

Rotary International District 9640

TRF District Stewardship Plan 2025-2026

1. District Officer Responsibilities

The District Governor, District Governor-elect, District Rotary Foundation Committee Chair hold primary responsibility for club and district qualification, in addition to overseeing the proper implementation of TRF grants.

2. District Grant Administration

Application criteria, timing and funding priorities will be determined annually prior to, and outlined at the Presidents-elect Learning Seminar by the District Grants Subcommittee.

Clubs submitting applications for District Grants must be qualified by:

- submitting a [Club Qualification Memorandum of Understanding \(MOU\)](#) signed by both Club President and President-elect
- entering their Club Foundation Goals and Club Foundation Chair in My Rotary
- submitting a completed [Club Qualification MOU Worksheet](#) and [District Grant Application](#)
- being current in payment of dues to Rotary District 9640 and Rotary International
- being current in meeting reporting requirements on Open Grants

All qualified clubs are encouraged to submit a [District Grant Application](#) for up to three proposed projects for the next Rotary year. Clubs with more than one application should rank them in order of priority. Club contributions to the Foundation and club contribution to the project will be taken into consideration if the funds requested exceed the funds available. Grant awards to any one club on any one project will not exceed A\$5,000. Separate grants from the same club cannot fund the same project. However, two or more clubs can partner and combine their grants for one project.

Clubs will submit a signed [District Grant Application](#) form, together with a signed MOU and completed [Club Qualification MOU Worksheet](#) (in lieu of attending a district grant management seminar) to the District Grants Subcommittee Chair before the closing date. This subcommittee will meet to decide DDF allocations to be included in the one-off District Block Grant application. Where possible, the district will maximise the use of DDF available for district grants in the single District Block Grant Application with up to 20% for contingencies and up to 3% for administration. The District Block Grant will be submitted online through the Grant Centre by the District Grants Subcommittee Chair and authorised by the District Governor and District Rotary Foundation Chair.

On Block Grant approval, the District Grants Subcommittee Chair will advise clubs, and outline procedures for successful clubs to report on their project for grant reimbursement. Projects cannot start until the club receives District Grants Subcommittee Chair approval for the grant project. No reimbursements are allowed for projects started prior to the approval date.

Any variations to the District Block Grant due to cancelled applications, use of contingency /administration funds etc, will be managed by the District Grants Subcommittee Chair with approval of the District Grants Subcommittee and the RI Grants Officer, RISPPPO.

3. Global Grant Administration

Clubs seeking any District 9640 DDF for any global grants must seek approval from the District Grants Subcommittee prior to including DDF in any online draft submission, even if they are not a host nor international sponsor. District/clubs are expected to at least match the requested DDF.

As a general guide, the priority order of global grant DDF allocations will be for grant projects

1. sponsored by our district
2. sponsored by a club(s) in our district
3. not sponsored by our district nor a club in our district, but with active involvement and/or financial contribution from a club in our district
4. sponsored by other districts or clubs where there is an existing or potential mutually beneficial relationship with our district

In addition to qualification requirements for district grants, sponsor club from D9640 will be required to have at least two members of their sponsoring committee complete the online [Grant Management Seminar](#) in The Learning Centre on My Rotary. They should then complete a [Global Grant Application Template](#) as much as possible prior to any in-person District Grants Subcommittee meeting(s) focussed on providing specific grant guidance in completing a Global Grant Application in the Grant Centre on My Rotary. A sponsor club has to maintain qualification by completing the Grant Management Recertification course in The Learning Centre for each year of the project.

4. Other Uses of DDF

Requests for DDF contributions to PolioPlus, Rotary Peace Centres, Disaster Response Fund, Areas of Focus etc can be considered at any time for approval by the District Grants Subcommittee.

5. District Grant Financial Management

District 9640 will operate a separate bank account for receipt and disbursement of District Grant funds. (Separate accounts may be required for district sponsored global grants.)

Account details: Rotary International District 9640 Limited Foundation Account
National Australia Bank Limited Bundall Qld BSB 084-462
Account number 39-434-2969

The District Treasurer will be responsible for maintaining the account records with online access provided to the District Rotary Foundation Chair/District Grants Subcommittee Chair. Operating authority on the account will be in accordance with the District 9640 Finance Manual (District Governor and District Treasurer jointly). Transferring custody of the bank account will be in accordance with the District 9640 Finance Manual with any change in District Governor and/or District Treasurer.

Disbursement of grant funds will be made by the Treasurer after online entry of the grant amount by the District Grants Subcommittee Chair and supporting documentation uploaded. All payments will be made electronically direct to the relevant Club/District Community/Project account.

District preference is for all payments to be made on a reimbursement basis (ie after the event) on submission of a brief project report including appropriate receipts. This includes district project activities eg Vocational Training Teams (VTT), where the relevant district chair shall submit a report including appropriate receipts for reimbursement after the event. However, where club finances do not allow completion of the project without support, the District Grants Subcommittee may approve payment during project implementation. Where a club project has been delayed beyond the current Rotary year, the club can seek an extension of time to complete the project. In this case, the District Grants Subcommittee may distribute the allocated grant funds to the club in advance to close the existing District Block Grant. Where clubs are given grant funds in advance, those funds must be deposited in a separate bank account as per the Club MOU requirements. On project completion, the club will still need to submit a final report so that district records are complete for audit purposes.

6. Record Keeping & Document Retention

The District Treasurer will maintain and retain all financial records together with all other District 9640 financial records.

The District Grants Subcommittee Chair will maintain and retain for a minimum five years of:

- Copies of bank account statements/transaction records
- Record of attendance at District 9640 Grant Management Seminars
- Club Memorandum of Understanding documents
- Club District Grant applications and all relevant correspondence
- Club reports on completion of projects, receipts and expenditure vouchers submitted to the District Treasurer
- Copies of District Block Grant application, Report, and relevant correspondence
- Copies of District communication re District Grants/DDF
- an inventory system for equipment and other assets purchased with grant funds, and records for items that are purchased, produced, or distributed through grant activities

These documents will be retained in an orderly file for each Rotary year and eventually archived with other District records.

7. Misuse or Mismanagement of Grant Funds

The procedure of disbursing district grant funds upon completion of the project materially reduces scope for misuse/mismanagement of grant funds. Should any indication of misuse or mismanagement of grant funds arise, elevation of the matter to the District Grants Subcommittee is required immediately to enable an appropriate plan of action be decided and implemented.

8. Annual Financial Assessment

District 9640 has elected that the Annual Financial Assessment be conducted by the District Auditor after an initial detailed assessment by the District Stewardship Subcommittee Chair. The District Stewardship Subcommittee Chair shall submit a report of the findings from the Annual Financial Assessment to the District Governor, District Governor-elect, District Rotary Foundation Chair, District Grants Subcommittee Chair and to all clubs in the district within three months of the end of each Rotary year.

9. Report on Use of District Designated Funds (DDF)

District 9640 reports on the use of all DDF to their member clubs by

- Providing a DDF Stewardship Report annually at the District Annual General Meeting to which all clubs are invited or eligible to attend. It details expenditures for each project that received funding and the names of districts, clubs, and individuals who received grant funds.
- Making the DDF Stewardship Report available in the Member section of the District website.
- Including financial information on such grants in the governor's monthly communication.

Revised 1 July 2025

District Governor John Oomen

District Rotary Foundation Chair PDG Lisa Hunt

District Grants Subcommittee Chair Kaileen Casey

District Stewardship Subcommittee Chair PDG Anthony Heading