

HOW TO USE THE GRANT CENTER: GLOBAL GRANT SCHOLARS



This guide is for global grant scholarship candidates who have been selected by a sponsoring club or district. Note that the Foundation doesn't accept applications directly from candidates — Rotary clubs or districts apply for funding to support a scholarship candidate that they've chosen. After your Rotary sponsor has initiated an application with The Rotary Foundation, you'll be invited to participate in the process. The Grant Center is where you'll handle everything you need to do online for Rotary Foundation global grant scholarships, and it makes all of Rotary's grant-related resources easy to find.

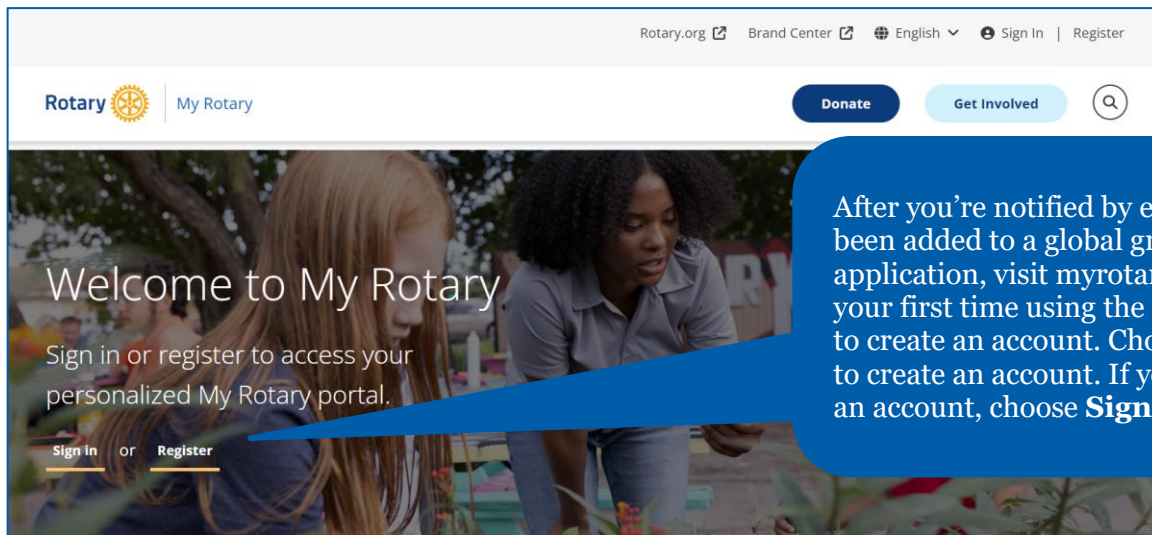
This guide will show you how to:

- [Submit a candidate application for a global grant scholarship](#)
- [Report on a global grant scholarship](#)

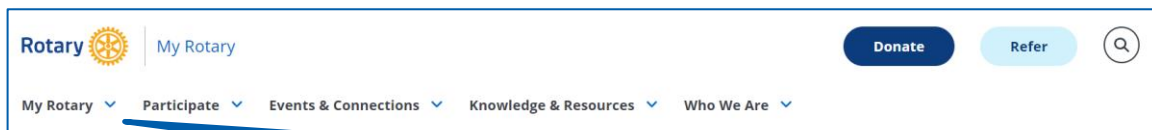
You can also [learn more](#) and find general information about Rotary grants online.

Submit a candidate application for a global grant scholarship

Congratulations on being a candidate for a scholarship funded through The Rotary Foundation! As part of the process, you'll need to complete a personal application in the [Grant Center](#). To do this, you'll need to create an account, answer some questions about your background, create a budget, and sign an agreement about travel and funding. Follow the step-by-step directions below.

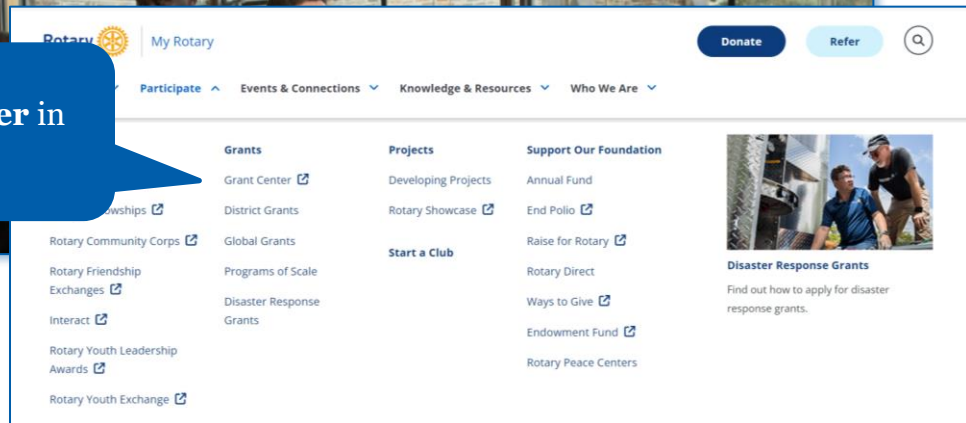


The screenshot shows the 'Create an Account' form. At the top, there's a navigation bar with links to Rotary, My Rotary, Donate, and Get Involved. Below this is a header with the Rotary logo and 'My Rotary' text. The main content area has the title 'Create an Account' and a link 'Already have a My Rotary Account? SIGN IN >'. The form fields are: 'First name*', 'Last name*', and 'Email*'. Below these is a question 'Are you 18 years or older?*' with radio buttons for 'Yes' and 'No'. A blue callout box on the right contains the following text: 'If you're creating an account, enter your name and email address, confirm that you're at least 18 years old, and choose **Continue**. Be sure to enter your name and email address exactly as they were entered by the Rotary club or district that wants to sponsor you. You'll then receive an email with more information to complete the registration process. Be sure to monitor your email for this message, and be aware that it may go to your spam folder initially.'

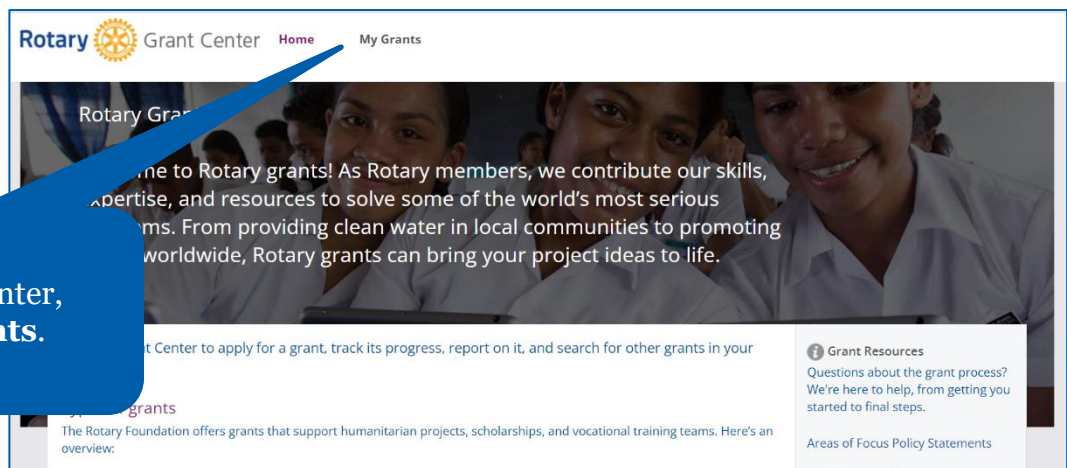


After you're signed in to My Rotary, go to Participate.

Go to Grant Center in the Grants menu.



In the Grant Center, select My Grants.



Global Grants

Rotary offers global grants to fund prestigious international scholarships of \$30,000 or more for graduate students.

- Peacebuilding and conflict prevention
- Disease prevention and treatment
- Water, sanitation, and hygiene
- Maternal and child health
- Basic education and literacy
- Community economic development

As a scholarship candidate, you are responsible for providing the information requested on the following pages and documents. If you have questions, contact us by email or consult your Rotarian sponsors.

Application(s)


| Grant Number | Grant Title | Grant Status |
|--------------|-------------|--------------|
| GG2011100 | Scholarship | Draft |

Select the **Grant Number** for the application you're working on. You'll have received that number in the email you got with the application details.

Profile Budget Agreement

WELCOME TO THE GLOBAL GRANT SCHOLARSHIP APPLICATION

Thank you for providing complete information so that we may evaluate your global grant scholarship application.

 Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Area of focus

- Disease prevention and treatment

PERSONAL INFORMATION

First name

Family name

Citizenship

Gender ☐ Male ☐ Female

Select the **Profile** tab.

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

Complete each field and provide detailed answers to the questions. Select **Upload Files** to transmit your supporting documents, including your university acceptance letter (required) and your résumé or CV (optional).

Enter the scholarship period?

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

Supporting documents

Click here to upload the required supporting documents: [Upload Files](#)

[Save & Exit](#)

[Save & Continue](#)

Choose **Save & Continue**.

Profile Budget Agreement

BUDGET

Select the local currency for your budget and enter the current rate of exchange to 1 U.S. dollar. Obtain the current RI exchange rate from Rotary's website. If your country is not on the official RI exchange rates list, visit the Oanda or Bloomberg website to obtain the current rate. Detail your proposed expenses by adding items to the budget. If you have any questions regarding eligible scholarship expenses or your responsibilities for completing this budget, contact your Rotarian sponsors.

Resources

- Grant T...
- Grant Management Manual
- RI Exchange Rates
- Oanda Currency Converter
- Bloomberg Currency Conversion

Exchange rate to 1 USD: [Change](#)

| Description | Supplier | Local cost (USD) | Cost in USD |
|---------------------------------|----------|------------------|-------------|
| Add Budget Item | | 0.00 | \$0.00 |

[Export to Excel](#)

[Save & Exit](#) [Save & Continue](#)

Next, select the **Budget** tab.

Choose **Add Budget Item** to detail your proposed expenses.

For each expense, describe the item, say who'll supply it, choose a category, and give the local cost and cost in U.S. dollars.

For example, if the description is "tuition," you could list "university" as the supplier.

Edit budget item

No.

Description

Supplier

Category

Local cost (USD)

Cost in USD

[Save](#) [Cancel](#)

Set your local currency

Currency:

Exchange rate: 1 USD =

Currency entered on: 26/10/2021

For the latest exchange rates, visit: [Bloomberg Currency Conversion](#) [RI Exchange Rates](#)

[Save](#)

You can change the currency if you won't be using U.S. dollars. Include the current exchange rate.

Select **Save** before you continue.

The screenshot shows a web interface with three tabs: Profile, Budget, and Agreement. The Agreement tab is selected. The page title is "Global Grant Scholar Agreement". The text explains that the agreement is entered into by The Rotary Foundation International (TRF) and the potential scholar, and that the scholar accepts the scholarship for study during the predetermined academic year at the study institution.

In accepting this Scholarship, I confirm and agree to the following:

1. All information contained in this application is, to the best of my knowledge, true and correct.
2. I have read the Terms and Conditions for Rotary Foundation District Grants and Global Grants (Terms and Conditions) and will adhere to all policies therein.
3. I am not: (1) a Rotarian; (2) an employee of a club, district, or other Rotary entity, or of Rotary International; or (3) a blood relative (by blood or stepchild, legally adopted or not), the spouse (or common-law partner by blood) of any person in the foregoing two categories.

I have read and agree to the Terms and Conditions for Rotary Foundation District Grants and Global Grants (Terms and Conditions) and the above terms of agreement associated with my participation in this grant.

I understand that I am responsible for obtaining travel insurance and any insurance required by the university I am attending.

Go Back Authorize

Next, select the Agreement tab and read through the document.

Mark each box to confirm that you understand and agree with the terms and conditions.

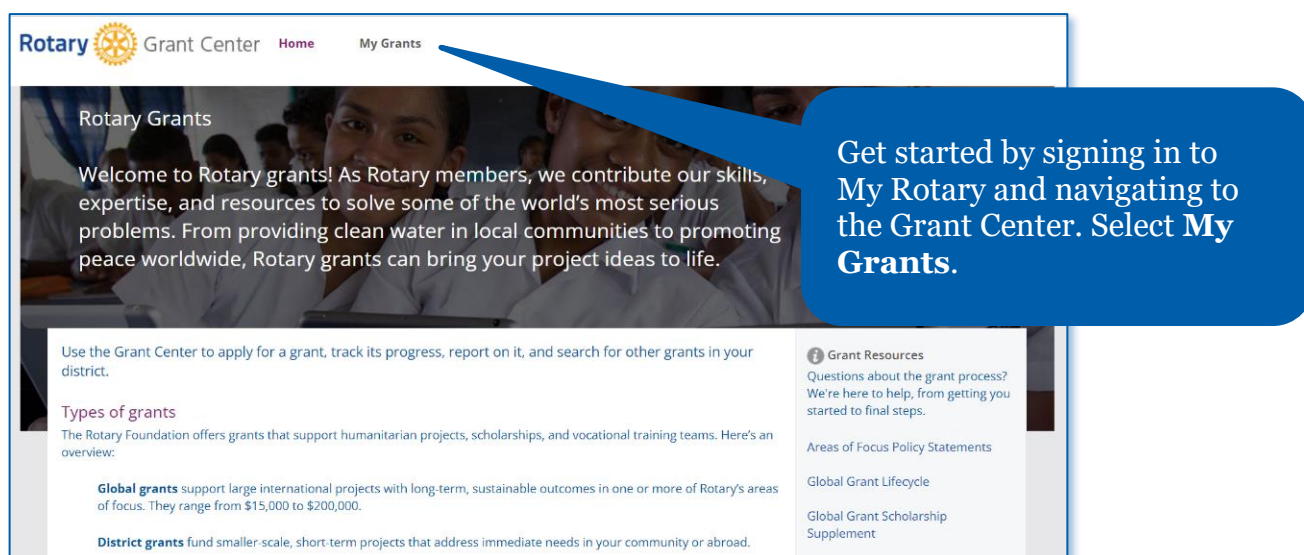
Select Authorize.

You're done! Please tell your sponsoring Rotary club that you've completed your portion of the grant application.

Report on a global grant scholarship

You'll need to contribute to a progress report within 12 months of when you receive the first grant payment and every 12 months after that. The final report is due within two months of when you complete your scholarship.

When it's time to submit a report, you'll receive a notice from the Grant Center that your sponsors have started the document and you can add your information to it. You can also start a report, as you'll see below. When you've completed your portion of the report, the Grant Center will automatically notify your sponsors.



The screenshot shows the Rotary Grant Center homepage. At the top, there's a navigation bar with the Rotary logo, 'Grant Center', and links for 'Home' and 'My Grants'. A large blue callout box points to the 'My Grants' link, containing the text: 'Get started by signing in to My Rotary and navigating to the Grant Center. Select My Grants.' Below the navigation bar, there's a hero section with a photo of people and the text: 'Rotary Grants. Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.' Below this, there's a section titled 'Types of grants' with an overview and two types: 'Global grants' and 'District grants'. On the right, there's a 'Grant Resources' section with links to 'Areas of Focus Policy Statements', 'Global Grant Lifecycle', and 'Global Grant Scholarship Supplement'.

Rotary Grants

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

Use the Grant Center to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants

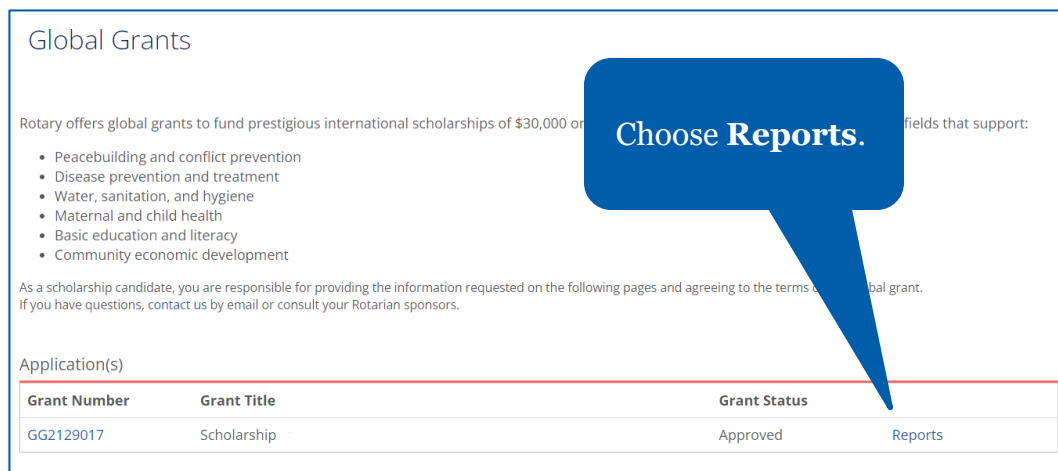
The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.

Grant Resources

Questions about the grant process? We're here to help, from getting you started to final steps.

- Areas of Focus Policy Statements
- Global Grant Lifecycle
- Global Grant Scholarship Supplement



The screenshot shows the 'Global Grants' page. It has a title 'Global Grants' and a paragraph: 'Rotary offers global grants to fund prestigious international scholarships of \$30,000 or more in fields that support:'. Below this is a bulleted list of fields: 'Peacebuilding and conflict prevention', 'Disease prevention and treatment', 'Water, sanitation, and hygiene', 'Maternal and child health', 'Basic education and literacy', and 'Community economic development'. There's also a paragraph about the responsibilities of a scholarship candidate. At the bottom, there's a table titled 'Application(s)' with columns for 'Grant Number', 'Grant Title', and 'Grant Status'. A blue callout box points to the 'Reports' link in the 'Grant Status' column of the first row, containing the text: 'Choose Reports.'.

Global Grants

Rotary offers global grants to fund prestigious international scholarships of \$30,000 or more in fields that support:

- Peacebuilding and conflict prevention
- Disease prevention and treatment
- Water, sanitation, and hygiene
- Maternal and child health
- Basic education and literacy
- Community economic development

As a scholarship candidate, you are responsible for providing the information requested on the following pages and agreeing to the terms of the global grant. If you have questions, contact us by email or consult your Rotarian sponsors.

Application(s)

| Grant Number | Grant Title | Grant Status |
|--------------|-------------|----------------------------------|
| GG2129017 | Scholarship | Approved Reports |

GG2129017 Reports

Scholarship

You can start two types of report here: progress reports and final reports. You'll write a progress report every 12 months until the project is finished. Final reports are due within two months after you finish the project. [Learn more.](#)

When you submit a report to the Foundation, staff will review it and either accept the report or contact you to ask for more information.

You can start a new report on the [Reports](#) page. If you have an accepted report, you can start a new report on the [Reports](#) page.

Note that grants paid to clubs and organizations have a different reporting schedule.

Choose **Start a Report.**

Reports

| No. | Type | Status | Due | Submitted |
|---|------|--------|-----|-----------|
| Start a Report Please note: No reports have been started. Click Start a Report to begin. | | | | |

Select **PROGRESS REPORT** or **FINAL REPORT.**

Select Report Type

To begin, select the report type.



PROGRESS REPORT

Use a progress report if the project is still in progress.

[Continue](#)



FINAL REPORT

Submit a final report when all project activities are finished.

[Continue](#)

[Cancel](#)

If you had already started working on your report, select **Edit** to continue with it.

Reports

| No. | Type | Status | Due | Submitted |
|-----|----------|--------|------------|--|
| 1 | Progress | Draft | 09/10/2022 | Edit Print |

[Start a Report](#)

Please note: You can only work on one active report at a time.

Scholar Evaluation

Tell us about your Rotary scholarship experience and how it affected your professional goals. We'll use this information to help us improve our scholarship programs. Please include details about your coursework, research, and service activities.

YOUR SCHOLARSHIP

How has your scholarship experience contributed to your progress toward your career goals?

Describe some of the knowledge and skills you developed through your scholarship and how you have used them in your career.

The first section of the report is the **Scholar Evaluation**. This is where you'll tell us about your Rotary scholarship experience and the effect it's had on your skills and your progress toward your career goals.

After you complete this section, choose **Save & Continue**.

Community health project

Description
Served with local health department during community health fair

[Edit](#) [Delete Service Activity](#)

[+ Add Service Activity](#)

[Save & Continue](#) [Save](#) [Exit](#) [Skip](#)

Project Expenditures

Keeping accurate records of your expenses throughout your grant is important to its success. Use the expense log to report everything you've spent grant money on since your last report. If this is your first progress report, report all expenditures since you received the funds. Expenses you entered in previous reports are shown but cannot be changed.

Use the summary report to compare your expenditures with the budget. You'll see the variance for each budget category.

Grant amount:
30,000 USD

Expense log
View your project budget from the application.

| Date | Description |
|-------------------------------|-------------|
| + Add expense | |

In the next section, you'll provide information about your expenses.

Choose **Add expense**.

Add an expense

Tell us a little more about each expense.

What was the date of this purchase or other expense?

dd/mm/yyyy

Which currency did you use?

CHF

What was the amount of the expense?

Next Cancel

For each expense, provide details including the date, the currency, and the amount.

Expense summary

| Category | Budget (CHF) | Expenses (CHF) | Variances (CHF) |
|----------------|-----------------|-----------------|-----------------|
| | 12000.00 | 12000.00 | 0.00 |
| | 6500.00 | 6500.00 | 0.00 |
| | 1100.00 | 1100.00 | 0.00 |
| | 8000.00 | 8000.00 | 0.00 |
| Totals: | 27600.00 | 27600.00 | 0.00 |

Excel Export

Save & Continue Save Exit

After you've entered information for all of your expenses, select **Save & Continue**.

After you've filed your final report, any grant funds that you didn't use will need to be returned to The Rotary Foundation.

Scholar Evaluation

Project Expenditures

Supporting Documents ✓

Supporting Documents

Upload

Continue Exit

In the **Supporting Documents** section, you can upload items such as a spreadsheet or ledger that you've used to keep track of your expenses, as well as receipts for expenses equivalent to \$75 or more.

| | |
|------------------------|---|
| Scholar Evaluation ✓ |  |
| Project Expenditures ✓ |  |
| Supporting Documents ✓ |  |
| Scholar Authorization | |

CERTIFY AND SUBMIT

The next step is to submit your evaluation for review and authorization by your sponsor member.

You will not be able to edit your report after you submit it. Your sponsor member will review the report and submit it to The Rotary Foundation.

☐ I certify that my report is complete and accurate and includes the following:

Submit and Authorize

When you've completed the report, mark the box and select **Submit and Authorize**. Remember that after you do this, you can't make any changes to the report.