



# TERMS AND CONDITIONS FOR ROTARY DISASTER RESPONSE GRANTS

The Rotary Foundation (TRF) may modify the terms and conditions of the grant at any time. Updates can be found at [rotary.org/grants](https://rotary.org/grants) or requested from [Rotary grants staff](#).

## **I. WHAT ARE ROTARY DISASTER RESPONSE GRANTS?**

Rotary disaster response grants support relief and recovery efforts in areas that have been affected by natural disasters within the past six months. Grants are awarded to districts located in the affected area only. Grant funds can be used to provide basic items such as water, food, medicine, and clothing. Districts are responsible for identifying the needs in the communities affected and determining how funding could best meet their needs. The district will have the authority to distribute the funds it receives from TRF and is required to report on the use of funds spent on relief and recovery projects.

## **II. ELIGIBILITY GUIDELINES**

All Foundation grant activities must:

1. Relate to the mission of The Rotary Foundation
2. Include the active participation of Rotarians
3. Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the grant
4. Adhere to the governing laws of the United States and the host area of the grant, and harm no individuals or entities. Sponsors of projects in and travel planned to countries sanctioned by the Office of Foreign Assets Control (OFAC) of the United States Department of Treasury may need to supply additional information.
5. Be reviewed and approved by TRF 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 TRF.
6. Demonstrate sensitivity to the host area's tradition and culture
7. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of [The Rotary Foundation Code of Policies](#).
8. Comply with the Rotary International policies for use of the name "Rotary" or other Rotary

Marks, as outlined in sections 34.040.6. and 34.040.11. of the [Rotary Code of Policies](#).

9. Include [signage](#) on, or in conjunction with, projects that identifies the role of the grant sponsors and The Rotary Foundation as outlined in section 40.010.2. of [The Rotary Foundation Code of Policies](#) and in accordance with Rotary's [Voice and Visual Identity Guidelines](#).
10. Follow Rotary's Privacy Statement for Personal Data stated in section 26.080. of the [Rotary Code of Policies](#). Grant applications and reports should not include beneficiaries' personal data (name, age or date of birth, or other identifying information) or images of the beneficiary unless (a) it is requested by TRF and (b) written consent of the beneficiary (or their parent or legal guardian) is provided. If such personal data is inappropriately included, it may cause delays in the grant process while TRF ensures compliance with [Rotary's Privacy Policy](#).

In addition, Rotary disaster response grants may:

1. Allocate up to 3 percent of the grant award for grant-related administrative expenses such as bank fees, postage, software, and an independent financial assessment
2. Allocate up to 20 percent of the grant award for contingencies, but all projects and activities added to the grant after it has been approved must then be approved by TRF before funds may be spent.

Each health care professional who will provide services as part of the grant activities are expected to have a minimum of US\$500,000 in professional liability insurance coverage (a.k.a. errors and omissions liability). This refers to coverage for that participant's legal liability that could arise from their professional acts or omissions that cause harm to others. The participant is responsible for obtaining and paying for this coverage.

### **III. 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
3. The purchase of land or buildings
4. Fundraising activities
5. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
6. Public relations initiatives, unless they are essential to project implementation
7. Project signage in excess of \$500
8. Operating, administrative, or indirect program expenses of another organization

9. Unrestricted cash donations to a beneficiary or cooperating organization
10. Activities for which the expense has already been incurred
11. Transportation of vaccines by hand over national borders
12. Travel to National Immunization Days (NIDs)
13. Immunizations that consist solely of the polio vaccine

#### **IV. HOW TO APPLY**

Qualified districts in the affected area or country may apply for a Rotary disaster response grant. The maximum grant amount is \$25,000. Districts may apply for subsequent grants after successfully reporting on any prior disaster response grants. To apply, the district governor and district Rotary Foundation chair must complete the [Rotary Disaster Response Grant Application](#) and send it to [grants@rotary.org](mailto:grants@rotary.org).

The district governor and district Rotary Foundation chair are required to maintain contact with TRF grants staff, approve spending plans, oversee efforts to identify community needs and distribute funds, ensure that all government reporting and financial requirements are met, ensure that all TRF reporting requirements are met, and ensure financial stewardship of funds.

#### **V. FUNDING AND PAYMENT**

Rotary disaster response grants are funded by contributions made to the Rotary Disaster Response Fund.

1. Rotary disaster response grant payments will be made only to a district-controlled bank account dedicated to disaster response or another district-controlled grant account. Payments will not be made to individual clubs.
2. The account must require at least two signatories for any transaction.
3. Grants will be paid out at the Rotary International exchange rate at the time of payment.

Grant payments will be made when the following conditions are met:

1. TRF has received and approved a Rotary Disaster Response Grant Application authorized by the governor and district Rotary Foundation chair.
2. TRF has received a completed Rotary Disaster Response Grant Payee Form.

#### **VI. COOPERATING ORGANIZATIONS**

Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchase as required. Any funding provided to cooperating organizations must be used for specific project expenses. The sponsoring district must maintain an itemized report of such expenses.

## **VII. REPORTING AND AUDITING REQUIREMENTS**

The district must:

1. Submit reports at least every 12 months after the initial payment is received, detailing the progress of the project(s). It must also submit a final report within two months of the project's completion. Reports must include:
  - a. A full description of the project
  - b. The Rotary clubs involved
  - c. Any cooperating organizations involved in carrying out projects
  - d. The number of people who benefited from the project
  - e. How Rotarians participated in the project
  - f. A list of expenses
  - g. A bank statement that correlates to the list of expenses
  - h. Receipts appropriately cross-referenced to the list of expenses (when expressly requested by TRF)
2. Cooperate with TRF audits.
  - a. TRF reserves the right to conduct an audit of or send a monitor to any project regardless of size, at any time.
  - b. In addition, TRF reserves the right to assess projects at any time, require the submission of additional documentation, and suspend any or all payments if in its sole discretion progress is not considered to be satisfactory.
  - c. The district will maintain detailed, accurate, and complete financial records throughout the life of the project and for five years, or more if required by local law, after the grant closure date. These financial records include original receipts, canceled checks, invoices, etc. Further, if a project is selected to receive an audit, the district must maintain all documentation until such time as TRF advises that the documents may be discarded.
3. Comply with all economic and trade sanctions, including those implemented by the Office of Foreign Assets Control (OFAC) of the United States Department of Treasury.
4. Return any unused grant funds that exceed \$500. If \$500 or less remains, the district must use these funds for disaster response activities.

## **VIII. SPECIAL CONSIDERATIONS FOR ROTARY FOUNDATION (INDIA)**

For general information about the Foreign Contribution Regulation Act (FCRA), go to [fcraonline.nic.in](http://fcraonline.nic.in). In addition to all other terms and conditions, grants with full or partial payment to a Rotary district in India should follow these payment and reporting procedures to comply with GOI laws and the FCRA:

1. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the sponsors must provide documentation showing that the

bank account is registered under the FCRA or staff must determine that sufficient funds are available from contributions made within India. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when additional contributions are made and sufficient funds are available. The sponsors of grants must ensure funds are not commingled.

2. Progress reports on grant funds released to India through 31 March are due by 31 May of that same year. Final reports are due two months after the grant's completion. Grant sponsors must ensure that funds received in a FCRA-registered bank account are not commingled with local funds.
3. All progress reports must:
  - a. Meet all general reporting requirements as listed in section VII
  - b. Show that a copy of the progress report filed electronically with TRF has been submitted to the South Asia Office
  - c. Include a utilization certificate if a portion of the grant amount has been used, along with statement of receipt and payment for the grant amount, certified by an independent chartered accountant (indicating membership number of the CA)
  - d. If the grant funds were not used for any reason, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if the grant amount was received before March.
4. All final reports must:
  - a. Meet all general reporting requirements as listed in section VII
  - b. Show that a hard copy of the final report filed electronically with TRF has been submitted to the South Asia Office.
  - c. Include:
    - i. A utilization certificate along with statement of receipt and payment for grant amount, certified by an independent chartered accountant (indicating membership number of the CA)
    - ii. An original bank statement or bank passbook (or a photocopy certified as true copy by the bank manager or a chartered accountant)
    - iii. A bank reconciliation statement, if multiple grants were paid to a single FCRA account
    - iv. Originals or photocopies of bills of payment/expenses vouchers and, if only photocopies are provided, a written undertaking that "all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India)"
    - v. Beneficiary information (for example, photographs, newspaper clippings, appreciation letter from beneficiary)

- d. Return of any remaining funds of any amount to the Rotary Foundation (India)
5. An FCRA-registered club or district is responsible for furnishing an FC-4 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.

## **IX. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES**

In addition to all other terms and conditions, grants paid to a Rotary district in the Philippines require more substantiation to comply with Philippine regulations. The Philippine Securities and Exchange Commission requires foundations to include supporting documents for all projects for which they have provided funding when they file financial statements. More information about this requirement can be found in Securities Regulation Code 68, as amended. Please see Item 4 on page 19. To enable the Foundation to comply with this regulation, grant sponsors must obtain certification issued by any of the following persons/organizations in the locality for which it exercises jurisdiction:

1. Office of the Mayor, stamped with office seal
2. Head of the Department of Social Welfare and Development, stamped with office seal
3. Head of the Department of Health, stamped with office seal
4. Office of the Barangay Chairman, stamped with office seal
5. Head/officer of private institution or actual beneficiaries, notarized

Please send five (5) original certificates on each project to:

Phil. Consulting Center, Inc.

c/o Erika Mae Bautista

2D Penthouse, Salamin Bldg.

197 Salcedo St., Legaspi Village

Makati City 1229

Philippines

Sample templates of the certification may be obtained through the Rotary International South Pacific and Philippines office.

Certifications of projects paid from July to May should be received by 30 June of the same fiscal year while those paid in June should be received by 31 July.