



**Rotary District 1210**  
**Policies and Procedures**  
**2025-2026**

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## **INTRODUCTION**

The Rotary Foundation is a not-for-profit corporation registered in the State of Illinois in the USA that receives contributions and distributes funds in support of approved humanitarian and educational activities that are implemented through Rotary clubs and districts.

This document sets out the policies and procedures relating to District 1210's Rotary Foundation Activities.

The operations of the Rotary Foundation and District 1210 Foundation Committee are governed by The Rotary Foundation Code of Policies 2022 which can be found on the RI website, particularly articles 33 to 35.

There are several documents prepared by The Rotary Foundation that set out detailed arrangements for the activities of Foundation and these are identified where appropriate in this document.

This document must therefore be read in conjunction with the aforementioned documents.

The mission statement for the Rotary Foundation is to help Rotarians to advance world understanding, goodwill, and peace through the improvement of health, providing quality education, improving the environment and the alleviation of poverty.

The role of the District Foundation Committee is to support clubs in District 1210 by providing help and guidance wherever and whenever needed and to administer the District Designated Fund (DDF) and the grants that are associated with the DDF.

In order to participate in the Grants Programme District 1210 is required to qualify. Qualification requirements for the District areas follows.

The District must:

- sign a Memorandum of Understanding with The Rotary Foundation and ;
- comply with all reporting requirements in accordance with the timetable set out by The Rotary Foundation.

District 1210 is also responsible for promoting Scholarships and Vocational Training Teams

## **DISTRICT DESIGNATED FUND**

The District Designated Fund (DDF) is a fund held by The Rotary Foundation that District 1210 administers.

Contributions to the DDF are allocated annually in accordance with the Rotary Foundation Code of Policies 2022 based on 50% of the aggregate contributions to the Annual Programme Fund from District 1210 three years previously.

The Rotary Foundation allows each district to allocate up to 50% of the DDF to finance District Grants and the remainder to finance Global Grants. District 1210 has chosen to allocate 50% of the DDF to District Grants.

The policy of District 1210 Foundation Committee is in accordance with that of The Rotary Foundation to motivate and lead individual Rotary Clubs to:

- proactively plan their community and international projects, instead of opportunistically responding to immediate, short term needs;
- make projects self-sustaining;
- take responsibility for management of grant funds and reporting at the club level;
- maintain the stewardship of their contributions to the Annual Programme's fund and to understand the relationship of those contributions to the ultimate DDF available to spend

District 1210 Foundation Committee expect Clubs to identify projects and in general is unwilling to respond to requests from other districts.

## GLOBAL GRANTS

Global Grants are governed by Article 33 of the Rotary Foundation Code of Policies 2022 and are designed to support large international activities (those with a minimum value of US\$30,000) that have sustainable, measurable outcomes in Rotary's seven Areas of Focus as follows:

- Peace and conflict prevention/resolution.
- Disease prevention and treatment.
- Water and sanitation.
- Maternal and child health.
- Basic education and literacy.
- Economic and community development.
- Supporting the Environment.

Global Grants must have the following characteristics:

- be sustainable and include plans for long-term success after the global grant funds have been spent;
- include measurable goals;
- respond to real community needs;
- actively involve Rotarians and community members;
- meet the eligibility requirements in the grants terms and conditions;
- be carried out in conjunction with a qualified partner club in a different country

A comprehensive guide to Global Grants is contained in A Guide to Global Grants available from the RI Website. There is also an elearning programme called Grant Management Seminar in the Learning Centre on the RI website.

Rotary Clubs and District 1210 must be qualified to apply for and receive a Global Grant.

Clubs can either create their own global grant projects in the areas of focus or sponsor packaged global grants developed by The Rotary Foundation in cooperation with its strategic partners.

Global grants that are developed by clubs and districts will receive a match from the Foundation's World Fund (WF). For projects financed by District 1210's DDF the match will be 80%.

These grants can also be used to sponsor scholars or vocational training teams studying within the seven areas of focus, or to develop large-scale humanitarian projects with clubs and districts in the UK (except England) or other overseas countries. *For scholars and vocational training teams financed by District 1210's DDF the match will be 80%.*

Districts and clubs may not sponsor global grant projects with either non-qualified districts or with non-qualified clubs.

Clubs wishing to develop a global grant must submit an outline project proposal and an indicative budget to the District Foundation Committee as soon as possible. The District Foundation Committee will consider the outline proposal and if approved will allocate the relevant money from the District's DDF. This allocation will remain current for 12 months after approval by the District Foundation Committee.

Clubs and District 1210 can apply for a global grant at any time.

Approval of Global Grants rests with The Rotary Foundation and applications must be countersigned by the District Governor and the District Foundation Chairman.

District 1210 Foundation Committee expects that clubs will submit their proposals to develop a global grant to the District Foundation Committee Chairman and the Grants sub-committee chairman at an early stage and prior to the completion of the on-line application to ensure that the application is developed and submitted in the most effective way and to ensure that there is adequate funds in the DDF to cover any expected contribution from the DDF.

## **DISTRICT GRANTS**

District Grants are block grants made to districts for up to 50 per cent of their District Designated Fund. District Grants offer the flexibility to plan projects with clubs locally, nationally or in other countries. These grants can be used for a wide variety of activities, including, but not limited to, funding scholarships, supporting vocational teams, sponsoring volunteer service, and carrying out community and international service projects.

District Grants will cover up to a maximum of 50% of the cost of a project. District 1210 has determined that the minimum and maximum grant will be reviewed annually and the relevant amount will be set out in the annual application form.

Clubs may join together for a joint application.

For the avoidance of doubt, District Grants cannot be used as donations to other organisations. District Grants must be for a specific and clearly identified project. District Grants cannot be used to support operation and maintenance costs of other organisations. A comprehensive list of items that cannot be financed from District Grants are set out in the Rotary Foundation Code of Policies 2022. If in doubt clubs should consult the District Foundation Committee.

### **Application for District Grants**

District Grants are made available once per year at the commencement of the Rotary Year and Clubs in District 1210 are required to apply for District Grants according to the timetable set out below.

- Clubs will be asked to submit applications for District Grants by 31<sup>st</sup> May in a format specified by the District Foundation Committee;
- District Foundation Committee will review the applications and determine the allocation to clubs by 30<sup>th</sup> June;
- District Foundation Committee will submit a block Application to Rotary Foundation at or before the commencement of the New Rotary Year;
- Upon receipt of the funds from Rotary Foundation the District Foundation committee will release funds to Clubs;
- Clubs are not permitted to expend money on District Grant Projects until they have received funds from the District Foundation Committee.

### **Allocation of District Grants**

- The amount available for District Grants in each year is limited to 25% of the contributions to the Annual Programme Fund three years previously.
- Where the applications from clubs are for an amount greater than is available a rationing process will take place. The Clubs with the highest amount given per member to the Annual Programmes Fund in the previous year will be part of the consideration.
- For the avoidance of doubt membership of a club will be defined as the number of fully paid up members at the previous 1<sup>st</sup> July as recorded by The Rotary Foundation.

### **Reporting on District Grants**

Clubs are required to report to the District Foundation Committee on their District Grants each year in a format specified by the District Foundation Committee by 31<sup>st</sup> March. This will include an Income and Expenditure spreadsheet in which the outgoings are itemised and costed. If a final report is not possible

by 31<sup>st</sup> March an interim report should be submitted at this time with the final report in by 31<sup>st</sup> May. Where there is a joint application the lead club will be responsible for submitting the report.

### **Unspent District Grants**

Any amount of unspent District Grants in any Rotary Year may be allocated to Polio Plus at the end of the Rotary Year.

### **CLUB QUALIFICATION**

To be considered for a Global or District Grant in any Rotary Year clubs must:

- be up to date with payment of dues to R.G.B & I and District 1210 Dues and any other obligations to RI, R.G.B & I and District 1210;
- be in compliance with all reporting requirements for District or Global Grants;
- have submitted a Memorandum of Understanding in the format specified by the District Foundation Committee for the relevant year;
- have had at least one member attend the District Grants Seminar held in in the Rotary year preceding the date of the application for the Grant
- have had at least one member attend the District Foundation Committee breakout session at the District Assembly held in the Rotary year preceding the date of the application for the Grant.

For example, for a grant in the Rotary Year 2025-26 the relevant District Assembly is that held in the spring of 2025 and District Grants Seminar that held in the autumn of 2025.



## **Scholarships**

The Rotary Foundation Code of Policies 2022 enables District 1210 to offer scholarships for college graduates and professionals to study any of the Seven Areas of Focus.

Rotary peace fellowships are available to candidates who want to participate in a master's degree or certificate program at one of the six partner universities

Foundation water scholarships are available to candidates who have already been admitted to one of UNESCO-IHE's eligible 18-month Master of science degree programs.

Financing of scholarships comes from the District Designated Fund (Global Grants) and is matched 80% by the World Fund. The detailed arrangements are set out in Article 33 of Rotary Foundation Code of Policies 2019.

Applications for scholarships will be considered by the Scholarship Sub Committee and potential candidates will be interviewed by a selection committee appointed by the District Foundation Committee before an application is presented to the Rotary Foundation for final approval.

## **Vocational Training Teams**

Vocational Training Teams are groups of professionals who travel to another country either to learn more about their profession or to teach local professionals about a particular field. They can be funded from a District Grant or a Global Grant.

A Vocational Training Team supported by a District Grant must support The Rotary Foundation's mission. The district selects the team members, which may include Rotarians and non-Rotarians.

A Vocational Training Team supported by a Global Grant must support The Rotary Foundation's mission. These teams address a humanitarian need by providing or receiving professional training. They are sponsored by Rotary clubs or districts from two countries and align with one or more of Rotary's areas of focus. Teams must have at least three members, including a Rotarian team leader and at least two additional members. The team members must have at least two years of professional experience each in the area of focus. The Rotarian leader must have a general level of Rotary knowledge, international experience, leadership skills, and some expertise within the area of focus.

## **Fraser Dukes Memorial Trophy**

The trophy is to be awarded annually to the club or individual Rotarian in District 1210 whose dedication and service have contributed significantly to the promotion of humanitarian values.

Initially this will be directly connected to raising funds for, or raising awareness of, the End Polio Now campaign or a combination of both. For clubs, the amount raised will be measured on a per capita basis.

The recipient of the trophy will be decided by the District Governor and the District Foundation Chair.

When the End Polio Now campaign comes to an end the criteria will be reconsidered by the District Executive to encompass other aspects of humanitarian service.

