



Overview: District Grants Subcommittee Chairperson October 2005

Objective: The grants subcommittee is responsible for assisting clubs in developing ways to participate in international service projects as well as informing Rotary clubs and/or district project committees planning such projects of the Foundation grants that can help them. The district grants subcommittee chairperson's primary role is to guide and assist Rotary clubs through the Humanitarian Grant process—from application to reporting.

Qualifications: The district grants subcommittee chairperson should:

- Have been directly involved with the successful participation of an international service project that was supported by a Foundation grant;
- Be familiar with the various grant programs and their eligibility requirements and application procedures;
- Speak a second language that will enhance the ability to directly communicate with project partners;
- Possess professional expertise in public health, international development or grant preparation.

Responsibilities: He or she will play an expanded role in helping Rotary clubs plan, apply for, and implement their humanitarian grant projects. More specifically, he/she will:

- Review all grant applications sponsored by member clubs and the district itself and certify that all applications are complete and accurate prior to submission to The Rotary Foundation;
- Assist clubs to develop sustainable humanitarian projects with direct involvement of the benefiting community and the active, personal participation of Rotarians;
- Serve as the district expert for each humanitarian grant type by becoming familiar with each grant type, its eligibility criteria and application procedures and assist Rotarians to understand the policies of the Foundation;
- Work with members of the district Rotary Foundation committee in determining the distribution of District Designated Funds and maintain accurate records that reflect projects to which DDF have been allocated and grants approved;
- Provide information and training to Rotary clubs that will enhance their ability to successfully apply for grant funds from The Rotary Foundation;
- Encourage the highest levels of stewardship and transparency for the accounting of all Foundation funds. This includes working in cooperation with the district Rotary Foundation committee chairperson to encourage and support the timely submission of reports to the Foundation from all sponsors of approved grants;
- Authorize district-sponsored Grants, with the exception of District Simplified Grants.