

DISTRICT 3310 COVID-19 RESPONSE GRANTS GUIDELINES



1. WHAT WE FUND

District Covid-19 grants are grants to D3310 Clubs that fund Covid-19 Response activities & to enable Rotarians to make an impact in their local community by alleviating hardship and improving hygiene during this Pandemic.

2. ELIGIBILITY GUIDELINES

All grant activities must:

- a) Relate to the ideals & mission of Rotary International.
- b) Include the active participation of Rotarians.
- c) Exclude any liability to Rotary International District 3310 Berhad or Rotary International beyond the funding amount of the grant.
- d) Adhere to the governing laws of the host area of the grant, and harm no individuals or entities.
- e) Only fund activities that have been reviewed and approved by D3310 Covid-19 Task Force before their implementation. Grants may not be used to reimburse clubs or districts for activities and expenses already completed or in progress. Planning for grant activities prior to approval is encouraged, but expenses may not be incurred. After grant approval, any changes to the original project plan must be pre-approved by D3310 Covid-19 Response Task Force.
- f) Demonstrate sensitivity to the project area's tradition and culture.
- g) Declare Conflict of Interest for Program Participants.
- h) Comply with the Rotary International policies for use of Rotary International's trademarks ("Rotary Marks"), as outlined in Sections 33.040.6 and 33.040.12 of the Rotary Code of Policies.
- i) Club must indicate in the project application the inclusion of Club Public Image Chair in the project committee and undertake to be familiar with Rotary People of Action (PoA) Style Guide EN18 to produce People of Action photos for public relations works to be published on social media and print materials.

3. RESTRICTIONS

Grants cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions and support activities that are undertaken solely for sex determination.

In addition, grants cannot fund:

- a) Continuous or excessive support of any one beneficiary, entity, or community.
- b) Establishment of a foundation, permanent trust, or long-term interest-bearing account.
- c) Purchase of land or buildings.
- d) Fundraising activities.
- e) Public relations initiatives, unless they are essential to project implementation.

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- f) Operating, administrative, or indirect program expenses of another organization.
- g) Unrestricted cash donations to a beneficiary or cooperating organization.
- h) Activities for which the expense has already been incurred.

4. HOW TO APPLY

Clubs may submit one application within the stated deadline, and this application must include a spending plan. The maximum grant is RM5,000.00 per D3310 Club that is to be fully matched one to one by the participating club. To be entitled for the full grant of RM5,000.00, the minimum total cost of the Project must be at least RM10,000.00. Clubs in a general locality can also jointly participate in a project. Each participating club is entitled to RM5,000.00 grant in a joint project up to a maximum limit of RM20,000.00 per project. The participating clubs will have to match grant funds one to one.

5. PAYMENTS

Grant funds will be paid only to the Club's bank account identified at the time of application.

6. APPLICATION PROCESSING TIMELINES

Application must be submitted by April 30, 2020 and projects must be completed within 2 months of receipt of grant funds.

The approval process and timeline is indicated below:

- Day 1 - application received
- Day 2-3 - Application assessed by Task Force
- Day 4 - Decision conveyed to Applicant Club.
- If successful, grant monies is remitted to club bank account
- Day 5-7 - If unsuccessful, applicant can revise project parameters for resubmission
- Day 8-9 - Resubmission to be assessed by Task Force
- Day 10 - Decision conveyed to Applicant Club

7. REPORTING REQUIREMENTS AND DOCUMENTATION

Grant recipients are responsible for reporting on the use of grant funds to D3310 Covid-19 Response Task Force. Progress and final reports must be submitted within 2 months of project completion.

All grant projects and activities funded by Covid-19 Response grants must be completed within 2 months of grant fund disbursement.

If unused grant funds exceed RM500, all remaining funds must be returned promptly to D3310 Covid-19 Task Force and will be credited to the district's Disaster Relief Fund. Unused grant funds of RM500 and below must be used for Club Community activities. Unused funds has to be remitted within 3 months of the Project end date or within one month of final report, whichever is earlier.

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8. CONFLICT OF INTEREST POLICY FOR PROGRAM PARTICIPANTS

All individuals involved in a program grant and/or award shall conduct their activities in a way that avoids any actual or perceived conflict of interest. A conflict of interest is a relationship among individuals through which an individual involved in a program grant or award causes benefit, or could be perceived to cause benefit, for such individual or such individual's family, personal acquaintances, business colleagues, business interests, or an organization in which such individual is a trustee, director, or officer. This conflict of interest policy shall be applied in the following circumstances as specifically set forth below. The application of this conflict of interest policy shall not be limited to these circumstances.

- a) Award Recipient Eligibility.
- b) Those individuals defined below shall not be candidates or beneficiaries of the Covid-19 projects. Such individuals shall include current Rotarians; employees of clubs, districts, and other Rotary Entities (as defined in the Rotary Code of Policies) or of Rotary International; spouses, lineal descendants (children or grandchildren by blood, legal adoption, or marriage without adoption), spouses of lineal descendants or ancestors (parents or grandparents by blood) of persons in the foregoing categories; and employees of agencies, organizations, or institutions partnering with the Club. Former Rotarians shall continue to be ineligible for a period of 36 months after termination of their membership. Persons who were ineligible based on their familial relationship to a former Rotarian shall continue to be ineligible for a period of 36 months after termination of their family member's membership.
- c) Impartiality of Selection Committees.
- d) Rotarians who serve on a club or district-level selection committee for this Covid-19 Response program are expected to exercise complete transparency in their familiar, personal, or business relationship with an applicant and must notify the committee chair in advance of the selection process of any actual or perceived conflict of interest due to the committee member's association with this program award candidate, e.g. employees of the same firm or organization, members of the same Rotary club or member of the same club sponsoring an application, familial relationship, etc. The selection committee chair will decide how and if that committee member should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest. If the selection committee chair is the individual with an actual or perceived conflict of interest, the District Governor will decide how and if such chair should participate in the selection process for that one or all candidates with whom there is an actual or perceived conflict of interest.
- e) Business Transactions with Vendors.

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- f) Before a Rotary club, or a Rotarian conducts business transactions related to a this program award in which the vendor receives payment from a Rotary Entity, a fair, open and thorough request for proposals or bidding process must be conducted to ensure that the best services are secured at a reasonable cost, despite any connection between a vendor and a Rotary Entity. Possible conflicts of interest may arise when a Rotary Entity is considering business in which funds will be paid to a Rotarian; a goods and/or services provider owned or managed by a Rotarian, Honorary Rotarian, employee of a club, district, or other Rotary Entity or of Rotary International, Rotarian's spouse, lineal descendants (child or grandchild by blood, legal adoption, or marriage without adoption), spouses of lineal descendants, and ancestors (parent or grandparent by blood), or employees of agencies, organizations. Examples of business relationships that may require further review to confirm that a Rotarian conflict of interest does not exist include business transactions with a partner nongovernmental organization, goods or services provider, insurance company, travel agency, shipping agency, study institution, language skills testing firm, etc. Business transactions with individuals or entities with whom there is an actual or perceived conflict of interest can be completed upon approval of the Chair of Covid-19 Response Task Force if such transaction provides the best product or service at fair market value, as evidenced by a sales quote or offer obtained through a fair, open and thorough request for proposals or bidding process. The Chair shall provide advice on how to interpret and implement this conflict of interest policy. Any unresolved conflict of interest involving a program grant or award must be reported by a Rotarian or Rotary entity involved to the Chair at time of Grant application. The Chair will decide if a conflict of interest may exist for a particular case. If, upon review of the situation, the Chair concludes that there is or has been a conflict of interest in the execution of this program grant or award, the Chair shall fashion an appropriate remedy. Such remedy may include the cancellation of current or suspension of future program grants or awards involving a particular Rotary, Rotary club or Rotary district.

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