

Grants and DDF Application Guidelines for RY 2017/2018

Administered by: District Grants Sub-Committee (DGSC)

(a subcommittee of the District Rotary Foundation Committee)

1. GOALS

To engage with the clubs to promote the Object and Missions of Rotary Foundations and to carry out projects align to its Object and Mission.

2. QUALIFICATION

All clubs must be certified, “**Qualify**” before they are eligible for Global and/or District Grants.

Conditions to be certified “**Qualify**” clubs are as follows:

- a) At least one member of the Club has attended the Grant Management Seminar.
- b) President and President-Elect of the club must sign an MOU with the District Foundation Committee
- c) Club has paid all RI and District dues
- d) Club must be in good standing with the Registrar of Societies of their respective countries

3. ROLE DISTRICT GRANTS SUBCOMMITTEE (DGSC)

- a) Guides Clubs in Grants application
- b) Encourages all clubs, regardless of size, to participate in Rotary Grants, taking advantage of the 3 countries that make up our District 3310.
- c) Organizes Grant Management Seminars.
- d) Sets criteria for approval of **District Designated Fund (DDF)** for use to fund District and Global Grants:
- e) Sets deadlines of DDF approval for use to fund District and Global Grants

4. CRITERIA FOR APPROVAL OF DISTRICT DESIGNATED FUND (DDF)

Clubs are encouraged to carry out projects within our District in line with the objectives of The Rotary Foundation (TRF). Priorities for DDF approval will be given to:

- a) Projects proposed **within** District 3310
- b) Clubs who have contributed to The Rotary Foundation's Annual Fund (AF) for the past 3 years **especially during RY 2014/2015**
- c) Clubs who contribute to TRF during RY 2017/2018

5. SPECIFIC GUIDELINES FOR DDF APPLICATION AND USE FOR FUNDING GLOBAL GRANTS PROJECTS

a) DDF amount approved will be capped at USD\$10,000 per Global Grant Project

b) DDF amount approved is not free. Clubs are obliged to contribute to Rotary Foundation's (TRF) Annual Fund (AF) by **31st May 2018** in exchange for this DDF amount approved based on the following:

(i) For Global Grant Projects to be carried out in District 3310, Clubs must contribute a minimum **1/2 of DDF amount approved to TRF's Annual Fund.**

(ii) For Global Grant Projects to be carried out outside District 3310, Clubs must contribute a minimum **2/3 of DDF amount approved to TRF's Annual Fund.**

c) Notwithstanding the above, the District Grants Subcommittee (DGSC) reserves the right to consider **exceptions** to 5(a) & 5(b) above on a case-to- case basis.

c) The Rotary Foundation's (TRF) **World Fund** will match, by a **100 percent**, for all DDF approved for Global Grant Projects. World Fund will also match, by **50 percent**, for all "Cash" contribution.

6. SPECIFIC GUIDELINES FOR DDF APPLICATION AND USE FOR FUNDING DISTRICT GRANTS PROJECTS

District Grants are meant to allow Clubs to apply for DDF to carry out **smaller projects** that do not qualify for Global Grants. However, the DDF amount available for District Grants are limited.

Funding Guidelines for District Grants

a) DDF amount approved for District Grants will be capped at **USD\$5,000** per project. Project value, however, can exceed this amount.

b) Each Club will be **limited to 1** District Grant Project for RY 2017/2018

b) District Grants Projects must be carried out within the District 3310.

c) DDF amount approved is not free. Clubs are obliged to contribute at least **1/2 of the amount of DDF** approved to Rotary Foundation's (TRF) Annual Fund (AF) by 31st May 2018 in exchange for this DDF.

For example, if the District Grants Subcommittee (DGSC) approves DDF amount of USD\$5,000 for a District Grant Project, the Club must contribute at least USD\$2,500 to the AF.

d) There is **NO MATCHING** from the Rotary Foundation's (TRF) World Fund for DDF approved for District Grants Projects. There is also **NO MATCHING** for "Cash" contributions as well

7. DDF APPROVAL SCHEDULE

For Global Grant Projects:

a) Clubs must submit a **PDF copy** of the Global Grant application as completed on Rotary International “**Online Grant Application Tool**”

b) Application for DDF can be submitted at any time between 1 July 2017 and 15th March 2018 but will be considered for approval within 2 weeks of the following deadlines:

31st July 2017

31st Aug 2017

31st Oct 2017

30th Nov 2017

15th Jan 2018

15th March 2018

For District Grants Projects

c) Clubs must submit a maximum **2-page proposal**, detailing project’s **Objective(s), Intervention(s), Outcome(s), Benefit(s), Beneficiaries and Budget.**

d) Deadline for submission is **31st October 2017**, with approval outcome made known within 2 weeks of this date

e) As DDF amount for District Grants is limited, **priority may be**

given to the District Grant Projects Proposal received earliest from the deadline of 31st October 2017

8. DDF Approval Committee (RY 2017/2018)

The following Members, as prescribed by Rotary Foundation (TRF), make up the Approval Committee

- a) District Rotary Foundation Chair – PDG Datuk Hj Zainie Abdul Aucasa
- b) District Governor – Datuk Lee Chuen Wan
- c) District Governor-Elect - Henry Tan
- d) District Grant Sub-Committee Chair – Dr Shahul Hameed

9. Notwithstanding items 1-8, the DDF Approval Committee reserves the right to amend, waive or include additional conditions to these Terms and Conditions for DDF Application for Clubs in District 3310.

Prepared by

Dr Shahul Hameed

District Grants Subcommittee Chairman

RY 2015/2016, 2016/2017, 2017/2018

8th March 2017