



Frequently Asked Questions

World Reporting Analysis
April 2009

Question: When does the World Reporting Analysis take place?

Answer: Reporting statistics are compiled approximately two weeks before each April and October Trustee meeting.

Question: What grants are included in the World Reporting Analysis?

Answer: Included in the analysis are all approved Matching Grants, District Simplified Grants, 3-H Grants and Volunteer Service Grants that have received partial or full payment of grant funds.

Question: How are the World Reporting percentages calculated?

Answer: World Reporting percentages includes all grants that are open at the time of analysis and have received partial or full payment, but have not yet met closure requirements.

Question: When is my report due?

Answer: Progress Reports are due every 12 months from the payment date of the grant, and within every 12 months of the most recent acceptable Progress Report. A complete Final Report is due within two months of project completion.

Question: If my district is below 70% current on reporting for one analysis, can we continue to apply for new grants?

Answer: At this time, yes. However, it is in the district's interest to maintain reporting compliance above 70%. The regular grant criteria requirements will stay the same: clubs which are current with reporting on their club-sponsored projects may apply for new grants, and the district may apply for new grants if their district-sponsored projects are current.

Question: My district was below 70% current on reporting. How much time do we have to increase our reporting percentage?

Answer: Overdue reports must be completed and submitted to TRF immediately. The next World Reporting Analysis will occur approximately two weeks before the October Trustee meeting, however, please allow time for your report to reach TRF and undergo the review process. It is possible that further information may be required to complete your report for it to be accepted.

Question: My club/district's project is not done yet, how can we stay current with reporting?

Answer: You can submit a Progress Report on your project at any time, within 12 months of payment or of the most recent Progress Report received by TRF. Your next report will be due within 12 months of your most current acceptable report. If little or no progress has happened on your project in the past 12 months, work with your Grant Coordinator to meet TRF requirements.

Question: I recently spoke with my Grant Coordinator about the progress of my club/district's grant, and now this grant is listed as overdue with reporting. Why can't my Grant Coordinator update my grant's status?

Answer: For a report to be considered acceptable by TRF standards, the official TRF Report Form must be complete and submitted to TRF. Although narrative updates on projects are appreciated, the TRF report form for your specific grant type is required and includes an itemized financial statement. These forms can be found on the Rotary website.

Question: My club/district is the International Sponsor for our Matching Grant or 3-H project. Why are we responsible for project reporting?

Answer: Project reporting is the responsibility of both the Host and International Sponsors for Matching and 3-H Grants. Matching Grants and 3-H Grants are awarded to two partners as international partnership is a main guideline set forth by the Trustees of The Rotary Foundation. If you are having trouble communicating with your co-sponsor, please notify your Grant Coordinator.

Question: Why is my club/district's overdue Matching Grant keeping my district from having a District Simplified Grant approved?

Answer: As of 1 July 2006, any overdue grant sponsored by a club will prevent *all* grant types from that club from being processed. If the overdue project is district-sponsored, district-sponsored grants will not be processed until overdue reports are submitted.

Question: I have submitted part of my project's report. Why is the grant listed as overdue?

Answer: The project report must be complete to be accepted. Your Grant Coordinator will notify the project sponsors if further information is needed to complete your submitted report. The report will not be accepted until all reporting requirements have been fulfilled.

Question: My Rotary Club has several open projects. Can I get a File Activity Report to track my club's activity?

Answer: District Leaders may contact their Grant Coordinator or the Contact Center at contact.center@rotary.org to request up to one File Activity Report per month.

Question: Where can I reference the details of the Trustee decision regarding World Reporting Analysis?

Answer: The decision is written in the TRF Code of Policies, section 9.101.5.2.

****If you are in the United States or Canada, you may contact The Rotary Foundation Contact Center toll free at 1-866-9ROTARY or via email at contact.center@rotary.org. Contact Center Hours are Monday through Friday, 8:00am-5:00pm, Central Standard Time. All calls will be handled in English. The Contact Center can provide File Activity Reports and answer general questions about the status of reports.**

For a staff list by territory, please visit [the](#) Rotary website.