



**Rotary District 5100  
2016-17  
GRANT HANDBOOK**

January 2016

## **DISTRICT DESIGNATED FUNDS (DDF)**

The Rotary Foundation has a unique funding cycle that uses contributions to the Annual Programs Fund three years after they're received. The three-year cycle allows the Foundation to invest the contributions and receive earnings from those investments to pay for Foundation program operations, fund development costs and some administrative costs. On the third year, contributions are shared between the districts they came from and the World Fund (known as the SHARE program) and become the primary funding source for TRF programs. The money D5100 receives back from the Rotary Foundation is known as **District Designated Funds** or DDF.

In December, prior to each Rotary Year, the voting members of the D5100 Rotary Foundation Committee are charged with deciding how the district will use its District Designated Funds (DDF). D5100 may receive up to 50% of its yearly DDF in the form of a Block Grant and 50% of its yearly DDF for Global Grants. Early in the Rotary year, D5100 will submit a Spending Plan for the Block Grant after receiving District Grant Applications from clubs. Upon approval of the Spending Plan, TRF will distribute the Block Grant in a single check to D5100.

The Block Grant funds may be set aside for district sponsored programs such as scholarships, vocational training teams, peace fellowships or a group study exchange team as well as District Grants. The District Rotary Foundation Committee Chair is responsible for maintaining accurate records to plan for and track the district's Block Grant funds.

## **THE ROTARY FOUNDATION GRANT MODEL BASIC**

The Rotary Foundation offers two types of humanitarian and educational grants:

1. **Rotary Foundation District Grants** are a Block Grant made to districts in support of smaller projects, both local and international.
2. **Rotary Foundation Global Grants** support larger international projects with sustainable, measurable, with high-impact outcomes in one or more of the six *Areas of Focus*. Clubs and Districts may design and implement global grant projects which are funded by the sponsoring club(s) with a matching World Fund grant award. These grants may include scholarships and vocational training teams. The six Areas of Focus are:
  - Peace and conflict prevention/resolution
  - Disease prevention and treatment
  - Water and sanitation
  - Maternal and child health
  - Basic Education and literacy
  - Economic and community development

## **DISTRICT GRANT GUIDELINES**

1. The purpose of these guidelines is to encourage Rotary clubs and Rotarians in District 5100 to carry out local and international humanitarian service projects and educational initiatives. These guidelines are set forth to ensure stewardship and accountability for Rotary Foundation funds entrusted to D5100 Rotarians and to establish financial guidelines for oversight of Rotary Foundation funds.
2. Where a conflict exists or develops between D5100 guidelines and the policies, bylaws or rules of The Rotary Foundation (TRF) or of Rotary International (RI), the TRF or RI policy will apply.
3. All qualified clubs are encouraged to submit an online District Grant Application for *each* project proposed for the affected Rotary year through the District Database (DACdb) between July 1 and August 15.
4. The maximum DDF for any club is \$2000 per year. Grants will be reviewed and approved in order of their submission.
5. Clubs will be notified by the District Grants Chair if their application(s) have been accepted. The District Grant Committee will review as received and notify clubs once the application is approved. Clubs may start their projects after that and will receive the District Grant funds once the Block Grant has been received by D5100. At this time, the club must be current on all requirements of qualification.
6. If an approved application is withdrawn, the District Grant funds earmarked for the project will go back in the District Grant pool.
7. If there are more applications than funds available, the DGC will evaluate them and give preference to qualified clubs that:
  - have Rotarian involvement in the project;
  - support the Rotary Foundation in its Annual Program Fund giving;
8. In addition, proposed projects:
  - a) Must adhere to the *Terms and Conditions for Rotary Foundation District Grants and Global Grants*;
  - b) Must promote Rotary Awareness;
  - c) Must have active Rotarian involvement;
  - d) Must benefit at least six individuals except in the case of District scholarships;
  - e) Must adhere to the fund management and stewardship guidelines as set out in the Club Memorandum of Understanding (MOU);
  - f) Must be short term in nature and completed within 12 months of funding.
  - g) May be for construction (including low cost shelters)
  - h) May be for activities primarily implemented by an organization other than Rotary, but must have Rotarian involvement.
  - i) May be carried out in any country including non-Rotary countries, with the exception of Iran and North Korea, and any countries added by TRF.

9. The District Rotary Foundation Committee will determine annually if it will offer any District Supported Programs and, if so, the Committee will establish the criteria for each. Examples of District Supported Programs include:

- a) District Scholarships
- b) District Vocational Teams
- c) District Cultural Group Study Exchange Teams

10. Funding of District Grants:

- a) District 5100 clubs will be held accountable for the fund management and stewardship guidelines as specified by the Club Memorandum of Understanding (MOU) and are responsible for providing the required reports within the timeframes specified. Funds will be disbursed when the application has been approved and the Block Grant has been received from TRF.
- b) District Match: In 2016-17, clubs will need to have had at least a \$100/per capita of Annual Fund Giving over the prior two years (2014-15 and 2015-16) for the 1:1 match. If this criteria is not met, the district:club match will be reduced to 0.5:1. Clubs not meeting the \$100 per capita target in the first of a two-year cycle may make up the deficit in the second year.

<i>Club Per Capita Annual Fund Giving</i>	<i>District Match</i>	<i>Club Contribution</i>
<b>2016-17 Rotary Year</b>		
<b>Under \$100</b>	<b>\$1,000</b>	<b>\$2,000</b>
<b>\$100 and Up</b>	<b>\$2,000</b>	<b>\$2,000</b>

- c) Final Report: The project must be completed and the final report submitted within 12 months of funding or within 30 days of completion of the project. No further grant applications will be accepted until the final report is submitted. If a club fails to submit a final report in a timely manner, it may be required to reimburse the District Grant funds back to District 5100.

11. District Grants can be used for local or international projects. Restrictions on Projects:

- ✓ The project must be used for a new club project.
- ✓ The project cannot be used as the basis to fund a Global Grant.
- ✓ Funds cannot be used in support of fundraising efforts.
- ✓ Funds cannot be used for expenses related to Rotary events, such as conventions, conferences or entertainment activities. Educational training seminars are allowed in one of the Six Areas of Focus.
- ✓ Funds may not be used for cash contributions, unless in support of volunteer work being done by Rotarians in conjunction with another organization.
- ✓ Funds may not directly benefit a Rotarian, an employee of a club, district or other Rotary entity or of Rotary International.
- ✓ Funds may be used for training Rotarians that will benefit the larger general community. (i.e. training trainers who may be Rotarians)

12. The District Grants Committee consists of the District Grant Chair, the Chief Grant Chair, the District Rotary Foundation Committee Chair (DRFCC) and two Rotarians are appointed by the DRFCC.

13. The District Rotary Foundation Committee reserves the authority to make exceptions to the policies laid out herein.

## **2016-17 BUSINESS & FUNDING CYCLE OF DISTRICT GRANTS**

### **Prior to the Rotary Year: Qualifying and Planning**

#### **How to Qualify Your Club:**

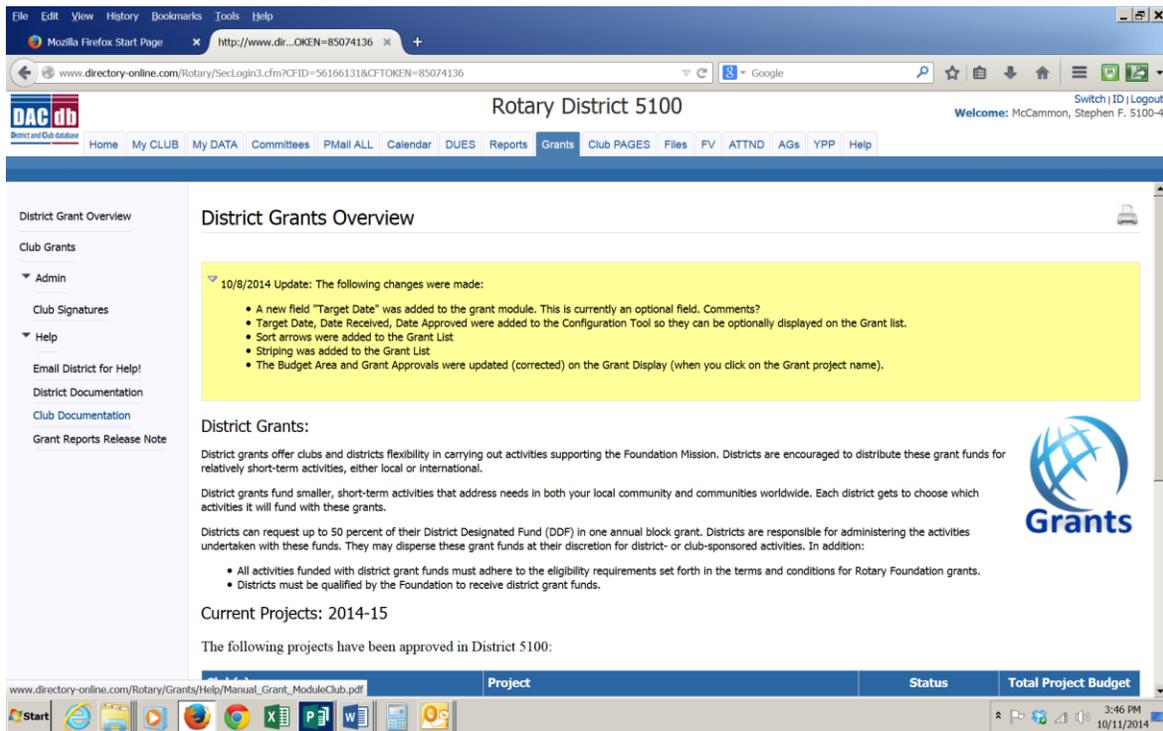
- i. All clubs must have a club member completing the Two Part Grant Management Seminar at the District Training Assembly in the spring of 2016. Clubs are encouraged to send club members that will be involved in club grants to the Grant Management Seminar at the District Training Assembly. All clubs must have the Two Part Training to be qualified to use District Grant Funds and/or Global Grant Fund.
- ii. For clubs participating in Global Grants, the member taking the Two Part Grant Management Seminar must take the additional Global Grant Class to meet the requirements of Rotary International.
- iii. A Memorandum of Understanding (MOU) between the club and D5100 must be executed and submit them to the District Stewardship Chair no later than July 1, 2016.
- iv. Be current on its Rotary International and District 5100 dues, and be in good standing with District 5100, Rotary International, and The Rotary Foundation.
  - v. Be current on all tax returns for the Rotary Club and any associated Club Foundation.
  - vi. Have established and submitted an Annual Fund Giving Goal for the current year.
  - vii. Be current on all Rotary Grant reporting requirements.

Club qualification will be renewed annually.

#### **Plan Projects and Apply for District Grants**

1. Submit a District Grant Application from the Grant tab in DACdb (the online district database at [www.rotary5100.org](http://www.rotary5100.org)) for each project or program you wish matched with the District Grant DDF in the Rotary year between 6 July 1 and August 15. The minimum for each grant is \$250, the maximum \$2,000.
2. Only electronic submissions through DACdb will be reviewed.
3. Clubs will be limited to a maximum DDF award of \$2,000 until Jan 1, at which time the District Governor will announce any unused DDF that will be available on a first-come, first-serve basis.
- 4.

## Instructions for DACdb and Applying for District Grants



Below are instructions for filling out or revising a District Grant Application in the District Database:

### Log in to the District Database DACdb and Confirm you are a Level 4:

1. Go to the D5100 website: [www.rotaryd5100.org](http://www.rotaryd5100.org);
2. Click Member Login in the upper right corner;
3. Follow the directions to Log into DACdb;
4. You must be a Level 4 to apply for a grant (Club Officer Designation) Look in the right hand corner for your name; 5100 – *number*. That *number* is your level. If it is not a 4, have your club secretary change it to 4).

### How to Change to a Level 4 in DACdb (must be done by a club officer)

1. Log in to DACdb.
2. Click on the “My Club” tab.
3. Scroll down to the person’s name you need to change.
4. Click on edit.
5. The Member Admin screen will come up’ Click on the Login tab.
6. Under the Login Credentials, change the level to 4-Club Officer.

### ADD: How to select the Club Signatures to authorize the grant

1. Click on the “Grants” tab under Rotary District 5100 at the top of the page;
2. Click on Club Signatures in the left hand menu;

3. Two signatures as required: the President and the President Elect.
4. Select the names from the list of club members and move them to the authorized signature window.

#### Applying for a new District Grant

1. Click on the "Grants" tab under Rotary District 5100 at the top of the page;
2. Click on Club Grants in the left hand menu;
3. To create a new District Grant application, click the button: "New Club Grant Request – Click Here to Create Grant";
4. The Grant Details page will have three tabs: Details; Contacts and Application. Fill out all three sections completely and click "Save" in the upper right hand corner.
5. Under the Details tab, go all the way to the bottom to pull over names of those club members involved from the list of club members on the left.
6. When the grant has been saved, it is put the Draft mode and a RI project number will be assigned.
7. The Edit Grant: \*\*\*Project Name\*\*\* page will have two additional tabs that need to be filled out: Budget and Documents. Fill out the budget and load any documents and click "Save" to keep the grant in Draft Mode. If the grant is completed, click Club: Collect Grant Signatures. This will lock the Grant application. Any future changes can be made only to the Budget page or the Documents page;
8. If you need to unlock the grant at this point to make changes, you must request that from District Grant Chair Bob Brandon or call 503-553-5690.

#### To Make a Change to an existing District Grant in Draft Mode

1. Log into DACdb;
2. Click on the "Grants" tab under Rotary District 5100 at the top of the page;
3. Click on Club Grants in the left hand menu;
4. Click on the pencil icon in the window to make changes to any of the tab pages;
6. Click on the "X" icon to delete the grant.

#### How to Load a Document

1. Click on the "Documents" tab;
2. Click on the right hand side button that says: "Upload File";
3. Click the button that says: "Browse" and find the file on your hard drive. Click the button that says: Upload File.

#### Signature of 2015-16 President and President Elect

1. Log into DACdb;
2. Click on the "Grants" tab under Rotary District 5100 at the top of the page;
3. Click on Club Grants in the left hand menu;
4. Click on the pencil icon in the window;
5. The grant application should appear - click on the Signature tab and approve the grant.

**Once a District Grant Application has been signed digitally by the President and President Elect, it will be submitted to the District Grant Committee for approval.**

## **GLOBAL GRANT GUIDELINES**

### **Basic Requirements:**

1. Global Grants may include the expenses for humanitarian projects, scholarships, vocational training teams or a combination of activities, including multiple vocational training teams serving one project.
2. Global Grants must be in one or more of the *Six Areas of Focus* identified by The Rotary Foundation (TRF):
  - a. Peace and conflict prevention/resolution
  - b. Disease prevention and treatment
  - c. Water and sanitation
  - d. Maternal and child health
  - e. Basic education and literacy
  - f. Economic and community development
3. *Global Grants must be sustainable and measurable.* Global Grants incorporate activities and safeguards that insure the continuity of project impact after TRF funding is fully expended. All grant applications must include a plan that insures sustainability.
  - The Rotary Foundation defines sustainability as the capacity for maintaining outcomes over the long term to serve the ongoing need of a community after grant funds have been expended.
  - A sustainable project typically involves local community leaders in planning so that the community is invested in the project's long-term success.
  - Though not required, Rotarians should monitor and report on project status over a period of up to five years. Sustainable projects offer enduring value and a greater return on Rotary's investment of money and volunteer hours.
4. Global Grants are international in nature and require a qualified host Rotary club in-country which will implement the project. The minimum dollar amount is larger than District Grants and projects may require more lead time for planning and completing the application process. TRF will match DDF on a 1:1 basis and cash contributions plus club funds on a 0.5:1 basis. Project funding must be sufficient to generate a minimum TRF grant award of \$15,000 and a maximum of \$200,000. A dedicated bank account controlled by the lead Rotary club must be opened in either the host or international district to receive and hold grant funds. No other monies may be deposited in this account; however, the account may be used for multiple TRF-funded grants as long as each grant is accounted for separately with appropriate accounting software.
5. All Global Grants require an additional 5% Administrative Charge to the *cash contribution* funding a Global Grant. This administrative charge will be added to the global grant

funding page so that Rotarians will know automatically that the 5% is being added, and what the required total will be for the project to be fully funded.

6. The table below provides an example of the TRF and DDF match on a Global Grant for a \$70,000 project:

	<u>Cash Match</u>	<u>DDF Match</u>
<b>Club and/or Cash Contributions</b>	<b>20,000</b>	
<b>Club paid Administrative Charge</b>	<b>1,000</b>	
<b>D5100 DDF Match</b>		<b>20,000</b>
<b>TRF Grant Match (1:2 club, 1:1 DDF)</b>	<b><u>10,000</u></b>	<b><u>20,000</u></b>
<b>Total Funds &amp; DDF</b>	<b><u>31,000</u></b>	<b><u>40,000</u></b>
<b>Funds for Project</b>		<b>70,000</b>

**Note: Admin Charge funds are not matched by either DDF or TRF grant.**

### **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; 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. Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed by RI;
3. Purchase of land or buildings;
4. Public relations initiatives, unless they are essential to project implementation;
5. Project signage in excess of \$500;
6. Operating, administrative, or indirect program expenses of another organization with the exception of expenses allowed within the project management allocation for global grants;
7. Activities for which the expense has already been incurred;
8. Transportation of vaccines by hand over national borders or travel to National Immunization Days (NIDs);

9. Immunizations that consist solely of the polio vaccine;
10. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows;
11. International travel for youth under the age of 18, unless accompanied by their parents or guardians;
12. New construction of or additions to 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;
13. Travel for staff of a cooperating organization involved in a humanitarian project;
14. Activities primarily implemented by an organization other than Rotary;
15. Humanitarian projects that consist primarily of research-oriented projects or data collection;
16. Humanitarian projects that consist solely of individual travel expenses.

## **D5100 POLICY ON GLOBAL GRANT PROJECTS**

1. The District Global Grants Committee (DGGC) will award DDF on a first-come, first-served basis during the Rotary year. This may be modified by the District Rotary Foundation Committee during a Rotary year as demand and DDF reserves dictate.
2. Priority will be given to clubs that annually contribute to the Annual Fund of The Rotary Foundation. In 2016-17, clubs will need to have had at least a \$100/per capita of Annual Fund Giving over the prior two years (2014-15 and 2015-16) for the 1:1 match. If this criteria is not met, the district:club match will be reduced to 0.5:1. Clubs not meeting the \$100 per capita target in the first of a two-year cycle may make up the deficit in the second year. The \$100 per capita for a 1:1 match will pertain to the lead club, not any partnering clubs.

<i>Club Per Capita Annual Fund Giving</i>	<i>District Match</i>	<i>Club Contribution</i>
<b>2016-17 Rotary Year</b>		
<b>Under \$100</b>	<b>\$5,000</b>	<b>\$10,000</b>
<b>\$100 and Up</b>	<b>\$10,000</b>	<b>\$10,000</b>

3. The District 5100 Global Grant Application Worksheet can be found on the Global Grant page of the District 5100 website. Only electronic submissions will be reviewed and must be e-mailed to [Global Grant Chair Christine Huot](#).

4. Once the Worksheet is approved and the DDF is reserved, the application must be filed with RI and authorized by D5100 within 30 (thirty) days. This DDF reservation is held for thirty days to allow transferring of grant data to the RI website. If the application is not submitted to RI in the timeframe, the DDF will be returned to the pool.
5. The Global Grant Committee will only review completed grants for the purpose of DDF awards. The Global Grants Committee Chair will submit a recommendation to the District Governor and District Foundation Chair for authorization. Upon approval and reservation of District DDF, the club will apply online through the Rotary Foundation Grant Tool webpage. Policies and procedures developed to administer the allocation of funds will be reviewed annually with input from District clubs.
6. A Rotary Club may request Global Grant DDF for one project in the Rotary year as partner to Global Grant Project led by a Rotary club outside District 5100.

## **APPLICATION PROCESS FOR A GLOBAL GRANT PROJECT**

Before commencing a Global Grant First Steps and Application, download and thoroughly review the [Rotary Foundation Global Grant Manual](#) and submit a District 5100 Global Grant Application Worksheet (#3 above).

Clubs are encouraged to consult with the Global Grants Committee prior to proposal:

- to be sure that an appropriate amount of DDF is available;
- to identify potential problems that might cause a particular project to be rejected;
- to ensure that a Cooperating Organization Memorandum of Understanding is executed.

### **STEP 1: First Steps**

Online at [www.rotary.org](http://www.rotary.org), click on My Rotary and log-in; click The Rotary Foundation, then Grant Application Tool.

### **STEP 2: TRF Application**

After D5100 approval, clubs must submit an online application that provides TRF with a detailed grant funded project plan including detailed budget information and a grant activity plan. Global Grant matching funds from the World Fund of \$100,000 or more require approval by the Trustees. The award from TRF must be between minimum of \$15,000 and \$200,000 maximum. The application must be submitted and approved within 6 months of proposal approval.

### **STEP 3: Payment**

Upon approval of the project application, TRF will notify all project partners and their committed funds must be remitted to the World Fund within six months. Otherwise, approval will be withdrawn. Once all funds are received, TRF will remit payment(s) to the host or international Rotary Club leading the project.

### **STEP 4: Project Implementation**

Implementation of the approved project must begin within 12 months of project payment being made by TRF. If implementation will take more than one year, an annual progress report is

required from the lead clubs (host and international). Progress reports must be submitted every twelve months from first issued payment.

### **STEP 5: Final Report**

Within two months of project completion, the sponsoring clubs must submit a final report to TRF. Acceptance of this final report by TRF closes out the project. However, it is recommended that the impact and maintenance of the project be monitored by the sponsoring Rotary Clubs for up to five years from project completion with summary annual reports prepared. Project receipts and records of project expenses must be retained for five years.

**NOTE:** If a Global Grant application is vacated by a club and/or the reservation for the DDF from District 5100 has expired, a request for removal must be sent by the originator of the Global Grant to Global Grant Chair Christine Huot, who will forward it to RI to request the application be removed from the rotary.org website.

## **GLOBAL GRANT VOCATIONAL TRAINING TEAM (VTT)**

Vocational Training Teams were developed to build upon our successful Group Study Exchange program by including the requirements for meeting one or more of the *Six Areas of Focus* and incorporating sustainability. VTTs are designed to create a meaningful impact in the lives of others using the vocational and professional skills of team members, particularly in countries where resources and infrastructure are limited.

### **TRF Requirements for VTT Grants**

1. Teams must consist of a minimum of one Rotarian team leader and three non-Rotarian team members with no maximum limit of participants. Rotarians may be included as team members as long as the team includes three non-Rotarians.
2. All participants on a single team must have careers linked to the goals of the grant, but they are not required to have the same profession.
3. Teams must be selected through a formal application and lead-club interview process. See additional qualification requirements on the participant application form: *Global Grants Vocational Training Team Participant Application*.
4. Teams may be multi-vocational but must share a common purpose in support of the selected Area of Focus. The goals of the team must be sustainable and measurable.
5. There is no restriction on the age of the team leader or team members.
6. One or more VTT teams may travel under each grant.
7. Teams may either receive or provide training. A key concept of successful VTT applications is providing opportunity for capacity building, i.e. the process of developing and strengthening the knowledge, skills and abilities necessary for individuals to achieve

sustainable development.

8. Global VTT Grants must meet the \$30,000 minimum for the total project cost, including the expenses for the vocational training team, as well as any other grant activities.

### **Application Process:**

1. A detailed travel itinerary must outline the team's travel arrangements (both local and international) including daily activities, and hosting accommodations as well as providing required information from any/all cooperating organization.
2. There is no minimum or maximum limitation on the duration of the team's visit to the project site.

## **GLOBAL GRANT SCHOLARSHIPS**

The purpose of the Global Grant Scholarship program is to support international study at the graduate level. This grant builds on the very best of Rotary's Ambassadorial Scholar history. The new Global Grant Scholarship has a shorter processing timeframe, expands the opportunities available for scholars and simplifies the rules. If D5100 has allocated DDF for Global Grand Scholarships in a given Rotary year, the District Scholarship committee will solicit applications and interview and process prospective candidates the prior year.

Qualified candidates for Global Grant Scholarships are scholars who:

- Possess excellent leadership skills and potential;
- Demonstrate a proven record of success in their academic fields and/or vocations;
- Demonstrate a commitment to world and community service;
- Have well-defined and realistic goals for their academic and professional futures;
- Plan to pursue a career in one of the six areas of focus;
- Understand the aims and values of Rotary.

During the course of study, Scholars are expected to interact with local Rotarians and Rotary clubs and should always be mindful that they serve in the role of ambassadors of D5100 to the community where they will be studying. They will be expected to attend the D5100 District Conference and other district sponsored events.

Note: Peace Fellowships are not covered in this section as there have been no changes to their program, which does not fall into the Global Grant category.

### **Applicant Eligibility:**

1. Global Grant scholars are individuals who are pursuing a career in one of the six *Areas of Focus*.
2. Scholars must be proficient in the native language of the host country.
3. The program of study must be at the graduate level. The program can be no less than one academic year and no more than four academic years.

4. The scholar must be traveling abroad for study.
5. The scholarship grant amount is a minimum of \$30,000 for the entire course of study.
6. Scholars must live in the immediate vicinity of the approved study institution and in the host Rotary district so that he/she can participate in the Rotary club and district activities of the host club/district.
7. Outgoing scholars must live or be from District 5100. Incoming scholars must live and attend the approved Study institution in District 5100.
8. Scholarships may not be used for studies that are already underway.
9. The Scholar may NOT be (1) a Rotarian; (2) an employee of a club, district, or any other Rotary entity, or of Rotary International; (3) the spouse, a lineal descendant, or an ancestor (parent or grandparent by blood) of any person in the forgoing two categories. The Scholar MAY BE a members of a Rotaract Club.
10. Scholarships may not be used in conjunction with a “study abroad program” operated by an institution other than Rotary.
11. If grant applications are not formally submitted within 12 months of initiation, the application will be canceled.

## **D5100 APPLICATION PROCESS** **FOR A GLOBAL GRANT SCHOLARSHIP**

### **STEP 1: Nomination and Interview**

The applicant submits a Global Grant Scholarship Application and a resume to a D5100 Rotary Club which then interviews the applicant. If the club accepts the applicant, it forwards to the DSC the following:

- a. Global Grant Scholarship Application
- b. Estimated budget;
- c. Official college/university transcript and resume
- d. Proposed humanitarian project in the host district (optional);
- e. Club’s signed endorsement of the applicant
- f. Complete information regarding:
  1. How the scholar’s program of study relates to the selected area of focus;
  2. The educational and professional goals of the scholar and how the scholarship will advance these goals;
  3. How will the scholar will use his/her education to address a need on a long-term basis in his/her hosting and/or international sponsoring community(ies).

### **STEP 2 – First Steps**

Candidates who are selected by the District Scholarship Committee will be sponsored by D5100, which starts the process by filling out the “First Steps” procedure online to The Rotary Foundation.

### **STEP 3 - Application**

Once a candidate has been approved, the District will submit a “Global Grants Scholarship Application”. Items required at time of the TRF international application:

- a. Letter of acceptance to the proposed school
- b. Foreign language proficiency exam results
- c. Host partner club/district and host counselor information
- d. Detailed itemized budget

The applying scholar should print out and complete the Global Grants Scholarship Application found at the D5100 website and submit it to a Rotary Club in District 5100.

D5100 will identify the name of primary Rotary contacts in the host district, unless the sponsoring club has a known contact. Additional terms and conditions are outlined in the Global Grants Scholarship Application.

## **TIMELINE FOR SELECTING A 2016-17 SCHOLAR**

**July 1, 2016 – February 15, 2017** – Clubs advertise the grant opportunity and develop a committee for accepting, reviewing and interviewing scholarship applicants according to Global Grant Scholarship Guidelines. Clubs may submit to the District Scholarship Committee applications of proposed candidates who they believe best meet the goals and selection criteria of the Global Grants Scholarship.

**February 15, 2017** – By this date, Rotary Clubs must submit to the District Scholarship Committee Chair their proposed candidates’ applications, including resumes and official college/university transcripts.

**March 15, 2017** – Proposed applicants and Sponsor Clubs notified of interview decision and schedule.

**April, 2017** – Applicants will be interviewed.

**May 1, 2017** – Interviewed applicants and Sponsor Clubs will be notified of decision on or before this date. District Scholarship Committee will proceed with the two-step grants application process of The Rotary Foundation.