**Welcome to the Wonderful World of Humanitarian Global Grants!**

If your club is interested in making a difference, a Humanitarian Global Grant will help you do this. Humanitarian Global Grants promote peace; fight disease; provide clean water, sanitation, and hygiene; save mothers and children; support education; and grow local economies. To learn more about the good Rotary does in the world, and to apply for a Humanitarian Global Grant go to: <https://my.rotary.org/en/take-action/apply-grants/global-grants>

**District 6490 Humanitarian Global Grant Committee**

Ask us for assistance with your grant!

The Steering Committee is composed of the DG team, the DRFC, the GG Chair, plus two additional members who are responsible for:

A. Insuring compliance with the Policies, Memorandums of Understanding, and reporting requirements set forth by TRF and our District,

B. Qualifying clubs each year to participate in Global Grants,

C. Recommending approval of requested DDF to the DG and DRFC,

D. Reviewing grants before submission to TRF, and

E. Developing guidelines to simplify the application process.

The Mentoring Committee is comprised of members who have written and implemented grants who are responsible for:

A. Assisting and advising grant writers from initial community needs assessments to final reports,

B. Reviewing grants and compliance before submission to the Steering Committee,

C. Educating clubs about Global Grants,

D. Qualifying clubs each year to participate in Global Grants, and

E. Developing guidelines to simplify the application process.

**District 6490 Global Grants Guidelines**

District 6490 requires a signed District GG Proposal Worksheet, a signed Memorandum of Understanding, annual Club Qualification for participation in a Global Grant, and willingness to share your project through presentations to other clubs or the District and in District newsletter articles. Grant applications should be submitted to the District Steering Committee for review before submission to TRF. Members of the District Global Grants Mentoring Committee can help new grant writers with the grants.

* District Designated Funds are limited to $10,000 per grant.
* DDF will be held for 12 months. The grant approved date will be set by TRF determination of one year prior to report due date.
* Priority for DDF is given to Grants originating in our District.
* Grant applications should be submitted to the District Steering Committee for review before submission to TRF. Members of the District Global Grants Mentoring Committee are available to help new grant writers with the grants.

**Tips for Successful Global Grants from Experienced District 6490 Grant Writers**

1. Read **ALL** of the information available on The Rotary Foundation web pages before beginning a Global Grant.
2. Projects must originate with the Host Rotary Club or Community Corps. The needs must be theirs!
3. Relationships, Relationships, Relationships! The relationships grant writers have with the host Rotarians are vital to the success of the projects.
4. Grant writers and/or primary committee members must be willing to visit the project site one or more times. There is no substitute for being on location in person.
5. Before committing to a grant, evaluate the dedication of the partners and any NGOs associated with the grant.
6. Develop a realistic timeline – everything always takes longer than expected. Grants typically take at least a year to plan.
7. Limit your grant to one area of focus. Impact will touch multiple areas, but for ease in implementation and evaluation, choose one.
8. Know your TRF Grant Coordinator
* Have him or her on board as your grant consultant. Call them. They can help, and your calls keep them up to date - even if things are not going well. They understand!
* The Grant Coordinator will help with past, present and future grant success.
* The Grant coordinator will approve your reports for the 6 month and 12 month evaluation. This is a MUST to keep District 6490 current with reports and insure that other clubs within the District can participate in future Global Grants.
* The Grant Coordinator is your coach; this assures that your grant will meet Global Grant guidelines, and the final report will be much easier.
1. Money Matters
* Establish a separate U.S. bank account for grant funds.
* Receiving funds from TRF into your club’s global grant account assures the financial responsibility required of international partners.
* Require two Rotarian signatures from the club. Club members who are bank officers are good choices.
* Keep copies of all checks, wire receipts, and withdrawals.
* If you are in the field, find a way to document transactions such as a simple receipt book with copies.
* Some cash may be used, but written receipt is required.
* Start your final report as soon as funds are received by keeping these statements organized.
* ALL monies spent must be for the exact items listed on the budget sheet or approved by your Grant Coordinator. Items may be purchased from a different vendor as the budget sheet is submitted long before the grant is actually implemented. Talk with your Grant Coordinator for permission to add an inflation aspect to each item.
* Budget item changes can be accomplished with your Grant Coordinator's approval.
* For the final report you will be required to produce each bank statement from the beginning to the end of grant, no matter how long the grant takes to complete.
1. Communications
* Keep a file of all written correspondence and emails between host committee members and primary committee members and with the Grant Coordinator (email goes directly to Grant Coordinator’s desk; email is documented in the grant with the Grant Coordinator’s answer and means a quicker response because questions are attached to your specific grant).
* Keep a log of all phone calls and discussions.
* Keep a record of all meeting minutes.

HAVE FUN! Participating in a humanitarian global grant is a wonderful way to experience other cultures, make new friends, and change the world.