



HOW TO QUALIFY YOUR DISTRICT FOR ROTARY GRANTS

This short guide to the grant qualification process explains the importance of qualification, who needs to complete the process, and how to get your district qualified.

The importance of qualification

Qualification helps us ensure that your district or club understands its financial responsibilities and is prepared to steward Foundation funds properly. Strong stewardship is crucial because it protects The Rotary Foundation's integrity and gives our donors confidence that their contributions won't be wasted. For this reason, districts must become qualified before they can receive grant funding from The Rotary Foundation. Clubs that want to apply for [Rotary grants](#) also need to be qualified. Usually, qualification must be completed annually. Each current and incoming governor, governor-elect, and Rotary Foundation chair need to complete the process for the district, but if they have done so in the past, they don't need to do it again. If one of these individuals is serving in a new role, the individual will have to complete the qualification process again. For instance, the governor becomes the Rotary Foundation chair. In their new role, they will have to complete the qualification process again.

Qualifying your district

Becoming qualified is simple. Your district's governor, governor-elect, and Rotary Foundation chair will:

- Read the [District Qualification Memorandum of Understanding](#) (MOU) in the Grant Center and answer questions
- Authorize the MOU
- Conduct at least one grant management seminar for clubs

You can even get ahead on qualification for next year by having incoming officers complete the process before their terms begin.



How to review and authorize the MOU

1. Go to the [Qualification page](#).
2. Press the **QUALIFY** button. You may be prompted to sign in to [My Rotary](#).

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QUALIFICATION

Districts must become qualified in order to receive grant funding from The Rotary Foundation. Clubs that want to apply for [global grants](#) must also be qualified.

The qualification process helps ensure that your district or club understands your financial responsibilities, including stewardship, and is prepared to take them on. Qualification must be completed each year.

QUALIFY YOUR DISTRICT

Becoming qualified is simple. Your district governor, governor-elect, and Rotary Foundation chair should:

- Read through the district qualification memorandum of understanding (MOU) on the grants application tool, answer a series of questions, and agree to the MOU
- Conduct grant management seminars for clubs

You can return to review the document and the additional content provided as often as you like. And you may also set additional qualification requirements for clubs.

QUALIFY

3. Choose **MORE...** and then **District Qualification**.

Rotary [Grant Center](#) [Home](#) [Apply for a Grant](#) [My Grants](#) [My Actions](#) [More...](#)

Rotary Grants | Grant Center



Rotary Grant Center

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 Rotary grants tool 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.

Grant Resources
Questions about the process? We're here to help you get started to final!

Application Support
Projects

Areas of Focus

4. Read the MOU by choosing **Review MOU** or the **Start** button at bottom right.
5. Answer the Knowledge Check questions as you progress through each section. Review the information carefully.

Memorandum of Understanding

General Directions

Welcome to Rotary's online district qualification process. As a district governor, district Rotary Foundation committee chair, or district governor-elect, you are responsible for completing this process so that your district may apply for district, global, and packaged grants. The online district qualification process takes you step-by-step through each of the nine sections of the district memorandum of understanding (MOU). You will review a summary at the end of each section and demonstrate your understanding through a knowledge check. Each one of you must complete all of the sections and authorize this agreement in order for your district's status to change to "Qualified." Please allow at least 30 minutes to complete this process. Use the Progress Bar to monitor your progress. You may return to any completed section at any time, and you may "Save" your work and return to it later. If you have any questions about the qualification process, please [contact us](#).

Save & Exit

Next



The qualification process

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

MOU

1. District Qualification

To participate in Rotary Foundation grants, a district shall complete an online qualification process, agreeing to implement the financial and stewardship requirements in this memorandum of understanding (MOU). By successfully completing these requirements, a district becomes qualified, and eligible to participate in Rotary Foundation (TRF) grants.

A. A district is responsible for the use of funds for district-sponsored grants, regardless of who controls the funds.

B. A district is responsible for a club-sponsored grant if the sponsoring club has been suspended, terminated, lost qualification status, or is otherwise unable to take responsibility for the grant.

C. To maintain qualified status, a district must comply with this MOU and all applicable TRF policies.

D. Qualification may be suspended or revoked for any of the following:

1. Misuse or mismanagement of grant funds, or failure to appropriately address allegations involving, but not limited to, fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use

Summary

Rotary districts have significant autonomy and responsibility for district grant administration. Therefore, districts need to establish measures that ensure compliance with Foundation policies, avoid misuse and mismanagement of grant funds, and ensure that clubs in the district have the appropriate training and resources. These measures establish proper stewardship controls and enable districts to maintain "Qualified" status. Districts that fail to comply risk losing the ability to participate in the Foundation grants program.

Knowledge check

1) Who is ultimately responsible for club-sponsored grants?

☐ Club

☐ District

2) Districts must cooperate with financial, grant, or operational audits.

☐ True

☐ False

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Memorandum of Understanding Legal Agreement

THE ROTARY FOUNDATION

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DISTRICT QUALIFICATION MEMORANDUM OF UNDERSTANDING

1. District Qualification
2. District Officer Responsibilities
3. Club Qualification
4. Financial Management Plan
5. Annual Financial Assessment
6. Bank Account Requirements
7. Report on Use of Grant Funds
8. Document Retention
9. Method for Reporting and Resolving Misuse of Grant Funds

Name:

Date of Approval:

Role:

District Number:

[Exit](#)

[Next](#)

6. Complete the qualification process by clicking the next button and typing in your name, date of approval, role and district number. By completing all these steps, the MOU will be authorized.

When the district governor, governor-elect, and Rotary Foundation chair have all successfully completed the process, your district is qualified and you are ready to apply for Rotary grants.