

“PROJECT EVALUATION CRITERIA” and “GUIDELINES for the APPLICATION FORM”

This Download includes both Documents

DISTRICT GRANT PROJECT EVALUATION CRITERIA

Project Evaluation has two components:

- 1) **Project details** that demonstrate the relevance, beneficial impact, value for money and engagement of Rotarian and community members.
- 2) **Club compliance** with its advantages and obligations for participation in the District Grants program.

1) PROJECT DETAILS

This section describes criteria which the District 9810 Grants Committee will use when assessing club Applications for approval of District Grants. Considering the huge variety of projects that arise, it is unlikely that any one project will comply with all criteria, and that is **not** an expectation. Equally, it is unlikely that one criterion will be addressed by all projects. The criteria are there to assist those assessing grant awards to have measures by which projects can be assessed in a fair way. Importantly, it is also a guide for Rotarians to build value into their projects.

The Project as a Whole

- **The project must support the mission of The Rotary Foundation**
That is: Advance World understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.
- **The project should not merely support a gap in the service provision of levels of government, a government agency, an NGO or a commercial service provider.**
We are not in the business of investing Rotarians' funds to fix problems or omissions for which another organisation is normally and clearly responsible. Where a project might support an area, the responsibility for which rests with any of the types of organisation mentioned, the project planning or implementation should seek the active involvement of that organisation. Its financial contribution to the project would also be very welcome.
- **The value and benefits of the project, relative to the funds being invested should be in reasonable balance**
Projects must deliver realistic benefits, directly, indirectly, and intuitively, for the budgeted amount spent.

Need for and Scope of the Project

- **The scope of the project is to be determined with involvement of the club, the beneficiaries and any partners. Agreement of the project objectives and any restrictions are expected, so your application should describe what and how this has been achieved.**
When practicable, a formal letter of participation by the beneficiaries (similar to an MOU), should be provided with the Application. This is essential if the beneficiary also contributes funding. (See below).
- **Areas of Focus Alignment** – Projects, and particularly International projects, that align with one or more of the goals of an Area of Focus will be advantageous. Where alignment applies, project applications should outline measures for meeting the goal and ensuring its sustainability.

Financial Requirements

- **Project budgets are to be supported by quotations where possible, where the total expense from a supplier is more than \$500 (AUD)**
Project sponsors should obtain competitive quotes and select the one offering best value for the project, (which might not be the cheapest). The application should confirm reasons for selection of the supplier and services.

- **Co-contributions of project funds by Rotary and other partners is welcome**
Multi-club and cluster projects have been introduced to make it easier to fund more impactful and larger projects than the matching arrangements may indicate. Matching will not exceed double the maximum match for the project. Contributions are required from each partnering club and matched contributions only to contributions from these clubs. Contributions in excess of matching requirements may be made by Rotarian and other partners.
Note that Cooperating Organisations (see below) cannot contribute to the financing of a project for which they have been engaged.

Active Involvement of Project Partners

- **Controlling involvement by the sponsoring club(s) in the project's execution is required.**
It is generally expected that sponsoring club(s) will manage and execute the project. Contributions of project funds or non-financial support of a project implemented by another organisation or charity should not be able to be perceived as merely a donation to that organisation or charity.
Where it is impracticable for a club, through geographic location or unavailability of onsite specific skills for club members to be actively involved, ways should be found to assist the project. These can include support of the project's technical, financial or project management needs, formal monitoring and reporting of progress, assistance with selecting equipment, services or labour, initiating and supporting training needs, and ensuring the project includes practical means for sustaining the project's benefits once the project team leaves.
- **A Cooperating Organisation** is engaged to provide specific expertise and/or skills not available to the project locally, for a part of the project. When engaged, the separate responsibilities of each and all project partners are to be identified in a Memorandum of Understanding that is signed by each party. Cooperating Organisations may not contribute to project funds. Legitimate project expenses of the Cooperating Organisation can be reimbursed from project funds upon an itemised invoice. These should be budgeted when applying for the grant.
- **Rotary clubs, Rotaractors and non-Rotary volunteer organisations may join the sponsoring club for the execution of a project.**
If the partner joins for specific project tasks, a Letter of Participation or MOU that identifies the responsibilities of each party, must be included with the Application. Failure to do so may void Rotary insurance for any volunteers not registered to the project.
- **International Projects initiated by a D9810 club are recommended to use an 'in-country' local partner to coordinate activities at the project site.**
Note that such partners, like Suppliers, are not a Cooperating Organisation. The partner can be an overseas Rotary District, Rotary Club or a reputable third party.

Project Sustainability

- **Where the project benefits require upkeep, maintenance, or ongoing training to enable the beneficiaries to continue to receive project benefits once the project team leaves, the project plan should include the relevant activities and their costs to establish these facilities.**
The sponsoring club has the responsibility to ensure the benefits continue for a realistic period after the project team leaves. Rotarian and other voluntary agencies cannot enter into long term agreements to provide this support, nor should reliance for sustaining benefits be placed with volunteers, especially from the beneficiaries.

Publicity

- **Publicity proposed for the benefitting community, the clubs involved, the District and Rotary, generally**
To help ensure smooth progress of the project it may be necessary to inform the community, local to the project, about the project and its benefits. Additionally, to enhance Rotary's image within the community, information about the project can well stimulate other projects that are worth doing. Good publicity of your project experience, can also inform Rotarians of useful techniques that can be used in their projects.
The Grants Committee has a responsibility to publicise the use of Foundation funds to the District and its

clubs. This is more effective if, when presented, it is in terms of your project publicity. No matter how straightforward you perceive your project may be, publicising it can always have extended benefits to Rotarians and others and their projects. Note that external publicity should include reference to the project being delivered by your Rotary Club (not just Rotary), with *“the support of a grant from The Rotary Foundation”*.

2) CLUB COMPLIANCE

It is not the D9810 Rotary Foundation Committee’s intention to award a grant to a club based on the history of that club’s financial contributions to The Rotary Foundation.

However, realising that Foundation grants are derived from the financial support of Rotarians and their clubs, it is only fair, that when seeking a grant, the club reviews its own contribution record, and assesses its fairness. If that review results in a satisfactory assessment – fine! If the situation should be improved – do something about it!

Grant applications ask for an indication of:

- The goal for Foundation contributions, (inclusive of the club’s fundraising, Centurian and PHS contributions), for the current Rotary year,
- The appointment of a Foundation Committee Chair (for three years) to facilitate communication and support between the District Foundation Committee and the club,
- The appointment of a member that has/will take relevant online courses from the RI Learning Centre to support club members’ knowledge and interest in the Foundation and all its offerings, and
- The currency of the club’s annual dues, to sustain Rotary’s and the District’s ability to provide resources to support the club and its activities.

For both your club and the District, your responses to these items will identify whether your club needs any assistance in these four areas to ensure ready acceptance of your club’s participation in the Foundation’s and other Rotary programs.

General

Use these Guidelines and Form “D9810 District Grant Application – Humanitarian & Educational (Aug21)” to apply for a grant for:

- A local community project (DLG)
- An international project (DIG)
- A Community Assessment for a Global Grant (GGCA)
- A Low-Level Scholarship (DGE)

Please review and complete the Club Eligibility Criteria on Page 2, to participate in the District Grants Program.

These Guidelines are comprised of three sections:

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| Section 1 | Application Summary |
| Section 2 | Project Planning |
| Section 3 | Financial Planning |

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Section 1 Application Summary (1 Page)

- 1.1 Project Title & Location – A single line entry, e.g. “Adolescent Mental Forum - Emerald, Belgrave and Wandin”
Application Type – e.g. “A. Local Community Grant”
Project Purpose (Why the project is needed; in 1 sentence) – e.g., “To address the rising incidence of youth suicide in the Yarra Ranges community.”
 - 1.2 Applicant Club(s) – list one, or more for a multi club project.
The Project Management Committee, comprised of at least two members, one member from the Applicant Club (Primary Contact) and a second Rotarian from the sponsoring club or clubs, organises and manages the project in its entirety. The Committee is appointed for the life of the project. If a member leaves the club prior to project completion, the replacement should be notified to the District Grants Committee.
 - 1.3 Authorisation – the Author of the Application and Club President are to sign. Personal signatures that have been digitised by scanning, are acceptable.
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Section 2 Project Planning (2 pages)

- 2.1 **Community Assessment** – Assessing a community’s strengths, weaknesses, needs, and assets is an essential first step in planning an effective project that maximises the ability to make an impact. This section asks you to assess the broader community before you prioritise specific needs where you can make the greatest impact within the scope and constraints of the budget for your project. This approach applies to local and international District Grant Projects.
If you are applying for a District Grant to prepare a Community Assessment, (which is a mandatory preliminary to apply for a Global Grant); then insert “To be identified” in 2.1 b).
Important Note: Your Grant Application should reflect a need that has been identified in the community, by the community, in conjunction with your Rotary Club. Local ownership of the project outcome is important for ‘sustainability’ of project benefits. If you are not familiar with how to conduct a Community Assessment refer to ‘Community Assessment Tools - A resource for Rotary projects’ on the RI website.
 - a) **Current Situation:** We need to know the beneficiaries of your project, where they are located and characteristics of their current situation. Please also describe how you discovered the need for the project.
 - b) **Needs Identified:** From Part a) you will be able to work with the community to have them prioritise their needs. Tell us how your Club worked with beneficiaries to prioritise their needs and design the project. If your Application is for a Community Assessment Grant insert “To be identified”.
 - c) **Responsibility:** Often Rotarians see a need that offers a promising project opportunity, but which arises because another organisation, such as an NGO or other Government organisation, should undertake as its normal responsibility. If you wish to proceed with such project you should consult with that agency and seek their agreement for you to proceed. Most often, this is an opportunity to involve the agency itself in some way, which reflects well on Rotary. If the agency declines your offer, or otherwise prescribes conditions

relating to your project, you must abide by that, or negotiate a conclusion acceptable to all parties. Describe your experience and the outcomes in this section.

- d) **Scope & Objectives:** Now that you have narrowed down to the prioritised needs, outline the scope and objectives of your project. [If your Application is for a Community Assessment for a Global Grant Project, broadly describe the scope and objectives of that project and its Area of Focus your Community Assessment will support].
- e) **Impact of Project Not Proceeding:** Please indicate the urgency for this project and how the community will be affected if these needs are not addressed.

2.2 Assurance of Sustainable Project Benefits – Please describe what actions you will take in the project to ensure that benefits to the community continue after completion of the project. These tasks could include the training of beneficiaries for post project upkeep and maintenance or setting up the project to generate funds post project. Specific project costs for doing this should be included in your Project Budget. Actively involving members of the benefitting community in determining these tasks and in your project itself from the start, develops ownership and is ideal for creating self-sufficiency for assuring sustainability of the benefits.

There are other aspects of sustainability that should receive your attention, such as making purchases locally to help support the project community. More information on sustainable activities can be found on the RI website and Global Grant literature.

2.3 Project Plan - Projects are normally designed as a series of steps or activities. Activities can run one after the other, (in series), or some can be done at the same time, (in parallel), or overlapping another. Each activity should represent a stage of the project (not a task) that will have an outcome which achieves something by an expected date – in other words, a milestone is reached. This can range from a stage upon which following stages depend, or a major step in the project, to completion of the project.

List in the Table the milestones you have determined for the project. It should show the milestone deliverable, (e.g., "Security fencing & sheds complete", "School room furniture delivered & installed," or Training & Plan for Handover, Complete"). There is no need to describe how each relates to another, timewise, but listing in a chronological sequence is helpful. Enter an estimate of when each listed milestone will be completed. (You will not be held to this).

Note: No project activities can commence until this application has been approved.

2.4 Project Partners – Please describe the involvement of project partners in the design and implementation of the Project. It is highly recommended that District International Grants and Grants to conduct a Community Assessment use a project partner (Host Partner) from the community where the project is undertaken. The Host Partner can be a Rotary District, a Rotary Club or a third party. The Host Partner facilitates local project activities for the Project.

Cooperating Organisations – Applicable to all local and international grants, a Cooperating organisation may be engaged to provide essential work, skills, support, or other expertise that is necessary for the project but unavailable from the partners. It cannot be the beneficiary or a project sponsor. Eligible project costs it will need may be reimbursed (and should be budgeted). If the project partner is a third party (Cooperating Organisation – see 2.5 below), by which most of the project will be done, it is not acceptable simply to transfer funds to it for its work, (Refer to Section 4).

There must be evidence in your project plan of your club's **active involvement** other than fundraising. Such involvement can include providing financial, technical and project management guidance, carrying out administrative project tasks that can be done remotely, making a visit to the site and getting involved whilst there, or helping to source suppliers and equipment for the project. Specific tasks planned in these ways should be identified in the Application and included in an MOU with the Cooperating Organisation.

2.5 Cooperating Organisations MOU – If you need to engage a Cooperating Organisation an MOU must be agreed signed and provided upon approval of your grant.

List each Cooperating Organisation recruited for the project, describe the tasks it will be responsible for, and those for which others, including your project team, are responsible. An MOU clarifies who is responsible for what. It is to identify the responsibilities of that organisation and those of your Project Committee (or Club) relating to that engagement. Please use a District Grant MOU or the MOU for Global Grants, available for download from My Rotary as a template. Navigate via The Rotary Foundation > Take Action > Apply for Grants > Global Grants > Resources & Reference.

Payment to a Cooperating Organisation for its work must be upon its detailed invoicing for eligible and verifiable project expenses. Refer to "Terms & Conditions for Rotary Foundation Global and District Grants," available from the RI website, as above.

- 2.6 Publicity** – It may be necessary for the project community to be advised of events or actions that will affect it for safety or just common-sense reasons. If so, the planned project notifications and publicity should be described noting the actions to be taken.

It is expected that clubs will keep their members advised of progress, probably using electronic means. Use the Club's news bulletin, Rotary Down Under, and social media to publicise your project, both during and following project completion. Please ensure the District Marketing & Publicity people receive this regularly.

Where you want Rotary acknowledged on public signage, plaques, websites, or social media posts, use your Rotary Club name plus acknowledgement of funding being assisted by The Rotary Foundation. Your official club logo and The Rotary Foundation Logo may also be used. Include any publicity costs (up to \$500; e.g., cost of a Rotary plaque); in your project Budget.

Section 3 Financial Planning (1 Page)

- 3.1 Project Budget** - Please provide an itemised budget of goods and services for the project. (If insufficient space, attach an Excel Spreadsheet).

Note: Supplier quotations must accompany this application where a supplier provides goods and services totalling \$500 (AUD), or more. At least three quotes should be obtained if practicable, in which case the reasons for your choice of the most suitable supplier(s) should be noted. Budget items must describe the goods and services that will be purchased.

- 3.2 Proposed Financing** - All funding sources for this project should be listed. Total Funding must equal Total Budget cost.

District Grant Funding for 2021/22 for which Club Contributions must, at least, match:

Local Community Grants	\$3,000 to \$5,000	Project Value \$6,000 to \$10,000
International Grants	\$3,000 to \$5,000	Project Value \$6,000 to \$10,000
Community Assessments	\$3,000 to \$5,000	Project Value \$6,000 to \$10,000
Educational Scholarships	\$2,000	Project Value \$4,000
Multi-club Projects	Up to \$5,000 per Club	Project Value \$8,000 to \$20,000

If the beneficiary is to contribute funds to the project, it should be confirmed in a letter of participation that confirms the amount to be contributed, the reasons for the contribution, and any conditions relating to the contribution. Funds should never be collected from or promised to beneficiaries in exchange for receiving the grant. Contributions from beneficiaries are ineligible to be matched by Grant funds.

- 3.3 Ownership of Purchases**

Please describe who will own any new equipment or systems; and/or involves training to utilise what the project will deliver; or goods purchased; and who will be responsible for maintaining any technical or mechanical equipment. If applicable, please outline any shipping or related costs.

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