



## Recent Changes to the Humanitarian Grants Program

Revised May 2005

---

### Matching Grants

- **A minimum grant award of US\$5,000 has been established for the Matching Grant program.**

The intent of this decision is to focus on developing sustainable projects that have a greater impact on communities.

This change is effective **1 July 2005**. Applications submitted prior to 30 June 2005 may be funded under the previous rules if the application is complete by **31 October 2005**.

- **A minimum contribution of US\$100 is required from the host partner in the project country.**

Projects that include a financial contribution from the local community have greater investment and oversight locally.

This change is effective **1 July 2006**.

- **A project committee of at least three Rotarians must be established for Matching Grants.**

As of **1 July 2006** Matching Grant applications will require a project committee of at least three Rotarians to oversee the implementation of the project.

---

### Individual Grants

- **There will be a moratorium on Individual Grants as of 1 July 2005.**

All applications submitted in the 2004-05 program year (from 1 July 2004 to 30 June 2005) may be funded if the application is complete by 31 October 2005.

**Applications received after 1 July 2005 will not be considering for funding.**

---

## Reporting Requirements

- **Progress reports will be required every twelve months for the life of a grant with a final report due within two months of the project's completion.**

The requirements for these reports will substantially increase. Reports will require:

- A statement of income and expense
- A bank statement which correlates to the statement of income and expense
- Receipts appropriately cross-referenced to statement of income and expense
- A narrative statement from the beneficiary
- A full description of Rotarian oversight, management, and involvement in the project
- A detailed description of the project

All grants approved after **1 July 2005** will be subject to these new reporting requirements. After **31 December 2006** all grants will be subject to these reporting requirements regardless of when they were approved.

---

## District Grants Subcommittee Chair

- **The district grants subcommittee through its chair, from either the host or international sponsor, is required to review applications before they are submitted to The Rotary Foundation.**

Previously, this was only a recommendation; this is now a **requirement**. The district grants subcommittee chair on behalf of the committee must sign the application, certifying that it is accurate and complete. Application review by the district grants subcommittee chair does not guarantee approval of the application; approval of **all** applications resides with The Rotary Foundation Trustees. This change is effective **1 July 2006**.

---

## Timelines

- **Applications must meet all conditions for approval within six months of receipt at The Rotary Foundation. If these conditions are not met within six months, the application will be withdrawn.**
- **Approved applications must meet all conditions for payment within six months after approval. If these conditions are not met within six months, the grant will be canceled.**

Previously, sponsors had 15 months to complete an application and another 15 months once that grant was awarded to meet all conditions for payment. This change is effective **1 July 2006**.