

The Rotary Foundation – Excerpt from Grants Terms & Conditions

REPORTING REQUIREMENTS AND DOCUMENTATION:

Grant recipients need to report to the Foundation how grant funds are used. Submit progress and final reports in the Grant Centre.

All forms need to be entirely complete to be accepted. The Foundation won't approve new grant applications if a grant sponsor has an overdue report for any Foundation grant. (*See exception below.)

The Foundation may at any time review grants, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.

These provisions also apply to grant recipients:

1. Districts need to report the use of grant funds to their member clubs according to the terms of their qualification.
2. Grant sponsors need to keep copies of all receipts and bank statements related to grant-funded spending, according to the terms of their qualification and applicable laws.
3. Grant sponsors who don't adhere to Foundation policies and guidelines in implementing and financing grant projects will need to return all grant funds and may be barred from receiving other grants for up to five years

District Grants:

These additional conditions apply to district grants:

1. Final reports that document the disbursement of funds must be submitted to the Foundation within 12 months of when sponsors receive the payment, or within two months of the last grant money being disbursed.
2. All grant projects and activities funded by district grants need to be completed within 24 months of the Foundation or the local district transferring funds to the club or project site.
3. If more than \$1,000 of grant funds remain after the projects are completed, the Foundation needs to approve their use for additional project-related expenses. If you cannot spend these funds as approved, you must return them to The Rotary Foundation, and they will be credited to the district's DDF.
4. If \$1,000 or less of grant funds remain after the projects are completed, funds may be used for activities that meet the district grant eligibility requirements and do not require pre-approval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the district grant.

5. Grant funds of \$1,000 or less that are returned to the Foundation will be moved to the World Fund.

6. The following countries have these requirements for returning funds:

- a. Argentina: Any unused grant funds of more than ARS 10 must be returned.
- b. Brazil: Any unused grant funds of more than BRL 100 must be returned.
- c. India: Any unused grant funds of more than INR 10,000 must be returned.

CANCELED GRANTS:

District grants If a district grant is cancelled, the following procedures apply:

- 1. If a grant has been approved but not paid, all funds will be returned to the district's DDF balance.
- 2. If a grant has been paid, all unused grant funds must be returned to the Foundation and will be credited to the district's DDF balance.