**APPENDIX 1: DISTRICT DESIGNATED FUND POLICY**

This document provides details on the process of allocating District Designated Funds (DDF) for the 2017-18 Rotary year.

The total budget available to us is $62,843 which we can allocate as we choose, with a maximum of 50% ($31,421) to fund District Grants, and the remainder to contribute funding to Global Grants and other eligible causes (eg Polioplus and Peace Fellows)

First call on funds is to service the District and Global grant proposals put forward by clubs.

**Criteria for clubs to meet in an application**

1. Projects and activities must

* Comply with at least one of the six Areas of Focus,
* Support local or international humanitarian and service projects**,** scholarships, or vocational training teams (VTT) relating to the mission,
* Adhere to TRF policies and applicable governing laws in the project location.
* Exclude any liability to TRF.
* Only fund activities that have been reviewed and approved before their implementation. ***Grants will not be approved to reimburse clubs for projects already completed or in progress.*** Planning for grant activities ahead of approval is allowed and encouraged but expenses may not be incurred before approval,
* Comply with the policy regarding the proper use of Rotary Marks, logos, etc.

2. Sustainability

The Rotary Foundation strongly encourages Rotarians to apply the following principles of sustainability to all projects and activities:

* incorporate activities and safeguards that ensure the continuity of project impact after TRF funding is fully expended.
* work toward multiple levels of sustainability: economic, cultural, social, and resource.
* make optimal use of local resources, regional input and indigenous knowledge as much as possible.
* respect the natural resource base and avoid deterioration or destruction of the local environment.
* attempt to reach the greatest number of beneficiaries as appropriate.
* prepare scholars and individuals to contribute to new and innovative methods in professional fields reflected within a Foundation area of focus.
* prepare participants to increase impact and improve effectiveness in the communities and vocations in which they work.
* utilize the input and skills of grassroots individuals and groups, such as Rotary Community Corps, to ensure continuation of projects and activities.

**Timescales**

The timeframe for determining the demands these applications place on the DDF is as follows:

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| --- | --- |
| March to June of previous year | Clubs develop plans for suitable projects during the planning phase leading up to their club assemblies in May/June 2016 |
| June/July | Clubs supply brief details of their projects to the Foundation Grants Chairman by the end of June (earlier if they so wish). The level of detail is shown on the attached copy of the proposal form. For **planning purposes**, clubs should allow for current “matching” rules to continue:-* District Grant – club funds matched up to a maximum of £1,000
* Global Grants – club funds matched at 50% with further matching from TRF
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| July/August | District Foundation Committee determines any required level of contingency and applies for District Grant |
| August/September | Rotary Foundation approves District Grant and sends money to District for Foundation Treasurer to place in Foundation Account. |
| August/September | Clubs submit more detailed Grant application form to District Grants Chairman with a completed Club MOU (see local form for District Grant; Global Grants is an online process). |
| From September | Grants are paid out on authorized District Grant Applications by the Foundation Treasurer. For Global Grants the statutory processes of Rotary Foundation approval, etc. continue. |
| By or before mid-June  | Clubs submit District Grant reports for previous rotary year to District Grants Chairman and have complied with reporting requirements for Global Grants |

A committee comprising the District Foundation Chair, Grants sub-committee and a representative from any AG group not covered by other nominated attendees will review all proposals and formulate a list of those approved and determine the grant levels.

Clubs will, at the initial proposal stage, be eligible for only one District Grant application in any given Rotary year. However, if it is clear later in the Rotary year, that not all funds requested by the District can be spent, additional applications from clubs will be considered. Also, under these conditions, applications from clubs not initially putting an outline proposal in for a project will be considered if they have a valid new project.

Once the demands from club applications is calculated, residue DDF funds can be allocated with Foundation Committee authorization to the following categories, in no order of preference: Polio Eradication, District-sponsored project, Scholars, Peace Scholarship funds.

The allocation of funds from this process would be reported at the next convenient District Council meeting but no later than the December meeting.