TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISASTER RESPONSE GRANTS

Disaster response grants support relief and recovery efforts in areas that have been affected by natural disasters within the past six months. Grants of up to US$25,000 are awarded by The Rotary Foundation to districts located in the affected area only. The funds can be used to provide basic items such as water, food, medicine, and clothing. Districts apply for the grants, manage the funds, and submit reports explaining how the funds were used. Clubs within the district can participate in implementing grant-funded activities.

The Rotary Foundation may modify these terms and conditions at any time to clarify them or to reflect policy changes. You can find additional updates and resources at rotary.org/grants or ask for them from Rotary grants staff.

1. ELIGIBLE ACTIVITIES

Activities that are eligible for disaster response grant funding:

A. Align with The Rotary Foundation's mission

B. Can include providing items such as water, food, medicine, and clothing

C. Involve active participation by Rotary members

D. Cause no harm and comply with the laws of both the United States and the country where the grant will be carried out. (If you plan to sponsor projects in countries sanctioned by the U.S. Treasury Department's Office of Foreign Assets Control, you will be asked to supply more information.)

E. Protect the safety and well-being of all minors who participate, and comply with Rotary International's youth protection policies

F. Are reviewed and approved by the Foundation before they are implemented. If changes to the spending plan are necessary after a grant has been approved, you need to submit a request to Rotary grants staff.

G. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out

H. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of The Rotary Foundation Code of Policies and summarized in section 8, Conflict of Interest Policy for Grants

I. Adhere to Rotary's policies for the use of the name "Rotary" and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the Rotary Code of Policies

J. Include signage on or near project sites that identify 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 brand guidelines, which can be found in the Brand Center

K. Adhere to Rotary's Privacy Statement for Personal Data, outlined in section 26.080. of the Rotary Code of Policies

2. INELIGIBLE ACTIVITIES AND SPENDING

Disaster response grant-funded activities may not:

A. Discriminate against any group

B. Promote a particular political or religious viewpoint

C. Perform purely religious functions

D. Provide continuous or excessive support to any one person, entity, or community

E. Establish a foundation, permanent trust, or long-term interest-bearing account

F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding

G. Include fundraising activities

H. Transport vaccines over national borders without prior approval of government and regulatory authorities in the originating and receiving countries

I. Require anyone to work without pay. (Projects should strive to uphold labor rights and fair wage practices; if the people who will benefit are required to volunteer on the project, their explicit consent is required.)

J. Require work by anyone below the country's legal working age or, if the law doesn't specify, anyone under age 16

Disaster response grant funds also may not be used to pay for:

K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved

L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant

M. Purchases of land or buildings

N. Weapons or ammunition

O. Military assistance

P. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies

Q. Public relations initiatives, unless they are essential to completing the project

R. Project signage that costs more than US$1,000

S. The operating, administrative, or indirect program expenses of another organization

T. Unrestricted cash donations to a person or cooperating organization

U. COVID-19 vaccines

V. Immunizations that administer only the polio vaccine

W. Travel to National Immunization Days

X. Abortions or procedures that are undertaken solely for sex determination

Y. International travel for anyone under age 18, unless they are accompanied by a parent or guardian or are participating in the Rotary Youth Exchange program

Z. Loan guarantee systems

AA. Items that would then be owned by a Rotary district, Rotary club, Rotaract club, or member

BB. The detection and removal of land mines or the purchase of equipment to remove land mines

3. APPLICATION REQUIREMENTS

A. Establish a grant committee of at least three Rotary members that includes the district governor and the district Rotary Foundation chair. This committee is responsible for identifying what an affected community needs and determining how funding can best address those needs. This committee also oversees the management of grant funds and the implementation of projects.

B. The district governor and district Rotary Foundation chair are responsible for authorizing and submitting the disaster response grant application, which is available in the Grant Center.

C. Only districts directly affected by a disaster can receive disaster response grant funds.

D. Districts need to be qualified in order to apply for a disaster response grant.

E. Districts may apply for subsequent grants after successfully reporting on any prior disaster response grants.

F. Include a detailed spending plan in your application.

G. If a grant application isn't completed and approved within six months after it is submitted, it will be canceled.

H. Ensure that all parties involved in the grant are in good standing with Rotary International and The Rotary Foundation.

I. Ensure that all project names comply with Rotary's policies for the use of its logos, emblems, and graphics (see section 1, Eligible Activities).

J. Plan for contingencies. Your district may allocate up to 20% of its disaster response grant funds for contingencies that may arise, but all activities you add to the grant after it has been approved need to be approved by the Foundation before you can spend the money. Include the contingency fund in your spending plan and itemize contingency expenses in your final report.

K. Include administrative costs. Districts may allocate up to 3% of the grant amount for grant-related administrative expenses, such as bank fees, postage, software, and an independent financial assessment.

L. Each health care professional who provides services as part of the grant-funded activities is expected to have at least US$500,000 in professional liability insurance coverage, known as errors and omissions liability. The participant obtains and pays for this coverage.

4. COOPERATING ORGANIZATIONS

A. Cooperating organizations are reputable, non-Rotary organizations or academic institutions that provide

expertise, infrastructure, advocacy, training, education, or other support for the project.

B. Cooperating organizations need to comply with all of the Foundation's reporting and auditing requirements and provide receipts and required proof of purchases.

C. Any Foundation funds provided to cooperating organizations need to be used for specific project expenses, and the district needs to keep an itemized record of these expenses.

5. HOW GRANTS ARE FUNDED

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

B. The maximum grant amount is US$25,000.

6. PAYMENTS

A. Grant payments will be made only to a district-controlled bank account dedicated to disaster response or to another district-controlled grant account. Payments will not be made to individual clubs.

B. The bank account must require at least two signatories for any transaction.

C. Grant funds are managed solely by the district that applies for the disaster response grant and receives the funds from the Foundation. The district will pay vendors directly.

D. Grants are paid at the Rotary International exchange rate at the time of payment.

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

1. The Foundation has received and approved the grant application.
2. The Foundation has received complete payee information.

F. Grant funds will be paid only to the district or district foundation bank account that is listed in the grant application.

G. If payment requirements aren't met within six months of approval, the grant will be canceled.

7. REPORTING REQUIREMENTS

A. Grant recipients need to report to the Foundation on how grant funds are used.

B. Reports must include:

1. A full description of the project
2. A list of the clubs involved
3. The names of any cooperating organizations involved in carrying out projects
4. The number of people who benefited from the project
5. How Rotary members participated in the project
6. A list of expenses
7. A bank statement that correlates to the list of expenses

8. Receipts that are appropriately cross-referenced to the list of expenses (when expressly requested by the Foundation)

C. Reports must be submitted within six months of the district receiving the payment.

D. The Foundation may, at any time, review grants, conduct audits, send monitors, require additional documentation, or suspend any or all payments.

E. Districts are required to report the use of grant funds to their member clubs according to the terms of their qualification.

F. Grant sponsors are required to keep copies of all receipts and bank statements related to the spending of grant funds, according to the terms of their qualification and applicable laws.

G. Grant sponsors that don't adhere to Foundation policies and guidelines in implementing and financing grant projects will be required to return all grant funds and may be barred from receiving other grants for up to five years.

H. Final reports that document the disbursement of funds need to be submitted to the Foundation within six months after sponsors receive the payment, or within two months of the last grant money being disbursed. For grants paid to Argentina and Brazil, receipts for all expenses must be submitted with reports.

I. If more than US$1,000 of grant funds remain after all grant activities are completed, the Foundation needs to approve their use for additional eligible activities. If you cannot spend these funds as approved, you need to return them to The Rotary Foundation.

J. If US$1,000 or less of grant funds remain after all grant activities are completed, they may be used for activities that meet the disaster response grant eligibility requirements without preapproval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the disaster response grant.

K. Grant funds of US$1,000 or less that are returned to the Foundation will be credited to the World Fund.

L. The following countries have their own requirements for returning funds:

1. Argentina: Any unused grant funds of more than 10 Argentine pesos need to be returned.
2. Brazil: Any unused grant funds of more than 100 Brazilian reals need to be returned.
3. India: Any unused grant funds need to be returned.

8. CONFLICT OF INTEREST POLICY FOR GRANTS

A. Ensuring integrity in Rotary Foundation grants requires that everyone involved avoid actual and perceived conflicts of interest.

B. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, their family, their business, or an entity in which they serve in a paid or voluntary leadership or advisory position.

C. All actual or perceived conflicts of interest need to be disclosed to Rotary grants staff during the application process. If you're not sure whether a situation presents a conflict of interest, you should disclose it.

D. The Rotary grants staff or the Trustees will determine whether a conflict of interest exists in a particular case. If they conclude that there is or has been a conflict of interest in a grant, the grants staff will

recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. Remedies may include removing a member from a grant committee, declining a grant application, canceling an approved grant, or suspending a particular member, club, district, or cooperating organization from participating in Rotary grants.

E. Some people are not eligible for grants or to benefit from any Foundation grants. They include:

   1. Current Rotarians
   2. Employees of clubs, districts, other Rotary entities (as defined in section 1.040. of the Rotary Code of Policies), or Rotary International
   3. The spouses; children or grandchildren by blood, legal adoption, or marriage without adoption; the spouses of those children or grandchildren, or parents or grandparents by blood of people listed above; and employees of agencies, organizations, or institutions that partner with Rotary International or the Foundation
   4. Former Rotarians and people with the familial relationships to former Rotarians described above, for three years after their or their relative's membership ends

F. Rotary members who serve on a club or district selection committee that is responsible for a grant-funded activity need to be completely transparent about their personal, family, or business relationships with any person or organization that would be affected by a potential Rotary grant. This includes, but is not limited to, any relationship with scholarship candidates, cooperating organizations, vendors, or other people or organizations that would benefit from the grant. Committee members need to notify the committee chair of any actual or perceived conflict of interest before the selection process begins, and the actual or potential conflict also needs to be disclosed in the grant application.

G. Before a Rotary district, club, or member conducts business related to a grant-funded activity that involves a vendor being paid by a Rotary entity, a fair, transparent, and thorough request for proposals or a bidding process needs to be conducted to ensure that the best services are secured at a reasonable cost. Possible conflicts of interest may arise when a Rotary entity is considering business in which funds will be paid to a member, a provider of goods or services that is owned or managed by a member, an honorary member, or the people listed above who are ineligible for Foundation grants.

H. All grant transactions need to be reviewed to confirm that there is no conflict of interest with vendors or payment recipients, including, among others, partner nongovernmental organizations, providers of goods or services, insurance companies, shipping companies, and educational institutions. Vendors with conflicts of interest may be used if the vendor provides the best product or service at fair market cost, as evidenced by a sales quote or an offer obtained through a fair, transparent, and thorough bidding process.

I. For more information on Rotary's Conflict of Interest Policy, please see section 30.040. of The Rotary Foundation Code of Policies.

9. SPECIAL CONSIDERATIONS FOR INDIA

A. In addition to the other terms and conditions, grants that are paid in full or in part to a district in India need to follow the payment and reporting procedures below to comply with Indian law and the Foreign Contribution Regulation Act (FCRA) read with Foreign Contribution Regulation Amendment Act 2020.

B. For general information about FCRA, go to fcraonline.nic.in. An FCRA-registered 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.

C. All grant payments will be sent to bank accounts opened specifically to receive funds in Indian rupees or to a district-controlled FCRA account. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the staff needs to determine that enough funds are available from contributions made within India or the sponsors need to provide documentation showing that the bank account is registered under the FCRA. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when more contributions (from within India) are made and enough funds are available. Grant sponsors need to ensure that funds received in an FCRA-registered bank account are not commingled with local funds. Funds won't be released until any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.

D. Progress reports on grant funds paid from Rotary Foundation (India) or the Rotary International South Asia office through 31 March are due by 31 May of the same year. Final reports are due two months after the project is completed. All progress reports need to meet all general reporting requirements as listed in section 7, Reporting Requirements. In addition, the grant sponsors need to:

   1. Submit a progress report electronically in the Grant Center
   2. Inform the South Asia office that the progress report has been filed
   3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number and unique document identification number); the utilization certificate must say whether it was Rotary Foundation (India) or the South Asia office that paid the grant funds
   4. Upload the bank statement or passbook (or a photocopy certified by the bank manager or a chartered accountant)
   5. Upload all bills, invoices, and receipts in the Grant Center

E. If for any reason the grant funds were not used, 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 it was received before March.

F. Final reports need to meet all general reporting requirements listed in section 7, Reporting Requirements. In addition, the grant sponsors need to:

   1. Submit a final report electronically in the Grant Center
   2. Inform the South Asia office that the final report has been submitted
   3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number and unique document identification number); the utilization certificate must say whether it was Rotary Foundation (India) or the South Asia office that paid the grant funds
   4. Upload the bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant)
   5. Submit a bank reconciliation statement, if multiple grants were paid to a single Indian rupee or FCRA account

6. Upload all bills, invoices, and receipts in the Grant Center
7. Upload the 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) or the South Asia office" in the Grant Center
8. Return any unused grant funds to the entity that paid the funds (Rotary Foundation (India) or the Rotary International South Asia office)
9. Retain information about the people who benefited from the project, including photographs, newspaper clippings, and letters of appreciation, because it may be requested by Rotary Foundation (India) or the South Asia office

10. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES

A. In addition to the other terms and conditions, grants paid to a Rotary district or club in the Philippines require more documentation to comply with Philippine law.

B. The Securities and Exchange Commission of the Philippines requires foundations to include supporting documents for all the projects that they have provided funding to when they file financial statements. You can find more information in Securities Regulation Code 68, as amended. To comply, grant sponsors need to get certification from any of these people or organizations in the area where they have jurisdiction:

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

C. Send five original certificates on each project to: Phil. Consulting Center Inc., c/o Erika Mae Bautista, 2D Penthouse, Salamin Building, 197 Salcedo Street, Legaspi Village, Makati City 1229, Philippines.

D. You can get sample templates of the certification from the South Pacific and Philippines office.

E. Certifications for grants that were distributed from July to May should be received by 30 June of the same fiscal year, and those paid in June should be received by 31 July.