

## **D7080 Foundation Committee Financial Management Plan for the 2023-24 Rotary Year** *(as of July 1/23)*

### **PURPOSE**

The D080 Financial management plan provides information on effective oversight, good stewardship, and consistent administration of D7080 funds as they apply to the management of Rotary Foundation grants. The plan includes detailed, district-specific policies and procedures that are reviewed regularly, as well as the Rotary Foundation (TRF) guidelines, rules and procedures.

### **EXCLUSIONS**

This plan does not include D7080 funds that are used solely for D7080 operations. Those are managed by the D7080 Treasurer with oversight from the D7080 Finance Committee.

### **THE D7080 FOUNDATION COMMITTEE STRUCTURE 2023-24**

- DRFC
- Grants Chair and Vice Chair – District Grant Review Committee and Global Grant Advisory Committee
- Annual and Endowment Fundraising Chair
- Paul Harris Society Chair
- Peace Chair
- Polio Chair
- D7080 International Service and Community Service Directors are also ex-officio members of the Foundation Committee.
- Administration

*NOTE: In D7080, the responsibilities of the **Stewardship Chair** are assigned to the DRFC role, Grants Chair/Co-Chair and Vice Chair roles and are noted in the D7080 Manual of Policies, Procedures and Practices (MoPPP). The DRFC's name is assigned to the Stewardship Chair role in My Rotary and on the D7080 website. (MoPPP needs to be updated.)*

| <b>2023-24 Rotary Year – Contact information can be found on the District website in ClubRunner (CR)</b> |                     |
|--|---------------------|
| <b>Title</b>   | <b>Name</b>         |
| District Governor  | Brenda Halloran     |
| District Foundation Chair/Foundation Director  | PDG Lesley Barmania |
| Grants Chair (District)  | Ingrid Sproxton     |
| Grants Co-Chair (Global)   | Bill Leggitt        |
| Stewardship Chair  | PDG Lesley Barmania |
| Finance  | PDG Norm Bindon     |
| Annual & Endowment Fundraising Chair   | Susanne Zbinden     |
| Paul Harris Society Chair  | PDG Syd Harmon      |
| Peace Chair  | PDG Kathi Dick      |
| Polio Chair  | Badar Shamim        |

|   |                 |
|---|-----------------|
| International Service Director                      | Romeo Mitchell  |
| Community Service Director                          | Wali Osamiluyi  |
| Administration                                      | Pari Gujar      |
| Immediate Past DRFC                                 | PDG Norm Bindon |
| Zone 28 Asst Regional Rotary Foundation Coordinator | PDG Lynne Chant |

## **GENERAL PRINCIPLES**

1. District and global grant projects funded with District Designated Funds (DDF), the World Fund (WF) and any other Rotary funds must comply with all Rotary Foundation rules.
2. D7080 grant guidelines have been put into place to ensure fairness in the distribution of grant funding. Specific guidelines are listed separately under “Administration – District Grants Projects” and “Administration Global Grants” below, and have been approved by the D7080 Council. These are periodically reviewed by the Foundation Committee for relevance, and when deemed necessary, changes are presented to the D7080 Council for approval.
3. Clubs are encouraged to apply for grant funding to support both local and international projects.
4. Clubs are encouraged to work together to create projects that are larger and more impactful to communities.
5. Clubs are encouraged to partner with third-party organizations and seek funding from community foundations and available government funding opportunities.
6. Clubs are encouraged to consider the impact of the project value i.e. the number of beneficiaries, value to the community, etc. D7080 does not encourage using global grant project funding for scholarships which initially benefit one individual. D7080 does encourage participation in the Peace scholar program and the use of smaller district grants for one-time scholarships.
7. Only members who are qualified can be the primary contact on both district and global grant applications. This is to ensure that the primary contact understands and complies with Rotary Foundation and D7080 requirements.

## **QUALIFICATION**

### **1. District**

- a) The District Governor, District Governor-Elect, and District Rotary Foundation Committee Chair (DRFC) shall hold primary responsibility for club and district qualification, in addition to overseeing the proper implementation of TRF grants.
- b) To participate in Rotary Foundation grants, each of the above 3 district officers must read, sign, submit and agree to implement the financial and stewardship requirements outlined in the District Qualification Memorandum of Understanding (MOU).

## 2. Clubs and Members

- a) As of July 1<sup>st</sup> 2022, in order for clubs to qualify for grant funding, and mitigate the risk of qualified members leaving the club during the Rotary year, two members from each club are required to complete the qualification training.
- b) As of July 1<sup>st</sup>, 2023, annual club qualification is required for the year that a district or global grant application is **submitted**.
- c) Annual club qualification is a Rotary Foundation requirement and must be renewed annually. Qualification will expire on June 30 of the Rotary Year in which the training is completed.
- d) Qualification will be effective immediately upon completion of the requirements in e) below.
- e) The annual foundation qualification comprises:
  - i. Completion of the online Grants Management Seminar in the Learning Centre, or if completed in a previous year, the current Grants Management Recertification seminar.
  - ii. Effective July 1, 2023, the FQT webinar has been replaced by a new online, self-paced D7080 qualification program. It contains 4 video modules with a Resource page and knowledge check for each module. Participants are required to complete a Final Quiz with a score of 80% or above in order to qualify. These new modules are also available on the district website as resources that members can reference as needed. This new program was developed to provide more flexibility to members who can now qualify at any time during the year, instead of attending one of the two scheduled D7080 FQT webinars.
  - iii. Upon completion, the president and president elect must read, sign and submit the Memorandum of Understanding (MOU) to the Grants Chair at [foundation@rotary7080.org](mailto:foundation@rotary7080.org). If a president will be repeating a term, the second signee should be the club secretary. Receipt of the MOU is then recorded on the D7080 website by the Grants Chair/co-Chair or Vice-Chair.
  - iv. the club must be in good standing which includes being:
    - (a) up-to-date with the payment of dues or other debts to District 7080 and RI. If in arrears, for no more than one hundred and twenty days (120), and
    - (b) up-to-date on all district and global grant reporting.
  - v. as of July 1, 2022 clubs must also:
    - (a) enter their Annual and Polio Fund foundation goals into Rotary Club Central in My Rotary each year, and
    - (b) enter their current active Foundation Chair's name into Rotary Club Central in My Rotary and in the D7080 ClubRunner website.
- e) All clubs are eligible to apply for grants regardless of a club's history of funds donated to TRF.

- f) An international partner and/or host club is strongly encouraged to maintain qualified status throughout the life cycle of the global grant.

## **GLOBAL GRANT AND DISTRICT GRANT PROJECTS**

### **1. Grant Stewardship**

The recipient of a grant or award, the grant sponsors, the project committees, and all others associated with the grant or award are expected to:

- a) Constantly safeguard Rotary Foundation funds from loss, misuse, or diversion and ensure that they are used only for the stated purpose.
- b) Exercise the highest attention to the prevention of, even the appearance that Rotary Foundation funds are being used in an improper manner, whether in the eyes of Rotarians or the general public. Such attention is expected to go beyond that afforded to the use of private or corporate funds.
- c) Assure competent and thorough oversight of the project with clear delineation of responsibility.
- d) Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practice and always in the full spirit of the Four Way Test.
- e) Report immediately any irregularity in grant-related activity to the D7080 DRFC who will report it to the Rotary Foundation. *(See Investigating and Resolving Allegations of Misuse or Mismanagement of Grant Funds on P.12 for more information.)*
- f) Implement projects as approved by the Trustees in their grant award. Any deviation from the agreed terms or changes in the implementation of the project must receive prior written authorization from The Rotary Foundation.
- g) Report on program/project and financial activities in a timely and detailed basis.
- h) Be held accountable for appropriately addressing all concerns regarding project implementation and by operating in a manner that avoids any actual or perceived conflict of interest.

### **2. Conflict of Interest** *(see Terms and Conditions for Rotary Foundation Global Grants, Section 10, and Terms and Conditions for Rotary Foundation District Grants, Section 10, December 2022 versions)*

- a) Ensuring integrity in the Rotary Foundation grants program requires that all people involved in a program grant or award conduct themselves in a way that avoids any actual, perceived or potential conflict of interest. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant or award that could benefit them, an immediate family member, a business partner, or an entity in which they, an immediate family member, or a business partner has a significant financial interest or in which any of them is a trustee, director, or officer.

- b) All actual or potential conflicts of interest must be disclosed with the individual having no involvement with the project.

### 3. Administration – District Grants Projects

#### a) Funding and Administration for District Grant Projects

- i. Funds available for the following Rotary year will be determined and communicated no later than November 30<sup>th</sup>. This figure will not exceed 50% of the total District Designated Funds (DDF) in that year.
- ii. A separate District Bank account is required annually for the receipt & disbursement of TRF funds for the annual District Grants Spend Plan. *(See Bank Account P.12 for more details.)*
- iii. Signing officers for the D7080 District Grant account will include the District Foundation Chair, District Governor and one other (Past FRFC, Grants Chair or District Treasurer). Only two signatures are required. *(See Bank Account P.12 for more details.)*
- iv. Authorization for the payment to clubs for District Grant projects must come from the District Foundation Chair (DRFC).
- v. All funding of grants from TRF is in USD, using the identified TRF monthly exchange rate table, at the time of receiving the grant money from TRF.
- vi. As a result of the D7080 Foundation Assessment Committee's review of the 2021-22 year, all District grant project applications from clubs will be submitted in Canadian dollars to eliminate discrepancies and confusion with currency exchange. It will be the Foundation Committee's responsibility to convert all currency exchanges to USD when submitting the spend plan to TRF.
- vii. Effective July 1<sup>st</sup> 2022, and subject to availability of funds, District will match up to CA\$1.00 for every CA\$1.00 of D7080 club funds, between a minimum of CA\$2,000 and a maximum of CA\$6,500 per project, in any one Rotary year.
- viii. A club may apply for more than one District Grant project, in any Rotary year, provided the total grant disbursement to the club does not exceed CA \$6,500.
- ix. When multiple clubs share a single project, the total grant disbursement for the project will not exceed CA \$6,500.
- x. Effective February 9<sup>th</sup>, 2023, clubs may repeat a previous district grant project that has the same beneficiary provided that there are three complete Rotary years between the time that the initial project was completed and the Rotary year that a new application is submitted. e.g. A district grant project is implemented and **completed** in the 2022-23 Rotary year. A repeat project for the same beneficiary cannot be **submitted** until the 2026-27 Rotary year, for implementation and completion in the following Rotary year (2027-28).
- xi. District Grant projects cannot involve the purchase, restoration, or improvement of any Rotary club assets.

- xii. The District Grants Committee will review all applications and work with clubs to ensure all components are in place to meet District 7080 and TRF guidelines.
- xiii. Clubs may NOT start their District Grant project, prior to District receiving TRF's approval of the spend plan. Once received, District will notify clubs of their final approved dollar amount and that they can start their project.
- xiv. Clubs must fund the District Grant project in its entirety as district funding will only take place after the project has been completed. Grant funds will be released once the final report is completed, documentation provided, and approved by the District Grants Committee.
- xv. Matched funding will be based on actual District Grant project costs, and not more than the maximum approved amount.
- xvi. Any changes to a District Grant project once approved must be submitted to the District Grant Committee at [foundation@rotary7080.org](mailto:foundation@rotary7080.org) who will determine if the change must be referred to the Rotary Foundation Grants Officer for approval. Generally, if the change falls outside of the spend plan's project description, it will require TRF approval which must be obtained prior to carrying out any changes. If the change is not approved, then the project will not be eligible for the grant payout.
- xvii. District Grant projects not completed, and/or reported correctly by June 15 of the implementation year, will be deemed cancelled or withdrawn, and funds returned to TRF.
- xviii. Final District Grant project reports should be submitted using the Individual Project Report tab in the grant application in ClubRunner. All required documents should be downloaded including a photo of the finished project and/or a congratulatory letter from the beneficiary. Only invoices marked 'paid' or actual receipts will be accepted as proof of payment.
- xix. Final reports will be approved by the District Grant Committee. The District Grant Committee Chair will prepare the grant report and submit it to the DRFC for review prior to submission to TRF. *This is a check and balance procedure.*

**b) Currency Conversion for District Grant Projects**

- i. Clubs must use CAD currency when submitting District Grant Project application information in the District Grants module on the D7080 website (ClubRunner). The '**Local Amount**' column should be in the currency that the purchase or payment will be made. The last column '**Amount**' field MUST be filled in using CAD.
- ii. The District Grants Committee will convert all District Grant Project submissions to US\$ using the TRF monthly exchange rate table in effect when submitting the spend plan.
- iii. When funds are received by the District from TRF, an updated conversion will take place, using the TRF monthly exchange rate table for that month. Clubs will be advised of the actual matching funds available to them for project use at that time and may then start their project.

- iv. Clubs are reminded that rates can and do fluctuate, and that this communicated figure will be the final amount available for the project. Any overages/shortfalls due to currency conversion are the responsibility of the club. However, when sufficient funds are available, the Spend Plan will allow for currency fluctuation up to 5% but not to exceed the maximum of CA \$6,500.

- v. Clubs will receive funds in CAD\$, not subject to any further conversions.

**c) Oversubscription of District Grant Project requests**

- i. Should District Grant requests be oversubscribed for the available DDF budget, projects requesting the minimum grant will be funded fully; all others will be funded by an equal pro-rated percentage until available funds are exhausted.

**4. Administration – Global Grants**

**a) Funding & Administration**

- i. Global grant applications are administered by TRF and must be submitted in **USD**.
- ii. Effective July 1<sup>st</sup> 2023, and subject to availability of funds, District will match US \$1.00 for every US \$1.00 of D7080 club donated cash to a maximum of \$25,000 USD per project when a D7080 club is either **the primary international or host sponsor**. The amount of DDF that can be requested for any one global grant project, is a maximum of US\$25,000.
- iii. Effective September 15<sup>th</sup> 2022, and subject to availability of funds, District will match US \$1.00 for every US \$1.00 of D7080 club donated funds to a global grant project where a D7080 club is neither the primary international nor host sponsor to a maximum of US \$2,000 per project/per year. *(Effective for the 2022-23 and 2023-24 Rotary years.)*
- iv. Global grants have a minimum budget of \$30,000 and a maximum World Fund award of \$400,000. There is no minimum World Fund match. Grant sponsors can use a combination of District Designated Funds (DDF), cash, and/or directed gifts and endowment earnings to fund a global grant. The Foundation will provide up to an 80% World Fund match for all DDF contributions. Sponsors also have the option of financing global grants without a World Fund match using any combination of cash, and/or directed gifts and endowment earnings to reach a minimum budget of \$30,000. District 7080 clubs requesting a DDF match will be expected to take maximum advantage of all available matching funds from the World Fund.
- v. Global Grant project applications must be **fully funded** prior to requesting District approval and submission to TRF.
- vi. Rotary members and nonmembers can contribute cash toward a global grant, but it will not be matched by the Foundation.
- vii. Cash contributions from anyone directly to a specific Global Grant project are not eligible for a DDF match and must be identified as such on the Global Grant application.
- viii. Non-Rotarian contributions may also be added to the grant, as long as they do not come from a cooperating organization, a project supplier or vendor, or someone who benefits from

the grant. Funds should never be collected from beneficiaries in exchange for receiving the grant.

- ix. If being submitted through The Rotary Foundation, both Rotarian and non-Rotarian cash contributions must include an additional contribution of 5% to offset TRF processing and administrative expenses.
- x. All contribution sources to the project must be itemized on the Global Grant application.
- xi. At least 15% of contributions to global grants that fund humanitarian projects need to come from outside the project country. This does not apply to an Endowed/Directed gift towards the project.
- xii. Host sponsors for humanitarian projects are encouraged to contribute toward the financing of the grant.
- xiii. Cash contributions to the Annual Fund may not be moved to a global grant.
- xiv. Upon official confirmation from the Rotary Foundation that the Global Grant has been approved, partner clubs contributing to a Global Grant project should submit their donations as soon as possible and **no later than 4 weeks after project approval**. This is to ensure a prompt start to the project. Clubs can either:
  - (a) forward their pledged amount in equivalent CAD using an individual or multiple contribution form, and submit to the Rotary Foundation Canada (TRFC) at the Toronto address using the current RI monthly exchange rate. This is the preferred method. If payments are being made to a club or district's project in the USA, use USD funds and send the funds to the Rotary Foundation (TRF) at the Chicago address. The Global Grant # should always be included on all documents, money drafts and cheques. In both cases, the 5% administration fee applies;
  - (b) forward their pledged amount directly to the **Host** Club's project bank account. When clubs use this method, they are responsible for the transfer and any losses incurred. The 5% administration fee does not apply. 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 bank account.
- xv. Grant financing cannot be changed after the project has been approved.
- xvi. Sponsors should not send contributions before a grant is approved. These will be credited to the grant application, but if the application isn't approved, the contributions will be credited to the Annual Fund-SHARE and may only be reallocated to another project **within 60 days** of the cancellation of the original project. All global grant contributions are considered irrevocable contributions to the Rotary Foundation and will not be refunded.

**b) Timelines**

- i) If grant applications aren't formally submitted within 12 months of initiation, the application will be cancelled.



- ii) If grant applications aren't completed and approved within six months of submission, the application will be cancelled.
- iii) If payment requirements aren't met within six months of approval, TRF will cancel the grant.
- iv) If grants aren't implemented within 12 months of payment, TRF will cancel the grant, and the sponsors will be required to return the funds.

**c) Global Grant Reporting**

- i. An important component of effective stewardship is the preparation and submission of timely, accurate and complete grant reports. Districts and their member Rotary clubs are expected to be consistently 100% current and compliant with reporting requirements.
- ii. Sponsors must demonstrate significant progress within 12 months of the release of the first payment or the grant will be terminated.
- iii. Complete reports must be submitted to TRF:
  - (a) within 12 months of the first grant payment;
  - (b) after that, within 12 months of the acceptance of the previous report;
  - (c) the final report is due within two months of completion of the project.
- iv. Incomplete reports may be returned to the project sponsors with a brief explanation of missing items. Completed reports must at minimum include the following:
  - (a) Narrative statement with project outcomes clearly defined.
  - (b) Full description of Rotarian oversight, management, and involvement with the project.
  - (c) Statement of income and expense.
  - (d) Bank statement that supports the statement of income and expense.
  - (e) Where there has been no independent financial assessment, copies of or original receipts, where expressly requested. Copies of receipts (or originals where requested) should be appropriately cross-referenced with the statement of income and expense to verify substantial expenses and fulfill legal requirements.
  - (f) Information regarding the impact of the project to the beneficiary.
- iv) Failure to provide acceptable reports on previous grants in a timely manner will result in the sponsors (both international and local where appropriate) being unable to initiate new projects.

**ANNUAL DISTRICT GRANT (District Dedicated Funds - DDF)**

**1. Applying for the Annual District Grant (DDF)**

- a) Each year, D7080 will establish a grant committee of three Rotarians:

- the District Governor of the implementation year,
- the District Rotary Foundation Committee Chair (DRFC), and
- the District Grants Chair.

These committee members are responsible for authorizing and submitting the annual district grant application or spend plan.

- b) The DRFC will create a spend plan listing the district project applications that have been submitted for the next Rotary year and have been approved by the District Grants Review Committee. Any requests for an increase in the grant amount must be made before the Rotary Foundation has paid any portion of the grant.
- c) In the annual district grant application/spend plan:
  - i. Up to 20% can be allocated for contingencies that may arise during the year.
  - ii. Up to 3% of the grant award can be allocated for grant-related administrative expenses, such as bank fees, postage, software, and an independent financial assessment.
  - iii. All activities added to the grant after it has been approved must be reapproved by TRF before any money can be spent. This contingency fund, detailing each contingency item, must be noted on the spend plan when the final report is submitted.

## **2. Tracking disbursement of DDF for District Grant Projects**

- a) Club qualification information including MOUs are stored on the D7080 website in ClubRunner and updated regularly by the Grants Chair/Co-Chair, Vice-Chair or Administrative Assistant.
- b) District Grant Project records including applications, approvals, final reports and all related documentation are stored on the district website and can be viewed by the D7080 Foundation Assessment Committee.

## **3. Tracking disbursement of DDF for Global Grant Projects**

- a) D7080 Global Grants are listed in the Grants Centre in My Rotary. They are filed by “Draft, Authorization Required, Submitted, Approved, and Past Applications”. Full details of each Global Grant project are available on this site, including budget and funding.
- b) A running list of all Global Grant applications is stored and maintained by the DRFC. This list records all Global Grants in which a D7080 clubs have either participated as an International or Host Sponsor or have contributed to a Global Grant project in another district. The report includes funding information on each global grant project and a summary of all global grant projects since 2013-14 identifying different sources of funding including DDF.

## **FINANCIAL MANAGEMENT PLAN AND ANNUAL ASSESSMENT**

1. **The implementation of the financial management plan** will be assessed annually. A financial assessment is an evaluation of financial controls and compliance. The D7080 Foundation

Assessment Committee will conduct the annual assessment which is substantially smaller in scope than an audit or review. The annual assessment includes:

- a) Confirmation that the district adhered to its financial management plan.
  - b) An examination of expenditures for district grants, district-sponsored global grants, and district sponsored packaged grants. *(NOTE: D7080 does not currently participate in district-sponsored global grants or district sponsored packaged grants. Therefore, the D7080 annual assessment will focus on the examination of expenditures for District Grant projects. The assessment includes:*
    - i. Reconciling a selection of disbursements against their supporting documentation (a random 20-25% of projects to be assessed).
    - ii. Reviewing the full listing of expenditures to ensure that funds were expended in a manner consistent with the terms and conditions of the grant award.
    - iii. Reviewing the process to disburse funds to ensure that proper controls have been maintained.
  - c) A determination that all financial transactions and project activities related to the grant were conducted at least at the level of standard business practices:
    - i. Confirmation of adherence to TRF document retention requirements.
    - ii. Other procedures that the D7080 Foundation Assessment Committee deems necessary.
  - d) A report of the findings from the annual assessment, will be reported to Council and given to clubs in the district within three (3) months of the end of each Rotary year.
  - e) As Global Grants are completely funded and administered by the Rotary Foundation, they are not subject to an annual review by the D7080 Foundation Assessment Committee. They are reviewed by the Global Grant Advisory Committee (GGAC) prior to district approval and submission to TRF for their final approval.
2. **The D7080 Foundation Assessment Committee** is comprised of members who have not been directly involved with D7080 Rotary Foundation grants either currently or in the prior Rotary year, and who meet the requirements found in the RI Bylaws, including:
- a) Having at least three members.
  - b) Having at least one member who is a past governor or a person with audit experience.

| <b>D7080 Foundation Assessment Committee for the 2022-23 and 2023-24 Rotary Years</b> |                      |
|---|----------------------|
| <b>Name</b>   | <b>Contact</b>       |
| PDG John Stairs   | John.stairs@bell.net |
| PDG John Gilvesy  | jgilvesy@gmail.com   |
| Tom Mennill   | temennill@gmail.com  |

### 3. **Bank Account**

- a) D7080 must maintain a district-controlled low-interest or no-interest bank account in order to receive Foundation District Grant funds. Currently, grant projects are sponsored by clubs not by D7080. However, if D7080 should be the primary sponsor of a project, *each open district-sponsored grant* should have its own account that is used solely for receiving and disbursing grant funds. By establishing a separate account, districts are able to better manage the oversight and record-keeping of all grant funds.
- b) D7080's Foundation Bank Account is currently held with TD Canada Trust, 3055 Mavis Road, ON, L5C 1T7. Before each Rotary year-end, and in order to submit the Spend Plan, a new District bank account must be opened. Signatories will be:
  - DGE (District Governor for the upcoming year)
  - DRFC for the upcoming year, and any one or two of the following:
    - Treasurer for the upcoming year
    - Grants Chair
    - Past DRFC
- c) If for any reason the incumbents in these roles change, then the replacement incumbent for the role will become a signatory and the previous incumbent's name will be removed from the signatory list.
- d) The bank will issue one online banking card which is held by the DRFC. The official bank documents are held by the DRFC and the TD Bank.

### 4. **Document Retention**

- a) Bank information, including copies of past statements will be stored by the bank, the DRFC and/or the Grants Chair or Past DRFC.
- b) Club qualification documents, including all signed club MOUs, and member attendance records for club and member qualification will be recorded and stored by the Grants Chair/Co-Chair and Vice-Chair in ClubRunner under "Qualified Clubs". In addition, a Foundation Qualification Master List document will be updated and stored at year-end in the Foundation documents on the D7080 website with copies held by the DRFC, the Grants Chair/Co-Chair and Grants Vice-Chair.
- c) Information, receipts and invoices for all purchases made with grant funds and collected from clubs will be stored with the applicable District Grant application in the D7080 website.
- d) All related documents including the Financial Management Plan will be stored in the D7080 website with the Foundation documents.

### 5. **Investigating and Resolving Allegations of Misuse or Mismanagement of Grant Funds**

- a) D7080 will track, investigate, and resolve reports of misuse or mismanagement of grant funds. An allegation of misuse or mismanagement of Rotary Foundation grant funds whether such funds were received directly from the Foundation or via this District or another district may be

made by a Rotarian, beneficiary, cooperating organization, or any other individual involved in or aware of grant activities. Such an allegation should be made in writing to the D7080 Rotary Foundation Chair (DRFC) who serves as the District Stewardship Chair. The D7080 DRFC can be contacted by telephone at 1-905-828-6962.

- b) Upon receipt of an allegation, the DRFC will promptly inform the District Governor (DG) of the alleged misuse or mismanagement. The DRFC will also notify the Governor Team (G-Team). As directed by the DG, either the DRFC or an investigative committee shall be appointed by the DG to investigate the allegation and to report findings of fact, opinions, and recommendations to the DG within 30 days of appointment, unless such period is extended by the DG. The DG shall consult with the District Rotary Foundation Committee regarding the report and shall then determine actions, if any, to be taken. The DG shall report on the matter to The Rotary Foundation, indicating how the District has acted to resolve the allegation.
- c) The DRFC shall be responsible for tracking all such allegations, including the status of reporting to the DG and TRF.
- d) Reports of investigations and actions taken as reported to The Rotary Foundation shall be maintained by the DRFC and District Governor for a period of seven years from the date such information is forwarded to The Rotary Foundation. Documentation will be stored in hard copy or electronically and will be passed on at the end of the DRFC's term to the incoming DRFC for safe-keeping. Access to such reports shall be limited to the current DG and the current DRFC, unless the DG directs otherwise.
- e) This policy shall be posted on the District Website with other Foundation policy documents and included as a topic at Grant Management Seminars.