



HOW TO USE THE GRANT CENTER

The Grant Center is the place to go for everything you need to do online for your Rotary Foundation grants, and it keeps all of Rotary's grant-related resources handy for you. This guide will show you how to:

- [Navigate the Grant Center](#)
- [Apply for a Global Grant](#)
- [Authorize a Global Grant Application \(club presidents and district leaders\)](#)
- [Enter Global Grant Bank Account Information](#)
- [Report on a Global Grant](#)
- [Authorize a Global Grant Report](#)
- [Apply for a District Grant \(district leaders only\)](#)

For general information about grants, go to Rotary.org's [Grants](#) page.

Navigate the Grant Center

The Grant Center's landing page gives an overview of Rotary grants and links to helpful resources.

The screenshot shows the Rotary Grant Center landing page. At the top, there is a navigation bar with the Rotary logo, 'Grant Center', and links for 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. Below the navigation bar is a large banner image of three smiling children. The main content area is divided into several sections:

- Rotary Grants**: A welcome message stating that Rotary members contribute skills, expertise, and resources to solve some of the world's most serious problems.
- Use the Rotary grants tool**: A section encouraging users to apply for a grant, track its progress, report on it, and search for other grants in their district.
- Types of grants**: An overview of the Rotary Foundation's grant offerings:
 - Global grants**: Support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
 - District grants**: Fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
 - Packaged grants**: Fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.
- District qualification**: A section stating that before applying for grants, district leaders agree to follow the stewardship requirements listed in the memorandum of understanding.
- The lifecycle of a Rotary grant**: A diagram showing a five-step process: 1. Apply (red circle with a person icon), 2. Approve (orange circle with a checkmark icon), 3. Implement (blue circle with a gear icon), 4. Monitor (green circle with a magnifying glass icon), and 5. Report (green circle with a tree icon).
- Grant Resources**: A sidebar on the right listing various resources:
 - Questions about the grant process? We're here to help, from getting you started to final steps.
 - Application Supplement for Microcredit Projects
 - Areas of Focus Policy Statements
 - Conflict of Interest Policy for Program Participants
 - Cooperating Organization Memorandum of Understanding
 - Global Grant Calculator
 - Global Grant Lifecycle
 - Global Grant Monitoring and Evaluation Plan Supplement
 - Global Grant Scholarship Supplement
 - Grant Travel

Use **Grant Search** to find all of the global and district grants sponsored by your district, whether or not your club is involved. You can search for grants by number, title, or area of focus. After entering search criteria, use the **Filter** button.

The image shows a screenshot of a web application interface for grant management. At the top, there is a header bar with the text "Grant Search" and a language dropdown menu set to "English". Below the header, there are three navigation links: "Apply for a Grant", "My Grants", and "My Actions". A large red arrow points from the "Grant Search" header to the "Filter" button in the search modal. Below the navigation links, there is a banner image showing three smiling people. Below the banner, there is a text box with the text "grant, track its progress, report on it, and search for". To the right of this text box, there is a section titled "Grant Resources" with the text "Questions about the grant process? We're here to help, from getting you". Below the banner, there is a search modal titled "Search". The modal contains a text input field labeled "Grant Title or Number". Below the input field, there is a section titled "Area of Focus" with a list of six categories, each with a checkbox and an icon: "Peace and conflict prevention/resolution", "Disease prevention and treatment", "Water and sanitation", "Maternal and child health", "Basic education and literacy", and "Economic and community development". A red arrow points from the "Filter" button to the "Filter" button in the search modal.

Grant Search English

Apply for a Grant My Grants My Actions

rs, we contribute our skills, expertise, and resources to solve some of
viding clean water in local communities to promoting peace worldwide,
life.

grant, track its progress, report on it, and search for

Grant Resources
Questions about the grant process?
We're here to help, from getting you

Search

Use the search box below to find grants sponsored by your district or by a club in your district. You can search by grant number, grant title or area of focus

Grant Title or Number

Area of Focus

- ☐ Peace and conflict prevention/resolution
- ☐ Disease prevention and treatment
- ☐ Water and sanitation
- ☐ Maternal and child health
- ☐ Basic education and literacy
- ☐ Economic and community development

Filter

Use the menus at the top to navigate the Grant Center. Choose **My Grants** to see all of the grants you're involved in. On the My Grants page, grants are grouped by status. Use **View Grants** to see all of the grants that have each status.

Rotary Grant Center Home Apply for a Grant **My Grants** My Actions

Rotary Grants | My Grants District Number: 6450 District Status: ✔ Qualified

My Grants

Here's an overview of all the Rotary grants you're involved in.

Draft Search:

Grant Number	Grant Title	Date Created	Last Activity
DG1737055		01/07/2016	04/11/2015

Authorization Required Search:

Grant Number	Grant Title	Date Created	Last Activity
View Grants			

Grant Resources
 Questions about the grant process? We're here to help, from getting you started to final steps.
[Application Supplement for Microcredit Projects](#)
[Areas of Focus Policy Statements](#)
[Conflict of Interest Policy for Program Participants](#)
[Cooperating Organization Memorandum of Understanding](#)
[Global Grant Calculator](#)
[Global Grant Lifecycle](#)
[Global Grant Monitoring and Evaluation Plan Supplement](#)

Go to **My Actions** to see the grants you're involved in that require action from you.

Rotary Grant Center Home Apply for a Grant My Grants **My Actions**

Rotary Grants | My Actions District Number: 6450 District Status: ✔ Qualified

My Actions

We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.

Authorization Required Search:

Grant Number	Grant Title	Date Created	Last Activity
GI			

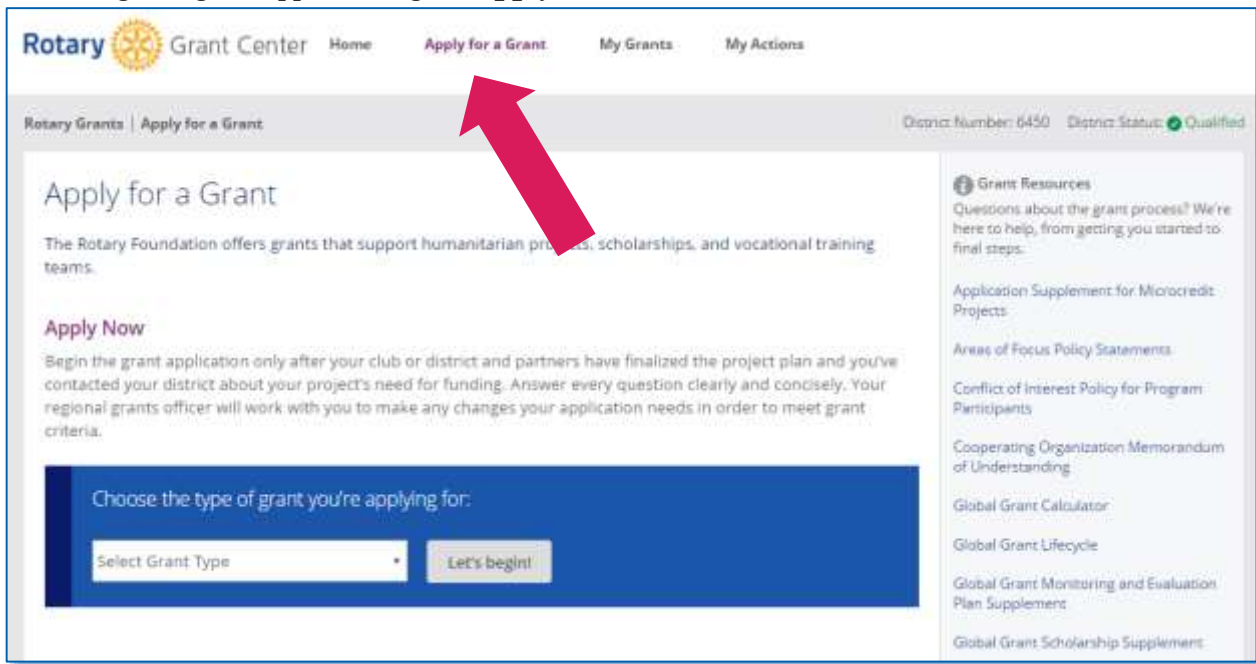
Approved Search:

Grant Number	GI	Date Approved	Payment Status	Report Due

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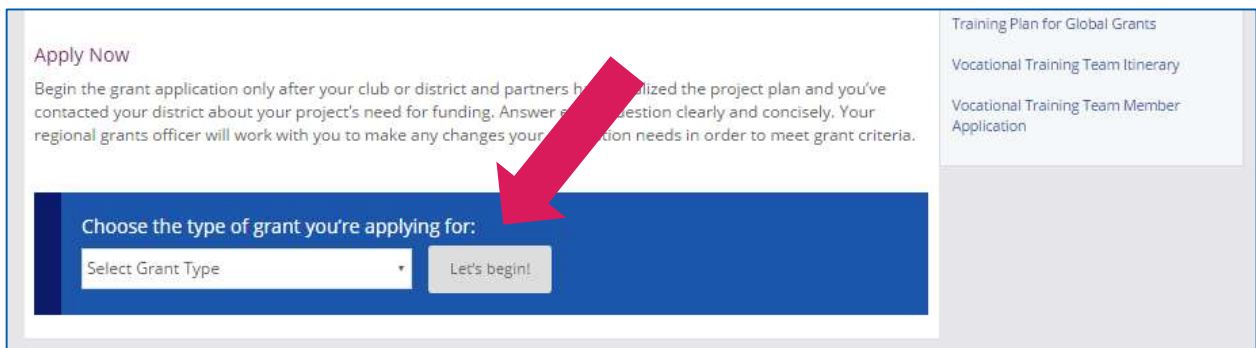
Apply for a Global Grant

To start a global grant application, go to **Apply for a Grant**.



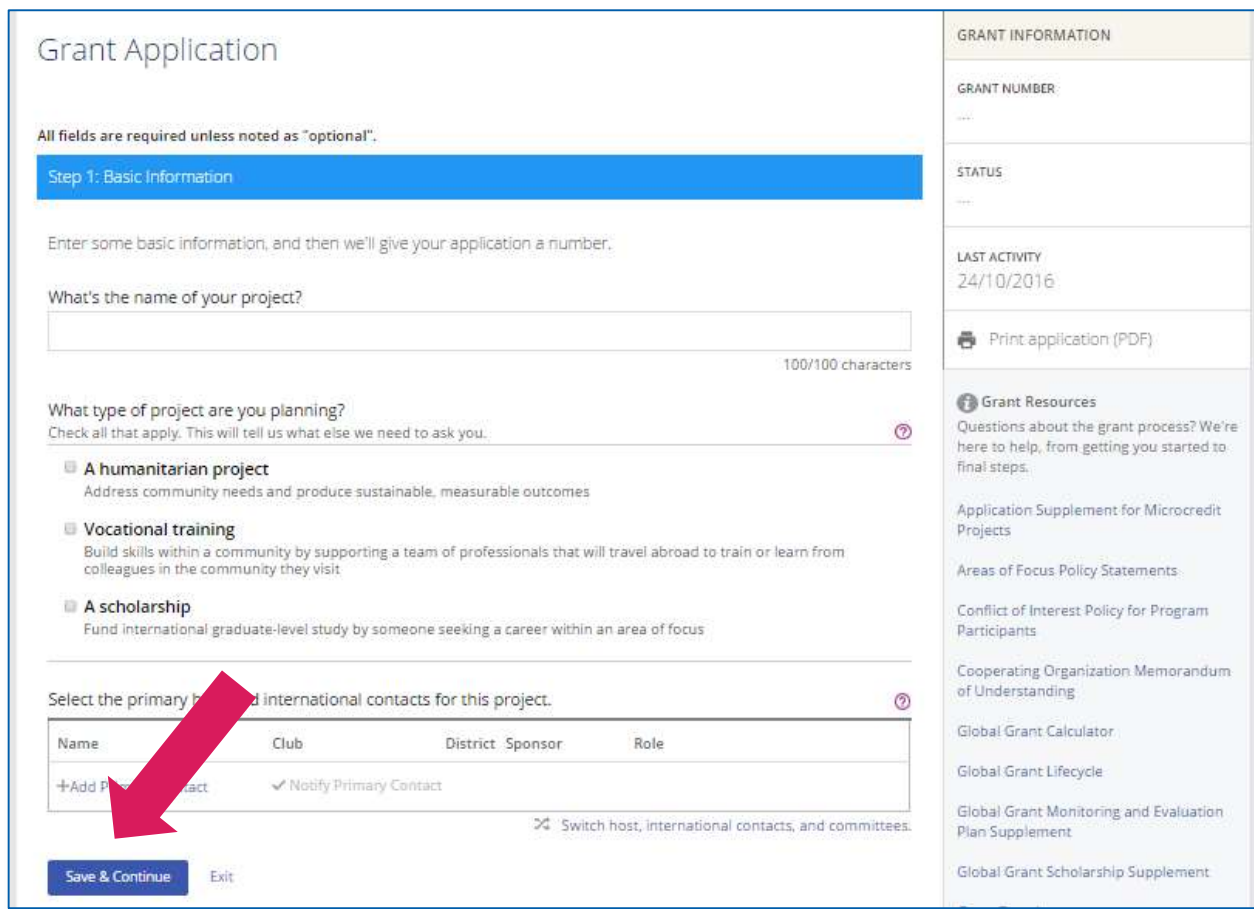
The screenshot shows the Rotary Grant Center interface. At the top, there is a navigation bar with links: Home, **Apply for a Grant**, My Grants, and My Actions. Below this, a sub-header reads 'Rotary Grants | Apply for a Grant'. The main content area is titled 'Apply for a Grant' and includes a brief description of the grants offered. A section titled 'Apply Now' provides instructions on how to begin the application process. Below this, there is a blue box with the text 'Choose the type of grant you're applying for:' and a dropdown menu labeled 'Select Grant Type' with a 'Let's begin!' button next to it. A red arrow points to the 'Apply for a Grant' link in the top navigation bar. On the right side, there is a 'Grant Resources' section with a list of links including 'Application Supplement for Microcredit Projects', 'Areas of Focus Policy Statements', 'Conflict of Interest Policy for Program Participants', 'Cooperating Organization Memorandum of Understanding', 'Global Grant Calculator', 'Global Grant Lifecycle', 'Global Grant Monitoring and Evaluation Plan Supplement', and 'Global Grant Scholarship Supplement'.

Choose **Global Grant** from the list and click **Let's begin!**



This screenshot is a closer view of the 'Apply Now' section. It shows the 'Choose the type of grant you're applying for:' text, the 'Select Grant Type' dropdown menu, and the 'Let's begin!' button. A red arrow points to the dropdown menu. The right sidebar is partially visible, showing a list of resources: 'Training Plan for Global Grants', 'Vocational Training Team Itinerary', and 'Vocational Training Team Member Application'.

In **step 1, Basic Information**, start by telling us your project's name, what type of project it is, and the primary host and international contacts. Click on the question mark icons throughout the application for important information. Use the **Save & Continue** button to move to the next step.



Grant Application

All fields are required unless noted as "optional".

Step 1: Basic Information

Enter some basic information, and then we'll give your application a number.

What's the name of your project?

100/100 characters

What type of project are you planning?
Check all that apply. This will tell us what else we need to ask you.

- ☒ **A humanitarian project**
Address community needs and produce sustainable, measurable outcomes
- ☒ **Vocational training**
Build skills within a community by supporting a team of professionals that will travel abroad to train or learn from colleagues in the community they visit
- ☒ **A scholarship**
Fund international graduate-level study by someone seeking a career within an area of focus

Select the primary host and international contacts for this project.

Name	Club	District	Sponsor	Role
+Add Primary Contact				
✓ Notify Primary Contact				

Switch host, international contacts, and committees.

Save & Continue Exit

GRANT INFORMATION

GRANT NUMBER:
...

STATUS
...

LAST ACTIVITY
24/10/2016

Print application (PDF)

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

Application Supplement for Microcredit Projects

Areas of Focus Policy Statements

Conflict of Interest Policy for Program Participants

Cooperating Organization Memorandum of Understanding

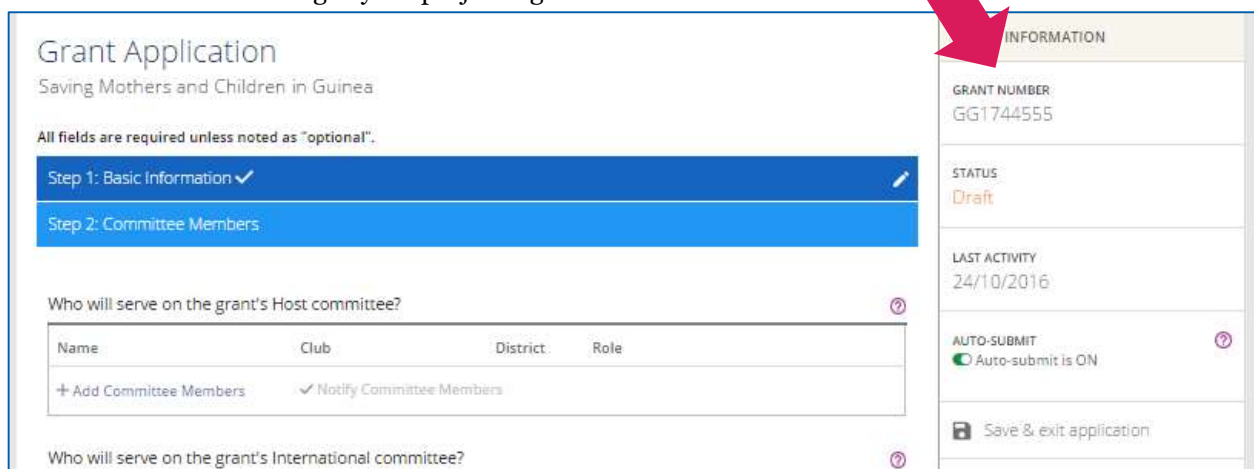
Global Grant Calculator

Global Grant Lifecycle

Global Grant Monitoring and Evaluation Plan Supplement

Global Grant Scholarship Supplement

The Grant Center now assigns your project a grant number.



Grant Application

Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+Add Committee Members			
✓ Notify Committee Members			

Who will serve on the grant's International committee?

GRANT INFORMATION

GRANT NUMBER:
GG1744555

STATUS
Draft

LAST ACTIVITY
24/10/2016

AUTO-SUBMIT
Auto-submit is ON

Save & exit application

Now you're at **step 2, Committee Members**. Add at least two members of the host committee, made up of Rotarians who live in the country where the project activities will be carried out (or where the scholar will study, in the case of a scholarship), and at least two members of the international committee. Answer the question about conflicts of interest. After each step, you'll use the **Save & Continue** button to move to the next step.

Grant Application
Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Do any of these committee members have potential conflicts of interest?

☐ No ☐ Yes

Save & Continue Exit Skip

GRANT INFORMATION

GRANT NUMBER
GG1744555

STATUS
Draft

LAST ACTIVITY
24/10/2016

AUTO-SUBMIT
☒ Auto-submit is ON

Save & exit application

Print application (PDF)

Delete application

Grant Resources
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Application Supplement for Microcredit Projects

Areas of Focus Policy Statements

As you complete the steps, you'll notice that check marks appear next to their labels. You can click the pencil to edit steps you've completed. You can also **Skip** a step and return to it later, but any changes you've made within that step will not be saved.

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members ✓

Who will serve on the grant's Host committee?

Name	Club	District	Role
------	------	----------	------

Do any of these committee members have potential conflicts of interest?

☐ No ☐ Yes

Save & Continue Exit Skip

If you save a step when you haven't supplied all of the necessary information, a banner will tell you that more information is needed. The incomplete sections will be highlighted. The banner will remain until all information for the step has been provided.

RESPONSE NEEDED
Please fill out the highlighted questions or sections below.

Where will your project take place?

City or town Province or state (optional)

Country

When will your project take place?

Start date

Throughout the process, you can click **Save & exit application**. You can also create a PDF of the grant application at any time using **Print application (PDF)**, or you can delete an application that is still in “Draft” status by clicking on **Delete application**. Helpful **Grant Resources** are listed at the bottom of the right-hand column.

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members ✓ Notify Committee Members			

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members ✓ Notify Committee Members			

Do any of these committee members have potential conflicts of interest?

☐ No ☐ Yes

Save & Continue
Exit
Skip

Step 3: Project Overview

Step 4: Areas of Focus

Step 5: Measuring Success

LAST ACTIVITY
26/01/2017

AUTO-SUBMIT
☒ Auto-submit is ON

Save & exit application

Print application (PDF)

Delete application

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

Application Supplement for Microcredit Projects


Areas of Focus Policy Statements

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In **step 3**, briefly describe your project in a **Project Overview**.

Step 3: Project Overview

Tell us a little about your project. What are the main objectives of the project, and who will benefit from it? 


Save & Continue

Exit


Skip

Step 4 is where you indicate the **Areas of Focus** that your project will support.


Step 4: Areas of Focus

Which area of focus will this project support?
Select at least one area. Note that we'll ask you to set goals and answer questions for each area of focus you select. 


☐

 Peace and conflict prevention/resolution


☐

 Disease prevention and treatment


☐

 Water and sanitation


☐

 Maternal and child health

☐

 Basic education and literacy

☐

 Economic and community development

Save & Continue

Exit

Skip

In **step 5**, outline your plan for **Measuring Success**, by checking one or more goals for each area of focus and adding measures for each goal.

Step 5: Measuring Success

MATERNAL & CHILD HEALTH

Which goals of this area of focus will your project support?
Select all that apply. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal.

- ☒ Reducing the mortality and morbidity rate for children under the age of five
- ☐ Reducing the maternal mortality and morbidity rate
- ☒ Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children
- ☐ Supporting studies for career-minded professionals related to maternal and child health

How will you measure your project's impact? Find tips and information on how to measure results in the Global Grant Monitoring and Evaluation Plan Supplement.

Measure	Collection method	Frequency	Beneficiaries
Number of mothers receiving prenatal care	Grant records and reports	Every month	20-49
+ Add Measure			

In **step 6**, add the **Location and Dates** of the project. For scholarships and vocational training teams, add the estimated travel dates.

Step 6: Location and Dates

HUMANITARIAN PROJECT

Where will your project take place?

City or town
Conakry

Province or state

Country
Guinea

When will your project take place?

Start date
02/01/2017

End date
29/12/2017

In **step 7**, list other project **Participants**, including cooperating organizations, scholarship candidates, vocational training team leaders, additional partners, volunteer travelers, and participating clubs or districts.

Step 7: Participants

COOPERATING ORGANIZATIONS(OPTIONAL)

Name	Website	Location
+ Add Organization		

PARTNERS(OPTIONAL)

List any other partners that will participate in this project.

VOLUNTEER TRAVELERS(OPTIONAL)

Name	Email
+ Add Traveler	

ROTARIAN PARTICIPANTS

Describe the role that host Rotarians will have in this project.

Step 8 asks about your project **Budget**. Enter the local currency and exchange rate, list budget items, and upload supporting documents.

Step 8: Budget

What local currency are you using in your project's budget?
The currency you select should be what you use for a majority of the project's expenses.

Local Currency
U.S. dollar (USD) exchange rate

GNF
0.000

What is the budget for this grant?
List each item in your project's budget. Remember that the project's total budget must equal its total funding, which will be calculated in step 9.

#	Category	Description	Supplier	Cost in GNF	Cost in USD
+ Add budget item					
Total budget:				0	0

In **step 9**, list your sources of project **Funding**.

Step 9: Funding

Tell us about the funding you've secured for your project. We'll use the information you enter here to calculate your maximum possible funding match from the World Fund.

#	Source	Details	Amount (USD)	Support*	Total	
+ Add funding source						

*Whenever cash is contributed to the Foundation to help fund a global grant project, an additional 5 percent is applied to help cover the cost of processing these funds. Clubs and districts can receive Paul Harris Fellow recognition points for the additional expense.

How much World Fund money would you like to use on this project?

You may request up to 0.00 USD from the World Fund.

Funding summary

How to Use the Grant Center (March 2017)

11

In **step 10, Sustainability**, you explain each step of the project, how the project responds to community needs, and what makes the project activities sustainable. You also answer a few questions about how the budget affects the sustainability of the project.

Step 10: Sustainability

HUMANITARIAN

Project implementation

Project plan

Summarize each activity

#	Activity
+ Add Activity	

Describe how

How did you

Does your project

How were the

Will the project

How were the

BUDGET

Will you purchase budget items from local vendors?

☐ Yes
 ☐ No

Did you use competitive bidding to select vendors?

☐ Yes
 ☐ No

Do your budget items align with the local community's technology standards?

☐ Yes
 ☐ No

Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?

After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary club or member.

Once you've completed steps 1-10, you're ready to finalize and submit your application. In **step 11** you **Review and Lock** your application. Check each answer you've given to make sure all of the information is accurate and complete. You may find it helpful to print the full application. After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only — you won't be able to make changes. Only the primary contact can lock the application.

Application Finalization & Submission

Step 11: Review and Lock


Now that you've answered all the questions, it's time to finalize the application. There are a few more steps that need to be completed before your application is submitted to the Rotary Foundation for review.

- Review**
Double-check each answer on the application to make sure all of the information is accurate. Download a printable PDF that shows all of your answers together.
- Lock application**
After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only - you won't be able to make changes.
- Authorizations and legal agreements**
You and other authorizers of the grant will review and authorize the application in step 12.
- Submission and Foundation review**
Once all authorizations are given, the grant application is submitted to the Foundation for review.
- Bank account information**
If your application is approved, you will need to provide bank account information.

Lock Application

Locking the application will change its status from "Draft" to "Authorizations Required" and will be read-only to authorizers. District and club leaders who need to authorize the application will receive an email prompting them to do so. Once all authorizations are completed, the application is submitted to The Rotary Foundation for review.

To make any changes or corrections, project planners or authorizers will need to unlock the application first.

Lock Application

In **step 12, Authorizations**, the primary contacts and district and club leaders will authorize the application. Review the information, then click **Authorize now**. As soon as everyone who needs to authorize the application does so, the application is submitted to The Rotary Foundation for review. After your application is submitted, you cannot change it without contacting Rotary staff.

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application in step 11, an email was sent to club or district leaders who also need to authorize your application. In this step, you can see which of them have done so.

Primary contact authorizations

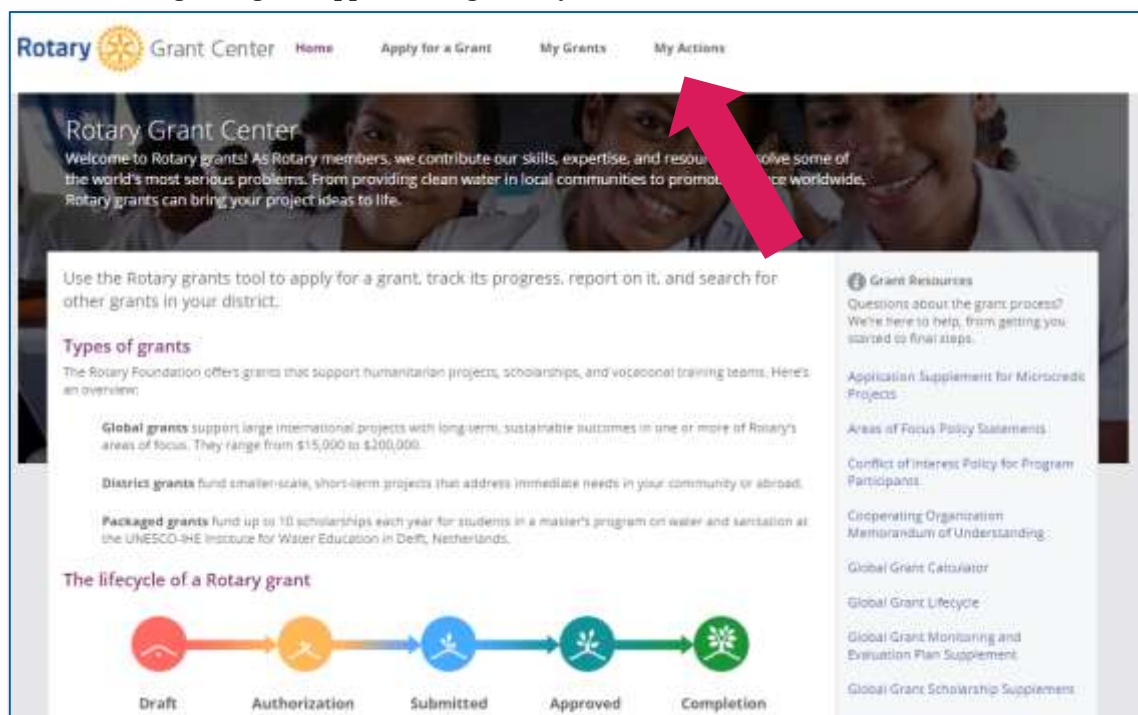
Application Authorization

By submitting this global grant application, we agree to the following:
1. All information provided in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities as presented in this application.
2. The club/district agrees to undertake these activities as a club/district.
3. We will ensure that cash contributions (as detailed in the grant financing) will be forwarded to The Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

✓ Authorize now

Authorize a Global Grant Application (club presidents and district leaders)

To authorize a global grant application, go to **My Actions**.



Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
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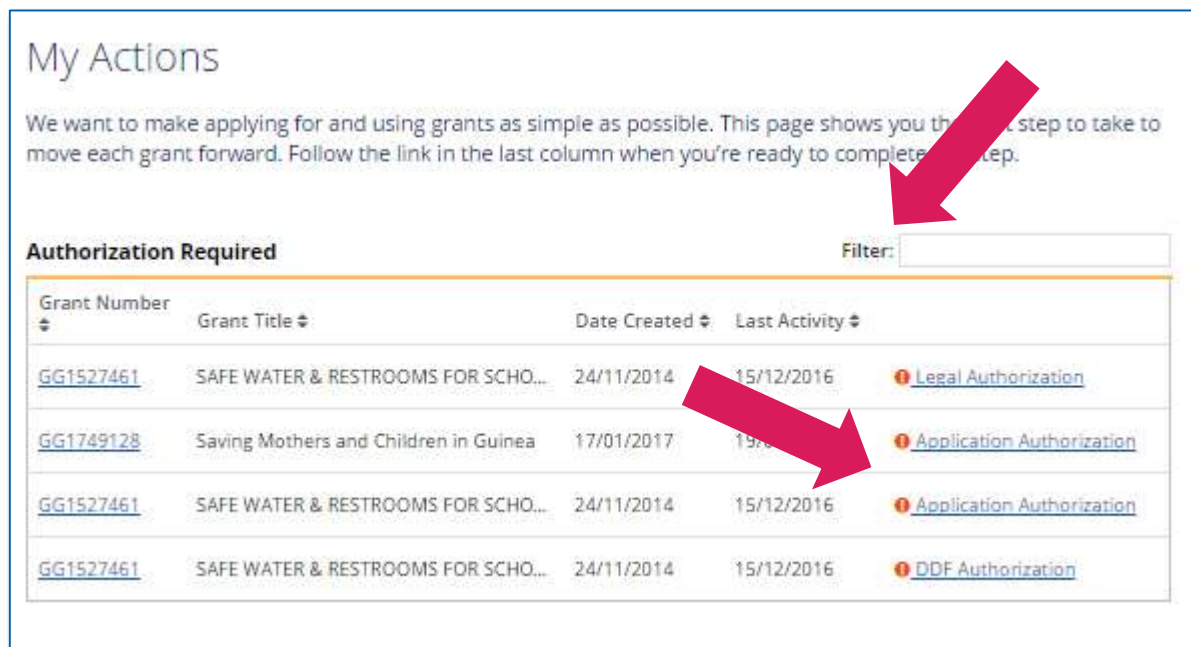
The lifecycle of a Rotary grant

Draft → Authorization → Submitted → Approved → Completion

Grant Resources

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Go to the **Authorization Required** section of the page. You can use **Filter** to search for a grant by number. Depending on your role (club president, district Rotary Foundation committee chair, or district governor), you'll see various authorization links. When you find the grant you need to authorize, follow its authorization link.



My Actions

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Authorization Required

Filter:

Grant Number	Grant Title	Date Created	Last Activity	
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	Legal Authorization
GG1749128	Saving Mothers and Children in Guinea	17/01/2017	19/01/2017	Application Authorization
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	Application Authorization
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	DDF Authorization

You'll be taken to step 12 of the application, **Authorizations**. Read the legal agreement, then click **Yes, I agree**, or read the authorization information and click **Authorize**. You can print a copy of the agreement for your records.

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization

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When you locked the application in step 11, an email was sent to club or district leaders who also need to authorize your application. In this step, you can see which of them have done so.

✓ Yes, I agree

Legal agreement

In consideration of the grant, I acknowledge and agree to the following:

1. The Sponsor of the grant application is authorized to submit the application to The Rotary Foundation.

2. The total financial requested is \$20,000.00.

✓ Yes, I agree

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization

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District Rotary Foundation chair authorization

Application Authorization

By submitting this global grant application, we agree to the following:

1. All information entered in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities as presented in this application.

2. The club/district agrees to undertake these activities as a club/district.

3. We warrant that all cash contributions (as detailed in the grant financing) will be forwarded to The Rotary Foundation (TRF) or directly to the global grant bank account after Trustee approval of the grant.

✓ Authorize now

Print authorizations (PDF)

DDF authorization

Funding source	Amount requested
District Designated Fund (DDF)	10,000.00
District Designated Fund (DDF)	20,000.00

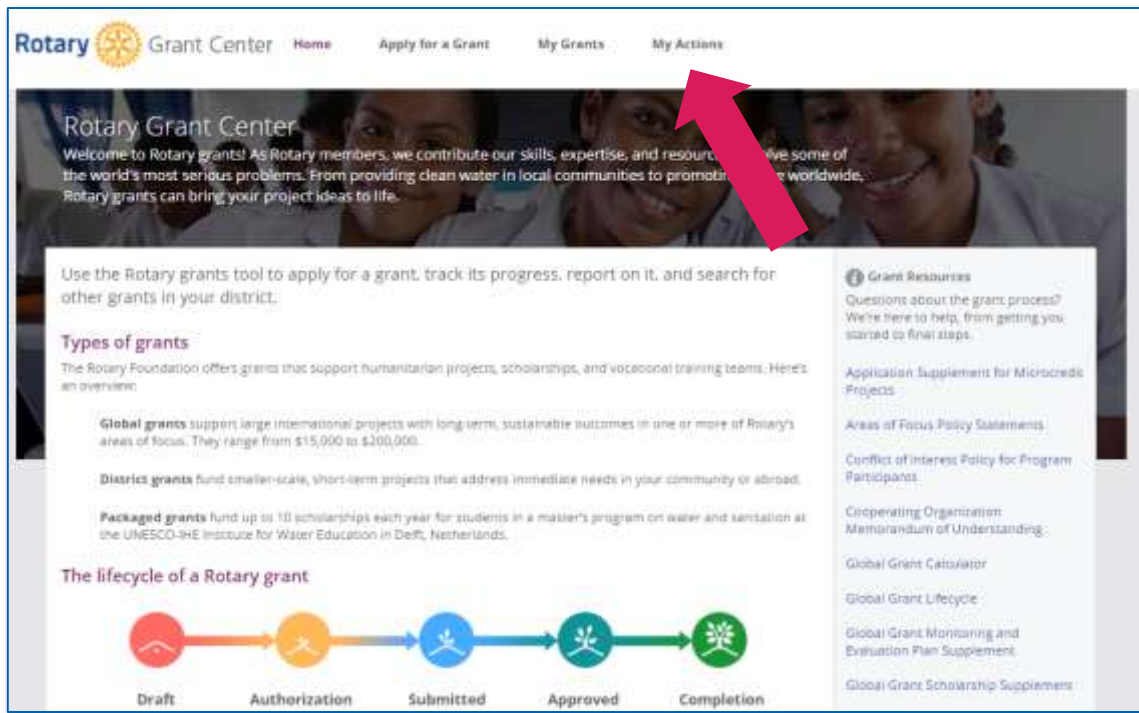
✓ Authorize now

How to Use the Grant Center (March 2017)

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Enter Global Grant Bank Account Information

After a grant has been approved, primary contacts provide information about the project bank account so that the Foundation can deposit the grant money. To enter bank account information, go to **My Actions**.



Rotary Grant Center

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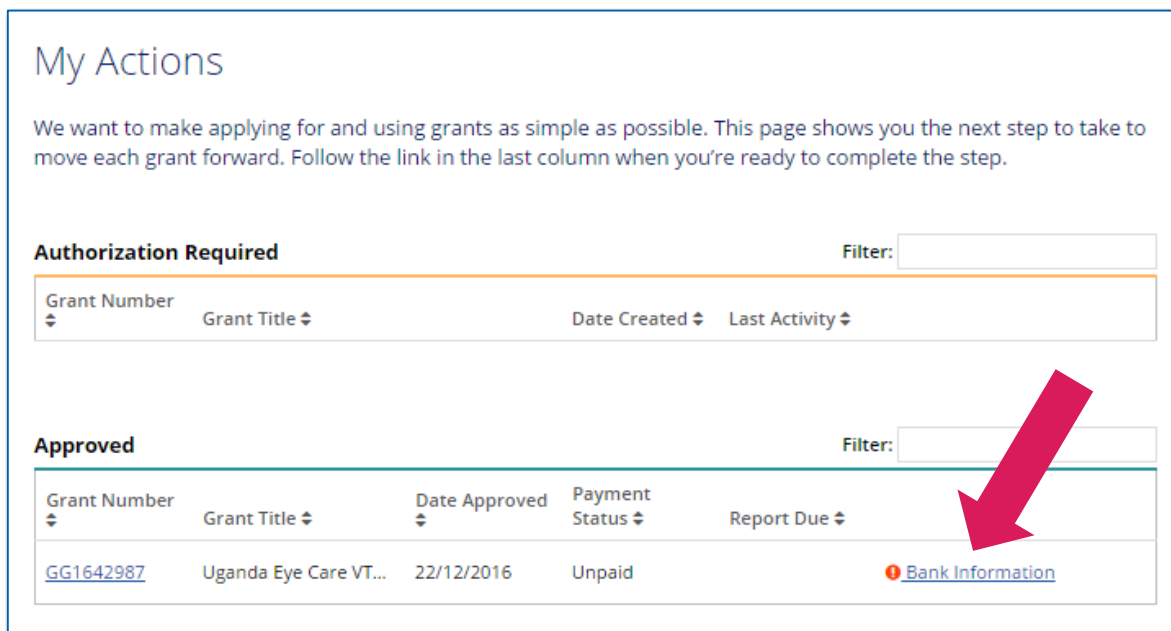
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- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement

Go to the **Approved** grants. You can use **Filter** to search for a grant by number. When you find the grant, click **Bank Information**.




My Actions

We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.

Authorization Required Filter:

Grant Number	Grant Title	Date Created	Last Activity
--------------	-------------	--------------	---------------

Approved Filter:

Grant Number	Grant Title	Date Approved	Payment Status	Report Due
GG1642987	Uganda Eye Care VT...	22/12/2016	Unpaid	 Bank Information

As you select answers, other menu items will appear. Use the **Add** buttons to designate two Rotarians to serve as signatories for the bank account. When you've provided all of the information, click **Submit**, then **Save & Exit**.

Account holder:

--Please Select--

Location of the bank account:

--Please Select--

Pay to:

Identify two Rotarians from the club or district maintaining the account who will act as signatories for making payments made from the global grant bank account. These individuals will receive an email notification that they have been added as bank account signatories for this grant. Rotarians who do not have a valid email address listed in Rotary's membership records will not appear in search results.

Account Signatories

No.	Name	Club
1		
2		

Upload Bank Statement For Funds Sent Direct to Account

If cash contributions are sent directly to the bank account, upload a bank statement showing the deposit of funds into the account.

Upload Bank Statement

Multiple Files...

Single File...

Please note that uploaded files will be displayed on this page after form is submitted.

Enter the expected contributions (Funds Sent Direct Only)

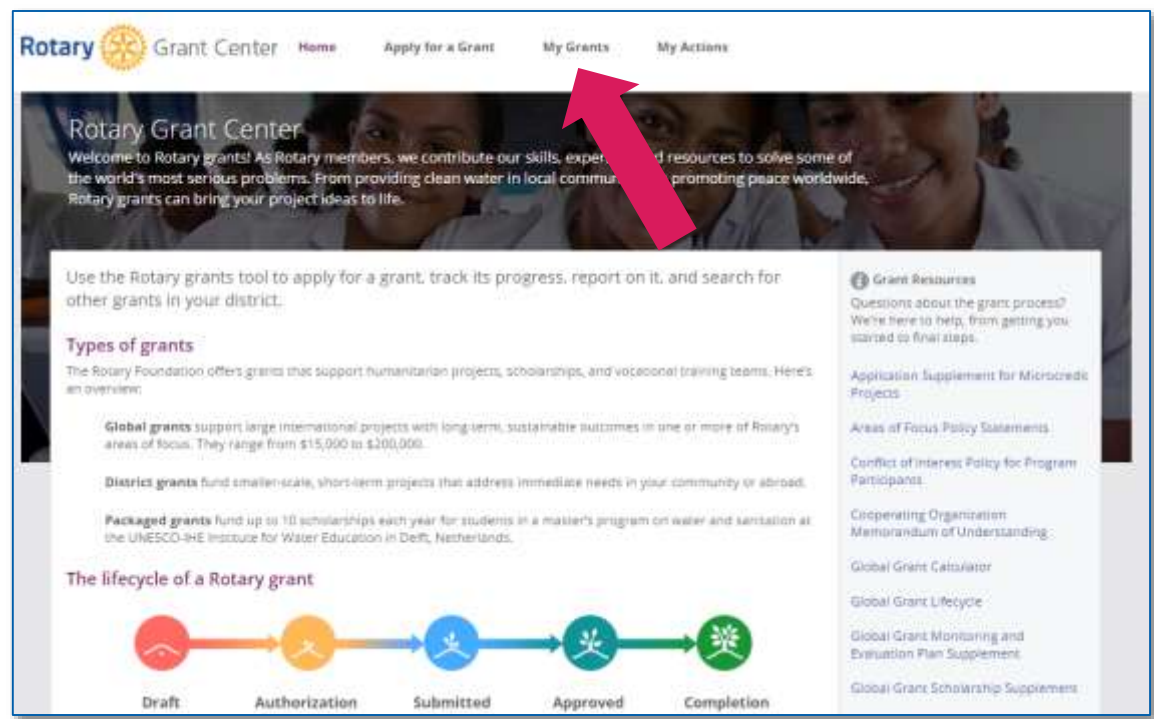
Submit

Save & Exit

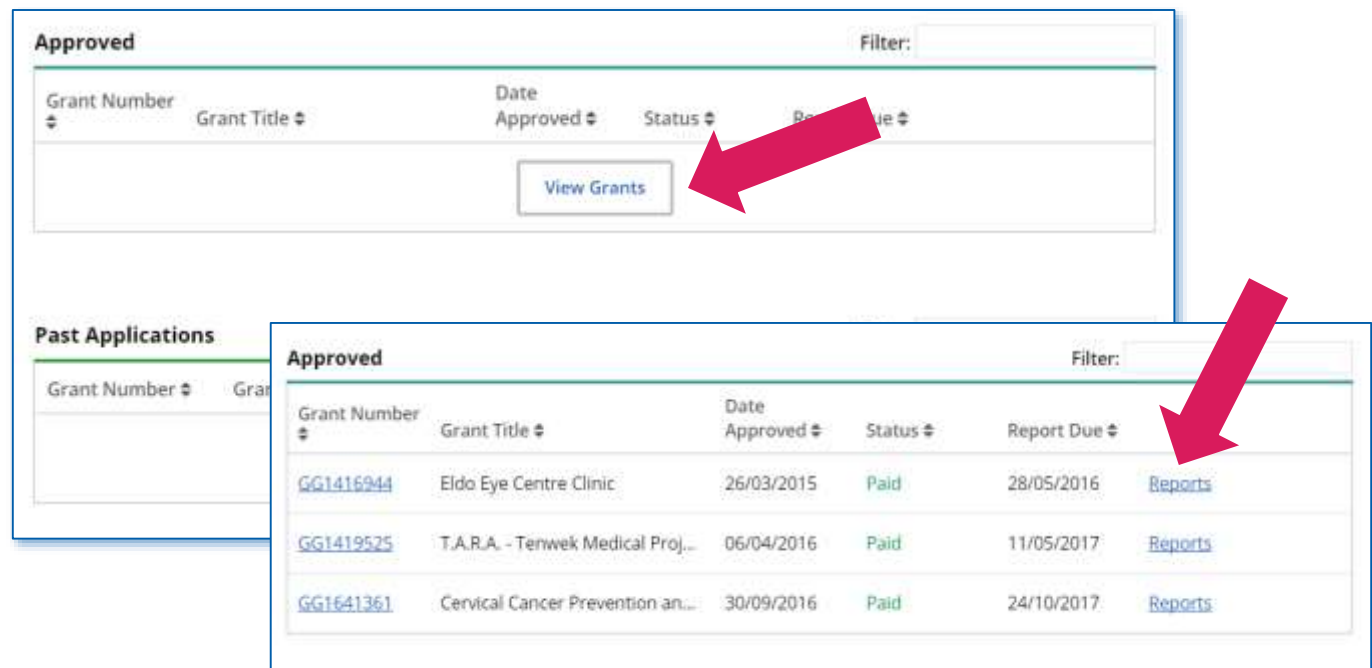
Save

Report on a Global Grant

To report on a global grant, go to **My Grants**.



Go to the **Approved** grants section and click **View Grants** to see all of the approved grants that you're involved in. Or use **Filter** to search for a grant by number. When you find the grant, click **Reports**.



If the project’s activities are still underway, create a progress report. If the project has been finished, create a final report. When you do, if the grant involves a scholarship or vocational training team, a message is automatically sent to the scholar or the team leader asking them to complete their portion of the report.

Global Grant Report(s)

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter. Final reports must be submitted within two months of completing the grant activity.

Use the buttons below to create a new report or view an existing report.

If you have questions, [contact us](#) by email or click on the Messages button in the global grant report to send a message directly to Foundation staff.

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter. Final reports must be submitted within two months of completing the grant activity.

Use the buttons below to view an existing report. Only primary contacts can create new global grant reports.

If you have questions, [contact us](#) by email.

[Create Progress Report](#)

[Create Final Report](#)

Progress Report(s)

No.	Report Status	Submission Date
-----	---------------	-----------------



If you have already started a report, choose **Open** to continue your work on it.

Global Grant Report(s)

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter. Final reports must be submitted within two months of completing the grant activity.

Use the buttons below to view an existing report. Only primary contacts can create new global grant reports.

If you have questions, [contact us](#) by email.

Progress Report(s)

No.	Report Status	Submission Date	
1	Submitted	03/06/2016	Open



Complete each section of the report, beginning with the **Objectives** tab. Be sure to explain any changes to the goals of the project as well as the progress you've made.

The screenshot shows the 'Objectives' tab selected in a report interface. At the top, there are four tabs: 'Objectives', 'Participants', 'Budget', and 'Authorizations'. Below the tabs is a help icon and text: '? Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.' The main heading is 'WELCOME TO THE GLOBAL GRANT REPORT' followed by a paragraph: 'Your answers to the questions in this report will help us measure Rotary's impact in the world, publicize your successful activities, and document your good stewardship practices. Thank you for taking your time to complete this report carefully and accurately.' The form contains several sections: 'Report type:' with a dropdown menu showing 'Progress'; 'Your global grant was approved to fund the following activity(ies):' with a text input field containing 'Humanitarian project'; 'Rate your progress toward achieving your project's objectives:' with a dropdown menu showing '--Please Select--'; and 'If no progress has been achieved to date, explain why.' with a large text input field.

In the **Participants** tab, describe how the sponsor Rotarians have participated in the project. Also enter any other clubs or districts that have helped with the project. If any cooperating organizations are involved in the project, provide details about their activities.

The screenshot shows the 'Participants' tab selected in the report interface. The tabs at the top are 'Objectives', 'Participants', 'Budget', and 'Authorizations'. Below the tabs is the same help icon and text: '? Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.' The main heading is 'Describe how the host and international Rotarians committed their time and expertise during the implementation of the project.' followed by a large text input field. Below this is another heading: 'Identify any Rotary clubs or districts other than the primary sponsors and financial contributors who were involved in this grant.' This is followed by a table with three columns: 'No.', 'Name/Number', and 'Club/District'. Below the table is a blue button labeled 'Add Rotary Club/District'.

If your grant involves a scholarship, the **Scholar Narrative** tab will be visible. The scholar will complete this section.

ObjectivesParticipantsScholar NarrativeBudgetScholar AuthorizationAuthorizations

?

Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

WELCOME TO THE GLOBAL GRANT SCHOLAR REPORT

Submission of this report is a required component of the scholarship and essential to evaluating the success of your experience. Thank you for taking your time to complete this report carefully and accurately.

How would you characterize the impact of your studies on your future professional goals?

If your studies have had no impact on your future professional goals, explain why.

List all coursework, research, and service activities that you have completed since the start of your scholarship. Provide a brief description and explain how each will advance your professional goals in one of the six areas of focus.

No.	Activity	Description	Impact on professional goals

Have your professional goals changed as a result of your scholarship experience?

If yes, explain how and why.

Describe any challenges you have encountered as a Rotary Scholar.

Rate the frequency of your communication with local Rotarians:

On the **Scholar Authorization** tab, the scholar must certify that the report is complete and accurate and click **Save & Exit**.

ObjectivesParticipantsScholar NarrativeBudgetScholar AuthorizationAuthorizations

?

Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

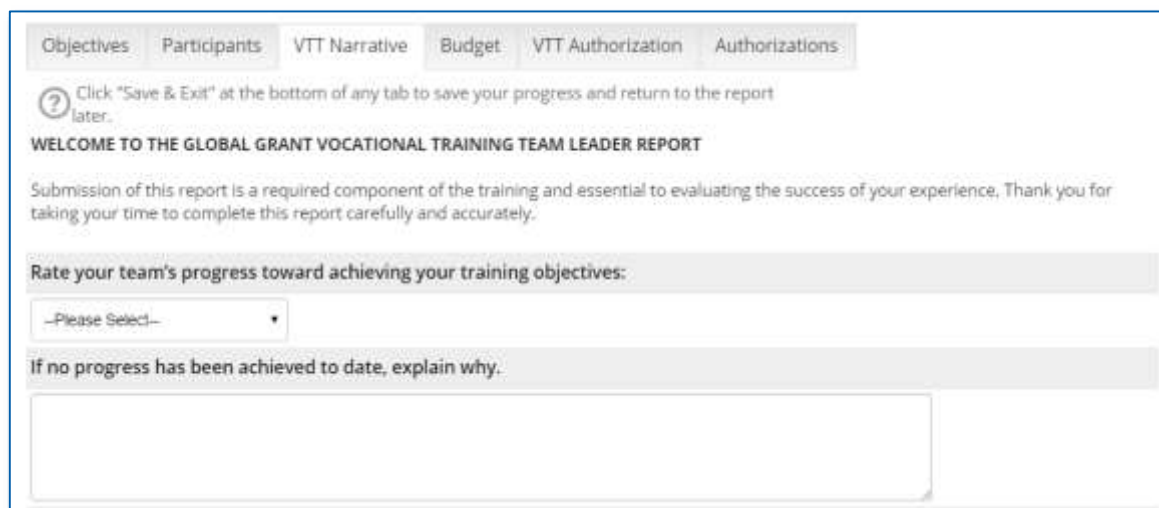
Authorization

Upon submitting your authorization, an email notification will be sent to your Rotarian sponsors to inform them that you have completed your portion of the report.

☐ I certify that this global grant report is complete and that the information contained within is accurate.

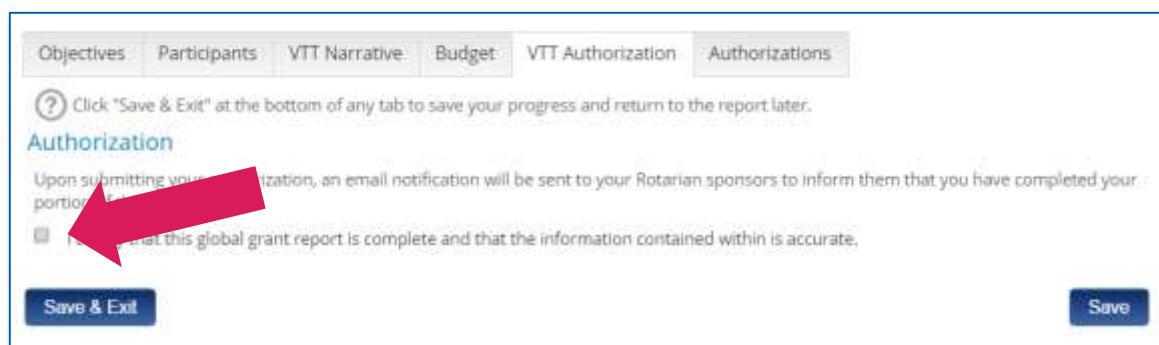
Save & ExitSave

If your project includes a vocational training team, the **VTT Narrative** tab will be visible. The vocational training team leader will complete this section; team members and primary contacts will not be able to.



The screenshot shows the 'VTT Narrative' tab selected in a navigation bar at the top, which also includes 'Objectives', 'Participants', 'Budget', 'VTT Authorization', and 'Authorizations'. Below the tabs, a help icon and text state: 'Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.' The main heading is 'WELCOME TO THE GLOBAL GRANT VOCATIONAL TRAINING TEAM LEADER REPORT'. A paragraph follows: 'Submission of this report is a required component of the training and essential to evaluating the success of your experience. Thank you for taking your time to complete this report carefully and accurately.' Below this is a section titled 'Rate your team's progress toward achieving your training objectives:' with a dropdown menu currently showing '-Please Select-'. At the bottom of this section is a text area with the prompt 'If no progress has been achieved to date, explain why.'

On the **VTT Authorization** tab, the team leader will certify that the grant report is complete and click **Save & Exit**.



The screenshot shows the 'VTT Authorization' tab selected in the navigation bar. The help text at the top is the same as in the previous screenshot. The main heading is 'Authorization'. A paragraph states: 'Upon submitting your authorization, an email notification will be sent to your Rotarian sponsors to inform them that you have completed your portion.' Below this is a checkbox with the text 'I certify that this global grant report is complete and that the information contained within is accurate.' A large red arrow points to this checkbox. At the bottom left is a 'Save & Exit' button, and at the bottom right is a 'Save' button.

In the **Budget** tab, you'll see the budget that you included in the grant application. Enter what you've actually spent since the grant was approved. You'll also answer questions about the project's budget, financial management, and challenges. For both progress reports and final reports, you'll provide bank statements. You may also upload any other supporting documentation, such as a ledger or receipts.

ObjectivesParticipantsBudgetAuthorizations

?

Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

Resources

- Grant Terms and Conditions
- Grant Management Manual
- RI Exchange Rates
- Danda Currency Converter
- Bloomberg Currency Conversion
- Returning Grant Funds to The Rotary Foundation

Click Edit to enter information for each budget item. Actual spent is the amount you spent since the grant was approved. Next, enter the three-letter code of the Currency used for the expenditure and the Exchange Rate for the currency. If you spent grant funds in two currencies, click Split to enter the amounts spent in both currencies. If no funds were spent, enter 0. Add new budget items if needed.

Description (Supplier)	Budgeted cost (USD)	Actual spent	Currency	Exchange Rate	Spent Amount (USD)	Remaining
Quantum Medical Imagin, Q-Rad-CS-2 Package + mounting (PowerQuest WorldWide)	57,063.00					
Eaton 3000 WATT Medical Grade True Online UPS + peripherals (PowerQuest WorldWide)						

Edit

Split

Edit budget item

No.1

DescriptionQuantum Medical Imagin

SupplierPowerQuest WorldWide

CategoryEquipment

Budgeted cost (USD)57063

Actual spent

Currency

Exchange Rate

Spent Amount (USD)0

Remaining0

Save

Cancel

If you're submitting a final report, the **Areas of Focus** tab will be visible. The measures that you selected in the grant application will appear here. Click **Edit** to report actual results for each measurement.

Objectives

Areas of Focus

Participants

Budget

Authorizations

?

Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

What was your impact?

Total number of direct beneficiaries:

Provide the method, schedule, and results for the measures you identified in the application. Add new measures if needed.

Water and sanitation

Measure	Actual Measurement Method	Actual Measurement Schedule	Actual Results
Number of people with access to improved sources of drinking water	Direct observation	Every month	<div>Edit</div>

When the report — including, if applicable, the scholar and vocational training team portions — is complete, go to the **Authorizations** tab. One of the grant's two primary contacts will be asked to confirm that the report is ready to be authorized.

Objectives

Participants

Budget

Authorizations

Both host and international sponsors are required to authorize the report. If the primary sponsor is a club, then the current president authorizes the report on behalf of the club. If the primary sponsor is a district, then the current district Rotary Foundation committee chair authorizes the report on behalf of the district. After the primary contact affirms that the report is complete, the report will be locked for editing and the officers authorizing this report will receive an email notification requesting their authorization.

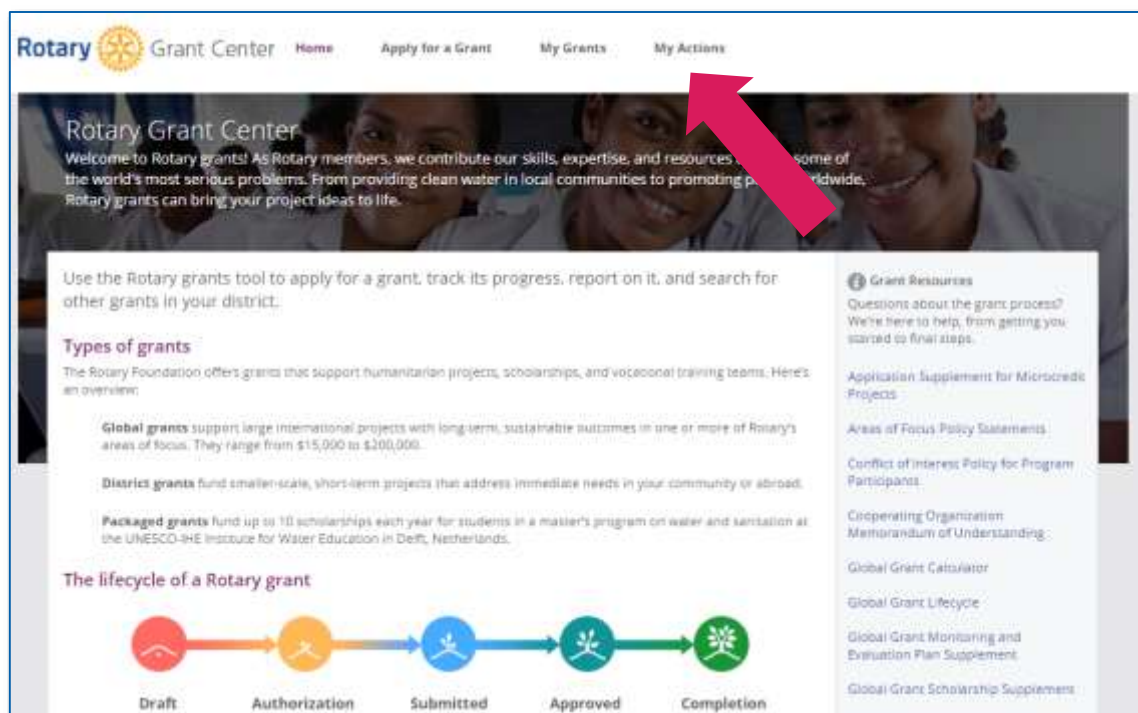
Role	Name	Authorization Status	Authorization Date(yyyy-mm-dd)
Club President			
Club President			

By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes. I also understand that all photographs submitted with this report will become the property of Rotary and will not be returned. I warrant that I own all rights in the photographs, including copyright, and I grant Rotary International and The Rotary Foundation a royalty-free, irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses, and in any medium now known or later developed. This includes the right to use the photographs as necessary at Rotary's sole discretion. This also includes, without limitation, use on or in websites, magazines, brochures, pamphlets, exhibitions, and any other promotional materials of RI and TRF.

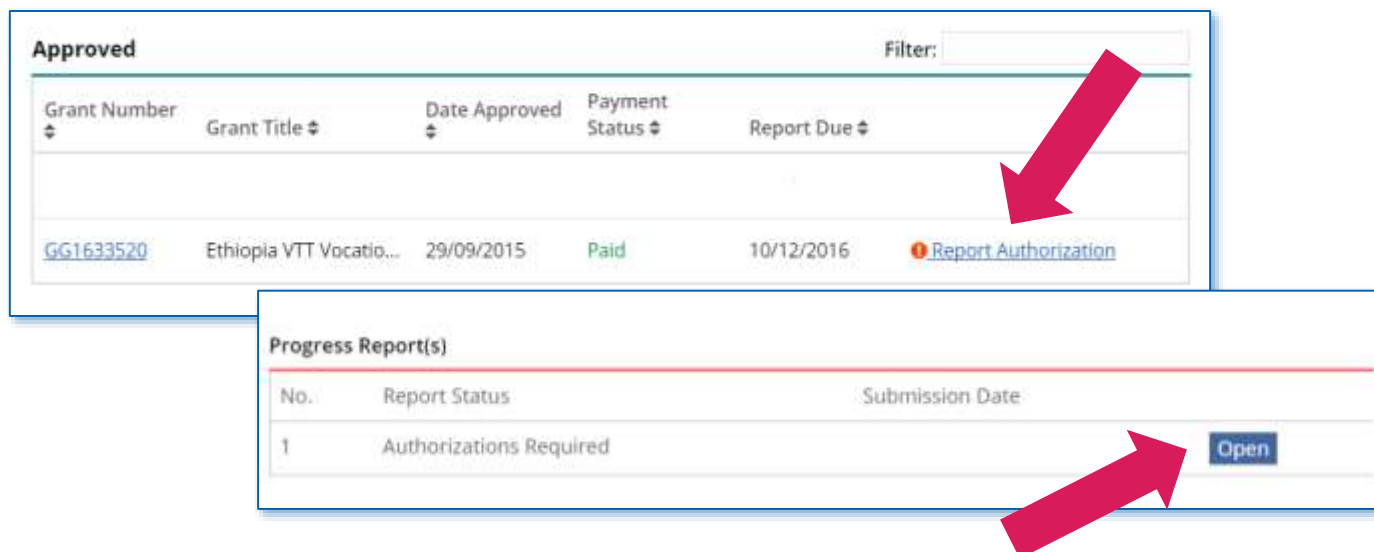
☐ As a primary contact on this grant, I affirm that the report is complete and ready for authorization by the officers listed above.

Authorize a Global Grant Report

After the primary contact affirms that the report is complete and the report's status changes to "Authorizations Required," the club presidents or district Rotary Foundation committee chairs from both the host and international sponsors must authorize the report. To authorize a global grant report, go to **My Actions**.



Go to the **Approved** grants section of the page. When you find the grant, click **Report Authorization**. Then click **Open**.



Review the report content, then go to the **Authorizations** tab. Check the box to certify that the report is complete and accurate. Then click **Authorize**. When the second authorizer completes this step, the report’s status changes to “Submitted,” and Rotary staff will see that the report is ready for review.

ObjectivesParticipantsVTT NarrativeBudgetVTT AuthorizationAuthorizations

Both host and international sponsors are required to authorize the report. If the primary sponsor is a club, then the current president authorizes the report on behalf of the club. If the primary sponsor is a district, then the current district Rotary Foundation committee chair authorizes the report on behalf of the district. After the primary contact affirms that the report is complete, the report will be locked for editing and the officers authorizing this report will receive an email notification requesting their authorization.

Role	Name	Authorization Status	Authorization Date(yyyy-mm-dd)
District Rotary Foundation Chair (DRFC)			
Club President			

By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes. I also understand that all photographs submitted with this report will become the property of Rotary and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant Rotary International and The Rotary Foundation a royalty-free, irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses, and in any medium now known or later developed. This includes the right to modify the photographs as necessary at Rotary's sole discretion. This also includes, without limitation, use on or in websites, magazines, brochures, presentations, exhibitions, and any other promotional materials of RI and TRF.

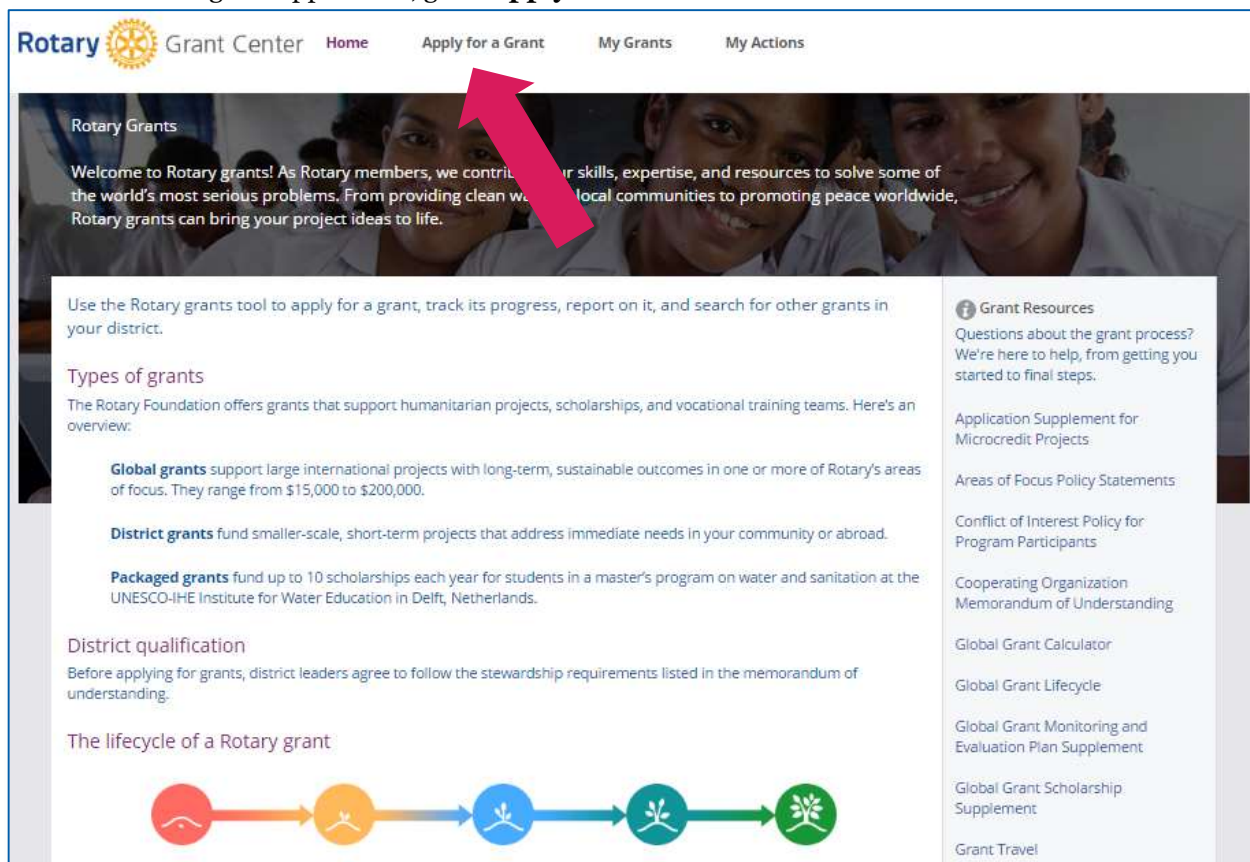
☒ As primary contact on this grant, I affirm that the report is complete and ready for authorization by the officers listed above.

☐ I certify that this global grant report is complete and that the information contained within is accurate.

Authorize

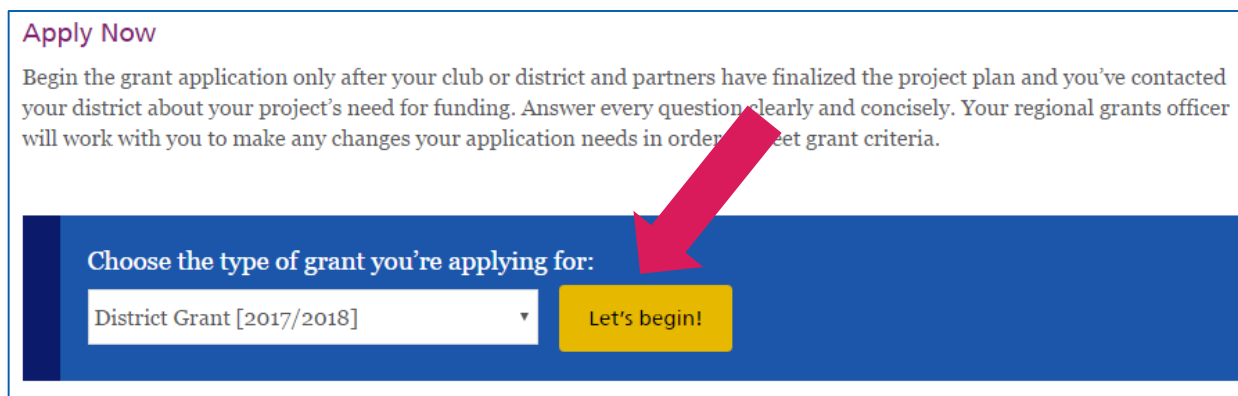
Apply for a District Grant (district leaders only)

To start a district grant application, go to **Apply for a Grant**.



The screenshot shows the Rotary Grant Center homepage. The navigation bar at the top includes links for Home, Apply for a Grant, My Grants, and My Actions. A red arrow points to the 'Apply for a Grant' link. The main content area features a welcome message, a description of Rotary grants, and a section titled 'Types of grants' which lists Global grants, District grants, and Packaged grants. A 'District qualification' section and a 'The lifecycle of a Rotary grant' diagram are also visible. On the right side, there is a 'Grant Resources' sidebar with various links.

Only district governors, Rotary Foundation committee chairs and grants subcommittee chairs can apply for a district grant. So under **Choose the type of grant you're applying for**, the district grant option will be available only to them. Choose **District Grant** from the list and click **Let's begin!**



The screenshot shows the 'Apply Now' section. It contains a paragraph of instructions for beginning the grant application process. Below the text is a blue box with the heading 'Choose the type of grant you're applying for:'. Inside this box is a dropdown menu showing 'District Grant [2017/2018]' and a yellow button labeled 'Let's begin!'. A red arrow points to the 'Let's begin!' button.

In the **Spending Plan** tab, choose **Add Activity** to start giving the details of your spending plan.

Spending Plan

Bank Account

Authorizations

Complete the spending plan table and detail the activities and costs your grant will finance. Up to 3% of the total district grant can be used for administrative expenses and up to 20% can be allocated for contingencies.

Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Maximum grant amount:

No.	District	Activity type	Activity description	Activity location	Planned amount (USD)
Spending plan total:					0

Add Activity

Export to Excel

Save & Exit

Messages

Save

For each activity, provide the sponsoring club or district, the activity type, a description, the location, and the cost of the activity. Once you've added all of the information, click **Save**. Do this for each activity in the spending plan.

District Grant Application

Spending Plan

Bank Account

Authorizations

Complete the spending plan table and detail the activities and costs your grant will finance. Up to 3% of the total district grant can be used for administrative expenses and up to 20% can be allocated for contingencies.

Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Maximum grant amount:

No.	District	Activity type	Activity description	Activity location	Planned amount (USD)
Spending plan total:					0

Add Activity

Export to Excel

Save & Exit

Messages

Save

Edit line item

No.

1

District/Club

--Please Select--

Activity type

--Please Select--

Activity description

Activity location

--Please Select--

Planned amount (USD)

0

Save

Delete

Cancel

In the **Bank Account** tab, choose the country where the district’s bank account is located. When you do, additional lines will appear. Provide all of the requested information.

Spending Plan

Bank Account

Authorizations

Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Location of the bank account:

United States

Payment currency:

USD

Payment method:

Automated Clearing House (ACH)

Pay to:

District

Bank account name:

Bank account number:

Account type:

ABA routing number:

Use the **Add** buttons to designate two Rotarians from your district who will serve as signatories for the bank account.

Bank address (line 1):

Bank address (line 2):

Bank address (line 3):

Bank city:

Bank state:

Bank postal:

Identify two Rotarians from your district who will serve as the signatories for this account. These individuals will receive an email notification that they have been added as bank account signatories for this grant. Rotarians who do not have a valid email address in Rotary's membership records will not appear in search results.

Account Signatories

No.	Name	Club
1		
2		

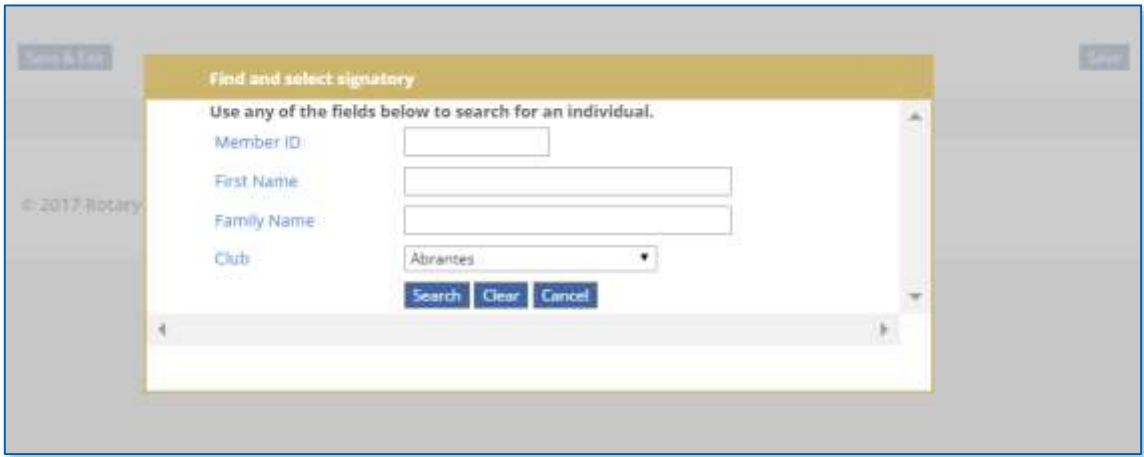
Add

Add

Save & Exit

Save

Provide information about both bank account signatories. You can search for their names by entering their clubs' names and clicking **Search**.



In the **Authorizations** tab, accept the terms of the grant agreement and authorize the grant application. A red error message will appear if any information is missing or incorrect.

Spending Plan	Bank Account	Authorizations
<p>Review the spending plan, bank account, and signatory details to confirm this information is complete. Each officer listed must accept the terms of the Rotary Foundation District Grant Agreement and authorize the grant application. After the first authorization, this grant application will be locked. Any subsequent changes to the application will cancel existing authorizations.</p> <p>The following issues must be resolved before this grant can be authorized and submitted:</p> <ul style="list-style-type: none">• You must complete a spending plan.• You must provide bank account information.• You must provide two account signatories. <p>District Grant Agreement</p> <p>This District Grant Agreement ("Agreement") is entered into by The Rotary Foundation of Rotary International ("TRF") and the District. In consideration of receiving this Rotary Foundation District Grant ("Grant") from TRF, the District agrees that:</p> <ol style="list-style-type: none">1. The District has received and read the Terms and Conditions for Rotary Foundation District Grants and Global Grants, which are incorporated into and made part of this Agreement, and will abide by all Terms and Conditions set forth therein.2. The District shall defend, indemnify, and hold harmless Rotary International (RI) and TRF, including their directors, trustees, officers, committees, employees, agents, associate foundations, and representatives (collectively "RI/TRF"), from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses (including reasonable attorney's fees and other legal expenses), awards, judgments, and fines asserted against or recovered from RI/TRF arising out of any act, conduct, omission, negligence, misconduct, or unlawful act (or act contrary to any applicable governmental order or regulation) resulting directly or indirectly from the activities undertaken in this grant.		

Check the box to authorize the application, and click **Save & Exit**. When you authorize the application, an email notification will be sent to the other district leaders whose authorizations are required.

District Officers

Role	Name	Date Authorized
District Governor (DG)		
District Rotary Foundation Chair (DRFC)		
District Grants Subcommittee Chair (DGSC)		

☐ By clicking this box, I affirm that I am an authorized representative and have the authority to act on behalf of the Rotary District to which I belong. I further affirm that I have read and agree to this Agreement, including the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

Authorization not permitted until the items listed at the top of this page have been completed.

Save & Exit

Messages