



Humanitarian Grants Program

Frequently Asked Questions – World Reporting Suspensions

May 2008

Q. What is World Reporting?

A. In April 2006, the Trustees created a world reporting initiative to ensure adequate and timely reporting of all grant funds. This policy created a process to conduct semi-annual analyses for grant reporting in all districts.

Q. Why is a district suspended?

A. While the goal is for each district to achieve 100% compliance, all districts are required to meet a minimum compliance level of 70%. Districts that are found not to be in compliance for two consecutive periods may be suspended from participation in all Humanitarian Grants. At their April 2008 meeting, the Trustees decided to make a one-time exception to this policy and suspend districts that were below 70% reporting compliance for *three* consecutive analyses.

Q. When and how does the World Reporting Analysis take place?

A. Reporting statistics are compiled approximately one month before each April and October Trustee meeting. World Reporting percentages include all grants that are open at the time of analysis and have received partial or full payment. The reporting percentage reflects the number of grants in a district that have met reporting requirements.

Q. Why does suspension affect both the district and its member clubs?

A. World Reporting suspensions are made at the district level as the district has corporate responsibility for ensuring the reporting of grants at all levels. Even if a club is 100% compliant with reporting they are affected by the suspension until the district is able to effectively manage reporting for all clubs.

Q. Does suspension affect both host and international sponsors?

A. Yes. Regardless of where the project is taking place both sponsors are held responsible for meeting TRF reporting requirements. Please work with your partner club/district to submit an acceptable report.

Q. Who should I contact at the District level or The Rotary Foundation to discuss suspension?

A. The District Governor in conjunction with the District Grants Subcommittee Chair will be your main points of contact within the district. They have received copies of correspondence and should be keeping track of what is needed in order to meet reporting compliance.

For general questions about the grants and reporting process, to check whether a report has been received or reviewed, or to request an Activity Report of grants for your club/district, please contact the TRF Contact Center at contact.center@rotary.org. Within the US and Canada, you may also call the Contact Center at 1-866-9ROTARY. For

questions about specific grants and reports, or to submit a report, please contact the Grant Coordinator in charge of grants in the location of your project.

Q. How does a District get lifted from suspension?

A. Per Trustee policy, a district must achieve at least 90% compliance with reporting requirements in order to be lifted from suspension. Additionally, all district sponsored grants must be in reporting compliance. A district will not be lifted if any district sponsored grants are overdue in reporting. Once all requirements are met, The Rotary Foundation will contact district leadership to notify them of the district's reinstatement.

Q. What happens to pending and approved grants during suspension?

A. Pending applications: These refer to applications that have been previously submitted to The Rotary Foundation but are not yet approved. These pending applications cannot be approved until the suspension has ended. No new applications will be processed during suspension. However, it should be noted that missing application requirements can be submitted throughout the suspension in order to process the application as soon as the district is reinstated.

Approved grants: These refer to grants that have been approved but have not yet been forwarded for payment. The grants cannot be paid until after the suspension has ended. It should be noted that missing payment requirements (contributions, agreement forms, payee forms, etc.) can be submitted throughout the suspension in order to process the payment as soon as the district is reinstated. The one exception to this policy is Volunteer Service Grants. Due to the increased expenses associated with changing travel arrangements, all grants that were approved before the suspension went into effect will be paid once the payment requirements have been met.

Q. Are suspended districts able to utilize Programs outside of the Humanitarian Grants program?

A. Yes. Suspended districts can participate in Educational Programs and PolioPlus. However, these districts will be unable to seek support for a project using ProjectLINK.