



2 Applying for a Global Grant

The Rotary Foundation administers global grants through a two-step application process. This helps ensure that the sponsors meet the global grant eligibility standards before they invest significant time finalizing their plan and completing the grant application.

Global Grant First Steps

The first phase of the application gives sponsors an opportunity to confirm that their activity meets global grant requirements.

It is recommended that you discuss your activity and funding options with your district Rotary Foundation committee before you begin a global grant application.

Global Grant Application

The following pages outline the questions you will be asked on the global grant application for each of the three activity types. If your global grant includes more than one activity type, you will need to respond to questions from each application.

These questions are subject to change. This document is not an exact replica of the online application. It is intended to give you an idea of the questions that you will be required to answer.

Find the grant application at www.rotary.org/grants as of January 2013.

Humanitarian Project Application

Objectives

In a few short sentences, tell us your objectives for this global grant.

Who will benefit from this global grant?

Where will your project take place?

When do you anticipate your project will take place?

What community needs will your project address and how were these needs identified? Provide any relevant data or survey results.

Detail how your project will address these community needs.

How were members of the local community involved in planning the project? Does your project align with any current or ongoing local initiatives?

Describe any training, community outreach, or education programs, if applicable, and who will conduct them. How will recipients be selected?

Areas of Focus

Global grants must support the goals of at least one of Rotary's areas of focus. You will be asked to select the applicable area of focus and the goals that your activity will support.

How will you meet these goals?

How will you measure your impact (*involves choosing a measure, target, measurement method, and measurement schedule*)?

Who will be responsible for collecting information for monitoring and evaluation?

The application supplement for microcredit projects is required for global grant applications that include microcredit activities under the economic and community development area of focus.

Participants

Global grant committee

Identify the Rotary club or district in the country or geographical area where the activity will take place (primary host sponsor) and a Rotary club or district outside of that country or geographical area (primary international sponsor). Each sponsor must establish a three-person grant committee and one individual on the grant committee must be designated as the primary contact.

List the members of the global grant committee and disclose any potential conflict of interest within the committee.

Cooperating organization

List the name of the cooperating organization.*

Upload the memorandum of understanding between the primary sponsors and the cooperating organization in PDF format.*

Describe your process for selecting this organization. What resources or expertise will this organization contribute?*

Partners

List any additional partners who will participate. This may include Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.*

Volunteer travelers

International travel for volunteers is permitted for up to two individuals as part of a humanitarian project. These individuals provide training or implement the project should the host sponsor confirm that their skills are not readily available locally.*

Identify the responsibilities of the volunteer travelers and the specific tasks that each individual will complete.*

Upload a résumé or curriculum vitae, in PDF format, for each volunteer traveler.*

Upload a daily itinerary for the volunteer travelers. Include travel, training, and/or project implementation activities.*

**Only if applicable; not required for all.*

Participants *continued*

Rotarian participation

Describe the role of the host Rotarians in this activity and list their specific responsibilities.

Describe the role of the international Rotarians in this activity and list their specific responsibilities.

Describe the role that members of the local community will play in implementing your project. What incentives (e.g., compensation, awards, certification, promotion) will you provide to encourage local participation?

Identify any individuals in the local community who will be responsible for monitoring outcomes and ensuring continuity of services. How will you support these individuals to help them take on this leadership role?

Budget

Detail the proposed expenses for your activity, such as accommodations, equipment, supplies, monitoring and evaluation, operations, personnel, project management, publicity, signage, travel, tuition.

Upload any documents, such as price bids or pro forma invoices, to support the expenses listed.

Describe the process for selecting these budget items. Do you plan to purchase any items from local vendors? Have you performed a competitive bidding process to select vendors? Do these budget items align with the local culture and technology standards?

How will the beneficiaries maintain these items? If applicable, confirm that spare or replacement parts are readily available and that the beneficiaries possess the skills to operate equipment.

Who will own the items purchased with grant funds at the end of the project, including equipment, assets, and materials? Note that items cannot be owned by a Rotary club or Rotarian.

Financing

List all funding sources.

Have you identified a local funding source to ensure long-term project outcomes? Will you introduce practices to help generate income for ongoing project funding?

Vocational Training Team Application

Objectives

In a few short sentences, tell us your objectives for this global grant.

Who will benefit from this global grant?

Identify the team(s) that will be supported. Include team name, whether team will be receiving or providing training, location of training, and travel dates.

What training needs will the team(s) address and how were these needs identified? Provide any relevant data or survey results.

Detail the specific objectives for the training, including expected positive changes in recipient knowledge, abilities, and/or skills.

How were members of the local community involved in planning the training? Does the training align with any current or ongoing local initiatives?

How will you support training recipients so that skills received through training are kept up-to-date?

Upload a daily itinerary for the training team. Include both travel and training activities.

Areas of Focus

Global grants must support the goals of at least one of Rotary's areas of focus. You will be asked to select the applicable area of focus and the goals that your activity will support.

How will you meet these goals?

How will you measure your impact (*involves choosing a measure, target, measurement method, and measurement schedule*)?

Who will be responsible for collecting information for monitoring and evaluation?

Participants

Global grant committee

Identify the Rotary club or district in the country or geographical area where the activity will take place (primary host sponsor) and a Rotary club or district outside of that country or geographical area (primary international sponsor). Each sponsor must establish a three-person grant committee and one individual on the grant committee must be designated as the primary contact.

List the members of the global grant committee and disclose any potential conflict of interest within the committee.

Vocational training team members

List vocational training team members.

The required team leader should be a Rotarian unless there is an advantage to having a non-Rotarian team leader. If the team leader is not a Rotarian, tell us why.

Cooperating organization

List the name of the cooperating organization.*

Upload the memorandum of understanding between the primary sponsors and the cooperating organization in PDF format.*

Describe your process for selecting this organization. What resources or expertise will this organization contribute?*

Partners

List any additional partners who will participate. This may include Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.*

Rotarian participation

Describe the role of the host Rotarians in this activity and list their specific responsibilities.

Describe the role of the international Rotarians in this activity and list their specific responsibilities.

**Only if applicable; not required for all.*

Budget

Detail the proposed expenses for your activity, such as accommodations, equipment, supplies, monitoring and evaluation, operations, personnel, project management, publicity, signage, travel, tuition.

Upload any documents, such as price bids or pro forma invoices, to support the expenses listed.

Describe the process for selecting these budget items. Do you plan to purchase any items from local vendors? Have you performed a competitive bidding process to select vendors? Do these budget items align with the local culture and technology standards?

How will the beneficiaries maintain these items? If applicable, confirm that spare or replacement parts are readily available and that the beneficiaries possess the skills to operate equipment.

Who will own the items purchased with grant funds at the end of the project, including equipment, assets, and materials? Note that items cannot be owned by a Rotary club or Rotarian.

Financing

List all funding sources.

Have you identified a local funding source to ensure long-term project outcomes? Will you introduce practices to help generate income for ongoing project funding?

Vocational Training Team Member Application

Team members will be asked to fill out the application online. They will be asked the questions outlined below.

Your Profile

Personal information _____

Contact information _____

Emergency contact information _____

Insurance

Insurance carrier name _____

Policy number _____

Phone _____

Language skills

List all languages you speak, including your native language.

Team member information

How does your educational and professional experience relate to the selected area of focus?

What is your role in this training? Describe how you will participate.

Upload your most recent résumé or curriculum vitae in PDF format.

Scholarship Application

Objectives

In a few short sentences, tell us your objectives for this global grant.

Who will benefit from this global grant?

What are the scholar's estimated travel dates?

How did you select this candidate?

In what ways is this candidate qualified to receive a global grant scholarship?

Areas of Focus

Global grants must support the goals of at least one of Rotary's areas of focus. You will be asked to select the applicable area of focus and the goals that your activity will support.

How will you meet these goals?

Participants

Global grant committee

Identify the Rotary club or district in the country or geographical area where the activity will take place (primary host sponsor) and a Rotary club or district outside of that country or geographical area (primary international sponsor). Each sponsor must establish a three-person grant committee and one individual on the grant committee must be designated as the primary contact.

List the members of the global grant committee and disclose any potential conflict of interest within the committee.

Scholarship candidate

Provide contact information for the scholarship candidate.

Host counselor

The host counselor provides support for the scholar before and during the scholarship period. Identify the individual who will serve as host counselor for this scholarship.

Participants *continued*

Partners

List any additional partners who will participate. This may include Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.*

Rotarian participation

Describe the role of the host Rotarians in this activity and list their specific responsibilities.

Describe the role of the international Rotarians in this activity and list their specific responsibilities.

Budget

Detail the proposed expenses for your activity, such as accommodations, equipment, supplies, monitoring and evaluation, operations, personnel, project management, publicity, signage, travel, tuition.

Upload any documents, such as price bids or pro forma invoices, to support the expenses listed.

Financing

List all funding sources.

**Only if applicable; not required for all.*

Scholarship Candidate Application

Scholars will be asked to fill out the application online. They will be asked the questions outlined below.

Your Profile

Personal information _____

Contact information _____

Emergency contact information _____

Insurance

Insurance carrier name _____

Policy number _____ Phone _____

Prior education

List the two educational institutions you have most recently attended, and the degree received, place of study, and field of study for each.

Language skills

List all languages you speak, including your native language.

Scholarship information

Provide the following information about the academic program at the institution you plan to attend.

Name of institution _____

City _____ Country _____

Language(s) of instruction _____ Website _____

Course of study _____ Dates of study _____

List the classes you plan to take and any relevant links to information about the program.

How does your educational, professional, or volunteer experience align with Rotary's goals in the selected area of focus?

What are your plans immediately after the scholarship period?

How do your long-term professional goals align with Rotary's goals in the selected area of focus?

Upload your proof of admission in PDF format.