

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 <u>Rotary</u> <u>grants</u> 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:

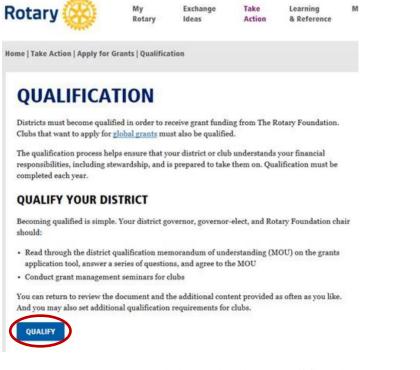
- Read the <u>District Qualification Memorandum of Understanding</u> (MOU) in the Grant Center and answer questions
- Authorize the MOU
- Conduct at least one grant management seminar for clubs

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



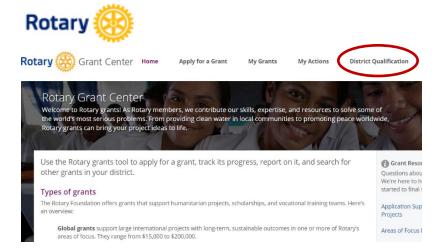
How to review and authorize the MOU

- 1. Go to the <u>Qualification page</u>.
- 2. Press the **QUALIFY** button. You may be prompted to sign in to <u>My Rotary</u>.



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

| Rotary 🛞 Grant Center | Home | Apply for a Grant | My Grants | My Actions More |
|------------------------------|------|-------------------|-----------|-----------------|
| Rotary Grants Grant Center | | | | |



- 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.

Rotary Grants | District Qualification

Distri

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.

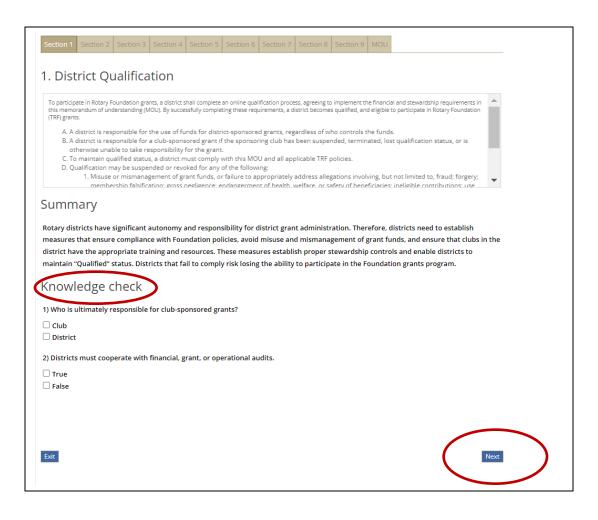
Use the Progress Bar to monitor your progress. You may return to any completed section at any time, and you may "Save" your work and return to it later. If you have any questions about the qualification process, please contact us.







The qualification process





| THE ROTARY FOUNDATION | |
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| DISTRICT QUALIFICATION MEMORANDUM OF UNDERSTANDING | |
| District Qualification District Officer Responsibilities Club Qualification Financial Management Plan Annual Financial Assessment Bank Account Requirements Report on Use of Grant Funds Document Retention Method for Reporting and Resolving Misuse of Grant Funds | • |
| Name: | |
| Date of Approval: | |
| Role: District Number: | |
| | |
| | |

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.