
Introduction

This Handbook was produced for RI District 2750 in 2026-27.

The contents consist of specified by The Rotary Foundation and unique contents of District 2750. Those clubs in District 2750 must comply with this handbook to apply Grants and utilize for each club's activities in 2026-27 related to The Rotary Foundation.

I would like to express my heartfelt wish your clubs could be used this Handbook effectively to serve a fulfilling project.

Greeting

The Rotary Foundation was established in 1917 and has since been conducting activities through Rotary Clubs and districts. Its purpose is to receive donations to support approved humanitarian and educational activities and to distribute those funds.

The mission of the Foundation is to achieve world understanding, goodwill, and peace through the efforts of Rotarians in eradicating polio as a primary focus, improving people's health, providing high-quality education, engaging in environmental protection, and freeing people from poverty.

As Rotarians engaged in Rotary activities, we need to understand the various types of grants managed by the Foundation and the mechanisms for donations in order to achieve these noble goals of the Foundation.

This guidebook has been prepared to deepen your understanding of the Foundation.

Due to various circumstances, we have changed the previous subsidy payment criteria this year. We kindly request that you read it.

2026-27 RI District 2750 The Rotary Foundation Committee
Chairman Akira Minagawa

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The History of Rotary Foundation

The Foundation was established in 1917 by Rotary International's sixth president, Arch C. Klumph, as an endowment fund for Rotary "to do good in the world."

In 1917, the World situation was still in the midst of the World War 1. Among such world circumstances, Mr. Arch Klumph established his Fund with firm conviction that the Foundation would be certainly necessary for the future Rotary.

It has grown from an initial contribution of US\$26.50 at Kansas City in 1917 to more than US\$1billion nowadays. It has one of the largest and most prestigious international fellowship programs in the world.

In 1928, the name "the Rotary Endowment Fund" was renamed "Rotary Foundation" when the endowment fund had grown to more than US\$5,000, the fund was renamed The Rotary Foundation, and it became a distinct entity within Rotary International. The official name of the Rotary Foundation is "The Rotary Foundation of Rotary International". It was established by five trustees and the first chair was Arch C. Klumph. The founder Arch C. Klumph devoted and risked his whole life for the Rotary Foundation. He died in June 3 1951 at the age of 82.

In 1947, the Rotary's founder Paul P. Harris died. He sent his dying wish to all Rotarians by telegram. In 1951, Arch Clumph passed away, and as a fact of the death of two irreplaceable great Rotarians, a large amount of donations were received from Rotarians all around the world on the death of two irreplaceable and great Rotarians, the donation at that time was greatly contributed to the development of The Rotary Foundation. Harris made it known that he preferred contributions to The Rotary Foundation when he died in lieu of flowers. These contributions truly developed the endowment fond of the Rotary Foundation.

The Rotary foundation made a large amount of its programs and offer a helping hand since Klumph mentioned "Doing good in the world".

In 2013, the completely new worldwide practically system for Grant named "Future Vision" based on 6 Areas of Focus was started

The Rotary Foundation is a non-profit corporation registered by the State Law of Illinois consisted by 15 Trustees and General Secretary including 4 past president of RI.

Rotary International and The Rotary Foundation are now inseparable. By setting up this Rotary Foundation, Rotary was able to acquire new service possibilities and means. The Rotary Foundation is exactly "the Foundation" of Rotary.

Keep in mind "Doing good in the world" is only slogan of the Rotary Foundation even today.

We would like to ask you warm support and further cooperation to The Rotary Foundation in order to continue "Doing good in the world".

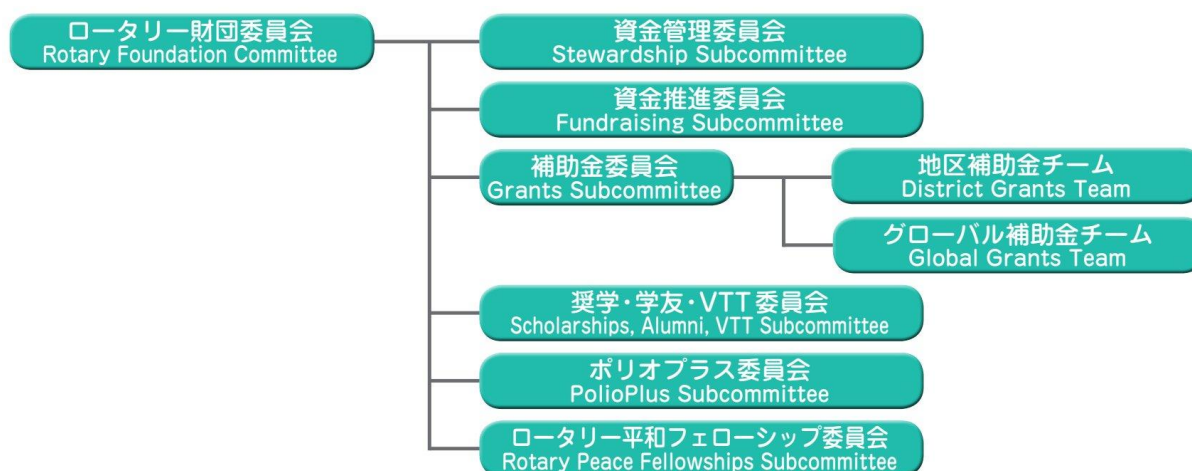
The Rotary Foundation Committee

Our primary missions are to manage the 6 Subcommittees, to operate and publicize the Rotary Foundation itself, and to hold workshops and seminars for all Rotarians and clubs. The Rotary Foundation program has been modified every year based on very useful information from every Rotary club. We will maintain close communication with every Rotary club to disseminate valuable information.

● Overview of the Committee in 2026-27

The Rotary Foundation Committee in 2025-26 consisted of six sub committees (Fundraising Subcommittee, Stewardship Subcommittee, Grants Subcommittee, Scholarship, Alumni, VTT Subcommittee, Polio Plus Subcommittee, Rotary Peace Fellowships Subcommittee). The Rotary Foundation Committee. The Rotary Foundation Committee consisted of Chair and 3 Vice Chair and oversee the entire Committee.

● 2026-27 年度の組織図 ● Organization chart of 2026-27



Please check our original Web site

You may get our schedule, documents or various forms on <https://rid2750.org/trf>.

Fundraising subcommittee

Fundraising Subcommittee encourage all Rotarians to contribute Annual Fund and Endowment Fund towards the district target figure. In addition, we are in charge of registration for Paul Harris Society, Major donor, Bequest Society. We are pleased to assist you with to register various certification for your contributions.

Endowment Fund	Annual Fund	Restricted Gifts Fund
Benefactor (\$1,000 and more)	Paul Harris Fellow (every \$1,000 contributions / Multiple)	
	Paul Harris Society (\$1,000 every year)	
Major Donor (\$10,000 or more)		
Arch Klumph Society (\$250,000 or more)		
Bequest Society		Donor Advised Fund
Named Endowed Fund		

1. Annual Fund

Members contribute \$1,000 or more to Annual Funds will be certified as Paul Harris Fellow. The amount will be cumulative, and if the lifetime contribution amount exceeds \$2,000, you will be a multiple-Paul Harris Fellow. The member will be recertified every time their lifetime contribution with an increase \$ 1,000.

The Annual Fund gains its funds for three years and its investment gains are allocated to general and administrative expenses and operating expenses. This system is called "shared system". Your contribution will be shared 47.5:47.5 with WF (World Fund) and DDF (District Designated Fund) three years later and will be used for all projects.

2. Endowment Fund.

Members contribute \$1,000 or more to Endowment Fund will be certified as Benefactor. Endowment Fund is accumulated as a fund and only its gain of the investment will be used. The investment profit will be used for general and administrative expenses, also allocated to WF and DDF for your project.

3, Restricted Gifts

Restricted Gifts applies to PolioPlus and clubs or individual contributions for projects using Global Grant It would specify where to use.

About D2750 Awards for Contributions

RI District 2750 commends 3 types of awards in 2025-26 same as last Rotary year.

1. Top 3 Clubs for their total contribution.
2. Top 3 Clubs for average of Annual Fund per person.
3. Achievement Clubs for the monetary goal of district in 3 categories of Annual Fund, Endowment Funds, and PolioPlus).

The number of members will be the members at the beginning of the term. Also, pay attention to the rotary rate at the time of donation.

Please enter your donation goal to My Rotary.

How to donate

We have several ways to accept your donation, please fill out Multiple Donor Form.

If you deposit your contribution using bank, please directly deposit to TRF in Chicago, U.S.A,



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THE ROTARY FOUNDATION MULTIPLE DONOR FORM

Complete this form when submitting a single contribution reflecting the combined gifts of multiple club members. Please do not send cash. Club officers can also make contributions to The Rotary Foundation on behalf of their club or multiple club members at rotary.org/donate.

Data privacy is important to Rotary International and The Rotary Foundation (collectively, "Rotary") and the personal data shared with Rotary will only be used for official Rotary business to support Rotary's core business purposes. Personal data collected on this form is subject to Rotary's Privacy Policy found at my.rotary.org/en/privacy-policy.

Contributions to credit Rotary Club of _____
Club Name Club # District #

1. DESIGNATION/PURPOSE (Check one):

- | | | |
|---|---|--|
| ☐ Annual Fund — SHARE | ☐ Annual Fund — World Fund | ☐ PolioPlus |
| ☐ Disaster Response | ☐ Water, Sanitation, and Hygiene | ☐ Maternal and Child Health |
| ☐ Basic Education and Literacy | ☐ Community Economic Development | ☐ Environment |
| ☐ Endowment - _____ | ☐ Global Grant # _____ | ☐ Other _____ |

2. CONTRIBUTION DETAILS

Amount of contribution _____ Currency _____

Credit card contributions can be made at rotary.org/donate.

☐ Check — Payable to "The Rotary Foundation." Check number _____

☐ Wire transfer Date initiated _____ (Please send completed contribution form as soon as possible after initiating a wire transfer.)

3. INDIVIDUAL DONOR DETAILS (Identify and allocate individual contribution amounts.)

Please provide each individual donor's membership ID, name, and personal contribution amount. Membership ID numbers may be obtained from the club secretary and are also listed on the Club Recognition Summary (CRS).

NOTE: Changes to designation can only be requested within 60 days of gift receipt date within current Rotary year.

Membership ID #	Donor Name (as appears on CRS)	Contribution Amount	Membership ID #	Donor Name (as appears on CRS)	Contribution Amount
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		
Total Amount of Contribution					0

Please do not enclose any additional correspondence. For contribution or recognition questions, please call Rotary's Support Center at 866-9-ROTARY (866-976-8279), or contact the Rotary International office that serves your area.

Please send your contribution to the appropriate address.

UNITED STATES

The Rotary Foundation 14280 Collections Center Drive Chicago, IL 60693 USA

Tel: 1-866-976-8279 (toll-free)

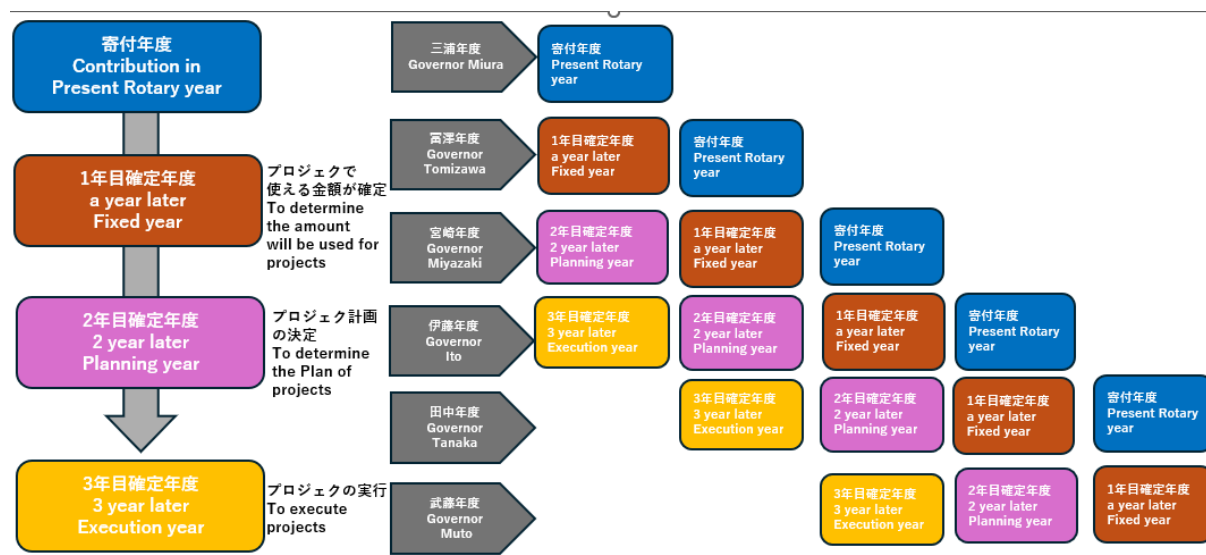
Fax: +1-847-328-4101

rotarysupportcenter@rotary.org

SHARE System

The SHARE is a system that secures funds to operate the Rotary Foundation with investment gains of annual funds for three years. "Three years" has very important meaning even for District Annual Fund will be used for projects after "Three Years". Please refer to the figure below As shown on vertical axis of this figure, the Rotary year contributed to Annual Fund (the first year) will be the "fixed year" to determine the amount will be used three years later, the next Rotary year will be the planning year for project, and the following Rotary year is the "execution year".

As horizontal axis shows, we will execute the project planned in the previous Rotary year, plan the next Rotary year's project, confirm the amount of fund for the project two years later, and make contribution for another three years... This is the mechanism of "SHARE System".



Donor's certification of the Rotary Foundation

All the Rotary project undertaken all over the world have been established by donations to The Rotary Foundation. The Rotary Foundation offer a variety of certification programs to express gratitude for individual and club contributions

In addition, we offer an opportunity to establish a Crown Name Fund with your own name, person who you love, family or your friend.

Authentication program

1. Paul Harris Fellow

Individuals who have contributed more than \$1,000 to the Annual Program Fund, the Polio Plus Fund or the Humanitarian Grants Program of the Rotary Foundation are recognized as Paul Harris Fellows. You may also present the title of Paul Harris Fellow to other members by donating under the name of the other person. A certificate and a collar pin will be awarded to those who are newly certified.



2. Multiple Paul Harris Fellow

Paul Harris Fellow have contributed more than \$1,000 (over \$2,000 in total) will be Multiple Paul Harris Fellows. You may be able to use the certification point of Rotary Foundation and nominate others as Paul Harris Fellow.



A special collar pin will be awarded as Multiple Paul Harris Fellow.

3. Benefactor

Individuals who have contributed more than \$1,000 to the Permanent Fund will be certified as a Benefactor (patron).

The Benefactor will be awarded a certificate letter and a collar pin for commemoration.

The certificate will be awarded only the first time however a letter of appreciation will be sent for next donation.

4. Polio Puls Society

To ensure stable and increased funding for polio eradication efforts, districts will present certificates and lapel pins to members who donate at least \$100 annually to PolioPlus until polio is eradicated.

5. Paul Harris Society

Individuals who contribute to annual fund or PolioPlus over \$1,000 each year, are recognized as Paul Harris Society members.

PHS members will also receive certification points of Rotary Foundation (Points may be used for other people to become Paul Harris Fellows).

You will be awarded a collar pin as a proof of the Paul Harris Society member.

※ You may fill out the application form or apply on website.



6. Rotary Foundation Sustaining Member

Annual Fund donors who contribute \$100 or more per fiscal year to the Annual Fund are automatically recognized as a Rotary Foundation Sustaining Member.

7. Bequest Society

Couples or individuals who have made commitments of \$10,000 or more in their estate plans, such as in a will, living trust, or through whole or universal life insurance, can become Bequest Society members. All Bequest Society members receive recognition from the Trustees of the Rotary Foundation. Donors may elect to receive an engraved crystal recognition piece and a Bequest Society pin.

8. Major Donor

Major Donors to The Rotary Foundation are those individuals, married couples who contribute an outright or cumulative gift of at least \$10,000 to the Annual Programs Fund and/or to the Permanent Fund of the Rotary Foundation. Members will be awarded crystal-certified items and collar pins (or pendants). Certified items are awarded based on the following donation levels (levels 1 to 4).

Level 4: \$100,000 - \$249,999	Level 3: \$50,000 - \$99,999
Level 2: \$25,000 - \$49,999	Level 1: \$10,000 - \$24,999

9. Arch Klumph Society

The Rotary Foundation's highest tier of donors. Those who have contributed \$250,000 or more during their lifetime. Membership in the Arch Klumph Society is lifelong. Along with recognition pins, pendants and invitation to the admission ceremony at Rotary International headquarters in Evanston, Illinois, U.S.A., members receive several other benefits commensurate with their generosity.



Their portraits and names and biography added to the Arch Klumph Gallery (Touch panel type screen) at Rotary International World Headquarters.

The Rotary Foundation has added three new platinum levels to certification level of the Arch Klumph Society since July 1 2015. The new authentication levels are as follows.

250,000~499,999	Trustees Circle
500,000~999,999	Chair's Circle
1,000,000~2,499,999	Foundation Circle
2,500,000~4,999,999	Platinum Trustees Circle
5,000,000~9,999,999	Platinum Chair's Circle
10,000,000 以上	Platinum Foundation Circle

Major Gift Naming Opportunity

Every Rotarian will be able to have the fund with your own name, "Named Endowed Fund" or "Donor Advised Funds".

●Named Endowed Fund.

The Endowment is established once the pledge is complete. The Fund, after being established, undergoes an investment cycle of 0.5to 1.5years. The earnings generated is made available as part of DDF and can be utilized by donor Club for humanitarian projects Endowment Fund.

\$1 million: Establishes customized Named Fund (in consultation with the Trustees)

\$500,000: Named Fund includes 7 Areas of Focus, participating district, and location details of program

\$250,000: Establishes Named Fund with 7 Areas of Focus and participating district

\$100,000: Named Fund includes 7 Areas of Focus

\$25,000: General support to one of the 7 Areas of Focus.

\$25,000: Basic Named Fund Designated to World Fund/PF-SHARE

● Donor Advised Funds

The Rotary Foundation Donor Advised fund is a convenient way to simplify your charitable giving and take advantage of tax savings at the same time. A donor advised fund account is similar to an investment account earmarked exclusively for charitable giving. It allows you to make contributions and grant recommendations to the Foundation and other preferred charities at your convenience In many ways, donor advised giving is like having a personal foundation to support your favorite causes, but without the hassles and paperwork An account may be established by individuals or Rotary-affiliated groups.

Certification for clubs

100% Paul Harris Fellow Club: A club where all members have become Paul Harris Fellows.

The club will be awarded a one-off special banner.

100% Paul Harris Society Club: All club members contributed more than US \$1,000 to Annual Fund, PolioPlus Fund or Global Grant Project in each Rotary year.

100% Foundation Donation Club: All club members donate to any kind of Funds of the Rotary Foundation The donation should be over \$100 per person.

"Every Rotarian, Every Year"/ "Rotary Foundation Sustaining Members": Club where all members donate 100 dollars or more to the Annual Fund.

Top three Clubs in District with their average of Annual Fund per member Each club members should donate at least \$50.

About Foundation Recognition Points

Foundation recognition points are awarded to donors who contribute to The Rotary.

Foundation through the Annual Fund or PolioPlus, or who contribute to sponsorship of a Foundation grant. Donors receive one recognition point for every U.S. dollar contributed to these funds Contributions to the Endowment Fund are not eligible.

Donors can transfer Foundation recognition points to others to help them qualify as a Paul Harris Fellow or Multiple Paul Harris Fellow Foundation recognition points belong to the original donor until the donor's death, unless the points are transferred, or until the donor uses them (the surviving spouse of a Major Donor may also use the points).

We will guide you the Foundation Recognition Point by Q & A.

Q1. How do I transfer Foundation recognition points?

A minimum of 100 Foundation recognition points must be transferred at a time, and you must complete and sign the Recognition and Transfer Request The points may not be transferred from individuals to a club or district.

- Individual donors are the only ones authorized to transfer recognition points from their individual account.
- Club presidents are the only ones authorized to transfer recognition points from a club account.
- District governors are the only ones authorized to transfer recognition points from a district account.

Q2. Can Foundation recognition points of deceased Rotarians be transferred?

No These points expire unless the deceased Rotarian was a Major Donor, in which case, the spouse/partner maintains control of the Foundation recognition points during his or her lifetime.

Q3. Can a business or organization become a Paul Harris Fellow?

No Only individuals can become Paul Harris Fellows However, businesses and organizations can receive a Certificate of Appreciation for contributions of \$1,000 or more, or transfers of 1,000 points or more.

Q4. Can a deceased person become a Paul Harris Fellow?

Yes, A donor can recognize a deceased individual by requesting a Memorial Paul Harris Fellow designation.

Q5. Do Foundation recognition points count toward Major Donor recognition?

No, Only cumulative personal outright contributions count toward Major Donor recognition.

Q6. How are Foundation recognition points tracked?

Your club and district leaders can view the online Club Recognition Summary, which includes the recognition amount, tally of recognition points, current Paul Harris Fellow level, and date that level was achieved.

Through your My Rotary account, you can view your personal contribution history, recognition amount.

Q7. Can clubs or districts accumulate Foundation recognition points?

Yes, Clubs can view their recognition points in the Club Recognition Summary.

Q8. How can I use Foundation recognition points to increase giving to the Foundation?

Matching outright contributions with Foundation recognition points may help your club reach or even surpass its Annual Fund goal, as well as achieve 100% Paul Harris Fellow recognition.

※ For Application Forms of Foundation Recognition Points, MyRotary Website (<https://my-cms.rotary.org/ja/document/paul-harris-fellow-recognition-transfer-request-form>)

Stewardship subcommittee

The Stewardship Subcommittee will manage the MOU concluded between the district and the club and assist the Grant Management Seminar. In addition to checking the report of the District Grants (DG), review and update the checklist, which helps clubs to plan, execute and report on projects using District Grants.

Memorandum of Understanding

- The MOU is commitment form to properly use the Grant (see preference page).
- To conclude the MOU, a club president-elect or a Rotarian nominated by the club must attend the grant management seminar will be held on February every year.
- It is necessary to carefully read and understand MOU deeply to sign and submit it by the due date.
- The MOU must be signed by the President-Elect (2026-267President) and President Nominee (2027-28 President). However, if the President Nominee is not elected at the time of submission, the club may be supplemented at the later date, but it must be complemented before the start of the project. Email submissions as PDF files are also acceptable.
- The MOU request to submit a specified sheet with the signature of President-Elect and President Nominee.
- If MOU is not submitted, your club may suffer disadvantage. For example, even if your club do not plan to use any Grant, your club never be able to attend or join any project using Global Grant (GG) with other Districts.

District Grant Checklist

- District Grant Checklist is a self-assessment tool for the projects of each club.
 - The contents listed in checklists were the mistakable point in past applications and re-ports.
- Please pay special attention to the following points.

- ①Use Grant for expenses of Rotarians (transportation expenses, admission fee, food and beverage and so on) (beside expertise such as doctors, interpreters, attorneys and so on)
- ②Payment and withdrawal from non-designated bank accounts
- ③Receipts and invoices should be addressed to your club. Enter the yen equivalent if in a foreign currency.
- ④If a receipt is not available, attach a statement of reasons and an alternative to the receipt.
- ⑤If the project description or ordering party changes from the time of application, the grant committee must be consulted in advance and a statement of reasons must be attached.

Instructions for Final Report

- The Final Report must be submitted within one month after project completion.
- Those clubs could not submitted a Final reports by the due date will be imposed penalties such as refunds of grant.

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- Those clubs could to submit a Final report by May 31 may not be approved for their grant application in next Rotary year.
 - When you submit the Final report, the balance of designated bank account should be set to zero "0".
 - All the copy of evidences (invoices / receipts) should be attached to the final report.
 - You will not be allowed to carry out the same project for two consecutive years as a subject for District Grant .
 - About the refund rule when the total project amount has changed.
 - 1) If the club contribution amount exceeds the reduction amount of the project total amount, the reduction amount should be subtracted from the club contribution.
 - 2) If the club contribution amount is less than the reduction amount of the project total amount and also if the difference balance remain over \$100, you should refund the entire difference amount to the district, however if it is less than \$100, you may carry over as Smile Box.
 - As a general rule, major changes for your project will not be allowed In this case, you must refund the full amount of Grant (Exceptions may be accepted, please consult with the Grant Committee member in charge).
 - District Grants may be allowed to use for Cash Donation as designated purpose, however it must be used for organized or co-hosted projects by the Rotary Clubs.

What the club must manage

- Memorandum of understanding (MOU) must be kept for 5 years.
- A copy of District Grants Applications and Final reports (including original receipts) must be kept for 10 years.

Grants subcommittee

We support the clubs by providing the District Grants (DG) Global Grants (GG) to implement a various project in local communities and abroad. We also encourage DG and GG to evoke the existence of the Rotary Foundation itself and importance of contribution to the Rotary Foundation.

Grant rules change every year.

Please refer to the latest handbook.

February 6, 2026 edition

■ District Grant Policy

District 2750 aims to increase the number of clubs using grants. Compared to other districts, our grant utilization rate has been significantly higher. Due to supply being unable to keep up with increasing demand, district grants ran out two years ago, and both district and global grants ran out last year.

As a result, we have significantly revised the funding criteria for both grants this year to prevent them from running out. To increase grant utilization opportunities, we will not terminate district grants when they run out, but will instead reduce them equally among all clubs. District grants will require club contributions of 30% of the total project amount.

■ District Grant and Global Grant Structure

① Districts Grant

47.5% of annual giving (SHARE) from three years prior will be allocated as District Designated Fund (DDF) to the district for allocation. 50% of the investment returns from the Endowment Fund (SHARE) will be added to this. Up to 50% of this total amount can be used as a District Grant (DG). The Rotary Foundation Committee will allocate this amount to projects requested by each club.

<Example> Let's say your annual giving (SHARE) three years ago was \$750,000...

(50% of the Endowment Fund investment income was approximately \$77,000 in the previous year, and the carryover from the previous year was approximately \$71,000.)

(The following figures are approximate and close to the actual amounts.)

Annual Giving (SHARE) from three years ago:	\$750,000	A
Amount returned as DDF:	\$356,250	B (A x 47.5%)
From Endowment Fund (SHARE) investment income:	\$77,000	C
Total:	\$433,250	D (B + C)
Amount available for DG:	\$216,625	E (D x 50%)

Our district will allocate this amount to the following programs.

DG1: District Grants Projects Proposed by Clubs

DG2: Grant Management Seminar

DG3: Grant Management Seminar for PBGs

DG4: Other District-Organized Projects

② Global Grants

The budget for global grants (GGs) is calculated by adding the DDF from returned annual donations to the district's allocation of investment income from the Endowment Fund and carryover funds from the previous year, subtracting district grants, and then subtracting contributions to PolioPlus and the Peace Centers.

Amount returned as DDF:	\$356,250	B
From investment income of the Endowment Fund (SHARE):	\$77,000	C
Carried over from the previous year:	\$71,000	F
Total:	\$504,250	G (B + C + F)
Amount to be used for DG:	\$216,625	E
Contribution to PolioPlus and the Peace Center:	\$50,000	H
Amount available for GG:	\$287,625	I (G - E - H)

GG1 Global Grant (Projects in Seven Areas of Focus)

GG2 District 2750 Rotary Foundation Scholars (4-5 students)

GG3 Rotary Foundation Scholars for PBG

GG4 VTT (Allocated only in the fiscal year in which it is implemented)

③ Donations that are returned as DDF

Only the Annual Fund (SHARE) and Endowment Fund (SHARE) are donations that are returned to the district as DDF. Please note that there are more than 10 types of donations to the Rotary Foundation. Until now, the district grant limit per club was calculated based on the club's total donations, but starting in 2026-27, it will be calculated based on the Annual Fund (SHARE) amount.

Examples of donations that do not receive a return: Annual Fund (Areas of Focus), PolioPlus Fund, Endowment Fund (World Fund), Disaster Response Fund, and others.

Club Contribution Records of District2750 in 2023-24 / Maximum Amount of Grant for DG in 2026-27

	クラブ名	会員数	年次基金		恒久基金	ポリオ・プラス	その他	寄付総額	補助金支給限度額			
			寄付金額	1人当りの額	寄付金額	寄付金額	寄付金額		基本	3部門	上乗	計
千代田	東京南	183	44,291.96	242.03	1,000.00	5,985.17	469.79	51,746.92	2,000		1,500	3,500
	東京芝	64	9,833.41	153.65	1,000.00	2,920.00	231.54	13,984.95	2,000	500		2,500
	東京新橋	47	8,315.13	176.92	1,000.00	1,501.68	308.72	11,125.53	2,000	500		2,500
	東京赤坂	52	9,695.23	186.45	0.00	1,599.00	1,050.00	12,344.23	2,000			2,000
	東京みなと	36	9,272.63	257.57	1,000.00	1,340.14	255.03	11,867.80	2,300	500		2,800
	東京麻布	15	1,373.71	91.58	0.00	0.00	0.00	1,373.71	1,000			1,000
	東京グローバル	17	2,617.11	153.95	0.00	708.61	0.00	3,325.72	2,000			2,000
	東京サンライズ汐留	14	2,410.00	172.14	1,000.00	473.00	67.11	3,950.11	2,000	500		2,500
銀座・日本橋	東京銀座	178	40,782.43	229.11	12,000.00	5,985.86	0.00	58,768.29	2,000	500	1,500	4,000
	東京日本橋	196	32,795.84	538.43	2,000.00	6,259.20	0.00	41,055.04	2,900	500	1,500	4,900
	東京築地	61	9,396.27	154.04	0.00	1,654.28	369.06	11,419.61	2,000			2,000
	東京日本橋東	37	5,550.00	150.00	1,000.00	1,149.56	0.00	7,699.56	2,000	500		2,500
	東京中央	175	27,026.34	154.44	2,000.00	6,592.40	671.14	36,289.88	2,000	500	1,000	3,500
	東京日本橋西	42	6,750.00	160.71	1,000.00	1,370.03	154.11	9,274.14	2,000	500		2,500
	東京銀座新	75	8,034.48	107.13	1,000.00	440.14	0.00	9,474.62	1,000			1,000
	東京シティ日本橋	30	4,650.00	155.00	150.00	1,141.17	1,050.00	6,991.17	2,000			2,000
	東京中央新	60	13,353.89	222.56	1,000.00	4,501.10	100.00	18,954.99	2,000	500		2,500
	東京あけぼの	19	1,173.34	61.75	134.60	865.89	6.85	2,180.68	1,000			1,000
	東京山王	37	7,596.83	205.32	1,006.71	1,477.06	1,385.57	11,466.17	2,000	500		2,500
	東京バリアフリーマインド	18	636.94	35.39	0.00	781.16	0.00	1,418.10	1,000			1,000
東京	東京イマジンジョイナス	19	1,000.00	52.63	0.00	0.00	0.00	1,000.00	1,000			1,000
	東京羽田	50	1,000.00	20.00	0.00	0.00	0.00	1,000.00	1,000			1,000
	東京品川	36	11,050.00	306.94	1,000.00	1,310.00	0.00	13,360.00	2,300	500		2,800
	東京大森	32	5,163.34	161.35	1,000.00	925.48	0.00	7,088.82	2,900			2,900
	東京品川中央	25	7,824.50	312.98	1,000.00	780.00	68.03	9,672.53	2,900	500		3,400
	東京田園調布	33	3,518.38	106.62	0.00	119.12	0.00	3,637.50	1,000			1,000
	東京港南マリーン	9	900.00	100.00	0.00	25.48	0.00	925.48	925			925
	東京大崎	23	1,768.78	76.90	0.00	25.48	0.00	1,794.26	1,000			1,000
	東京蒲田	63	9,450.00	150.00	1,000.00	1,920.00	0.00	12,370.00	2,000	500		2,500
	東京京浜	28	4,200.00	150.00	2,000.00	12.74	47.62	6,260.36	2,000			2,000
	東京田園調布緑	16	3,509.92	219.37	0.00	1,057.69	0.00	4,567.61	2,000			2,000
	東京白金	22	2,900.00	131.82	2,000.00	1,824.25	85.03	6,809.28	1,000			1,000
山の手東	東京高輪	19	3,000.00	157.89	0.00	827.76	0.00	3,827.76	2,000			2,000
	東京西	178	30,508.13	171.39	50,000.00	5,830.48	581.50	86,920.11	2,000	500	1,500	4,000
	東京城西	59	12,920.41	218.99	0.00	3,130.55	341.55	16,392.51	2,000			2,000
	東京西南	32	6,575.68	205.49	1,000.00	990.00	140.94	8,706.62	2,000	500		2,500
	東京原宿	12	2,733.24	227.77	0.00	597.50	0.00	3,330.74	2,000			2,000
	東京杉並	38	5,350.00	140.79	1,000.00	1,038.22	1,200.00	8,588.22	1,000			1,000
	東京神宮	29	6,116.32	210.91	0.00	982.46	0.00	7,098.78	2,000			2,000
	東京恵比寿	110	25,780.43	234.37	2,000.00	6,522.13	1,342.28	35,644.84	2,300	500	1,000	3,800
	東京広尾	30	7,792.39	259.75	1,000.00	1,273.65	102.74	10,168.78	2,300	500		2,800
	東京渋谷	34	9,632.32	283.30	1,400.00	1,666.52	335.57	13,034.41	2,300	500		2,800
	東京六本木	55	12,114.14	220.26	1,000.00	2,862.80	0.00	15,976.94	2,300	500		2,800
	東京愛宕	40	9,150.00	228.75	1,000.00	3,617.39	2,301.34	16,068.73	2,300	500		2,800
山の手西	東京インターナショナル ※								1,000			1,000
	東京世田谷	36	8,946.37	248.51	10,000.00	4,441.37	1,684.20	25,071.94	2,000	500		2,500
	東京目黒	32	15,856.74	495.52	0.00	1,038.22	0.00	16,894.96	2,900			2,900
	東京成城	12	1,227.53	102.29	0.00	0.00	40.26	1,267.79	1,000			1,000
	東京クロスシティ	92	16,464.36	178.96	1,000.00	3,061.97	0.00	20,526.33	2,000	500		2,500
	東京城南	9	1,000.00	111.11	0.00	0.00	0.00	1,000.00	1,000			1,000
	東京山の手	78	13,638.69	174.86	0.00	2,462.89	0.00	16,101.58	2,000			2,000
	東京成城新	27	6,050.00	224.07	0.00	944.00	161.04	7,155.04	2,000			2,000
	東京青山	22	5,429.16	246.78	0.00	1,579.67	136.05	7,144.88	2,000			2,000
	東京自由が丘	14	1,696.38	121.17	1,000.00	30.00	67.11	2,793.49	1,000			1,000
	東京米山友愛	34	6,101.43	179.45	0.00	112.74	1,470.00	7,684.17	2,000			2,000
	東京米山 Eクラブ2750	36	4,441.28	123.37	0.00	82.80	0.00	4,524.08	1,000			1,000
山の手西	東京代官山	31	340.14	10.97	0.00	0.00	0.00	340.14	340			340

Club Contribution Records of District2750 in 2023-24 / Maximum Amount of Grant for DG in 2026-27

	Club Name Number of members		Annual Fund		Endowment	Polio Plus	Other	Total amount	Maximum amount of Grant			
			amount	per person	amount	amount	amount		Basic	3division	Bonus	Total
多摩	東京八王子	55	9,225.00	167.73	1,150.00	2,423.76	0.00	12,798.76	2,000	500		2,500
	東京町田	62	10,350.00	166.94	3,000.00	340.14	0.00	13,690.14	2,000			2,000
	東京日野	34	5,235.10	153.97	1,000.00	1,020.00	115.65	7,370.75	2,000	500		2,500
	東京八王子西	105	17,600.00	167.62	0.00	1,251.85	362.42	19,214.27	2,000			2,000
	東京町田中	24	1,150.00	47.92	0.00	0.00	0.00	1,150.00	1,000			1,000
	東京八王子東	34	5,100.00	150.00	0.00	5,122.19	183.67	10,405.86	2,000			2,000
	東京八王子南	78	11,850.00	151.92	1,000.00	2,892.88	0.00	15,742.88	2,000	500		2,500
	東京町田サルビア	39	6,150.00	157.69	1,000.00	1,313.76	0.00	8,463.76	2,000	500		2,500
	東京飛火野	21	6,900.00	328.57	1,000.00	1,186.37	0.00	9,086.37	2,300	500		2,800
	東京町田東	28	4,050.00	144.64	0.00	100.00	0.00	4,150.00	1,000			1,000
多摩	東京八王子北	44	11,913.33	270.76	1,000.00	2,532.91	0.00	15,446.24	2,300	500		2,800
	東京立川	118	18,858.15	159.81	2,000.00	130.00	0.00	20,988.15	2,000			2,000
	東京小金井	40	6,000.00	150.00	1,000.00	3,507.43	0.00	10,507.43	2,000	500		2,500
	東京国分寺	36	8,788.95	244.14	1,000.00	1,370.52	0.00	11,159.47	2,000	500		2,500
	東京三鷹	39	14,901.35	382.09	37,611.71	4,926.83	2,100.00	59,539.89	2,600	500		3,100
	東京昭島	47	10,200.00	217.02	1,000.00	3,338.39	248.32	14,786.71	2,000	500		2,500
	東京国立	39	4,842.62	124.17	2,100.00	1,207.18	0.00	8,149.80	1,000			1,000
	東京立川こぶし	94	15,295.17	162.71	1,000.00	3,049.40	0.00	19,344.57	2,000	500		2,500
	東京井の頭	26	3,900.00	150.00	2,000.00	1,840.68	20.13	7,760.81	2,000	500		2,500
	東京昭島中央	54	10,000.00	185.19	1,000.00	1,788.22	0.00	12,788.22	2,000	500		2,500
多摩	東京武蔵国分寺	45	9,473.44	210.52	1,000.00	1,690.14	161.74	12,325.32	2,000	500		2,500
	東京小金井さくら	29	1,988.07	68.55	0.00	0.00	752.04	2,740.11	1,000			1,000
	東京国立白うめ	17	1,800.00	105.88	0.00	712.24	34.25	2,546.49	1,000			1,000
	Eクラブ 東京ピースウィング	21	1,306.86	62.23	0.00	2,612.74	6.71	3,926.31	1,000			1,000
	東京府中	50	3,000.00	60.00	1,000.00	2,190.60	167.79	6,358.39	1,000			1,000
	東京調布	66	10,500.00	159.09	1,000.00	2,284.54	0.00	13,784.54	2,000	500		2,500
	東京多摩	17	900.00	52.94	0.00	673.03	0.00	1,573.03	1,000			1,000
	東京稲城	25	5,049.45	201.98	1,000.00	844.15	0.00	6,893.60	2,000	500		2,500
	東京武蔵府中	36	6,450.00	179.17	0.00	1,299.92	0.00	7,749.92	2,000			2,000
	東京たまがわ	18	3,048.70	169.37	1,000.00	571.95	0.00	4,620.65	2,000	500		2,500
多摩	東京多摩グリーン	18	990.14	55.01	0.00	419.96	689.66	2,099.76	0			0
	東京調布むらさき	66	9,906.14	150.09	1,000.00	5,588.46	155.03	16,649.63	2,000	500		2,500
	東京 i シティ	18	2,800.00	155.56	1,000.00	684.28	134.23	4,618.51	2,000	500		2,500
	GUAM	47	9.55	0.20	500.00	0.00	0.00	509.55	509			509
	SAIPAN	46	5,175.00	112.50	0.00	2,200.00	0.00	7,375.00	1,000			1,000
	TUMON BAY	64	5,160.00	80.63	0.00	0.00	0.00	5,160.00	1,000			1,000
	NORTHERN GUAM	28	2,386.43	85.23	0.00	50.00	10.00	2,446.43	1,000			1,000
	POHNPEI	15	180.00	12.00	0.00	600.00	25.00	805.00	805			805
	PALAU	14	359.55	25.68	0.00	0.00	0.00	359.55	359			359
	GUAM-SUNRISE	16	659.55	41.22	0.00	150.00	0.00	809.55	809			809
P	TRUK LAGOON	10	9.55	0.96	0.00	0.00	0.00	9.55	9			9
	E-Club of Pago Bay Guam	25	9.55	0.38	0.00	410.00	0.00	419.55	419			419
	中央大学 RA		198.68		0.00	204.08	0.00	601.44	1,000			1,000
	Rotaract Club of Marianas		156.00		0.00	0.00	0.00	312.00	1,000			1,000
	Rotaract Club of Saipan		0.00		0.00	102.00	0.00	102.00	500			500
	東京昭島 RA		6.62		0.00	0.00	0.00	13.24	500			500
	東京セントラル RA		6.62		0.00	0.00	0.00	13.24	500			500
	東京田園調布 RA		152.32		0.00	0.00	0.00	304.64	1,000			1,000
	東京恵比寿 RA		33.11		0.00	0.00	0.00	66.22	500			500
	東京府中 RA		0.00		0.00	0.00	0.00	0.00	0			0
R	東京銀座 RA		150.00		0.00	120.80	0.00	420.80	1,000			1,000
	東京八王子 RA		0.00		0.00	0.00	0.00	0.00	0			0
	東京日野 RA		0.00		0.00	0.00	0.00	0.00	0			0
	東京日本橋 RA		150.62		0.00	13.25	0.00	314.49	1,000			1,000
	東京西 RA		152.32		0.00	0.00	0.00	304.64	1,000			1,000
	東京オーキッド世田谷南 RA		66.23		0.00	85.81	0.00	218.27	1,000			1,000
	東京渋谷 RA		66.23		0.00	0.00	0.00	132.46	500			500
	東京品川 RA		0.00		0.00	0.00	0.00	0.00	0			0
	東京品川中央 RA		0.00		0.00	0.00	0.00	0.00	0			0
	東京ビジョン RA		6.37		0.00	6.62	0.00	19.36	500			500
R	東京ICU RA ※								500			500

2026-27

■ District Grant Criteria

Each club has a member on the Grant Committee, so please be sure to consult with that member if you have any questions regarding your grant application.

Furthermore, your member will provide support until the project is completed and the final report is submitted, so please feel free to contact them if you encounter any issues with the project's progress.

● Clubs that meet any of the following criteria will be ineligible for grants.

1. Clubs whose average per capita giving to the Annual Fund was zero three years prior.
2. Clubs that did not attend the 2026-27 Grant Management Seminar.
3. Clubs that do not have an MOU with the district.

● The base grant amount per project is as follows:

Total Annual Fund contributions from three years prior are \$1,000 or less. The maximum is the total annual contributions from three years prior.

\$1,000 or more in Annual Fund contributions from three years prior per person:

Under \$150:	\$1,000
\$150-\$250:	\$2,000
\$250-\$350:	\$2,300
\$350-\$450:	\$2,600
\$450 or more:	\$2,900

Achieved three categories three years prior: +\$500 bonus

Clubs that met the district goals for Annual Fund, Endowment Fund, and PolioPlus contributions.

Total Annual Contributions from three years prior:

\$20,000-\$30,000:	+\$1,000 bonus
\$30,000 or more	+\$1,500 bonus

Example: A club has 40 members, an Annual Fund of \$7,000, \$175 per capita (district goal of \$150 per capita), one Benefactor of \$1,000, and \$1,500 in PolioPlus (district goal of \$30 per capita).

The base amount is \$2,000, the three-category bonus is \$500, and the total annual contribution bonus is \$0, for a total of \$2,500.

● For joint club projects, the primary club criteria apply. There is no bonus on the maximum grant amount.

● Rotaract clubs are subject to the following criteria:

Zero contribution: None

Total amount less than \$150: \$500

Total amount over \$150: \$1,000

If annual contributions exceed \$150 per capita, they are subject to the Rotary club criteria.

(Note: Rotaract clubs with a total contribution of \$100 or more are eligible for international recognition.)

● Regarding newly established clubs.

The maximum amount for newly established clubs is \$1,000, equal to the amount of Annual Fund contributions under \$150.

The maximum amount for newly established Rotaract clubs is \$500, equal to the amount of total contributions under \$150.

● Grant Requirements and Important Notes

1. Projects must be club-sponsored or co-sponsored, with the active and direct participation of Rotarians and Rotaractors.
2. Club contributions must be 30% of the total project amount.
3. Project implementation must begin on or after August 1, 2026. The final project implementation date must be April 30, 2027. No expenses beyond this implementation period may be incurred.
4. The above amounts are maximum amounts; please confirm your club's grant funding limit before applying for the required grant amount.
5. Grant-funded projects must be publicized through the media, club newsletters, and Web White.
6. When applying for a grant, your application will be converted to dollars. The conversion rate will be the Rotary exchange rate for April 2026. When disbursing, the approved dollar amount will be deposited into the account designated by your club at the exchange rate at the time of application. The amount will be the same as when applied, unless there is a reduction due to depletion.
7. Submit a final report within one month of project completion.
8. Be sure to comply with the "Terms and Conditions for Rotary Foundation District Grants and Global Grants" (see References). Also, please note the grant criteria in the "2026-27 Grant Terms

and Conditions for District 2750" below.

9. Each club may only apply for one district grant. However, clubs that are not the primary club for a joint club project may apply for other district grants separately.

●The application period is as follows:

Application Period: Tuesday, April 1, 2026 - Saturday, May 15, 2026

*The application period has been shortened to 45 days.

●The following documents must be attached when applying online.

1. A quote addressed to the club's name.
2. If the beneficiary is an organization or has a cooperating organization, a document outlining the organization (e.g., a pamphlet)
3. A copy of a grant-only bankbook with a zero balance.

(Please note that interest is deposited into savings accounts in February and August.)

*For online applications, see the Reference Materials page.

●The exchange rate used in the application form is as follows.

The USD/JPY exchange rate used in the application form will be fixed at the Rotary rate for April 2026.

●Applications will be reviewed as follows:

1. The application will be reviewed at the Grants Committee meeting, held once a month.
2. Clubs that applied for a district grant in the previous year but have not submitted their final report by the review date will be approved after the final report is submitted. Please note that if your application is not submitted by the application deadline of May 15th, it will be canceled.

●If the total project amount changes after you apply, please follow the instructions below.

1. If the total project amount increases, please increase your club contribution.
2. If the total project amount decreases, your club contribution cannot be reduced. The grant will be refunded.

If the remaining amount is \$100 or more, please refund the entire amount to the district. If the remaining amount is less than \$100,

please transfer the amount to your club's Smile Box (Nico Nico) account.

Please note that the district refund account has changed as of July 2025.

Mitsubishi UFJ Bank, Gotanda Branch (Branch No. 537) Current Account Number: 0957733

Rotary International District 2750, Grants Committee Chairperson, Hironori Katsuyama

(The previous bank account, Sumitomo Mitsui Banking Corporation, Shibuya Branch, cannot be used.)

● Regarding changes to project content, please follow the guidelines below.

If the project content changes significantly after submission, changes will generally not be permitted. In this case, the project will be canceled and the grant funds will be refunded. Bank transfer fees for the refund can be expensed.

You will be required to report the reason for cancellation and financial statements.

However, this does not apply if the Grants Committee and the Fund Management Committee approve the reason for the change. In this case, a statement of reasons for the change (free format) must be submitted.

● According to rules established by The Rotary Foundation (TRF), district grants cannot be used for the following purposes.

1. Ongoing or excessive support for a specific beneficiary, organization, or community.
2. Land and building purchases.
3. Fundraising activities (fundraising activities may be included, but grant funds cannot be used for the fundraising activities themselves).
4. Expenses related to Rotary events such as district conferences and anniversaries.
5. Public relations activities not directly related to humanitarian or educational activities.

District grants cannot be used for public relations or promotional purposes for Rotary, districts, or clubs.

Please ensure that activities and expenses using grant funds are not for Rotary public relations purposes.

6. Project signage exceeding \$1,000 (Rotary plaques, logos, stickers, signs, etc.).
7. Operating, administrative, and indirect program expenses of other organizations.
8. Unrestricted donations to beneficiaries or collaborating organizations.

→ If you make a designated cash donation, you must provide a receipt from the cooperating organization addressed to the Rotary (Rotaract) club, attaching information about the cooperating organization, photos of the items purchased and their location, and copies of receipts for all items purchased.

9. Activities and expenses already in progress or completed.
10. Events for which fees are collected from beneficiaries.
11. Direct benefits to Rotarians, Rotaractors, Rotary clubs, Rotaract clubs, Rotary-related entities, Rotary employees, and the spouses, lineal descendants, and spouses of lineal descendants of all of the foregoing.

●When planning a project to support Youth Exchange students, please keep the following in mind:

1. Eligible Expenses

Expenses for Youth Exchange students (domestic travel, activities, school supplies, etc.)

2. Non-Eligible Expenses

Living expenses for Youth Exchange students (food, pocket money, etc.), expenses for accompanying Rotarians/Rotaractors, and payments to host families.

Note: 1) RI District 2750 has its own rules that do not apply to grants for RYLA. Grant applications for Interact service projects will count as sponsor club applications.

2) Please note that this does not apply if Youth Exchange students are direct descendants of Rotarians.

●If your project involves youth (minors) traveling overnight (regardless of distance), traveling 150 miles (approximately 241 km) or more (regardless of whether overnight stays are included), or traveling across international borders, confirmation with the TRF office is required, so you will need to answer and submit the attached "Youth Travel - Additional Questions" form. Attending an online seminar is also required.

Regarding youth travel activities

RI Policies and Online Seminar Participation

Participants must follow established policies to ensure their safety. See Rotary Code of Policies 2.120.3. "Youth Travel and Accommodation" and 2.120.4. "Club and District Requirements" for information on adult participant selection, risk management, etc.

Rotary Code of Policies <https://my.rotary.org/document/rotary-code-policies>

2.120.3. "Youth Travel and Accommodation"

- Youth participants are expected to share rooms with other youth participants of the same age and gender, unless special arrangements are made in consultation with a parent or guardian to accommodate gender identity or other needs.

- Rotary strictly prohibits youth from bed-sharing during overnight stays.

Youth may share beds with other youth of the same gender only with the express, written permission of each student participant's parent or guardian. Students without written permission will be accommodated in single-room accommodations in accordance with Rotary policy.

Young participants will share rooms only with other young people, not with adult chaperones. We recommend that adult chaperones stay in nearby rooms and conduct regular check-ins. This ensures privacy and safety. (Depending on the youth participant's circumstances, adult chaperones may share rooms with youth participants only with the permission of both the parent/guardian and the youth participant.)

2.120.4. Regarding "Club and District Requirements," item 3:

We suggest that adult Rotarian volunteers supervise the trip, rather than relying solely on school staff.

Rotary members working with minor participants are also advised to review the "Youth Protection" page on My Rotary, the "Rotary Youth Protection Guide," and to take the "Protecting Youth Program Participants" online course. My Rotary "Youth Protection"

Rotary Youth Protection Guide (PDF)

Protecting Youth Program Participants

*Online course in the Learning Center. Requires My Rotary login.

FY20-FY20 District Grant Application Additional Questions

Please add the following information to this document and answer the following questions.

Date of Completion: Year/Month/Day

Rotary Club Name:

Name of Completionist:

Title:

Young Persons (Minors):

- International Travel
- Travel of 150 miles or more (regardless of whether overnight stays are included)
- Travel that includes overnight stays (regardless of distance)

If your project includes any of the above, we will need to confirm the travel details with the appropriate department.

Please answer the following questions.

Questions

1. What are the ages of the youth participants?
 2. How many youth participants are there?
 3. Who will be the facilitators (chaperones)? How many adults will be involved?
 4. How long will the activity last?
 5. What is the approximate distance (in kilometers) from the participant's home (hometown) to the activity location?
- If participants will be traveling outside of the district and/or country, which district or country will they be traveling to?
6. What type of accommodation will participants receive? Who will be hosting them? If host families are being arranged, how many participants will stay in each home? (Will they stay in a hotel or other facility? Will they stay with a homestay? How many participants will stay in the same room? Will the accompanying adult stay in a separate room?)

7. If you are a Rotary member working with minor participants, have you reviewed the "Youth Protection" page on My Rotary, the "Rotary Youth Protection Guide," and completed the "Protecting Youth Program Participants" (online course)?

Fiscal Year 2026-2027

■ Points to Note Regarding Grant Conditions for District 2750

1. Changes from the previous system due to changes in the Rotary Foundation's operating rules: Due to the Rotary Foundation's philosophy of emphasizing the sustainability of grant projects, "continuous support to a specific beneficiary, organization, or community is not permitted."

1. Grants cannot be made to the same recipient two years in a row.
2. Grants cannot be made to the same recipient even if the project content changes.
3. Grants cannot be made to schools that previously accepted students change two years in a row.
4. The above-mentioned community scope refers to cities, towns, and villages.

2. Procedures

① If paying a cooperating organization (e.g., a nonprofit organization, government agency, etc.) to purchase products or services and donate them to the beneficiary, a copy of the cooperating organization's purchase receipt is required.

② Proof of payment to be attached to the grant report should generally be a receipt, but both an invoice and a bank transfer record are acceptable.

③ All project deposits and withdrawals should be made to a dedicated grant account. Do not mix with other club accounts.

④ The beneficiaries and use of funds cannot be changed between the time of application and the time of implementation.

Please consult with the Grants Committee in advance if your circumstances change.

⑤ The recipients of beneficiaries and project-related expenses must not include Rotarians, Rotaractors, their relatives, or their affiliated organizations or companies.

⑥ If bank interest is received, it should be recorded as "Other Income" rather than "Club Contributions."

⑦ Bank transfer fees that were not anticipated at the time of budgeting can be recorded.

Documents Required for Application

1. Items to be completed in the online application form
2. If the beneficiary is an organization or there is a cooperating organization, documents from that organization (online file attachment)
3. Proposal (online file attachment)
4. Copy of the grant account passbook (cover page and page with zero balance) (online file attachment)

Documents Required for Reporting

1. Items to be completed in the online report
2. Publicity materials are required (online file attachments).

Examples: newspaper articles, postings on the recipient's website, club name plates affixed to

donations, thank-you letters from the recipient.

Club weekly reports, various social media accounts. *Please attach PDFs rather than links.

3. Cash book (online file attachment). However, this is not necessary if the details are available from your bankbook.

*If submitting online, please upload documents 2 and 3 as attachments.

*Only PDF, JPG, and PNG file formats are accepted. Word, Excel, ZIP, and other formats are not accepted.

2026-27

■ Global Grant Criteria

The Grants Committee has a dedicated global grant team.

When applying for a global grant, please contact this global grant team for a pre-application consultation before submitting your DDF request. A district-specific DDF application form can be downloaded from the District 2750 website. Our global grants staff will provide advice on project planning, funding, and application preparation.

Due to a sudden increase in the number of global grant applications, our Global Grant Fund resources were depleted last year. As a result, we have made significant changes to our global grant criteria, which had remained unchanged for a long time.

● Clubs that meet any of the following three criteria will be ineligible for grants.

1. Clubs with an average per capita giving to the Annual Fund three years prior was zero.
2. Clubs that did not attend the 2026-27 Grant Management Seminar.
3. Clubs without a district MOU

● Program Requirements for Global Grants

1. Projects must be related to one or more of the seven areas of focus.

- 1) Peacebuilding and Conflict Prevention
- 2) Disease Prevention and Treatment
- 3) Water, Sanitation, and Hygiene
- 4) Maternal and Child Health
- 5) Basic Education and Literacy
- 6) Community Economic Development
- 7) Environmental Conservation

2. Sustainable Projects

Provide long-term solutions by empowering local communities to address their needs on their own even after the grant ends.

3. Measurable Projects

Record baseline data for evaluation and demonstrate concrete changes over at least three years.

4. Submit a final report within two months of the project's completion.
5. Submit interim reports.

Projects can last longer than one year, but interim reports must be submitted every 12 months. (Submit within 12 months of the grant payment date.)

6. Comply with the "Terms and Conditions for Awards and Acceptance of Rotary Foundation District and Global Grants."
 7. The total project amount must be \$30,000 or more.
-
-

● About Grants

Global grants can be funded by both World Fund (WF) and District Fund (DDF).

Grant from the Rotary Foundation (WF World Fund)

Each district's DDF is funded at an 80% rate. The maximum WF award is \$400,000. The WF minimum award amount has been abolished. There is no minimum country contribution requirement.

Grant from District Fund (DDF)

Global grants can be funded not only by WF grants but also by the district's DDF budget. To apply, first contact your district grant committee, complete the online application, and then submit it as a PDF to the committee. Please also attach a copy of the estimate, if possible.

Note: If your club's DDF grant application has not been approved by the Grant Committee, your application will not be approved.

Application Period: March 1, 2026 - January 31, 2027

*Application requirements may change each fiscal year. You can submit a draft application at any time.

Amount Granted

For projects where a club in RI District 2750 serves as the primary sponsor (international sponsor or host sponsor), DDF funding for each project will be up to five times the club's contribution.

The maximum amount is \$15,000 per project, but this may be exceeded (up to \$25,000) depending on the project's content and scale, such as joint projects. Furthermore, if a club in the district participates in a project as a cooperating club (co-sponsor) other than the primary sponsor, DDF funding will be limited to one time the club's contribution (up to a maximum of \$10,000).

● About applying for global grants

If you are using district DDF, submit a DDF application and receive its approval, then apply online at the My Rotary Grant Center. Once you have completed the draft GG application, print it out as a PDF and submit it to your grant committee. Online applications must be completed directly by the club's project manager (the grant committee cannot enter information on your behalf; however, they will provide guidance). If DDF is being used, the governor and district Rotary Foundation chair must sign (check) the application.

● On-site assessments are now mandatory for global grant applications.

As of July 1, 2018, a site assessment is required for global grant applications. This assessment identifies the most important needs for the project. This assessment can be conducted by either the host country Rotary club or the donor country Rotary club. Generally, due to financial reasons, it is

preferable for the host country Rotary club to conduct it.

There are six methods for conducting this field survey: holding a forum (resident meeting), conducting a survey, conducting an interview, holding a focus group (roundtable discussion), conducting a community resource assessment, and conducting a mapping survey. Simply talking to a few local stakeholders will not fully understand the needs of the community. Conducting a thorough survey is essential.

For information on how to conduct a field survey and the Community Assessment Results Form for reporting your survey results, please visit the District Rotary Foundation Committee website (<https://rid2750org/trf/>).

● Application Period Suspension

Applications will be accepted at any time from March 1, 2026. Applications will close if District 2750's DDF is depleted or if Rotary Foundation World Fund funding runs out.

● Global Grant Process

Application (Grant Committee approval is required if district DDF is used)

- ① Consult with the Grant Committee
- ② Submit a DDF application to the Grant Committee
- ③ Create a draft Global Grant application in My Rotary. Submit this as a PDF file.
- ④ The District Grant Committee approves the use of DDF.

(If district DDF is being used, the governor and district Rotary Foundation chair will sign.)

- ④ Rotary Foundation headquarters staff reviews the application.

(If any missing documents are found, a Rotary Foundation staff member will contact the project manager directly.)

- ⑤ Rotary Foundation headquarters approval

(Sponsors will be notified of approval and informed of payment instructions.)

*Approval takes approximately four weeks from the time Rotary Foundation headquarters receives the necessary application information.

If the application is not approved within six months of submission, it will be canceled.

- ④ From this point on, communication between the sponsor (club) and Rotary Foundation headquarters will be direct.

Payment

- ① The sponsor submits bank account information, signs the agreement, and pays the club's contribution.
- ② The grant is paid by Rotary Foundation headquarters.

*Grant payment takes approximately two to four weeks from the time Rotary Foundation

headquarters receives the bank account information, signed contract, and club/district contribution.

Reporting

- ① Sponsors must submit interim reports online every 12 months until the project is completed. The final report must be submitted within two months of the project's completion.
- ② Rotary Foundation headquarters staff will review the report (if any information is missing, Rotary Foundation staff will contact the project manager directly).
- ③ The grant project will be closed upon receipt of the appropriate final report. (A project completion notice will be sent to the sponsor.)

● Other Notes

- ① A club can be the primary sponsor (leading co-sponsor) of only one project at a time. Once the project is concluded (after the final report is accepted by the TRF), it will no longer count. Also, non-primary sponsors (co-sponsors) can only sponsor up to two projects. However, sponsoring a Rotary Foundation scholar will not count.
- ② A dedicated account must be opened and managed for each grant project. (An interest-free account is recommended; however, it can be reused by clearing the balance to zero.) All grant receipts, vendor payments, etc. must be made from this account. After the grant funds have been used, the bankbook must be kept for 10 years.
- ① The total budget for a global grant must be at least \$30,000. Projects that do not meet this minimum funding threshold will not be eligible. The maximum funding amount from the World Fund is \$400,000.
- ④ For global grants, clubs must record basic data for evaluation and conduct specific research to document the changes made over a period of at least three years. Clubs may be audited by The Rotary Foundation, so be sure to retain the results of the research for three years after the project's completion.

● Example of Global Grant Structure

(From the Rotary Foundation Handbook, Information Research Group)

Example: Global Grant Budget of \$30,000

Budget Allocation Table

Club / District / Other		Cash	DDF	Estimated WF
Host Country	RIDxxxx		\$1,000	\$800
	○○RC			
International Sponsor	RID2750		\$14,000	\$11,200
	○○RC	\$3,000		
Total		\$3,000	\$15,000	\$12,000
Grand Total		\$30,000		

Funding Rules and Notes

Estimated World Fund (WF) Allocation: 80% matching for DDF; 0% matching for Cash contributions.

Cash Contribution Fee: An additional 5% transaction fee is required for all cash contributions.

● DDF Application Form (Excel format)

No data. Please contact Global Grant Team.

Downloadable from the Rotary Foundation Committee page on the District 2750 website.

<https://rid2750.org/trf/>



AVAILABLE DDF BY DISTRICT

For District 2750 In Program Year 2024-25

Transaction		Description	Amount	Balance
47.5% of Annual Fund Share contributions from 2021-22			\$377,086.26	\$377,086.26
50% of Available Endowment Fund Share Earnings			\$79,907.88	\$456,994.14
Total Carry Forward			\$114,910.00	\$571,904.14

Carry Forward from Program Years	2020-21	2021-22	2022-23	2023-24
	\$114,910.00	\$0.00	\$0.00	\$0.00

Transfer		To PP - DDF Funded (Program Year 2021)	
Total DDF Transferred			\$491,904.14
Project Funding	DG2567226		(\$225,732.00)
Project Funding	GG2465160		(\$22,222.00)
Project Funding	GG2466072		(\$22,222.00)
Project Funding	GG2466197		(\$22,222.00)
Project Funding	GG2567892		(\$20,000.00)
Project Funding	GG2571104		(\$30,000.00)
Project Funding	GG2573826		(\$2,500.00)
Project Funding	GG2574797		(\$15,000.00)
Project Funding	GG2576705		(\$22,222.00)
Project Funding	GG2579741		(\$22,222.00)
Project Funding	GG2579853		(\$22,222.00)
Total DDF Funding			\$65,340.14
Returned Funds		DG2567226	\$5,832.55
Total DDF Returned Funds			\$71,172.69



AVAILABLE DDF BY DISTRICT

For District 2750 In Program Year 2024-25

DDF Balance by Program Year - Estimate	2020-21	2021-22	2022-23	2023-24	2024-25	Rolled Forward Amount for District 2750
	\$34,910.00	\$0.00	\$0.00	\$0.00	\$36,262.69	

GG2567892 Tokyo-West

to provide two portable echocardiogram machines, for a health center Rota and Tinian, respectively, in the Commonwealth of the Northern Mariana Islands

GG2571104 Tokyo-Setagaya

to provide basic medical equipment to improve the level of health care at Waeng Noi Hospital in Waeng Noi District, Khon Kaen, Thailand

GG2573826 Tokyo Crosscity

to provide medical equipment to the urology department for at-risk severe urology patients as well as homeless patients at the Rapheal Clinic in Seoul, Korea

GG2574797 Tokyo Yoneyama Yuai

to enhance the capacity of Shri Prayagdharm Trust Charitable Hospital in Pune, India to perform surgeries by providing operating room surgical equipment and addressing medical needs for those who cannot afford it.

The expenses of \$22,222 are Global Grant scholarship.

GRANT INFORMATION District Grant 2024-25

Grant Number

DG2567226

Grant Status

Closed

LAST ACTIVITY

22/07/2025

#	District or club	Activity or project category	Location	Total amount (USD)
1	Tokyo Kunitachi Shiroume	Community development	Japan	1,880
2	Tokyo Shinagawa Chuo	Health	Japan	2,464
3	Tokyo Seijo	Education	Japan	2,820
4	Tokyo Hiroo	Health	Japan	3,608
5	Tokyo-Minato	Education	Japan	4,042
6	Tokyo Akebono	Education	Taiwan	1,880
7	Tokyo Atago	Community development	Japan	3,446
8	Tokyo Musashi Fuchu	Education	Japan	3,050
9	Tokyo-Shiba	Education	Japan	2,978
10	Tokyo Chofu	Education	Japan	3,760
11	Tokyo Ebisu	Education	Japan	4,700
12	Tokyo Ginza	Environment	Japan	1,410
13	Tokyo Shimbashi	Education	Japan	3,747
14	Tokyo Kunitachi	Community development	Japan	1,743
15	Tokyo Sanno	Peace	Poland	3,760
16	Tokyo Machida East	Environment	Japan	2,820
17	Tokyo Tachikawa Kobushi	Education	Japan	2,490
18	Tokyo Mitaka	Environment	Japan	5,828
19	Tokyo Machida	Environment	Japan	2,820
20	Tokyo Machida-Salvia	Education	Japan	3,760
21	Tokyo Crosscity	Education	Japan	3,306
22	Tokyo-West	Education	Japan	4,982
23	Tokyo Musashi Kokubunji	Community development	Japan	4,042
24	Tokyo Akishima	Community development	Japan	3,760
25	Tokyo Kokubunji	Education	Japan	4,042
26	Tokyo Sunrise Shiodome	Health	Japan	3,760
27	Tokyo Yamanote	Education	Japan	3,760
28	Tokyo Koganei	Community development	Japan	3,760
29	Tokyo Koganei-Sakura	Education	Japan	1,868
30	Tokyo Nishi (West)	Education	Japan	1,401
31	Tokyo Seijo Shin	Community development	Japan	4,888
32	Tokyo Seinan	Community development	Japan	3,760
33	Tokyo Yoneyama Yuai	Education	Japan	1,880
34	Tokyo Vision	Education	Japan	1,407
35	Tokyo Tamagawa	Community development	Japan	1,868
36	Tokyo Chofu Murasaki	Water	Thailand	4,982
37	Tokyo Akishima Chuo	Health	Mongolia	4,982
38	Tokyo Konan Marine	Community development	Japan	1,880
39	Tokyo-Setagaya	Community development	Japan	5,158
40	Tokyo Inokashira	Community development	Japan	1,542
41	Tokyo Inagi	Education	Japan	3,024
42	Tokyo Global	Education	Japan	1,071
43	Tokyo Tama	Community development	Japan	1,880
44	Tokyo Nihonbashi	Health	Japan	3,972
45	Tokyo Hachioji West	Water	Thailand	3,760

#	District or club	Activity or project category	Location	Total amount (USD)
46	Tokyo Jingu	Health	Japan	3,595
47	Tokyo Shibuya	Community development	Japan	3,759
48	Tokyo Hachioji East	Community development	Japan	3,736
49	Tokyo Hino	Education	Japan	2,348
50	Tokyo Tsukiji	Peace	Japan	4,700
51	Tokyo Chuo	Community development	Japan	4,950
52	Tokyo Ginza New	Water	Nepal	1,880
53	Tokyo Tobihino	Community development	Japan	2,449
54	Tokyo Chuo Shin	Education	Japan	1,572
55	Tokyo Kamata	Community development	Japan	2,801
56	Tokyo Roppongi	Health	Japan	3,760
57	Tokyo Hachioji North	Community development	Japan	2,106
58	Tokyo Hachioji South	Education	Japan	1,579
59	Tokyo Shinagawa	Community development	Japan	2,106
60	Chuo University	Health	Thailand	790
61	Tokyo-Meguro	Environment	Japan	2,099
62	Tokyo Takanawa	Environment	Japan	1,536
63	Tokyo Nihonbashi West	Education	Japan	1,706
64	E-Club of Tokyo Peace Wing	Health	Japan	1,053
65	Tokyo-South	Education	Japan	2,632
66	Tokyo Aoyama	Education	Japan	849
67	Tokyo Ginza	Education	Japan	1,865
68	E-Club of District 2750, Tokyo Yoneyama	Education	Myanmar	1,579
69	Tokyo Azabu	Education	Japan	1,046
70	Tokyo Osaki	Education	Japan	767
71	Tokyo Shirokane	Community development	Japan	1,002
72	Tokyo-Omori	Water	Cambodia	1,394
73	Tokyo i City	Education	Japan	583
74	Saipan	Peace	Northern Mariana Islands	2,000
75	2750	District support	Japan	15,000
76	2750	District support	Guam	2,500

Contingency fund:

Administrative expenses fund:

Total amount (USD): 225,732

Scholarship, Alumni, VTT subcommittee

Scholarships, Alumni, VTT Subcommittee has 3 duties.

- 1) To select candidates, process global grant applications, and support the global grant scholars.
- 2) To support the alumni group, consisting program graduates.
- 3) To coordinate VTT (Vocational Training Team) programs by receiving and/or sending out trainers.

Duty requires expert knowledge of global grant from its philosophy to administration including involvement with the Rotary Foundation Headquarter, host sponsors abroad and other related parties.

RID2750 Rotary Foundation Scholarship Program

1)Eligibility

The scholarship recipient will be referred to as a “Rotary Foundation Global Grant Scholar of Rotary International District 2750” and will be funded by a global grant. To qualify for a global grant, the area of study must align with seven areas of focus.

2)Recruitment, Eligibility, and Application for Scholarships

<Limited Purpose> The scholarship recipients are limited to those who conduct research in one of seven areas of focus. To support a student in other fields, such as art, literature, or music, a club can apply for a district grant. The description here is for a global grant program.

<Support Period> It is one academic year at the graduate school or equivalent level. The scholarship can be used from 1 to 4 academic years.

<Purpose of Use> Scholarship can be used for tuition, travel, living expenses, and other education-related expenses approved by the Rotary Foundation. Note it does not cover expenses incurred prior to approval.

<Qualification> Those who fall under either a registered resident, employee, or student in RID2750 can apply. Applications should be submitted to the Rotary club nearby or to the governor’s office. There are no restrictions based on attributes such as age, gender, marital status.

<Submission Period> It is from July 1st to September 30th.

<Selection> Selection starts early to mid-November by Subcommittee, followed by the governor elect interview in December. Those who have governor elect’s approval will become candidates under RID2750 GG scholarship program. The Rotary Foundation HQ (TRF) reviews the candidates as the final round and approve as Rotary Scholars.

<Club Recommendation> Candidates recommended by a Rotary club will be internationally sponsored by the club, and those without a recommendation will have an international sponsor club assigned by the Subcommittee.

<Club Contribution> No major funding is expected by the club except for participation fee for club meeting and expenses like business card printing.

<Application Process> •A club in RID2750 will be assigned as an international sponsor in Feb – Apr, and a club where the academic institute is located will be assigned a host sponsor. Both of the sponsor clubs will appoint 3 club members as counselors.

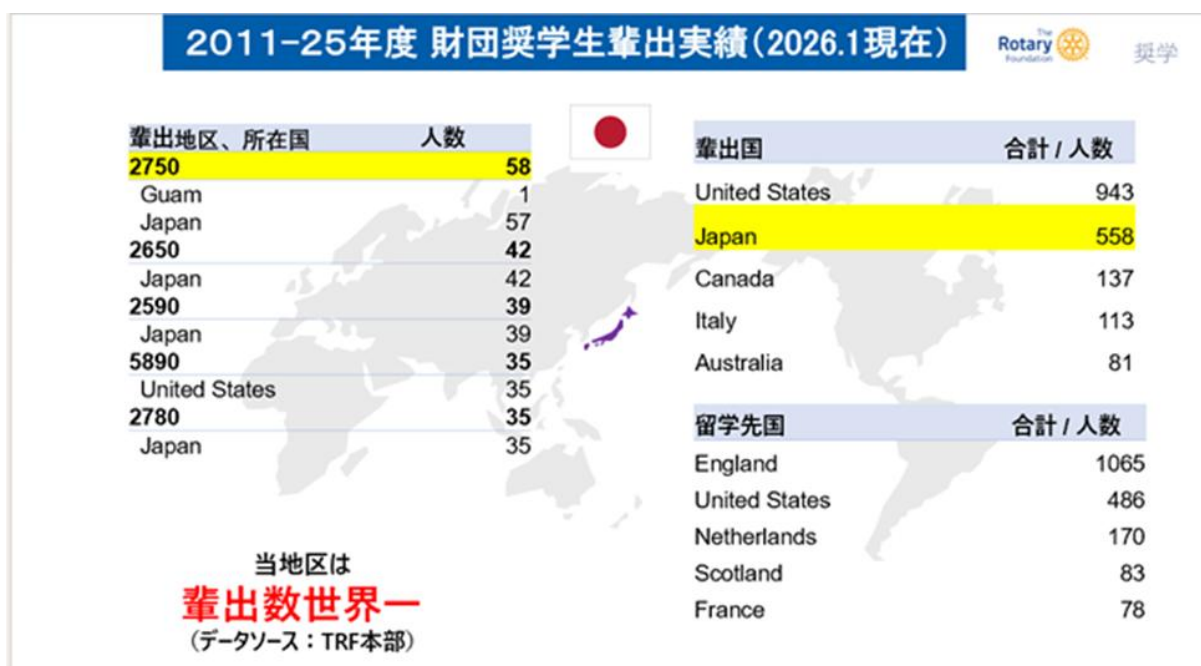
•After the appointment of sponsor clubs and counselors, scholar and TRF Subcommittee complete online application for a global grant on My Rotary website. For details, please refer to RID2750 website and Rotary International website.

•International sponsor and host sponsor welcome scholars as part of the Rotary family and get to know one another through club meetings, introductory presentation, and the district conference.

<Post Program> Scholars will register as members of RID2750 alumni and become a long-lasting Rotary family.

3) Number of Scholars and Amount for Scholarships

- Total 4 to 5 per year (possibly one from Pacific Basen Group).
- Regardless of duration of study, the amount is \$40,000, including US \$22,223 from DDF and \$17,777 from World Fund.



RID2750 Rotary Foundation Scholarship Student 2024-25



Ms. Kirin Sahara



Community and economic development

I want to do work that helps people in areas and countries where poverty problems are prominent.



University of London(SOAS)
Tokyo Hachioji North RC
⇒ Kensington & Chelsea RC (RID1130)



Ms. Ayano Yonekura



Peacebuilding and conflict prevention

I want to implement policies to eliminate racial discrimination and prevent

University of Bordeaux
RC of Tokyo Chuo Shin
⇒ Bordeaux-Tourny RC (RID1690)



Ms. Joji Namura



Community and economic development

I want to contribute to long-term poverty resolution from the perspective of regional economic development where severely needed.



University of Sussex
RC of Tokyo Chofu Murasaki⇒
Midhurst and Petworth RC (RID1145)



Ms. Mizuki Uchiyama



Peacebuilding and conflict prevention

As a media specialist, I contributes to the reconstruction of post-conflict societies and the prevention of conflicts.

City University of New York
RC of Tokyo Ebisu
⇒ RC of Yonkers-East Yonkers
(RID7230)



Ms. Kirin Sahara

Born in Tokyo. Graduated from Yokohama National University. While in school, Kirin interned at the Japan Association for Refugee Assistance which were approved by the Ministry of Foreign Affairs, and the United Nations High Commissioner for Refugees (UNHCR), and engaged in activities to support asylum seekers. In the master's program, she plans to conduct research on the theme of "poverty reduction and social disparity reduction."



Mr. Joji Namura

Born in Australia and raised in Laos until the age of 14. Graduated from Kwansei Gakuin University. Joji led a student group to support schools in Laos, increasing its membership sevenfold. In the master's program, we will study "participatory development methods in the Global South and impoverished regions, and how to utilize innovation in them."



Ms. Ayano Yonekura

Born in Chiba. Graduated from the University of Tsukuba. While in school, Ayano did an internship at the Center for Holocaust Education, and at her place of work, she watched recruitment of refugees to be fair without social discrimination. She plans to conduct research on the theme of solving racial discrimination caused by intolerance of mutual differences.



Ms. Mizuki Uchiyama

Born in Tokyo. Graduated from Osaka University. Worked as a journalist in the international news department of a Japanese TV station. Mizuki has reported on the situation of conflicts and refugee support in various countries, and have emphasized the need for humanitarian assistance. She would like to enhance the media capacity of fair reporting and contribute to the reconstruction of post-conflict societies as well as prevention of conflict.

RID 2750 Rotary Foundation Scholarship Student in 2025 – 26



Ms. Riyuka Suzuki



Peacebuilding & conflict prevention

I aim to reduce mortality rates among mothers and women of reproductive age and improve access to higher-quality healthcare.

University of Edinburgh

Tokyo Osaki RC → Portobello Club (RID1320)



Mr. Kyota Imai



Basic education and literacy

My goal is to move away from one-way instruction & expand learner-centered teaching, cultivating lifelong learners with sustained motivation.

University of Bristol

Tokyo Inokashira RC → Bristol RC (RID1100)



Ms. Mariko Tsutsumi



Peacebuilding & conflict prevention

I want to help people who have become refugees after fleeing human rights violations & violence regain lives of dignity.

London School of Economics

Tokyo Minami RC → Putney RC (RID1130)



Mr. Yutaro Tanaka



Environment

I aim to visualize the impacts of economic activities on natural ecosystems & develop effective incentive mechanisms to promote environmental conservation.

University of Oxford

Tokyo Inagi RC → Haddenham RC (RID1090)

Mr. Yuki Kiyomoto



Environment

I aim to propose public policies that reduce health risks faced by vulnerable populations by applying environmental epidemiology to assess the impacts of extreme weather events & environmental pollutants on patients with chronic diseases.

George Washington University

Tokyo Suginami RC → Washington DC RC (RID7620)



Mr. Ryo Suzuki



Disease Prevention and treatment

I aim to reduce the prevalence of infectious diseases, particularly tropical diseases, from a One Health perspective that involves multiple stakeholders across the human, animal, and environmental sectors.

The University of Queensland

Tokyo Yoneyama Yuai

RC → Brisbane RC (RID9620)



Ms. Riyuka Suzuki

Riyuka Suzuki is from Tokyo, Japan. She earned her bachelor's degree from International Christian University, majoring in Gender and Sexuality Studies with a minor in Politics. During her undergraduate studies, she examined peacebuilding through the lens of Women, Peace and Security (WPS), focusing on the relationship between gender equality and conflict prevention. She will pursue graduate studies at the University of Edinburgh, where she aims to research political science and international relations and contribute to peacebuilding processes in Asia.



Mr. Kyota Imai

Kyota Imai is from Hayama, Japan. He earned a Bachelor of Education from Tokyo Gakugei University, majoring in Mathematics Education. During his undergraduate studies, he focused on designing and practicing student-centered mathematics lessons based on social constructivism. He will pursue an MSc in Education at the University of Bristol, where he aims to deepen his research on effective learning theories and educational practices across diverse cultural contexts, contributing to the improvement of basic education and literacy.



Mr. Yuki Kiyomoto

Yuki Kiyomoto is from Himeji City, Hyogo Prefecture, Japan. He graduated from Osaka University School of Medicine and completed a master's degree in Tropical Medicine at Nagasaki University, where he researched the effectiveness of heatstroke warning alerts using national databases. He will pursue a PhD in Environmental Health at the Milken Institute School of Public Health, George Washington University, focusing on climate change impacts on public health from an environmental epidemiology perspective.



Mr. Ryo Suzuki

Ryo Suzuki is from Tokyo, Japan. He studied Veterinary Medicine at Tokyo University of Agriculture and Technology, where he developed a strong interest in public health, with a particular focus on zoonotic diseases. He has been engaged in epidemiological research on infectious diseases, including neglected tropical diseases. He plans to pursue graduate studies at the University of Queensland, aiming to strengthen zoonotic disease control in developing countries and contribute to the improvement of global public health.

**Ms. Mariko Tsutsumi**

Mariko Tsutsumi is from Tokyo, Japan. She studied in the Global Liberal Arts Program at Rikkyo University, majoring in Citizenship, where her academic interests focused on refugee self-reliance and the coordination between humanitarian and development aid. She will pursue graduate studies at the London School of Economics and Political Science, aiming to research practical frameworks for conflict prevention and peacebuilding that address protracted refugee situations.

**Mr. Yutaro Tanaka**

Yutaro Tanaka is from Sanda City, Hyogo Prefecture, Japan. He studied Global Environmental Studies at the Graduate School of Kyoto University, where he conducted fieldwork in rural Cameroon, focusing on local livelihoods and the value of non-timber forest products. He will pursue an MSc at the University of Oxford, where he aims to research biodiversity conservation and climate change mitigation, with a focus on fostering sustainable coexistence between nature and human society.

VTT (Vocational Training Team)

1) What's VTT?

A VTT program sends out a group of trainees or trainers abroad for skill transfer from professionals, and started in 2010.

You can apply for a district grant to conduct a project at the club level, or a global grant at the district level. Below description is for a global grant project.

2) VTT with a Global Grant

- Execution is up to RID2750.
- The project objective needs to align with seven areas of focus.
- The group of trainee or trainer can consist of multiple types of professionals as long as the group shares a common objective and it align with seven areas of focus.
- A Team consists of at least 2 members and 1 Rotarian team leader; members with minimum 2 years of working experience in the relevant focus area regardless of Rotary membership, and a Rotarian team leader with the area expertise, international experience, and good Rotary knowledge.
- There are no restrictions based on attributes of participant, such as age, gender, or marital status.

3) Past VTT project in 2016-17; Teaching Skill Development in Cambodia

RID2750 delivered the first VTT project in 2016-17.

We sent a group of veteran teachers from Japan to enhance teaching skills of elementary school teachers in Cambodia.

This project consisted of seasoned Japanese teachers and training for elementary school teacher in Cambodia was well-received.

RID2750 also donated educational materials such as science laboratory equipment that were extremely in short supply. There was a grand presentation ceremony at the site.

This project celebrated 12th anniversary in 2021 -22, jointly supported by 24 clubs in RID2750.



4) Past VTT project in 2025-26; Improvement of Residential Ratio of Medical Workers

in Remote Areas of Taiwan

RID2750 supported the execution of a VTT project as hosting partner by request of the sister district RID3481 in 2025-26.

In "Taiwan VTT: Tribal Star Project", a group of trainees consisting of Taiwanese medical professionals specialized in remote area medical care studied at Japan Association for Development of Community Medicine and Kobe University Graduate School of Medicine, and summarized the comparison of remote area medical systems in Japan and Taiwan. The group proposed reform of Taiwan's remote area medical system and it was presented at a symposium for medical professionals in Taiwan.



RID2750 The Rotary Foundation Alumni

Since 1965, RID2750 has supported 376 scholars to study around the world. The long-awaited alumni association was established in 2013. Former international goodwill scholarship students, former Rotary Peace Fellows, and former GSEs are alumni members as well as Rotary Foundation scholars.



1)Objective of promoting the alumni association

Develop a lifelong relationship between Rotary International and alumni members.



- Alumni members are encouraged to participate in the activities of RID2750.
- They have opportunities to share their experiences and impact of the scholarship on their lives.
- We invite alumni members to the selection of next scholars, and ask them to give advice about upcoming academic year, especially how to interact with the host sponsor club.
- Networking among alumni members is encouraged for generating synergy upon the life course they pursue.
- RID2750 encourage alumni to join a Rotary club or to establish a new club.



We hope staying in touch with alumni will lead to welcoming Rotarians and/or Rotaractors.

TRF Alumni conducts a variety of activities, including annual alumni conference and services in and out of the district.



2)Alumni News

The alumni report activities in newsletters and social media, covering alumni members' whereabouts and introduction of new scholars.



PolioPlus subcommittee

The mission of the PolioPlus Subcommittee is to provide accurately information of current situation of Polio in the world and clues to PolioPlus Contribution.

Also, we will support and cooperate with polio eradication charity events organized by each club.



What is PolioPlus?

Initially, the program was created with Polio as well as diphtheria, tuberculosis, whooping cough, and tetanus, but now refers to the legacy of the global End-Polio efforts. Since the PolioPlus program began in 1985, Rotary has made End-Polio a top priority. More than 350,000 cases were confirmed in 125 countries in 1988, but since then more than 2.5 billion children have been vaccinated with Polio, with 99.9% has been declining.

What is Polio?

Acute gray meningitis (spinal pediatric palsy) is a disease transmitted from person to person by the Polio virus. It does not go through animals and insects. So, Polio eradication must be possible. There are three types of Polio virus: 1, 2, and 3. In 2015, type 2 was eradicated, and in 2019, as many as 3 types were certified. The remaining type is only one type.

The current state of Polio origin is as follows.

- 1) In August 2020, WHO declared Nigeria polio-free. The remaining two polio-endemic countries are Pakistan and Afghanistan. Although the coronavirus is still endemic, it is important to increase vaccination rates and maintain mass immunity.
- 2) In February 2022, a report came in that a 3-year-old girl in Malawi, Africa, had polio; she had paralytic symptoms in November 2021, and analysis of the virus showed that it was a foreign strain of Pakistani origin, which will not affect the certification of polio eradication in Africa.

Since then, eight cases have been confirmed in Mozambique between March and November, but since this is also a foreign strain - type virus of Pakistani origin and not a wild - type virus, the two endemic countries remain Afghanistan and Pakistan at this point. If we do not do something about it, we will lose the chance to eradicate polio. Let's keep up our efforts to eradicate polio and contribute through donations.

- 3) In 2022, a case of polio was reported in New York State, USA. This case has been identified as Sabin type 2 poliovirus (polio virus derived from oral live vaccine). The same type of virus was detected in sewage in Israel in March and in London, England in June. In Japan,

the vaccination rate is said to be 97%, and mass immunity has been acquired, but in today's world where countries are becoming closer to each other, polio is not just a "fire on the other side of the river," and there is no telling when it may be introduced into our country. It is hoped that polio will be eradicated as soon as possible.

- 4) The number of polio cases in 2022 is 2 in Afghanistan, 20 in Pakistan, and 8 in Mozambique, for a total of 30, and the number of polio cases in 2023 is 6 in Afghanistan and 6 in Pakistan, for a total of 12, as of December 5. The day when polio will be eradicated is very close at hand. Please understand the current situation and support us now.

As a Rotarian, Polio initiatives include:

End-Polio is Rotary's top priority, eliminating it from the earth is an important "promise" Rotary has made with children around the world. We're one step up to End-Polio. We sincerely ask for the warm support of Rotarians until we achieve a Polio-free world.

In addition to donating, some Rotarians are vaccinating in Polio-existing countries and countries at high risk of recurrence. In Japan, many Rotarians participate in vaccine administration activities in India every year beyond club and district, and some activities in Pakistan are also started.

If you are interested, please contact the PolioPlus Committee.

RID 2750 initiatives for 2024-25 are as follows:

- 1) Polio donations in District 2750

The Polio donation target for District 2750 is \$30 per person. This donation will fund for surveillance activities in Polio-existing countries and Africa. Please achieve your club goals.

- 2) Recruitment of companies to support End-Polio

Every Year from August to November, we are recruiting companies to help eradicate Polio. Once you register, we will send the amount you donate to The Rotary Foundation in your personal name. In addition, we will send a letter of appreciation, pin batch, and make a presentation of the company name at our district convention, etc. In 2023-24, we received donations from 25 Rotary Clubs, 71 companies, and 81 units for a total of 4,050,000 yen. We look forward to your cooperation again this year.

- 3) Cooperation with charity events

This year we are planning to hold an event on World Polio Day. We are also planning to hold our annual polio eradication charity golf event in the spring of 2024. Details will be announced separately, so please join us. The Membership Committee, Public Image Committee, and Rotary Foundation Committee worked together to organize a walk rally on Sunday, October 29, 2023, wearing red END POLIO T-shirts, from Tokyo Station to

Taimei Elementary School along Marunouchi Nakado-ri Avenue. In conjunction with this event, Governor Miyazaki also took part in the Trans-Japan Cycling Challenge, a 300 km bicycle ride from Kashiwazaki, Niigata to Odaiba, Tokyo, in one day. Governor Miyazaki successfully completed the challenge and was welcomed by over 300 Rotarians who gathered for the event.

- 4) Request to register for the e-mail magazine "PolioPlus online magazine: To the World Free of Polio" Since July 2020, the PolioPlus Committee has published an e-mail magazine on the 15th of every month. Here's a column about the latest developments in End-Polio. We ask Rotarians as well as those interested in End-Polio to register. If you can read the QR code below with your smartphone or type in URL, you will go to the registration page, so please register.

<https://www.mag2.com/m/0001692155>

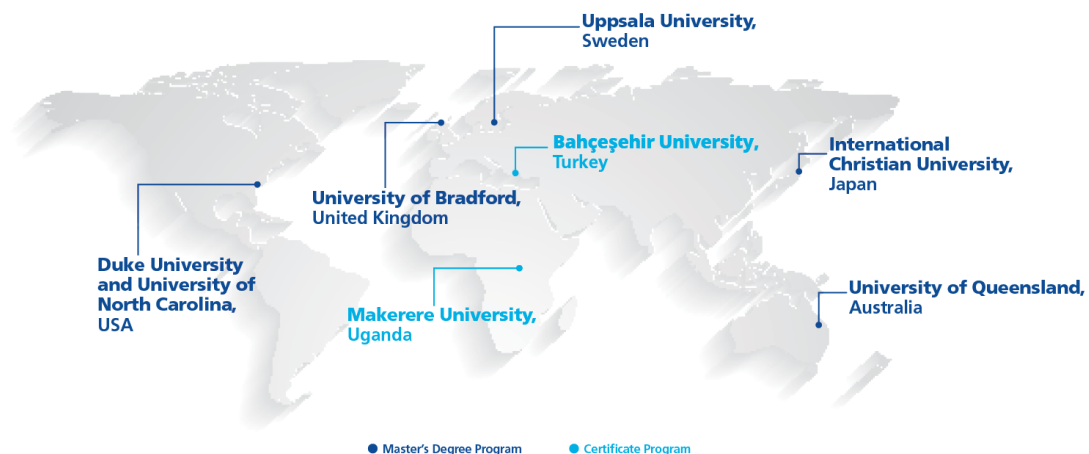


Rotary Peace Fellowships subcommittee

Rotary Peace Fellowships Subcommittee cooperates with the Rotary Peace Centers Host Area Coordinators consist of the neighboring 7 Districts , holds various seminars , and takes care of the Fellows studying in ICU (International Christian University) located in D2750 and one of the 8 Rotary Peace Centers in the world . We also actively engage in publicity activities in order to be widely known. We accept applications and select Fellows in D2750.

What is the Rotary Peace Fellowships

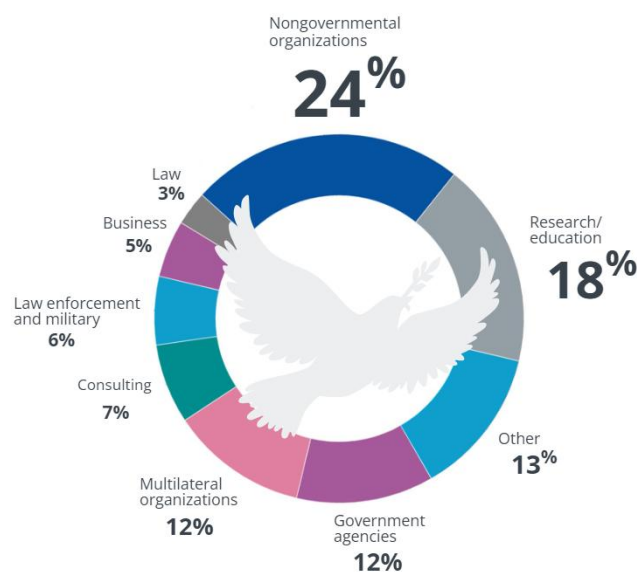
- ① This program is the second most important program after the eradication of Polio, which was established to commemorate the 50th anniversary of Paul Harris' death. Initially, it was the idea of establishing a peace university by Rotary.
- ② This is a scholarship (Peace Fellow) program aimed at fostering human resources who will be one of a "Leader of World Peace and Development", and building a global network of peace promoters.
- ③ There are five Rotary Peace Centers (6 affiliated universities) to study the "Master's Degree Program" and 2 affiliated universities in the "Professional Ability Development Completion Certificate Program". (Bahçeşehir University in Istanbul, Turkey will be open in 2025)
- * Every year, 130 people are competitively selected from all over the world. (50 master's degrees, 80 professional abilities)
- ④ One of them is at International Christian University in Mitaka.
- * In Japan, we are cooperating with 6 neighboring districts (host areas) to provide the assistance.
- ⑤ Let's make this wonderful program known all over Japan and send excellent Japanese people to the world!



Partner Universities and Programs

Scholarship program	Master's degree acquisition program	Diploma program
Aim	Cultivate future leaders	Cultivate leaders now
Term	15 to 24 months (depend on each University)	1 year (including online study period)
Numbers of RotaryPeace Fellowships	6	2
Partner Universities	Duke University University of North Carolina at Chapel Hill International Christian University University of Bradford Queen's University	Makerere University *Candidates for Makerere University are limited to those who are from this area and are active in this area. Bahçeşehir University
Number of fellowship recipients	50 * every year (Up to 10 in each Peace fellow Center)	80 * every year (20 at each center x 2)
Practical Training	Practical internship for 2-3 months during summer holidays	10 weeks of on-site training including on-the-job training

●Career of Fellowship Graduates



The Rotary Peace Center has achieved great results with the support of Rotarians who are committed to peacebuilding. Since its founding in 2002, it has produced more than 1,800 fellows and is currently in key positions in various institutions and organizations, working on its mission to aim for peace.

Of the graduated fellows, only 39 peace fellows have been dispatched overseas from Japan. (As of December 2025).

We believe that it is our mission to send as many Japanese peace fellows as possible to overseas peace centers. In addition, there are 159 peace fellows (up to the 19th grade) who have graduated from the ICU Peace Center in this area.

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Eligibility and Selection Criteria

All applicants are required following:

- Be fluent in English
- Must have a bachelor's degree
- There is a strong commitment to cross-cultural understanding and peace
- Demonstrate excellent leadership skills
- Have at least 3 years of full-time work experience in related fields (master's program)
- Have 5 years of full-time work experience expected in related fields (Professional Ability Development Completion Certificate Program)
- Be able to explain how your plans for peace promotion are in line with Rotary's mission. (Professional Ability Development Completion Certificate Program)
- Candidates for the Makerere University Peace Center must be from or have work experience in Africa.
- All applications are submitted through the Rotary Club via the website, and fellows are selected by a world review.

To apply, please visit Rotary's website (www.rotary.org).

● Process for Application

- Check your application eligibility at rotary.org/ja/peace-fellowships (applications will be accepted in February)
- Check the curriculum program of each Rotary Peace Center (Choose one or two peace centers for the master's degree program and one peace center for the certificate program)
- Contact the local club or district to confirm the application procedure (including interviews and recommendations)
- Find a local club in the club location search and participate in Rotary activities
- Fill out the online application form and submit it to the district by May 15.
- The district will submit the application recommendations to The Rotary Foundation by July 1 (The Rotary Foundation will notify you of the results of the selection in November).
- The elected Fellows will separately submit an application for admission to a partner University.

Average total amount		Master's course US \$ 75,000 Specialized course US \$ 11,000	
Expenses covered by the certificate program		Expenses covered by the Professional Development Certificate Program	
*tuition fee		*tuition fee	
*Room and food expenses		*On-campus accommodation	
*Travel expenses to and from the study abroad destination		*Travel expenses to and from the study abroad destination	
*Internship costs		*On-the-job training costs	
*Academic / Research Expenses		*Course materials	
*Insurance		*Insurance	
*Expenditure in unforeseen circumstances			

Peace Fellows and their counselors currently served by District 2750

第23期 The 23rd class

写 真	名 前		出身国	性別	ホスト地区	カウンセラー	所属クラブ
	Samobou Momodou	サンボウ モモドゥ	ガンビア GAMBIA	M	2750	蓮見 雅則 Masanori Hasumi	東京三鷹 Tokyo Mitaka
	Naophyhou Marina	ネオピトゥ マレーナ	キプロス CYPRUS	F	2750	南條 勉 Tsutomu Nanjo	東京あけぼの Tokyo Akabono

第24期 The 24th class

	Vehae Tjiriange	ヴィハイ テジリアンジュ	ボツワナ Botswana	F	2750	澤 明美 Akemi Sawa 黒田ポピー Popi Kuroda	東京グローバル Tokyo Global
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Reference

Rotary International Website (MyRotary)
<https://www.rotary.org>

RID2750.Website
<https://www.rid2750.org>

RID2750.the.Rotary Foundation Committee Website
<https://rid2750.org/trf>

MOU (CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING - English)

TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT GRANTS (English)
)

TERMS AND CONDITIONS FOR ROTARY FOUNDATION GLOBAL GRANTS (English)

FOR SUBMISSION

Authorization and Agreement

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the (Rotary / Rotaract) Club of

_____,
the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year **2026-27** and will notify Rotary International District **2750** of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	2026-27
Name	
Signature	
Date	

Club President	
Term	2027-28
Name	
Signature	
Date	



THE ROTARY FOUNDATION

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

1. Club Qualification

To obtain qualification, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. A club must be qualified to receive global grants, corporate social responsibility (CSR) grants, and programs of scale grants. Club qualification is not required for a club to receive district grant funds. Districts may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in district grants. By completing these requirements, the club becomes qualified and eligible to participate in Rotary grants.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

Club Memorandum of Understanding (Effective: 1 July 2024)

3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to:

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

4. Bank Account Requirements

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must:
 - 1. Have a minimum of two Rotary member signatories from the club for disbursements
 - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

5. Report on Use of Grant Funds

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

6. Document Retention

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
 - 1. Bank information, including copies of past statements
 - 2. Club qualification documents including a copy of the signed club MOU
 - 3. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
 - 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotary members in the club and at the request of the district
- C. Documents must be maintained for a minimum of five years, or longer if required by local law

7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

Authorization and Agreement

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of TRF grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary/Rotaract Club of _____, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year _____ and will notify Rotary International District _____ of any changes or revisions to club policies and procedures related to these requirements.

	Club President
Term	
Name	
Signature	
Date	

	Club President-elect
Term	
Name	
Signature	
Date	



TERMS AND CONDITIONS FOR ROTARY FOUNDATION DISTRICT GRANTS

District grants fund small-scale, short-term activities that address needs in your community and communities around the world. These activities align with The Rotary Foundation's mission to help Rotary members advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment, and alleviating poverty. Districts decide which activities they want to support with district grants.

The Rotary Foundation may modify these terms and conditions at any time to clarify them or to reflect policy changes. Changes made as of September 2025 include:

- Updating the link to Rotary's youth protection policies (refer to section 1, Eligible Activities)
- Clarifying that the proceeds from the sale of grant-funded items cannot benefit any district, Rotary or Rotaract club, or their members (refer to section 2, Ineligible Activities and Spending)
- Updating the definition of cooperating organizations and clarifying their obligations (refer to section 4, Cooperating Organizations)
- Removing references to Rotary International Travel Service (refer to section 5, Travel Policies)
- Removing the reference to sending grant payments to district foundations (refer to section 7, Payments)
- Clarifying the time frame for submitting final reports (refer to section 8, Reporting Requirements)
- Adding that all unused grant funds paid from the Fondazione Rotary Italia need to be returned (refer to section 8, Reporting Requirements)
- Removing the reference to submitting a sales quote when confirming that there is no conflict of interest with vendors (refer to section 10, Conflict of Interest Policy for Grants)
- Updating the Philippines section to remove the contact person's name and clarify that payments for subsequent grants are contingent upon receipt of completed certifications (refer to section 12, Special Considerations for the Philippines)

You can find additional updates and resources, including the [Terms and Conditions for Rotary Foundation Global Grants](#), at rotary.org/grants or ask for them from [Rotary grants staff](#).

1. ELIGIBLE ACTIVITIES

Activities that are eligible for district grant funding:

- A. Align with The Rotary Foundation's mission
- B. Can include:
 - 1. Local or international service projects and related travel
 - 2. Scholarships for any educational level
 - 3. Vocational training teams (groups of professionals who teach others about a particular field or learn more about their own) and related travel
 - 4. Scholar and vocational training team orientation
 - 5. Grant management seminars
 - 6. Rotary members' participation in, and travel to and from, Rotary project fairs, to help clubs and districts find project partners
 - 7. Projects and activities in countries where Rotary has clubs as well as in areas where we do not, and in geographic areas where permitted by law and in accordance with Foundation policies
 - 8. [Rotary Youth Exchange](#), [RYLA](#), [Rotary Friendship Exchange](#), Rotaract, or [Interact](#) programs
 - 9. Community assessments
 - 10. Construction and renovation
 - 11. Microcredit activities when working with a registered microfinance institution that has operated for at least three years to administer loan programs
 - 12. Campaigns to build awareness of and signs alerting people to the presence of land mines
- C. Involve active participation by Rotary members
- D. Cause no harm and comply with the laws of both the United States and the country where the grant-funded activities will be carried out. (If you plan to sponsor activities in or travel to countries sanctioned by the [U.S. Treasury Department's Office of Foreign Assets Control](#), you will be asked to supply more information.)
- E. Protect the safety and well-being of all minors who participate, and comply with Rotary International's [youth protection policies](#)
- F. Are reviewed and approved by the Foundation before they are implemented. If changes to the spending plan are necessary after a grant has been approved, you need to submit a request through the district grant report section in the Grant Center.
- G. Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out
- H. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of [The Rotary Foundation Code of Policies](#) and summarized in section 10, Conflict of Interest Policy for Grants
- I. Adhere to Rotary's policies for the use of the name "Rotary" and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the [Rotary Code of Policies](#)
- J. Include [signage](#) on or near project sites that identifies the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of [The Rotary Foundation Code of Policies](#) and in accordance with Rotary's brand guidelines, which can be found in the [Brand Center](#)

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- K. Adhere to Rotary's Privacy Statement for Personal Data, outlined in section 26.o8o. of the [Rotary Code of Policies](#)

2. INELIGIBLE ACTIVITIES AND SPENDING

District grant-funded activities may not:

- A. Discriminate against any group
- B. Promote a particular political or religious viewpoint
- C. Perform purely religious functions
- D. Provide continuous or excessive support to any one person, entity, or community
- E. Establish a foundation, permanent trust, or long-term interest-bearing account
- F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding
- G. Include fundraising activities
- H. Transport vaccines over national borders without prior approval of government and regulatory authorities in the originating and receiving countries
- I. Require anyone to work without pay. (Projects should strive to uphold labor rights and fair wage practices; if the people who will benefit are required to volunteer on the project, their explicit consent is required.)
- J. Require work by anyone below the country's legal working age or, if the law doesn't specify, anyone under age 16

District grant funds also may not be used to pay for:

- K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved
- L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant
- M. Purchases of land or buildings
- N. Weapons or ammunition
- O. Military assistance
- P. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies
- Q. Public relations initiatives, unless they are essential to completing the project
- R. Project signage that costs more than US\$1,000
- S. The operating, administrative, or indirect program expenses of another organization
- T. Unrestricted cash donations to a person or cooperating organization
- U. COVID-19 vaccines
- V. Immunizations that administer only the polio vaccine

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- W. Travel to National Immunization Days
 - X. Abortions or procedures that are undertaken solely for sex determination
 - Y. Study at a university that hosts a Rotary Peace Center in the same or a similar academic program as Rotary Peace Fellows
 - Z. International travel for anyone under age 18, unless they are accompanied by a parent or guardian or are participating in the Rotary Youth Exchange program
 - AA. Loan guarantee systems
 - BB. Items that would then be owned by a Rotary district, a Rotary or Rotaract club, or a member. If items bought with grant funds are no longer needed or functional, the organization designated in the grant application as the benefiting entity is responsible for disposing of or selling them and will receive any proceeds. No Rotary district, Rotary or Rotaract club, or their members can receive any income from the disposal or sale of the items.
 - CC. The detection and removal of land mines or the purchase of equipment to remove land mines

3. APPLICATION REQUIREMENTS

- A. Apply online in the [Grant Center](#) by 15 May of the Rotary year for which the funds are requested.
- B. Submit only one application per district per Rotary year.
- C. Include a detailed spending plan in your application. Each line item should specify what is being done, what will be paid for using grant funds, and who is benefiting.
- D. Establish a grant committee that includes the district governor of the implementation year, the district Rotary Foundation chair, and the district grants subcommittee chair. These three committee members are responsible for authorizing and submitting the district grant application.
- E. [Qualify](#) the district applying for the grant.
- F. Ensure that all parties involved in the grant are in good standing with Rotary International and The Rotary Foundation.
- G. Limit each district to 10 open grants at a time (including global grants for which the district is the primary sponsor).
- H. Ensure that all project names comply with Rotary's policies for the use of its logos, emblems, and graphics (see section 1, Eligible Activities).
- I. Request any needed increases in the grant amount before the Foundation has paid any portion of the grant. The grant award cannot be changed after the grant is paid.
- J. Plan for contingencies. Your district may allocate up to 20% of its district grant funds for contingencies that may arise during the year, but all activities you add to the grant after it has been approved need to be approved by the Foundation before you can spend the money. Include the contingency fund in your spending plan and itemize contingency expenses in your final report.
- K. Include administrative costs. Districts may allocate up to 3% of the grant amount for grant-related administrative expenses, such as bank fees, postage, software, and an independent financial assessment.

4. COOPERATING ORGANIZATIONS

- A. Cooperating organizations are reputable governmental or nongovernmental organizations or academic institutions that are involved in implementing a project or ensuring that its goals are met and its finances are sustainable. They may do this by providing expertise, infrastructure, advocacy, training, education, monitoring, maintenance, ownership, or other support for grant-funded activities. Universities that host scholars are not considered cooperating organizations.
- B. Cooperating organizations must comply with the reporting requirements of The Rotary Foundation and provide receipts as requested. They also must agree to participate in and cooperate with any operational or financial review of activities connected to the project.
- C. Any Foundation funds provided to cooperating organizations need to be used for specific project expenses, and the district needs to keep an itemized record of these expenses.

5. TRAVEL POLICIES

- A. Anyone whose travel is paid for by grant funds should make their own travel arrangements.
- B. District grants can pay for the following budgeted expenses related to international travel:
 - 1. Economy-class airplane tickets
 - 2. Transportation to and from airports and local travel related to implementing the grant
 - 3. The cost of inoculations or immunizations, visas, and entry and exit taxes
 - 4. Normal and reasonable luggage charges
 - 5. Travel insurance
- C. District grants do not pay for:
 - 1. Expenses associated with optional stopovers before or after travel that has been approved
 - 2. Penalties that result from changes in personal travel arrangements, including optional stopovers
 - 3. Charges for excess baggage or shipping travelers' baggage or other personal belongings
 - 4. Refunds for expenses related to in-person events or meetings that were canceled or that participants were unable to attend
 - 5. Expenses related to mandatory quarantines
- D. The club or district that sponsors the grant should keep up-to-date emergency contact information and travel itineraries for anyone who travels using grant funds. Be ready to share this information with the Foundation when asked to do so.
- E. Travelers are responsible for:
 - 1. Making travel arrangements promptly to avoid increasing the costs of travel
 - 2. Paying for any expenses that exceed the approved travel budget
 - 3. Meeting medical requirements for international travel
 - 4. Abiding by Rotary International travel restrictions for particular countries (see item G below)
 - 5. Obtaining travel insurance

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6. Arranging and paying for any personal travel
 7. Reviewing information from the [IATA Travel Centre](#) to confirm that they obtain the necessary travel documentation and comply with all COVID-19 requirements and other regulations for inbound travel
 - F. Each health care professional who provides services as part of the grant-funded activities is expected to have at least US\$500,000 in professional liability insurance coverage, known as errors and omissions liability. The participant obtains and pays for this coverage.
 - G. Rotary International works with a global security advisory firm to maintain a [travel ban list](#). Because of safety concerns, the Foundation does not fund travel to these countries. If a country is added to the list while grant-funded travelers are in it, arrangements will be made for their immediate evacuation. Refusal to comply with these travel restrictions or evacuation orders will result in the Foundation canceling the grant and requiring the return of any funds that have already been disbursed. The Foundation cannot fund any grant project that involves international travel to a country on the list, even if the cost of travel is not part of the project budget.

6. HOW GRANTS ARE FUNDED

- A. The Rotary Foundation funds district grants solely from District Designated Fund (DDF) allocations.
- B. A district may use up to 50% of its SHARE allocation to fund one grant per Rotary year.

7. PAYMENTS

- A. Grant funds will be paid only to the district bank account that is listed in the grant application.
- B. Grant payments will be made only to a district-controlled bank account. Payments will not be made to individual clubs.
- C. District grant funds can't be released until the district grant from the previous Rotary year is closed.
- D. District grants are paid at the Rotary International exchange rate at the time of payment.
- E. Funds are not available after the implementation year closes, meaning that if sponsors don't meet all payment requirements by 31 May of the implementation year, the grant will be canceled.

8. REPORTING REQUIREMENTS

- A. Grant recipients report to the Foundation on how grant funds are used.
- B. Reports are submitted through the [Grant Center](#). Only complete forms will be accepted.
- C. The Foundation won't approve new grant applications from any grant sponsor that has an overdue report for any Foundation grant.
- D. The Foundation may, at any time, review grants, conduct audits, send monitors, require additional documentation, or suspend any or all payments.
- E. Districts are required to report the use of grant funds to their member clubs according to the terms of their qualification.
- F. Grant sponsors are required to keep copies of all receipts and bank statements related to how grant funds

were spent for at least five years, according to the terms of their qualification and applicable laws.

- G. Grant sponsors that don't adhere to Foundation policies and guidelines in implementing and financing grant projects will be required to return all grant funds and may be barred from receiving other grants for up to five years.
- H. Final reports that document the disbursement of funds need to be submitted to the Foundation within 12 months after the district receives the payment, or within two months of the district fully disbursing the grant funds, whichever occurs first. For grants paid to districts in Argentina and Brazil, receipts for all expenses must be submitted with reports.
- I. For grants paid to districts in Brazil, a donation certificate needs to be submitted with the final report.
- J. All activities funded by district grants need to be completed within 24 months after the district transfers funds to the club or direct beneficiary.
- K. Districts need to report on the use of grant funds or return them to the Foundation if they aren't used. Refer to [Returning Grant Funds to The Rotary Foundation](#) for more information and instructions.
- L. If more than US\$1,000 of grant funds remain after all grant activities are completed, the Foundation needs to approve their use for additional eligible activities. If you cannot spend these funds as approved, you need to return them to The Rotary Foundation, and they will be credited to the district's DDF.
- M. If US\$1,000 or less of grant funds remain after all grant activities are completed, they may be used for activities that meet the district grant eligibility requirements without preapproval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the district grant.
- N. Grant funds of US\$1,000 or less that are returned to the Foundation will be credited to the World Fund.
- O. The following countries have their own requirements for returning funds:
 - 1. Argentina: Any unused grant funds of more than 10 Argentine pesos need to be returned.
 - 2. Brazil: Any unused grant funds of more than 100 Brazilian reais need to be returned.
 - 3. India: All unused grant funds need to be returned.
 - 4. Italy: All unused grant funds paid from the Fondazione Rotary Italia need to be returned. Districts will be notified if this requirement applies to them.

9. CANCELED GRANTS

- A. If a grant has been approved but not paid, all funds will be returned to the district's DDF balance.
- B. If a grant has been approved and paid, all grant funds need to be returned to the Foundation and will be returned to the district's DDF balance.
- C. Any interest earned on grant funds needs to be sent to the Foundation.

10. CONFLICT OF INTEREST POLICY FOR GRANTS

- A. Ensuring integrity in Rotary Foundation grants requires that everyone involved avoid actual and perceived conflicts of interest.

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- B. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, their family, their business, or an entity in which they serve in a paid or voluntary leadership or advisory position.
 - C. All actual or perceived conflicts of interest need to be disclosed to Rotary grants staff during the application process. If you're not sure whether a situation presents a conflict of interest, you should disclose it.
 - D. The Rotary grants staff or the Trustees will determine whether a conflict of interest exists in a particular case. If they conclude that there is or has been a conflict of interest in a grant, the grants staff will recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. Remedies may include removing a member from a grant committee, declining a grant application, canceling an approved grant, or suspending a particular member, club, district, or cooperating organization from participating in Rotary grants.
 - E. Some people are not eligible for grants or to benefit from any Foundation grants. They include:
 - 1. Current Rotarians
 - 2. Employees of clubs, districts, other Rotary entities (as defined in section 1.040. of the [Rotary Code of Policies](#)), or Rotary International
 - 3. The spouses; children or grandchildren by blood, legal adoption, or marriage without adoption; the spouses of those children or grandchildren, or parents or grandparents by blood of people listed above; and employees of agencies, organizations, or institutions that partner with Rotary International or the Foundation
 - 4. Former Rotarians and people with the familial relationships to former Rotarians described above, for three years after their or their relative's membership ends
 - F. Rotary members who serve on a club or district selection committee that is responsible for a grant-funded activity need to be completely transparent about their personal, family, or business relationships with any person or organization that would be affected by a potential Rotary grant. This includes, but is not limited to, any relationship with scholarship candidates, cooperating organizations, vendors, or other people or organizations that would benefit from the grant. Committee members need to notify the committee chair of any actual or perceived conflict of interest before the selection process begins, and the actual or potential conflict also needs to be disclosed in the grant application.
 - G. Before a Rotary district, club, or member conducts business related to a grant-funded activity that involves a vendor being paid by a Rotary entity, a fair, transparent, and thorough request for proposals or a bidding process needs to be conducted to ensure that the best services are secured at a reasonable cost. Possible conflicts of interest may arise when a Rotary entity is considering business in which funds will be paid to a member, a provider of goods or services that is owned or managed by a member, an honorary member, or the people listed above who are ineligible for Foundation grants.
 - H. All grant transactions need to be reviewed to confirm that there is no conflict of interest with vendors or payment recipients, including, among others, partner nongovernmental organizations, providers of goods or services, insurance companies, shipping companies, and educational institutions. Vendors with conflicts of interest may be used if the vendor provides the best product or service at fair market cost, as evidenced by an offer obtained through a fair, transparent, and thorough bidding process.
 - I. For more information on Rotary's Conflict of Interest Policy, please see section 30.040. of [The Rotary Foundation Code of Policies](#).

11. SPECIAL CONSIDERATIONS FOR INDIA

- A. In addition to the other terms and conditions, grants that are paid in full or in part to a club or district in India need to follow the payment and reporting procedures below to comply with Indian law and the Foreign Contribution Regulation Act (FCRA).
- B. For general information about FCRA, go to fcraonline.nic.in. An FCRA-registered club or district is responsible for furnishing an FC-4 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.
- C. All grant payments will be sent to bank accounts opened specifically to receive funds in Indian rupees or to a club-controlled FCRA account. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the staff need to determine that enough funds are available from contributions made within India or the sponsors need to provide documentation showing that the bank account is registered under the FCRA. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when more contributions (from within India) are made and enough funds are available. Grant sponsors need to ensure that funds received in an FCRA-registered bank account are not commingled with local funds. Funds won't be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.
- D. Progress reports on grant funds paid from Rotary Foundation (India) or the Rotary International South Asia office through 31 March are due by 31 May of the same year. Final reports are due two months after the project is completed. All progress reports need to meet all general reporting requirements as listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
 - 1. Submit a progress report electronically in the [Grant Center](#)
 - 2. Inform the South Asia office that the progress report has been filed
 - 3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number and unique document identification number); the utilization certificate must say whether it was Rotary Foundation (India) or the South Asia office that paid the grant funds
 - 4. Upload the bank statement or passbook (or a photocopy certified by the bank manager or a chartered accountant)
 - 5. Upload all bills, invoices, and receipts in the [Grant Center](#)
- E. If for any reason the grant funds were not used, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if it was received before March.
- F. Final reports need to meet all general reporting requirements listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
 - 1. Submit a final report electronically in the [Grant Center](#)
 - 2. Inform the South Asia office that the final report has been submitted
 - 3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number and unique document identification number); the utilization certificate

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- must say whether it was Rotary Foundation (India) or the South Asia office that paid the grant funds
4. Upload the bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant)
 5. Submit a bank reconciliation statement, if multiple grants were paid to a single Indian rupee or FCRA account
 6. Upload all bills, invoices, and receipts in the [Grant Center](#)
 7. Upload the undertaking that “all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India) or the South Asia office” in the [Grant Center](#)
 8. Return all unused grant funds to the entity that paid the funds (Rotary Foundation (India) or the Rotary International South Asia office)
 9. Retain information about the people who benefited from the project, including photographs, newspaper clippings, and letters of appreciation, because it may be requested by Rotary Foundation (India) or the South Asia office

12. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES

- A. In addition to the other terms and conditions, grants paid to a Rotary district or club in the Philippines require more documentation to comply with Philippine law.
- B. The Securities and Exchange Commission of the Philippines requires foundations to include supporting documents for all the projects that they have provided funding to when they file financial statements. You can find more information in Securities Regulation Code 68, as amended. To comply, grant sponsors need to get certification from any of these people or organizations in the area where they have jurisdiction:
 1. Office of the Mayor, stamped with an office seal
 2. Head of the Department of Social Welfare and Development, stamped with an office seal
 3. Head of the Department of Health, stamped with an office seal
 4. Office of the Barangay Chairman, stamped with an office seal
 5. Head or an officer of a private institution or actual beneficiaries, notarized
- C. Send five original certificates on each project to: Phil. Consulting Center Inc., 2D Penthouse, Salamin Building, 197 Salcedo Street, Legaspi Village, Makati City 1229, Philippines.
- D. You can get sample templates of the certification from the [South Pacific and Philippines office](#).
- E. Certifications for grants that were distributed from July to May should be received by 30 June of the same fiscal year, and certifications for grants paid in June should be received by 31 July. Payments for new grants submitted by the district will be contingent upon receipt of completed certifications for existing grants.



TERMS AND CONDITIONS FOR ROTARY FOUNDATION GLOBAL GRANTS

Global grants fund large international activities with sustainable, measurable outcomes in Rotary's areas of focus: peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; and environment. Global grants can fund humanitarian service activities, scholarships for graduate-level academic studies, and vocational training teams (groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own).

The Rotary Foundation may modify these terms and conditions at any time to clarify them or to reflect policy changes. Changes made as of September 2025 include:

- Updating Rotary's definition of sustainability (refer to section 1, Eligible Activities)
- Updating the link to Rotary's youth protection policies (refer to section 1, Eligible Activities)
- Clarifying that the proceeds from the sale of grant-funded items cannot benefit any district, Rotary or Rotaract club, or their members (refer to section 2, Ineligible Activities and Spending)
- Clarifying that grant funds cannot be used to pay for international travel expenses related to monitoring and evaluation activities (refer to section 2, Ineligible Activities and Spending)
- Clarifying that scholars cannot be citizens of the country where they are studying (refer to section 3, Application Requirements)
- Updating the definition of cooperating organizations and clarifying their obligations (refer to section 4, Cooperating Organizations)
- Removing references to Rotary International Travel Service (refer to section 5, Travel Policies)
- Clarifying that grant sponsors can use either directed gift or endowed fund program award spendable amounts to fund a global grant, but not both (refer to section 6, How Grants are Funded)
- Removing references to sending grant payments to club or district foundations (refer to section 7, Payments)
- Adding that all unused grant funds paid from the Fondazione Rotary Italia need to be returned (refer to section 8, Reporting Requirements)
- Removing the reference to submitting a sales quote when confirming that there is no conflict of interest with vendors (refer to section 10, Conflict of Interest Policy for Grants)
- Updating the Philippines section to remove the contact person's name and clarify that payments for subsequent grants are contingent upon receipt of completed certifications (refer to section 13, Special Considerations for the Philippines)

You can find additional updates and resources, including the [Terms and Conditions for Rotary Foundation District Grants](#), at rotary.org/grants or ask for them from [Rotary grants staff](#).

1. ELIGIBLE ACTIVITIES

Activities that are eligible for global grant funding:

- A. Align with The Rotary Foundation's mission
- B. Align with one or more of Rotary's [areas of focus](#) and can include humanitarian projects, international scholarships to fund full-time graduate-level coursework or research for one to four academic years, or vocational training teams that address a community need by providing or receiving professional training
- C. Respond to the findings of a community assessment and are designed in collaboration with the host community
- D. Are [sustainable](#): Sustainability is the capacity for outcomes to be maintained locally and to serve the community's continuing priorities.
- E. Are measurable: Sponsors select standard measures from the [Global Grant Monitoring and Evaluation Plan Supplement](#) and may add their own measurements.
- F. Involve active participation by Rotary members
- G. Benefit communities in countries and geographic areas where Rotary has clubs (refer to exceptions in item H)
- H. Are initiated and sponsored by one club or district in the country where the activities will take place (the primary host sponsor) and one outside that country (the primary international sponsor); exceptions may be made for activities in countries where Rotary doesn't have clubs but where the RI Board of Directors is actively pursuing extension
- I. Cause no harm and comply with the laws of both the United States and the country where the grant-funded activities will be carried out. (If you plan to sponsor activities in or travel to countries sanctioned by the U.S. Treasury Department's [Office of Foreign Assets Control](#), you will be asked to supply more information.)
- J. Protect the safety and well-being of all minors who participate, and follow Rotary International's [youth protection policies](#)
- K. Are reviewed and approved by the Foundation before they are implemented
- L. Demonstrate sensitivity to the traditions and culture of the area where activities will be carried out
- M. Comply with the Conflict of Interest Policy for Program Participants as outlined in section 30.040. of [The Rotary Foundation Code of Policies](#) and summarized in section 10, Conflict of Interest Policy for Grants
- N. Adhere to Rotary's policies for the use of the name "Rotary" and Rotary logos, emblems, and graphics, as outlined in sections 34.040.6. and 34.040.11. of the [Rotary Code of Policies](#)
- O. Include [signage](#) on or near project sites that identifies the grant sponsors and The Rotary Foundation, as outlined in section 40.010.2. of [The Rotary Foundation Code of Policies](#) and in accordance with Rotary's brand guidelines, which can be found in the [Brand Center](#)
- P. Adhere to Rotary's Privacy Statement for Personal Data, outlined in section 26.080. of the [Rotary Code of](#)

Policies

- Q. May include the building of infrastructure, such as toilet blocks and sanitation systems, access roads, dams, bridges, storage units, fences and security systems, water or irrigation systems, or greenhouses. If your project will access groundwater, you need to complete a hydrogeological survey. The cost of the survey can be covered by the grant budget.
- R. May involve international travel for up to two people as part of a humanitarian project to provide training or implement the project if the host sponsor confirms that people who have the skills to do so aren't readily available locally
- S. May include campaigns to build awareness of and signs alerting people to the presence of land mines

2. INELIGIBLE ACTIVITIES AND SPENDING

Global grant-funded activities may not:

- A. Discriminate against any group
- B. Promote a particular political or religious viewpoint
- C. Perform purely religious functions
- D. Provide continuous or excessive support of any one person, entity, or community
- E. Establish a foundation, permanent trust, or long-term interest-bearing account. (Grant funds can be used to establish a microcredit fund if the sponsors comply with the requirements detailed in section 11, Microcredit.)
- F. Create financial liability for The Rotary Foundation or Rotary International that is greater than the grant funding
- G. Include fundraising activities
- H. Transport vaccines over national borders without prior approval of appropriate government and regulatory authorities in the originating and receiving countries
- I. Require anyone to work without pay. (Grant-funded activities should strive to uphold labor rights and fair wage practices; if the people who will benefit are required to volunteer, their explicit consent is required.)
- J. Require work by anyone below the country's legal working age or, if the law doesn't specify, anyone under age 16

Global grant funds also may not be used to pay for:

- K. Expenses that are incurred, or activities that are in progress or already completed, before the grant is approved
- L. Contributions to The Rotary Foundation, PolioPlus, or another Foundation grant
- M. Purchases of land or buildings
- N. Weapons or ammunition
- O. Military assistance

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- P. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, entertainment events, or project ceremonies
 - Q. Public relations initiatives, unless they are essential to completing the activity
 - R. Project signage that costs more than US\$1,000
 - S. The operating, administrative, or indirect program expenses of another organization, with the exception of expenses allowed within the project management allocation (refer to section 3, letter J)
 - T. Unrestricted cash donations to a person or cooperating organization
 - U. COVID-19 vaccines
 - V. Immunizations that administer only the polio vaccine
 - W. Travel to National Immunization Days
 - X. Abortions or procedures that are undertaken solely for sex determination
 - Y. Study at a university that hosts a Rotary Peace Center in the same or similar academic program as Rotary Peace Fellows
 - Z. [Rotary Youth Exchange](#), [RYLA](#), [Rotary Friendship Exchange](#), Rotaract, or [Interact](#) activities
 - AA. International travel for anyone under age 18, unless they are accompanied by a parent or guardian
 - BB. New construction of, or additions to, any structure in which people live, work, or engage in any gainful activity, such as buildings (schools, homes, low-cost shelters, or hospitals), containers, and mobile homes. (If the project depends on the construction of such a structure, it must be paid for by funds other than global grant funds.)
 - CC. Completion of buildings that are partially constructed (including those with only the exterior built) but have never been occupied or operational
 - DD. International travel by staff members of a cooperating organization for a humanitarian project
 - EE. Activities primarily carried out by an organization other than Rotary
 - FF. Humanitarian projects that primarily focus on research or data collection
 - GG. Humanitarian projects whose only expenses are for travel
 - HH. Undergraduate studies, such as for a bachelor's degree
 - II. Online academic or research programs
 - JJ. Multiple unrelated activities under one grant
 - KK. Items that would then be owned by a Rotary district, a Rotary or Rotaract club, or a member. If items bought with grant funds are no longer needed or functional, the organization designated in the grant application as the benefiting entity is responsible for disposing of or selling them and will receive any proceeds. No Rotary district, Rotary or Rotaract club, or their members can receive any income from the disposal or sale of the items.
 - LL. The detection and removal of land mines or the purchase of equipment to remove land mines
 - MM. International travel expenses related to monitoring and evaluation activities

3. APPLICATION REQUIREMENTS

- A. Apply online in the [Grant Center](#). Applications are accepted throughout the Rotary year, and are approved throughout the year based on the availability of funds.
- B. Primary host and international sponsors need to each establish a grant committee of three Rotary members. The members of this committee need to come from the primary sponsor club (if the grant is club-sponsored) or district (if the grant is district-sponsored). Rotary International fiscal agents, national treasurers, and board members and paid staff of a cooperating or beneficiary organization associated with the grant may not serve on the committee.
- C. [Qualify](#) the primary sponsor districts involved in the grant activity.
- D. For club-sponsored grant applications, district Rotary Foundation chairs need to confirm that the primary sponsor clubs are qualified.
- E. Rotaract clubs that apply for a global grant need to have partnered previously with a Rotary club or district on a global grant-funded activity. Districts are responsible for tracking previous Rotaract participation in grants. If one grant sponsor is a Rotaract club, the other needs to be a Rotary club or district.
- F. Ensure that all parties involved in the grant are in good standing with Rotary International and The Rotary Foundation.
- G. Ensure that all project names comply with Rotary's policies for the use of its logos, emblems, and graphics (refer to section 1, Eligible Activities).
- H. Limit each primary sponsor club or district to 10 open grants at a time.
- I. Plan for contingencies. Sponsors may include a budget line item for contingencies that represents no more than 10% of the total budget, in order to offer protection from price increases or currency fluctuations.
- J. Include administrative costs. Sponsors may allocate up to 10% of the budget for project management costs, which may include a project manager and project-specific overhead and administrative costs for cooperating organizations.
- K. Measure outcomes. Sponsors may allocate up to 10% of the budget for measuring the outcomes.
- L. Nonmembers who receive grant funding for scholarships, participation in vocational training teams, or travel to implement a humanitarian project are expected to:
 - 1. Participate in an orientation session before their departure (either online or in person)
 - 2. Take part in club and district activities as requested by their sponsors, such as speaking at club or district meetings and participating in service projects
- M. Scholars and vocational training team members submit individual applications to supplement the overall grant application. Grant sponsors should ensure that scholar and vocational training team applicants understand that the Foundation needs to approve their applications before they incur any expenses or make travel arrangements.
- N. Guidelines for scholarship applicants:
 - 1. Applicants must provide proof of university admission to a full-time, in-person graduate-level program or a letter of invitation to conduct in-person postgraduate-level research when they apply for the grant. Admission that requires a guarantee of financial support is acceptable.
 - 2. Applicants must study outside their home country and cannot be citizens of their country of study.

Online studies are not eligible.

3. Applicants who would begin studies in August, September, or October need to apply by 30 June.
4. The scholar's study period may begin at any point during the course of their studies, but funding can be for no less than one academic year.

O. Guidelines for vocational training teams:

1. A vocational training team is made up of volunteers and comprises at least three members, including a team leader who is a Rotary member. Each team member must have at least two years of work experience in the area of focus. The team leader needs to have general knowledge about Rotary, international experience, leadership skills, and expertise within the area of focus. Nonmembers may serve as team leaders if the sponsors demonstrate the need for this in the grant application.
2. Rotary members and their family members may participate in a vocational training team as long as the team is providing training, not receiving training, and the family members meet eligibility requirements.
3. If more than one team travels under a single grant, the teams need to share the same two primary sponsors and begin travel within one year of each other.
4. All team members need to be approved by the Foundation before travel. Any changes to the team's composition need to be reported to and approved by the Foundation.

P. Applications that involve travel by scholars, vocational training teams, or other volunteers must be submitted 90 days before the travel begins.

Q. If a grant application is not submitted within 12 months after it is started, it will be canceled.

R. If a grant application isn't completed and approved within six months after it is submitted, it will be canceled.

S. Global grant applications have the following assessments:

1. Requests for World Fund amounts up to US\$50,000, known as Level 1 applications, are reviewed by the general secretary and analyzed by an expert in the area of focus if necessary.
2. Requests for World Fund amounts of US\$50,001-US\$200,000, or total funding of US\$100,001-US\$400,000 that involves directed gift and endowed fund program award spendable amounts, known as Level 2 applications, are reviewed by the general secretary and analyzed by an expert in the area of focus, and the project will have an interim site visit from [The Rotary Foundation Cadre of Technical Advisers](#).
3. Requests for a World Fund amount of US\$200,001-US\$400,000, or total funding of US\$400,001 or more that involves directed gift and endowed fund program award spendable amounts, known as Level 3 applications, are reviewed by the general secretary and the Trustees and analyzed by an expert in the area of focus, and the project will have an advance site visit and an audit or interim site visit by the Cadre. The Trustees review global grant applications as follows:

<u>Application received</u>	<u>Trustee review</u>
1 March	June
1 June	September or October
1 October	January

1 December.....April

4. An area of focus expert, working with the Cadre chair, can waive or add requirements.
5. Grants for only a vocational training team or scholarship are exempt from Cadre review requirements.

4. COOPERATING ORGANIZATIONS

- A. Cooperating organizations are reputable governmental or nongovernmental organizations or academic institutions that are involved in implementing a project or ensuring that its goals are met and its finances are sustainable. They may do this by providing expertise, infrastructure, advocacy, training, education, monitoring, maintenance, ownership, or other support for grant-funded activities. Universities that host scholars are not considered cooperating organizations.
- B. Cooperating organizations must comply with the reporting requirements of The Rotary Foundation and provide receipts as requested. They also must agree to participate in and cooperate with any operational or financial review of activities connected to the project.
- C. Sponsors need to provide a [Cooperating Organization Agreement](#) that is signed by both primary sponsors and the cooperating organization with the grant application. It should include:
 1. Verification by both primary sponsors that the grant is initiated, controlled, and managed by Rotary members
 2. An endorsement by the primary sponsors that affirms that the cooperating organization is reputable and responsible and follows all applicable laws
 3. A grant implementation plan that clearly lists the responsibilities of each party
 4. An agreement by the cooperating organization to participate in any operational or financial review by the Foundation of activities connected with the grant

5. TRAVEL POLICIES

- A. Anyone whose travel is paid for by grant funds should make their own travel arrangements.
- B. Global grants can pay for the following budgeted expenses related to international travel:
 1. Economy-class airplane tickets
 2. Transportation to and from airports and local travel related to implementing the grant
 3. The cost of inoculations or immunizations, visas, and entry and exit taxes
 4. Normal and reasonable luggage charges
 5. Travel insurance
- C. Global grants do not pay for:
 1. Expenses associated with optional stopovers before or after travel that has been approved
 2. Penalties that result from changes in personal travel arrangements, including optional stopovers
 3. Charges for excess baggage or shipping travelers' baggage or other personal belongings
 4. Refunds for expenses related to in-person events or meetings that were canceled or that participants

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- were unable to attend
5. Expenses related to mandatory quarantines
- D. The grant sponsors should keep up-to-date emergency contact information and travel itineraries for anyone who travels using grant funds. Be ready to share this information with the Foundation when asked to do so.
- E. Travelers are responsible for:
1. Making travel arrangements promptly to avoid increasing the cost of travel; delays may result in the grant being canceled
 2. Paying for any expenses that exceed the approved travel budget, unless changes are approved by the Foundation
 3. Meeting medical requirements for international travel
 4. Abiding by Rotary International travel restrictions for particular countries (refer to item G below)
 5. Obtaining travel insurance
 6. Arranging and paying for any personal travel; grant recipients may travel on their own for up to four weeks after the grant activities but are expected to return home after that
 7. Reviewing information from the [LATA Travel Centre](#) to confirm that they obtain the necessary travel documentation and comply with all COVID-19 requirements and other regulations for inbound travel
- F. Each health care professional who provides services as part of the grant-funded activities is expected to have at least US\$500,000 in professional liability insurance coverage, known as errors and omissions liability. The participant obtains and pays for this coverage.
- G. Rotary International works with a global security advisory firm to maintain a [travel ban list](#). Because of safety concerns, the Foundation does not fund travel to these countries. If a country is added to the list while grant-funded travelers are in it, arrangements will be made for their immediate evacuation. Refusal to comply with these travel restrictions or evacuation requests will result in the Foundation canceling the grant and requiring the return of any funds that have already been disbursed. The Foundation cannot fund any activity whose success relies on international travel to a country on the list, even if the cost of travel is not part of the budget.

6. HOW GRANTS ARE FUNDED

- A. Global grants have a minimum budget of US\$30,000 and a maximum World Fund award of US\$400,000.
- B. Grant sponsors can use a combination of District Designated Funds, cash, and directed gift or endowed fund program award spendable amounts to fund a global grant.
- C. The Foundation will provide an 80% World Fund match for all DDF contributions.
- D. There is no minimum World Fund match.
- E. Sponsors also have the option of financing global grants without a World Fund match by using any combination of cash, DDF, and directed gift or endowed fund program award spendable amounts to reach a minimum budget of US\$30,000.
- F. Rotary members and nonmembers can contribute cash toward a global grant, but it will not be matched by the Foundation.

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- G. Cash contributions cannot come from a cooperating organization, a project supplier or vendor, or someone who benefits from the grant.
 - H. Both Rotary member and nonmember cash contributions sent directly to The Rotary Foundation need to include an additional contribution of 5% to pay for processing and administrative expenses.
 - I. Funds should never be collected from the people who will benefit from the grant-funded activities.
 - J. At least 15% of contributions to global grants that fund humanitarian projects need to come from outside the project country. Host sponsors of these projects are also encouraged to contribute toward the financing of the grant.
 - K. Sponsors may use funding from only one endowed fund or directed gift per global grant.
 - L. Cash contributions to the Annual Fund cannot be applied to a global grant.
 - M. Grant financing cannot be changed after it is approved.
 - N. Paul Harris Fellow recognition credit will be given only for sponsor contributions sent to The Rotary Foundation, not for contributions sent directly to the project.
 - O. Contributions shouldn't be sent to the Foundation before a grant is approved. If the application isn't approved, these contributions are credited to the Annual Fund-SHARE and can't be reallocated after that.
 - P. All global grant contributions are considered irrevocable contributions to The Rotary Foundation and will not be refunded.
 - Q. Scholars who have funding from sources other than their Rotary scholarship may use those funds, but cannot include them in their total grant funding to reach the minimum of US\$30,000.
 - R. The Rotary Foundation is required to withhold tax on any expenses beyond tuition, books, necessary equipment, and fees from global grant scholarships awarded for study in the U.S. (except for scholars from Canada, Germany, or Japan, whose studies are funded through associate foundations in those countries). The amount withheld will be deducted from the scholarship payment.

7. PAYMENTS

- A. Grant funds won't be released until the grant sponsors have entered their bank account information in the [Grant Center](#), sponsor contributions have been submitted to The Rotary Foundation, and any payment contingencies have been met.
- B. Grant funds will be sent to the account listed in the [Grant Center](#).
- C. Grant funds for district-sponsored activities will be paid only to a district bank account. Grant funds for club-sponsored activities will be paid only to a club bank account.
- D. Grant sponsors must maintain a bank account that is used solely for receiving and disbursing Foundation grant funds. The account name should include the name of the sponsor club or district that will receive the funds. A separate account should be opened for each grant if possible. If that's not possible and one account is used for multiple grants, the sponsors must maintain separate records for each grant's financial accounting and reporting.
- E. Grant funds may not be paid to a vendor, cooperating organization, or beneficiary organization before expenses have been incurred or services have been delivered.

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- F. Organizations being reimbursed for expenses need to give the Rotary grant sponsors copies of the original invoice or receipt before they'll be paid.
 - G. The people who have signing authority for the bank account need to be members of the sponsor clubs or districts.
 - H. Grants will be paid at the Rotary International exchange rate at the time of payment.
 - I. Grants for which the World Fund award is US\$50,001-US\$400,000, or total funding is US\$100,001 or more that involves directed gift and endowed fund program award spendable amounts (Level 2 and 3), will be paid in installments according to a spending plan. Payments after the first installment will be made after the grant sponsors submit a satisfactory progress report and a Cadre representative conducts an interim site visit.
 - J. All grant-related transactions will be recorded using the current published monthly Rotary International exchange rate, and all grant-related transactions will be officially communicated in U.S. dollars.
 - K. For cash contributions sent to the Foundation, sponsors will be shielded from currency exchange fluctuations of more than 10% of the rate at the time the grant was approved.
 - L. The Foundation will not distribute to grant sponsors currency gains of more than 10% of the rate at the time the grant was approved.
 - M. All cash contributions to global grants sent to the Foundation need to include an extra 5% to pay for processing and administrative costs. Paul Harris Fellow recognition points will be awarded on the full cash contribution, and charitable tax receipts will reflect that amount. The additional 5% is not required for contributions sent directly to a project's bank account. Those contributions don't generate Paul Harris Fellow recognition points and the Foundation won't issue tax receipts for them.
 - N. All contributions to the Foundation that are above the amount pledged to the grant, or are sent to a grant after it has been paid, will be added to the World Fund.
 - O. If payment requirements aren't met within six months of approval, the grant will be canceled (refer to section 9, Canceled Grants).

8. REPORTING REQUIREMENTS

- A. Grant recipients report to the Foundation on how grant funds are used.
- B. Progress and final reports are submitted through the [Grant Center](#). Only complete forms are accepted.
- C. Both the host sponsor and the international sponsor are required to complete, authorize, and submit global grant reports.
- D. All activities you add to the grant after it has been approved need to be approved by the Foundation before you can spend the money. Sponsors need to report on the use of these funds or return them to the Foundation if they aren't used. Refer to [Returning Grant Funds to The Rotary Foundation](#) for more information and instructions.
- E. The Foundation won't approve new grant applications from grant sponsors that have any overdue reports for any Foundation grant.
- F. The Foundation may, at any time, review grants, conduct audits, send monitors, require additional documentation, or suspend any or all payments.

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- G. Districts are required to report on the use of grant funds to their member clubs according to the terms of their qualification.
 - H. Grant sponsors are required to keep copies of all receipts and bank statements related to how grant funds were spent for at least five years, according to the terms of their qualification and applicable laws.
 - I. Grant sponsors that don't adhere to Foundation policies and guidelines in implementing and financing grant-funded activities will be required to return all grant funds and may be barred from receiving other grants for up to five years.
 - J. The first progress report needs to be submitted within 12 months of receiving the first grant payment. After that, progress reports are due within 12 months of the acceptance date of the previous report.
 - K. Final reports need to be submitted within two months of completing the activities.
 - L. If grant-funded activities aren't implemented within 12 months of payment, the grant will be canceled, and the sponsors will be required to return the funds.
 - M. If more than US\$1,000 of grant funds remain after the grant-funded activities are completed, the Foundation needs to approve their use for additional related expenses. If you cannot spend these funds as approved, you need to return them to The Rotary Foundation, and the funds will be credited as follows:
 - 1. If the full grant amount is returned, World Fund, DDF, directed gift and endowed fund program award spendable, and corporate social responsibility fund amounts will be returned to their original sources. Cash and Foundation donor advised fund contributions will be credited to Annual Fund-SHARE. Non-Rotary cash contributions will be credited to the World Fund.
 - 2. If a partial grant amount is returned, all funds will be credited to the World Fund.
 - N. If US\$1,000 or less of grant funds remain after the grant-funded activities are completed, they may be used for activities that meet the global grant eligibility requirements without preapproval from the Foundation. Remaining grant funds in any amount may not be spent on expenses that are not related to the global grant.
 - O. Grant funds of US\$1,000 or less that are returned to the Foundation will be credited to the World Fund.
 - P. The following countries have their own requirements for returning funds:
 - 1. Argentina: Any unused grant funds of more than 10 Argentine pesos need to be returned.
 - 2. Brazil: Any unused grant funds of more than 100 Brazilian reals need to be returned.
 - 3. India: All unused grant funds need to be returned.
 - 4. Italy: All unused grant funds paid from the Fondazione Rotary Italia need to be returned. Clubs and districts will be notified if this requirement applies to them.
 - Q. Acceptable reports include the following details:
 - 1. A description of how the activities advanced the goals of the selected areas of focus
 - 2. An account of how the activities achieved the specific objectives outlined in the grant application, including the measures you set and the data you collected
 - 3. An explanation of how the results will be sustained over time
 - 4. A description of how the host and international partners, as well as any cooperating organizations associated with the grant, participated in the activities
 - 5. A detailed account of spending and complete bank statements. The Foundation may also ask sponsors

to submit receipts. Scholars and vocational training teams need to give their sponsors receipts for expenses of more than US\$75. For grants paid to clubs or districts in Argentina and Brazil, receipts for all expenses need to be submitted with reports.

- R. For grants paid to clubs or districts in Brazil, a donation certificate needs to be submitted with the final report.
- S. The Foundation will close the grant when all reporting requirements have been met.

9. CANCELED GRANTS

- A. If a grant has not been approved, cash and Foundation donor advised fund contributions received for the grant will be credited to the Annual Fund-SHARE. Non-Rotary cash contributions will be credited to the World Fund.
- B. If a grant has been approved but not paid, World Fund, DDF, directed gift and endowed fund program award spendable, and corporate social responsibility fund amounts will be returned to their original sources. Cash and Foundation donor advised fund contributions will be credited to Annual Fund-SHARE. Non-Rotary cash contributions will be credited to the World Fund.
- C. If a grant has been fully paid but all funds are returned, World Fund, DDF, directed gift and endowed fund program award spendable, and corporate social responsibility fund amounts will be returned to their original sources. Cash and Foundation donor advised fund contributions will be credited to the Annual Fund-SHARE. Non-Rotary cash contributions will be credited to the World Fund.
- D. If a grant has been fully paid but a partial amount is returned, all of those funds will be credited to the World Fund.
- E. Any interest earned on grant funds needs to be sent to the Foundation.

10. CONFLICT OF INTEREST POLICY FOR GRANTS

- A. Ensuring integrity in Rotary Foundation grants requires that everyone involved avoid actual and perceived conflicts of interest.
- B. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, their family, their business, or an entity in which they serve in a paid or voluntary leadership or advisory position.
- C. All actual or perceived conflicts of interest need to be disclosed to Rotary grants staff during the application process. If you're not sure whether a situation presents a conflict of interest, you should disclose it.
- D. No Rotary members can serve on a grant committee for any global grant for which they have a conflict of interest.
- E. Global grants cannot be financed with contributions (directed gifts, corporate social responsibility funds, etc.) from donors (people or organizations) that have conflicts of interest regarding the grant.
- F. The Rotary grants staff or the Trustees will determine whether a conflict of interest exists in a particular case. If they conclude that there is or has been a conflict of interest in a grant, the grants staff will recommend to the Trustees an appropriate remedy to protect the integrity of the grant process. Remedies may include removing a member from a grant committee, declining a grant application, canceling an

approved grant, or suspending a particular member, club, district, or cooperating organization from participating in Rotary grants.

- G. Some people are not eligible for grants or to benefit from any Foundation grants. They include:
1. Current Rotarians
 2. Employees of clubs, districts, other Rotary entities (as defined in section 1.040. of the [Rotary Code of Policies](#)), or Rotary International
 3. The spouses; children or grandchildren by blood, legal adoption, or marriage without adoption; the spouses of those children or grandchildren, or parents or grandparents by blood of people listed above; and employees of agencies, organizations, or institutions that partner with Rotary International or the Foundation
 4. Former Rotarians and people with the familial relationships to former Rotarians described above, for three years after their or their relative's membership ends
- H. Rotary members who serve on a club or district selection committee that is responsible for a grant-funded activity need to be completely transparent about their personal, family, or business relationships with any person or organization that would be affected by a potential Rotary grant. This includes, but is not limited to, any relationship with scholarship candidates, cooperating organizations, vendors, or other people or organizations that would benefit from the grant. Committee members need to notify the committee chair of any actual or perceived conflict of interest before the selection process begins, and the actual or potential conflict also needs to be disclosed in the grant application.
- I. Before a Rotary district, club, or member conducts business related to a grant-funded activity that involves a vendor being paid by a Rotary entity, a fair, transparent, and thorough request for proposals or a bidding process needs to be conducted to ensure that the best services are secured at a reasonable cost. Possible conflicts of interest may arise when a Rotary entity is considering business in which funds will be paid to a member, a provider of goods or services that is owned or managed by a member, an honorary member, or the people listed above who are ineligible for Foundation grants.
- J. All grant transactions need to be reviewed to confirm that there is no conflict of interest with vendors or payment recipients, including, among others, partner nongovernmental organizations, providers of goods or services, insurance companies, shipping companies, and educational institutions. Vendors with conflicts of interest may be used if the vendor provides the best product or service at fair market cost, as evidenced by an offer obtained through a fair, transparent, and thorough bidding process.
- K. For more information on Rotary's Conflict of Interest Policy, please refer to section 30.040. of [The Rotary Foundation Code of Policies](#).

11. MICROCREDIT

- A. The Rotary Foundation is committed to using microcredit projects to support small and medium-sized enterprises, family-based businesses, and local entrepreneurs.
- B. Clubs and districts that apply for global grants need to work with registered microfinance institutions (MFIs) that have operated for at least three years to administer loan programs as a way to carry out sustainable development projects.
- C. Microcredit activities need to be supervised and controlled by the sponsor clubs or districts.

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- D. Microcredit projects need to be clearly identifiable as Rotary projects.
 - E. Loan capital allocated for microcredit needs to be lent at least twice, over at least 18 months (ideally, a loan cycle is 12 months).
 - F. The Foundation considers a microcredit grant project to be completed when the total amount of budgeted loan capital has been lent and repaid at least twice and all other project activities have been completed.
 - G. The annual interest rate that borrowers are charged must be the lesser of either 10 points less than the national average in the host country or an annual interest rate of 36%.
 - H. Interest and fees generated by microcredit fund capital from Rotary Foundation grant funding may be used for administrative expenses that directly support the project. The remaining amount should be added into the loan capital. Interest and fees collected cannot be used to pay for the MFI's administrative and operations expenses outside of the grant project.
 - I. Grant funds need to be tracked separately in the MFI's accounting system.
 - J. Microcredit programs funded by the Foundation need to include training for the people who will benefit that extends beyond the management of loan capital.
 - K. Clubs and districts that want to use global grant funds to support a microcredit project need to submit the [Global Grant Application Supplement for Microcredit Projects](#) with their grant applications.
 - L. All microcredit projects will receive an interim site visit by a member of The Rotary Foundation Cadre of Technical Advisers.
 - M. Grant sponsors need to submit a [Global Grant Report Supplement for Microcredit Projects](#) with each global grant report.
 - N. The final grant report needs to include baseline data, data from the end of the project, and an explanation of the exit plan.
 - O. If a microcredit project ends prematurely, sponsors need to return the grant funds to the Foundation.
 - P. When the Foundation closes the grant, if the MFI will no longer use the funds for microloans in the community, it needs to return the loan capital and any unused interest to The Rotary Foundation.
 - Q. The Rotary Foundation does not fund loan guarantee systems. (That is, Foundation funds cannot be used as collateral for loans that the MFI makes from other funds.)

12. SPECIAL CONSIDERATIONS FOR INDIA

- A. In addition to the other terms and conditions, grants that are paid in full or in part to a club or district in India need to follow the payment and reporting procedures below to comply with Indian law and the Foreign Contribution Regulation Act (FCRA).
- B. For general information about FCRA, go to fcraonline.nic.in. An FCRA-registered club or district is responsible for furnishing an FC-4 return along with the financial statements to the Ministry of Home Affairs, New Delhi, in a timely manner.
- C. All grant payments will be sent to bank accounts opened specifically to receive funds in Indian rupees or to a club-controlled FCRA account. Grant funds will not be released to a bank account in India unless all general payment conditions listed below have been met. Either the staff need to determine that enough funds are available from contributions made within India or the sponsors need to provide documentation

showing that the bank account is registered under FCRA. Otherwise, the payment will be placed in a queue and paid on a first-come, first-served basis only when more contributions (from within India) are made and enough funds are available. Grant sponsors need to ensure that funds received in an FCRA-registered bank account are not commingled with local funds. Funds won't be released until all sponsor contributions have been submitted to The Rotary Foundation and any payment contingencies have been met. Grant funds will be paid to the account provided by the grant sponsors.

- D. Progress reports on grant funds paid from Rotary Foundation (India) or the Rotary International South Asia office through 31 March are due by 31 May of the same year. Final reports are due two months after the project is completed. All progress reports need to meet all general reporting requirements as listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
1. Submit a progress report electronically in the [Grant Center](#)
 2. Inform the South Asia office that the progress report has been filed
 3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number and unique document identification number); the utilization certificate must say whether it was Rotary Foundation (India) or the South Asia office that paid the grant funds
 4. Upload the bank statement or passbook (or a photocopy certified by the bank manager or a chartered accountant)
 5. Upload all bills, invoices, and receipts in the [Grant Center](#)
- E. If for any reason the grant funds were not used, include an original bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant) indicating the date on which the grant amount was credited and a statement explaining why the grant amount has not yet been used, even if it was received before March.
- F. Final reports need to meet all general reporting requirements listed in section 8, Reporting Requirements. In addition, the grant sponsors need to:
1. Submit a final report electronically in the [Grant Center](#)
 2. Inform the South Asia office that the final report has been submitted
 3. Upload the utilization certificate if grant funds have been used, along with a statement of receipt and payment for the grant amount, certified by an independent chartered accountant (including that person's membership number and unique document identification number); the utilization certificate must say whether it was Rotary Foundation (India) or the South Asia office that paid the grant funds
 4. Upload the bank statement or bank passbook (or a photocopy certified by the bank manager or a chartered accountant)
 5. Submit a bank reconciliation statement, if multiple grants were paid to a single Indian rupee or FCRA account
 6. Upload all bills, invoices, and receipts in the [Grant Center](#)
 7. Upload the undertaking that "all originals will be kept for a period of eight years and will be produced as and when required by Rotary Foundation (India) or the South Asia office" in the [Grant Center](#)
 8. Return all unused grant funds to the entity that paid the funds (Rotary Foundation (India) or the South Asia office)

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9. Retain information about people who benefited from the project, including photographs, newspaper clippings, and letters of appreciation, because it may be requested by Rotary Foundation (India) or the South Asia office

13. SPECIAL CONSIDERATIONS FOR THE PHILIPPINES

- A. In addition to the other terms and conditions, grants paid to a Rotary district or club in the Philippines require more documentation to comply with Philippine law.
- B. The Securities and Exchange Commission of the Philippines requires foundations to include supporting documents for all the projects that they have provided funding to when they file financial statements. You can find more information in Securities Regulation Code 68, as amended. To comply, grant sponsors need to get certification from any of these people or organizations in the area where they have jurisdiction:
 1. Office of the Mayor, stamped with an office seal
 2. Head of the Department of Social Welfare and Development, stamped with an office seal
 3. Head of the Department of Health, stamped with an office seal
 4. Office of the Barangay Chairman, stamped with an office seal
 5. Head or an officer of a private institution or actual beneficiaries, notarized
- C. Send five original certificates on each project to: Phil. Consulting Center Inc., 2D Penthouse, Salamin Building, 197 Salcedo Street, Legaspi Village, Makati City 1229, Philippines.
- D. You can get sample templates of the certification from the [South Pacific and Philippines office](#).
- E. Certifications for grants that were distributed from July to May should be received by 30 June of the same fiscal year, and certifications for grants paid in June should be received by 31 July. Payments for new grants submitted by a district or club will be contingent upon receipt of completed certifications for existing grants.

Afterword

The Rotary Foundation Handbook is produced annually in District 2750. A major feature is that it covers all the activities of the Rotary Foundation .

We hope that many Rotarians will use this handbook to understand The Rotary Foundation's programs, to feel closer to The Rotary Foundation, and to carry out even more fulfilling service activities.

We would like to express our sincere gratitude to all the people who cooperated in the production of the handbook.

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