sponsoring club or district. If a grant project is cancelled after the project sponsors receive payment, all remaining grant funds must be returned to TRF. Returned funds will be credited to the World Fund. However, if returned funds exceed the World Fund award, the additional funds will be pro-rated back to contributors according to the original funding breakdown.

## VIII. Reporting Requirements and Documentation

Grant recipients are responsible for reporting to the Foundation on the use of grant funds. Progress and final reports must be submitted via Member Access at [www.rotary.org](http://www.rotary.org). These forms must be completed in their

entirety for the report to be accepted. New grant applications will not be accepted by the Foundation if the grant sponsor has an overdue report for any Foundation grant. The Foundation reserves the right to review grants at any time, conduct an audit, send a monitor, require the submission of additional documentation, and suspend any or all payments if deemed necessary.

The following reporting criteria also apply to grant recipients:

1. Unused grant funds must be returned promptly to The Rotary Foundation.
2. Districts must report the use of grant funds to their member clubs in accordance with the terms of qualification.
3. Grant sponsors must maintain copies of all receipts and bank statements related to grant-funded expenditures in accordance with the terms of qualification and any applicable local and international laws.
4. Grant sponsors who fail to adhere to Foundation policies and guidelines in implementing and financing projects must return misused grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.

### *District Grants*

These additional criteria apply to district grants:

1. Final reports documenting the disbursement of funds must be submitted to the Foundation within 12 months after the payment is received, or within 2 months of the grant's total disbursement.
2. All grant projects and activities funded by district grants must be completed within 24 months of disbursement by the Foundation or the local district to the club or project site.
3. Unused grant funds must be returned promptly to The Rotary Foundation and will be credited to the district's DDF.

### *Global Grants*

These additional criteria apply to global grants:

1. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter.
2. Final reports must be submitted within two months of completing the project.
3. Unused grant funds must be returned to The Rotary Foundation and will be credited to the World Fund.

## **IX. Travel**

Grant recipients are responsible for arranging all travel and cannot utilize Rotary International Travel Services (RITS). Expenses exceeding the approved travel budget will be the responsibility of the traveler unless approved by the Foundation. Failure to arrange travel on a timely basis may increase the cost of travel or result in the cancellation of the grant. All grant recipients must meet medical requirements for international travel. Recipients may make their own arrangements for personally funded travel at the end of the grant activities for a maximum of four weeks.

Rotary Foundation grants will cover the following expenses related to travel:

1. Economy-class ticket(s)
2. Transportation to and from airport and local travel related to grant implementation
3. Cost of inoculations/immunizations, visas, and entry and exit taxes
4. Insurance costs
5. Normal and reasonable luggage charges

Rotary Foundation grants will not cover the following expenses related to travel:

1. Expenses associated with optional stopovers before and after preapproved travel

2. Penalties resulting from changes in personal travel arrangements, including optional stopovers
3. Excess baggage charges, shipping charges, and flight cancellation insurance

Grant recipients must obtain the following *minimum* insurance coverage:

1. US\$250,000 or equivalent for medical care and hospitalization for basic major medical expenses, including accident and illness expense, hospitalization, and related benefits
2. US\$50,000 or equivalent for emergency evacuation
3. US\$50,000 or equivalent for repatriation of remains
4. US\$150,000 for personal liability insurance
5. US\$500,000 or equivalent for professional liability insurance for those grant recipients who will be providing professional services.

Insurance coverage should be worldwide and not limited to the hosting country. Coverage in the home country may be excluded. Insurance must be valid from the date of departure through the date of return home. Grant recipients must provide a copy of their policy(s) upon request of the Foundation. The Foundation shall have no responsibility to provide insurance coverage of any kind for the grant recipients.

All grant recipients must abide by RI country travel restrictions.

The sponsoring club or district must maintain emergency contact information and travel itineraries for all grant recipients traveling on grant funds and share this information with the Foundation if requested.

## **X. Non-Rotarian Grant Recipients**

Non-Rotarians receiving grant funding for scholarships and participation in vocational training teams are expected to demonstrate a good knowledge of Rotary and a solid commitment to participate in activities and service with their sponsors. The following criteria also apply to non-Rotarian grant recipients:

1. Non-Rotarian grant recipients are required to participate in an outbound orientation session before departure.
2. Non-Rotarian grant recipients are expected to participate in club and district activities as requested by their sponsors.
3. Relatives of a vocational training team member may participate on the same team if they meet eligibility requirements.
4. Scholars and vocational training team members who elect to travel after the grant must return to their international sponsor district within four weeks after the grant is completed.
5. Non-Rotarian grant recipients should be proficient in the language of the host country.
6. Scholarship recipients must reside in their host district.

## **XI. Cooperating Organizations**

Cooperating organizations are reputable non-Rotary organizations or academic institutions solicited by the sponsors that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchase as required. No more than five global grants may be approved in a Rotary year for projects involving a single cooperating organization, with the exception of scholars studying at a particular university.

### *District Grants*

All funding provided to cooperating organizations must be used for specific project activities, and the district must maintain an itemized report of such activity.

### *Global Grants*

Sponsors of grants must provide a memorandum of understanding (MOU) at the time of application signed by both primary sponsors and the cooperating organization. The MOU must include the following items:

1. Verification from both primary sponsors that the grant is initiated, controlled, and managed by the Rotary clubs or districts involved
2. Endorsement from the primary sponsors affirming that the cooperating organization is reputable and responsible and acts within all governing laws
3. Grant implementation plan clearly delineating the activities of each party involved
4. Agreement from the cooperating organization to participate in any financial review by the Foundation of activities connected with the grant

## **XII. Special Considerations for Rotary Foundation (India)**

The Rotary Foundation and the Rotary Foundation (India) encourage all Rotary clubs and districts in India to become registered with the Government of India (GOI) under the Foreign Contribution Regulation Act (FCRA). For general information about the FCRA, go to <http://mha.nic.in/fcra.htm>; for registration forms, go to <http://mha.nic.in/fcra/intro/forms.html>.

In addition to all other terms and conditions, grants with full or partial payment to a Rotary club or district in India should follow these payment and reporting procedures to comply with the GOI laws and the FCRA:

1. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the sponsors provide documentation showing that the bank account is registered under the FCRA or staff determine that sufficient funds are available from contributions made within India. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when additional contributions are made and sufficient funds are available. The sponsors of grants must ensure funds are not co-mingled.
  - a. District Grants  
Payment is contingent upon the approval of a detailed spending plan that includes an itemized budget for each listed project or activity. Grant funds will be paid only to the district bank account identified by the district during the [qualification](#) process. The nomenclature of the district bank account must be easily identifiable with the district and the project. (A proper naming example is *Rotary District 0000 District Grant 12345*). District grant funds are available for payment in the implementation Rotary year, beginning 1 July, but will not be released until the previous Rotary year's district grant is closed. Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 15 May of the implementation year, the grant will be canceled.
  - b. Global Grants  
Grant funds will not 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.
2. Progress reports on grant funds released to India through 31 March of each year are due by 31 May of that same year. Final reports are due two months after the grant's completion. The grant sponsors must ensure that funds received in FCRA registered bank account should not be co-mingled with the local funds.
3. All progress reports must include:
  - a. All general reporting requirements as listed in Section VIII.

- b. A copy of the progress report filed via member access must be submitted to the South Asia Office.
  - c. Utilization certificate if a portion of the grant amount has been used, along with statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including membership number)
  - d. If the grant funds were not used for any reason, an original bank statement or bank passbook (or a photocopy certified by the bank manager/ 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 though the grant amount was received before March
4. All final reports must include:
- a. All general reporting requirements as listed in Section VIII.
  - b. A copy of the final report filed via member access must be submitted to the South Asia Office.
  - c. Utilization certificate along with statement of receipt and payment for grant amount, certified by an independent chartered accountant (including membership number)
  - d. An original bank statement or bank passbook (or a photocopy certified as true copy by the bank manager / chartered accountant)
  - e. A bank reconciliation statement, if multiple grants were paid to a single FCRA account
  - f. Originals or photocopies of bills of payment/expenses vouchers and, if only photocopies are provided, a written 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)”
  - g. Beneficiary information (for example, photographs, newspaper clippings, appreciation letter from beneficiary)
  - h. Return of any remaining funds of any amount to the Rotary Foundation (India)
5. A FCRA registered club or district shall be responsible for furnishing FC-3 return along with the financial statements to the Ministry of Home Affairs, New Delhi in a timely manner.

### **XIII. Microcredit and Revolving Loans**

The Rotary Foundation has a commitment to microcredit and revolving loan programs to facilitate small, economic self-help enterprises. Microcredit or revolving loan programs funded by the Foundation must incorporate a component, such as training, that extends beyond the management of loan capital.

The following additional criteria apply to microcredit and revolving loan activities:

1. Clubs and districts that wish to use global grant funds to support a microcredit project must submit the microcredit supplement form with the grant application.
2. Clubs and districts are encouraged to partner with reputable and established cooperating organizations/microfinance institutions to administer loan programs as a way of undertaking sustainable development projects. The sponsoring club or district must supervise and control the project.
3. Interest and fees generated by microcredit or revolving loan fund capital from The Rotary Foundation may be used for administrative expenses that directly support the project.
4. If the project is terminated before the Foundation’s reporting requirements are met, grant funds must be returned to The Rotary Foundation.
5. The Rotary Foundation will not fund loan guaranty systems.