# Terms and Conditions for Rotary Foundation Packaged Grant: Vocational Training and Medical Service Team

**For grants awarded after 1 July 2013**

The Rotary Foundation may modify the terms and conditions of the grant at any time. Updates can be found on rotary.org or requested at grants@rotary.org.

## I. What We Fund

Packaged grants for training and medical service vocational training teams are collaboratively developed activities designed to maximize the resources of The Rotary Foundation (TRF), Rotary clubs and districts, and Mercy Ships. These grants will provide services to meet healthcare needs as well as train doctors and/or other health care workers on board a Mercy Ships vessel as well as in local hospitals and facilities.

## II. Eligibility Guidelines

All Foundation grant activities must:

1. Relate to the mission of The Rotary Foundation
2. Include the active participation of Rotarians
3. Exclude any liability to TRF or Rotary International beyond the funding amount of the grant
4. Adhere to the applicable laws of the United States and the host area of the grant, and harm no individuals or entities
5. Only fund activities that have been reviewed and approved before their implementation
6. Demonstrate sensitivity to the host area's tradition and culture
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 use of Rotary Marks as outlined in section 1.060.9 of The Rotary Foundation Code of Policies

### Vocational Training and Medical Service Team Packaged Grants

All projects and activities funded by these packaged grants must:

1. Support vocational training teams that provide medical services and demonstrate capacity-building by providing professional training to doctors and/or other health care workers in the area where Mercy Ships is currently operating

2. Include vocational training teams that are composed of a Rotarian team leader and at least three other team members. All members of the team must have professional credentials as outlined in the team descriptions provided by Mercy Ships and located in First Steps. Team members must also:
    a. Attend a Rotary pre-trip orientation organized by the sponsor
    b. Attend Mercy Ships orientation after arriving in the host country
    c. Have fluency in English (knowledge of French or other local languages will be extremely beneficial)
    d. Be familiar with conducting training or teaching, preferably in the delivery of health content and procedures
    e. Have at least two years of direct experience in the medical service that will be provided by the team and any other professional criteria needed as outlined in the team description provided by Mercy Ships and located in First Steps
    f. Meet Mercy Ships' minimum requirements for general health
    g. Agree to adhere to Mercy Ships' code of conduct
    h. Carry Malpractice Insurance
    i. Complete a post-project team presentation
    j. Be approved by TRF and Mercy Ships prior to travel. Any alterations to team composition must be reported to, and approved by, TRF and Mercy Ships.
3. Be relevant to Mercy Ships' predetermined vocational training team descriptions
4. Align with Rotary's disease prevention and treatment area of focus
5. Be sustainable. Host communities must be able to address their own needs after the Rotary club or district has completed its work.
6. Be measurable. Packaged grants include preselected measures that are found in the Grant Management Manual. Rotarians may add their own measurements to enhance monitoring and evaluation activities.
7. Be sponsored by at least one Rotary club or district outside the country where the grant project will take place. A Rotary partner inside the country where the grant project will take place is preferred, but will depend on the interest level of the clubs/district in that area.

## III. Restrictions

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; support Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, or Interact; or serve 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
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 of structures in which individuals carry out manufacturing or processing activities. Additions to existing structures are acceptable.
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. Project signage in excess of $500
9. Operating, administrative, or indirect program expenses of another organization
10. Unrestricted cash donations to a beneficiary or cooperating organization
11. Travel for staff of a cooperating organization involved in a humanitarian project
12. Humanitarian projects that consist solely of individual travel expenses
13. Activities and expenses already in progress or completed
14. Activities primarily implemented by an organization other than Rotary
15. Transportation of vaccines by hand over national borders
16. Travel to National Immunization Days (NIDs)
17. Immunizations that consist solely of the polio vaccine
18. International travel for youth under the age of 18, unless accompanied by their parents or guardians
19. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows

## IV. How to Apply

Apply for grants online through Rotary Grants.

In order to receive a grant from The Rotary Foundation, all primary sponsor districts involved must be qualified by TRF, and for packaged grants, all primary sponsor clubs involved must be qualified by their district. In addition, districts, clubs, and all grant committee members must be in good standing with Rotary International and TRF. 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 and each club is limited to 10 open grants at a time.

This packaged grant has a two-step application process. In the first step, the Rotarian team leader completes the eligibility check and provides the required supporting documentation — such as a resume and person health history form — at least 180 days in advance of the proposed travel date. In the second step, if the eligibility check is accepted, the applicant has 90 days to submit the full application, which includes information on remaining team members and their supporting documentation. Applicants will be put in touch with Mercy Ships after the eligibility check has been accepted to coordinate the reminder of the application and trip logistics.

Applications are accepted on a rolling basis throughout the Rotary year. Note that:

1. If grant applications are not completed and approved within six months of submission, the application will be withdrawn.

2. If payment requirements are not met within six months of approval, the grant will be canceled.
3. If grants are not implemented within 12 months of payment, the grant will be canceled and the sponsors will be required to return the funds.

Primary sponsors must establish a grant committee of three Rotarians. Members of this grant committee must come from the primary sponsor club (if the grant is club-sponsored) or district (if the grant is district-sponsored). For club-sponsored grant applications, district Rotary Foundation committee chairs must confirm that the primary sponsor clubs are qualified.

## V. Travel Policies

Airfare for any travel funded by Rotary Foundation grants must be booked through Rotary International Travel Service (RITS) according to established travel policies.

Rotary Foundation grants will cover the following budgeted 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. Normal and reasonable luggage charges

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

1. Expenses associated with optional stopovers before or 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

The club or district sponsoring the grant is responsible for maintaining emergency contact information and travel itineraries for all individuals traveling on grant funds. This information must be provided to the Foundation upon request.

Grant recipients are responsible for:

1. Making travel arrangements through RITS. Failure to arrange travel promptly may increase the cost of travel or result in the cancellation of the grant.
2. Any expenses that exceed the approved travel budget, unless approved by the Foundation.
3. Meeting all medical requirements for international travel.
4. Arranging and funding any personal travel. Such travel may take place for a maximum of four weeks at the end of the grant activities, after which grant recipients are expected to return home.
5. Abiding by RI country travel restrictions.

All individuals receiving grant funding for travel will be automatically enrolled for insurance coverage that meets Rotary International's travel insurance requirements. Any additional insurance coverage required by a grantee's study institution, vocational training site, host organization, or otherwise will be the sole responsibility of the traveler.

Rotary International contracts a global security advisory firm to maintain a travel ban list of extremely dangerous countries. TRF-funded travelers are not permitted to travel to these countries due to safety concerns. If a country is added to the travel ban list while funded travelers are in-country, plans will be made for their immediate evacuation. Should the funded individual not defer travel to or evacuate from a country as instructed, it will result in TRF cancelling the grant and any funds already issued would need to be returned to TRF.

Non-Rotarians receiving grant funding for scholarships, participation in vocational training teams, or travel to implement a humanitarian project are expected to:

1. Demonstrate knowledge of Rotary
2. Participate in an orientation session before departure
3. Participate in club and district activities as requested by their sponsors
4. Be proficient in the language of the host country

In addition, relatives of a vocational training team member may participate on the same team if they meet eligibility requirements

## VI. How Packaged Grants Are Funded

Packaged grants for vocational training and medical service teams are funded by TRF from the World Fund and range from US$20,000 to $50,000.

All contributions, other than DDF, are irrevocable contributions to The Rotary Foundation and are not refundable.

## VII. Payments

Grant funds will not be released until payment requirements and contingencies have been met. Grant funds will be paid to the account provided in the application. Account signatories must be members of the sponsoring club or district. All grant-related transactions will be recorded using the current published monthly RI exchange rate, and all grant-related transactions will be officially communicated in US dollars. Grants will be paid out at the current RI exchange rate at the time of payment. If a grant project is canceled after the project sponsors receive payment, all remaining grant funds must be returned to the Foundation, where they will be credited to the World Fund.

## VIII. Reporting Requirements and Documentation

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress and final reports must be submitted via Rotary Grants, and all forms must be completed in their entirety for the report to be accepted. New grant applications will not be accepted by TRF if a grant sponsor has an overdue report for any Foundation grant. TRF reserves the right to review grants at any time, regardless of whether a grant is in progress or closed, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.

The following reporting criteria also apply to grant recipients:

1. Unused grant funds must be returned promptly to TRF.
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 grant projects must return grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.

These additional criteria apply to packaged 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 in excess of US$500 must be returned to TRF and will be credited to the World Fund. If grant funds remain after a project's completion, TRF may approve their use for project-related expenses, such as additional project supplies.

Acceptable reports contain detailed accounts of the project's implementation, including:

1. A description of how the project has advanced the goals of the area of focus
2. An account of how the project achieved the specific objectives outlined in the application, including the relevant measures and data collected
3. An explanation of how the project's outcomes will be sustained over time
4. A description of the participation of the sponsor
5. The report should also include a detailed account of spending for the project and project account bank statements. Additionally, TRF may request that sponsors submit receipts in support of the report.

TRF will close the grant once the project implementation is complete and sponsors have demonstrated that sustainability measures are in place to ensure that the local community will continue the project.

## IX. 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 GOI laws:

1. Grant funds will not be released to a bank account in India unless all general payment

conditions have been met. The sponsors are requested to submit documentation to confirm 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 additional contributions are made and sufficient funds are available. The sponsors of grants must ensure funds are not co-mingled.

2. Progress reports on grant funds released to India through 31 March are due by 31 May of that same year. Final reports are due two months after the grant's completion. Grant sponsors must ensure that funds received in a FCRA-registered bank account are not co-mingled with local funds.
3. All progress reports must:
    a. Meet all general reporting requirements as listed in section VIII.
    b. Show that a hard copy of the progress report filed electronically via Rotary Grants has been submitted to the South Asia Office.
    c. Include a 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 (indicating membership number of the CA)
    d. If the grant funds were not used for any reason, 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 the grant amount was received before March
4. All final reports must:
    a. Meet all general reporting requirements as listed in section VIII.
    b. Show that a hard copy of the final report filed electronically via Rotary Grants has been submitted to the South Asia Office.
    c. Include the following:
        i. A utilization certificate along with statement of receipt and payment for grant amount, certified by an independent chartered accountant (indicating membership number of the CA)
        ii. An original bank statement or bank passbook (or a photocopy certified as true copy by the bank manager or a chartered accountant)
        iii. A bank reconciliation statement, if multiple grants were paid to a single FCRA account
        iv. 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)"
        v. Beneficiary information (for example, photographs, newspaper clippings, appreciation letter from beneficiary)
    d. Return any remaining funds of any amount to the Rotary Foundation (India)
5. A FCRA-registered club or district is responsible for furnishing FC-3 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.