Terms and Conditions for awards of The Rotary Foundation for the Rotary-USAID Partnership

The Rotary Foundation (TRF) may modify the terms and conditions of the award at any time. Updates will be sent to primary contacts and can be obtained from the program manager.

I. WHAT WE FUND

The Rotary International-United States Agency for International Development (RI-USAID) Partnership provides funding for the following program elements:

- Water, sanitation and hygiene (WASH) implementation, monitoring and evaluation and learning
- WASH advocacy
- WASH innovation

II. ELIGIBILITY GUIDELINES

All award activities of the Rotary-USAID Partnership must:

❏1. Relate to the mission of the RI-USAID Partnership, which aims to increase sustainable access to water and sanitation services, through local ownership, civil society engagement, technical expertise and networks of influence.

❏2. Relate to the general program objectives of the partnership:

   a. Enhance the capacity of governments, private sector and civil society to implement programs with impact and sustainable outcomes
   b. Foster improved water, sanitation and hygiene behaviors for positive health outcomes
   c. Strengthen management systems for effective planning and implementation of water and sanitation services
   d. Institutionalize collaboration and adoption of learnings to inform better decision making

❏3. Align with Rotary's water, sanitation and hygiene area of focus

❏4. Align with USAID's Water and Development Strategy

❏5. Align with the environmental guidelines and processes defined by the Global Environmental Management Support program (GEMS) of USAID, which requires:

- Proposals to address qualifications and proposed approaches to compliance/ESDM for environmentally complex activities
- Implementing partners to verify current and planned activities annually against the scope of the 22 CFR 216 environmental compliance documentation governing their program
- A complete Environmental Mitigation and Monitoring Plan (EMMP) to exist or is developed
- Program work plans and budgets to integrate the EMMP
- Program reporting to track EMMP implementation

❏6. Partner with a USAID Mission

❏7. Include the active participation of Rotarians

❏8. Undergo a post-implementation assessment for the likelihood of sustainability, utilizing the WASH Sustainability Index Tool (WSIT)

❏9. Be measurable

❏10. Be locally driven and facilitated by Rotary host clubs/districts, USAID Mission and their implementation partners

❏11. Be a multi-club Rotary collaboration in the country where program activities will take place (primary host sponsors) and involve at least one Rotary club or district outside that country (primary international sponsor)

❏12. Demonstrate sensitivity to regional traditions and cultures

❏13. Exclude any liability to The Rotary Foundation or Rotary International beyond the funding amount of the award

❏14. Adhere to the governing laws of the United States and the country where program activity will take place, and harm no individuals or entities

Rotarian host and international sponsors participating in the RI-USAID Partnership must:

❏1.   Collaborate with a local USAID Mission in the design, implementation, monitoring, evaluation and knowledge management of program activities of the RI-USAID Partnership

❏2.   Submit a proposal for implementation, advocacy, and innovation to the RI-USAID Steering Committee for review and approval before any activity is initiated. After award approval, any changes to the original program plan must be approved by RI and USAID, via the RI-USAID Steering Committee

❏3.   Not use the RI-USAID award to reimburse clubs or districts for activities and expenses already completed or in progress

❏4.   Comply with the conflict of interest policy for award participants, as outlined in section 10.030 of The Rotary Foundation Code of Policies

❏5.   Comply with RI-USAID Branding and Marking Guidelines

❏6.   Co-finance the administration of the WASH Sustainability Index with the USAID Mission and implementation partner after program activities are completed. Results must be shared with key stakeholders of the program, including the RI-USAID Steering Committee

❏7.   Allocate up to 10 percent of the program budget to account for price increases or currency fluctuations

❏8.   Track volunteer time

❏9.   Raise 10 percent of the total amount requested from the TRF World Fund, with host sponsors responsible for 2.5 percent

❏10.   Ensure that international travel costs for program oversight do not exceed 7.5 percent of the budget or $20,000, whichever is more or less

III. RESTRICTIONS

The Rotary-USAID Partnership award cannot be used to unfairly discriminate against any group; promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely to determine gender; fund the purchase of arms or ammunition; or serve as a new contribution to TRF or another TRF award.

In addition, the award cannot fund:

1. The establishment of a foundation, permanent trust, or long-term interest-bearing account
2. The purchase of land or buildings
3. Fundraising activities
4. Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities
5. Public relations initiatives not directly related to a humanitarian or educational activity
6. Program signage costing more than $1000
7. Operating, administrative, or indirect program expenses of another organization
8. Unrestricted cash donations to a beneficiary or cooperating organization
9. Activities for which the expense has already been incurred
10. Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, or Interact
11. International travel for anyone under age 18 unless accompanied by a parent or guardian
12. New construction of any structure in which individuals live, work, or engage in any gainful activity, such as schools, homes, and hospitals
13. Travel for staff of a cooperating organization involved in a humanitarian project

IV. MANAGEMENT, PLANNING AND EXPECTATIONS

In order to receive a Rotary-USAID Partnership award from TRF, all primary sponsor districts involved must be qualified by TRF. Also, sponsor districts and clubs and all award committee members must be in good standing with Rotary. Individuals prohibited from serving on an award committee include RI fiscal agents and national treasurers.

RI-USAID Program Management Committee

A program management committee must be assembled prior to the submission of a program proposal to the RI-USAID Steering Committee. The committee must be comprised of *at least* five Rotarians, appointed by the current Rotary District Governor, and at least one USAID Mission staff person, and/or representative from the Mission's primary implementation partner. Committee members are expected to serve for the duration of the program (3-5 years). RI, Rotary district officers, the USAID Mission representative and the RI-USAID Program Manager must be made aware of any changes to the committee (e.g. departures, new appointments, etc.). New appointments to the committee during the program cycle are highly discouraged unless a committee member retires from his/her position and a re-appointment is needed. Rotary committee members should exhibit a high level of vision, leadership and influence among Rotarians. Committee members must also understand their responsibilities to clubs participating in the partnership, Rotary district officers and Rotary International. One of the Rotarian committee members must be a Past District Governor (PDG).

A chair must be appointed for the duration of the program cycle. The chair will serve as the primary point of contact to the project manager, USAID Mission, the Mission's implementation partner and the RI-USAID Program Manager

In addition to the chair, the program management committee must elect members to the following positions:

- Vice-chair (1)
- Secretary (1)
- Treasurer (1)
- WASH advisors (1+)

Additional positions may be defined by the committee to suit the needs of the program. A final list of committee members, their positions, contact information (email and phone numbers), must be submitted to the RI-USAID Program Manager via the chair.

In order to be successful, the program management committee must develop a professional management structure to support programmatic areas which require full-time, paid technical staff (e.g. project manager, communication specialist, advocacy specialist etc.) The committee will define any number of full-time positions, which will be advertised and filled in a transparent and competitive process. The committee will present final candidates to the USAID Mission, primary implementation partner and the RI-USAID Steering Committee to provide recommendations for the final hiring decisions.

The program management committee, with the support of the professional management structure, will have roles and responsibilities including but not limited to the following:

- Co-develop WASH programming and advocacy plans with the USAID Mission and their implementation partner(s)
- Coordinate WASH programming in conjunction with the USAID Mission and their implementation partner(s)
- Develop and foster strong working relationships and communication with USAID Mission staff and the implementation partner(s)
- Ensure that WASH program is aligned with RI-USAID partnership goals and objectives
- Ensure that WASH program makes good use of assets, including Rotarian strengths and talents
- Develop a proposal, budget and spending plans for submission to the RI-USAID Steering Committee for approval
- Monitor disbursement of funds
- Provide quarterly reports and financial accounting to the RI-USAID Program Manager, and the international sponsor Rotary club(s) and or district(s)
- Provide direction on how to best resolve strategic level issues and risks
- Approve or reject WASH program changes with a high impact on timelines and budget
- Assess country program progress and report to the RI-USAID Program Manager and district leadership

o   Monitor, evaluate, resolve and learn from successes and challenges of the partnership and program
o   Provide advice and guidance on business issues facing the program
o   Influence and use authority to assist the program in achieving its outcomes
o   Review and approve final program deliverables

The program management committee is expected to:

❑1.   Submit to the RI-USAID Program Manager a plan of how Rotary Uganda will manage club engagement, the partnership and programmatic activity full-time. The plan should include a description of paid management staff, a plan for internal communication (from the program management committee to the clubs and vice versa) and external communication (e.g. press, public events), timeline and budget.

❑2.   Submit a detailed program proposal and budget to the RI-USAID Steering Committee within 6 months of the country program's launch. USAID and implementation partner(s) timelines may require a more aggressive deadline for proposal submission. The RI-USAID Steering Committee will conduct a technical review of RI-USAID Partnership proposals prior to approval and the start of any award-related activity.

❑3.   Submit MOUs with USAID Mission and with USAID implementation partner(s) to the RI-USAID Steering Committee via the Program Manager.

❑4.   Participate in monthly calls with a USAID representative, a Rotary senior leader from the RI-USAID Steering Committee, the RI-USAID Program Manager and country representatives from the USAID Mission and implementation partner(s).

A member of The Rotary Foundation Cadre of Technical Advisers or the RI-USAID Program Manager will evaluate RI-USAID program sites at mid and post implementation. In addition, a sustainability check will be conducted post-implementation, utilizing the WASH Sustainability Index Tool (WSIT). Country partners should determine early in the planning stages how to share the cost of this evaluation.

V. TRAVEL POLICIES

All travel arrangements are the responsibility of the grant traveler. Effective 1 April 2016, travelers may choose to work with Rotary International Travel Service (RITS) or they may make their own travel arrangements.

TRF grants will cover the following budgeted expenses related to international travel:

1. Economy-class ticket(s)

2. Transportation to and from the airport and local travel related to grant implementation

3. Cost of inoculations/immunizations, visas, and entry and exit taxes

4. Normal and reasonable luggage charges

5. Travel insurance

TRF grants will not cover the following expenses related to international travel:

1. Expenses associated with optional stopovers before or after preapproved travel
2. Penalties resulting from changes in personal travel arrangements, including optional stopovers
3. Excess baggage charges and shipping charges

The club or district sponsoring the grant is responsible for maintaining emergency contact information and travel itineraries for all grant recipients traveling on grant funds. This information must be provided to TRF upon request.

Grant recipients are responsible for:

1. Making travel arrangements. Failure to arrange travel promptly may increase the cost of travel or result in the cancellation of the grant.

2. Any expenses that exceed the approved travel budget, unless approved by the Foundation

3. Meeting all medical requirements for international travel.

4. Arranging and funding any personal travel. Such travel may take place for a maximum of four weeks at the end of the grant activities, after which grant recipients are expected to return home.

5. Abiding by RI country travel restrictions.

6. Obtaining travel insurance

Rotary International contracts a global security advisory firm to maintain a [travel ban list](#) of extremely dangerous countries. TRF-funded travelers are not permitted to travel to these countries due to safety concerns. If a country is added to the travel ban list while funded travelers are in-country, plans will be made for their immediate evacuation. Should the funded individual not defer travel to or evacuate from a country as instructed, it will result in TRF canceling the grant and any funds already issued would need to be returned to TRF. TRF cannot fund any grant whose successful implementation relies on international travel to a country on the travel ban list even if the cost of travel is not included in the program budget.

Non-Rotarians receiving grant funding to implement a humanitarian project are expected to:

1. Demonstrate knowledge of Rotary

2. Participate in an orientation session before departure (either [online](#) or in person)

3. Participate in club and district activities as requested by their sponsors, such as speaking and presenting at club or district meetings and participating in service projects

4. Be proficient in the language of the host country

VI. THE ADMINISTRATION OF THE AWARD

A RI-USAID country partnership will be eligible for financial support for the three program elements referred to in section I, totaling a maximum of $4 million ($2 million USD from Rotary: $2 million USD in program activity from the USAID Mission). The award will be dispersed over a 3-5-year implementation period, in response to the spending plans submitted by the program management committee each quarter.

The program management committee, and Rotary clubs and districts are expected to identify international sponsors and to collectively raise 10 percent of the total award amount requested from TRF (up to $200,000 USD). Host clubs and the district are expected to contribute $5,000 USD to the total fundraising goal (2.5%).

Award financing cannot be changed after an award is approved, without approval from the RI-USAID Steering Committee. To be eligible for Paul Harris Fellow recognition credit, sponsor contributions must be sent to TRF, not directly to the program. Contributions sent prior to award approval may not be available for that specific award. All award contributions to the RI-USAID Partnership are considered irrevocable contributions to TRF and will not be refunded.

VII. COOPERATING ORGANIZATIONS

Cooperating organizations are reputable non-Rotary organizations or academic institutions that provide expertise, infrastructure, advocacy, training, education, or other support for the award. Cooperating organizations can include not-for-profit, public and/or private entities. and must agree to comply with all reporting and auditing activities required by TRF, providing receipts and proof of purchase as required.

Cooperating organizations can be contracted on behalf of the RI-USAID partnership to assist with program implementation and capacity-building as agreed upon by the USAID Mission and program management committee.

At the time the award proposal is submitted, the program management committee must provide a memorandum of understanding (MOU) signed by the chair and cooperating organization(s).

The MOU must include the following:

- ❏ 1. Verification that any award for the partnership from TRF is initiated, controlled, and managed by the program management committee, in collaboration with the USAID Mission
- ❏ 2. Endorsement from Rotary Uganda and the USAID Mission affirming that the cooperating organization is reputable, responsible, and acting within all applicable laws
- ❏ 3. An implementation plan clearly delineating the activities of each partner
- ❏ 4. Agreement from any cooperating organization to participate in any financial review by TRF of activities connected with the award

VIII. PAYMENTS

The award granted on behalf of the RI-USAID Partnership will not be released until 10% of the requested award amount has been submitted to TRF as Rotarian contribution. In addition, all payment contingencies must have been met and the legal agreements authorized. The award will be directly deposited to an account established by the program management committee. Account information must be provided to TRF to permit a direct transfer of funds. Account signatories must be members of the program management committee.

Awards will be paid out at the RI exchange rate at the time of payment. If the award is canceled after the sponsors receive payment, all remaining funds must be returned to TRF, which will be credited to the World Fund.

NOTE:

1. If payment requirements are not met within six months of program approval, the award will be canceled.
2. If the award is not spent within 6 months of the final installment, the award will be canceled, and the sponsors will be required to return the funds.

The following points apply to RI-USAID Partnership programs funded with cash contributions:

1. All award-related transactions will be recorded using the current monthly RI exchange rate, and all award-related transactions will be officially communicated in U.S. dollars.

2. For the portion of the award funded by cash contributions, sponsors will be shielded from currency exchange fluctuations in excess of 10 percent of the rate at time of approval. Conversely, TRF will not distribute currency gains to program sponsors in excess of 10 percent of the rate at time of approval.

Contributions applied to an unidentifiable program will be held for 90 calendar days. Donors will be requested to advise TRF if funds should be transferred to another project or fund. If donors do not recommend action within 90 days of receipt or upon cancellation of the award, TRF will transfer the contribution to the Annual Fund-SHARE. These rules will not apply if TRF error or processing delay, as determined by TRF staff, caused the delay in action or the inability to identify the funding source.

IX. REPORTING REQUIREMENTS AND DOCUMENTATION

Award recipients of the RI-USAID Partnership are responsible for reporting on the use of funds and associated activity to TRF each quarter. Quarterly and final reports must be submitted to the RI-USAID Program Manager, and all forms must be completed in their entirety. TRF reserves the right to review award activity at any time, conduct an audit, send a monitor, require additional documentation, and suspend any or all payments.

Reporting criteria:

1. Unused funds must be returned promptly to TRF.
2. Districts must report the use of funds to their member clubs in accordance with the terms of qualification.
3. Award recipients must maintain copies of all receipts and bank statements related to award expenditures in accordance with the terms of qualification and any applicable local and international laws.
4. Award recipients who fail to adhere to TRF policies and guidelines in implementing and financing programs must return the award in its entirety and may be barred from receiving future awards from TRF for up to five years.

5. Progress reports must be submitted each quarter, starting within 3 months of receipt of the first payment awarded.
6. Final reports must be submitted within two months of a program's completion.
7. Unused funds of more than $500 must be returned to TRF and will be credited to the World Fund. If funds remain after a program's completion, TRF may approve their use for program-related expenses.

Acceptable reports should contain detailed accounts of the program's implementation, including:

1. A description of how the program has advanced the goals of the RI-USAID Partnership
2. An account of how the program achieved the specific objectives outlined in the proposal, including the relevant measures and data collected
3. An explanation of how the program's outcomes will be sustained
4. A description of the participation of host and international partners and of any cooperating organizations associated with the award
5. A detailed account of spending for the program and program bank account statements; TRF also may request that sponsors submit receipts in support of the report

TRF will close the award once program implementation and evaluation is completed and sponsors have demonstrated that sustainability measures are in place to ensure that the local community will continue the program.

RI and TRF (collectively, "Rotary") may use information contained in the application and subsequent reports for promotional purposes, such as in The Rotarian, in Rotary Leader, on rotary.org and on social media. For any and all photographs, videos and recordings ("Work") submitted with any application or report, the sponsors hereby grant to Rotary an unlimited, perpetual, worldwide right and license to use, display, modify, adapt, publish, reproduce, copy, exhibit, transmit, webcast, broadcast, distribute, perform and prepare derivative works of the photograph(s), video(s) and recordings, in whole or in part, in any media now known or hereafter developed or devised, including but not limited to, in Rotary publications and websites, for promotional and marketing purposes, via streaming and on social media channels. I grant Rotary the worldwide right to license use of the Work to others, including, but not limited to, media outlets, its licensed magazines and partners, including USAID, to the public through Rotary's online image database and to researches and the public for educational purposes.

The sponsors represent and warrant that a) each adult appearing in the Work has given unrestricted written consent to the to use their likeness, image, name, voice, statements and biographical information ("Likeness") in the Work and to license use of the Work to third parties, including to Rotary, b) the parent or guardian or representative of each subject a) under age 18 and b) who lacks legal capacity who appear in the Work has given unrestricted written consent to use the Likeness of the subject in the Work and to license use of the Work to third parties, including Rotary, and c) they are the copyright owner of the Work or that the copyright owner of the Work has given the sponsors the right to license or sublicense the Work to Rotary.

Privacy is important to Rotary and any personal data the sponsors share with Rotary will only be used for official Rotary business. The sponsors should minimize the personal data of grant beneficiaries that it shares with TRF to only personal data that TRF specifically requests. Personal data that sponsors share will be used to enable the sponsors' participation in this grant process, to facilitate the sponsors' grant experience and for reporting purposes. Personal data provided when applying for a grant may be transferred to Rotary service providers (for example, affiliated entities) to assist Rotary in planning grant-related activities. By applying for a grant, the sponsors may receive information about the grant and supplementary services via email. For further information about how Rotary uses personal data, please contact erica.gwynn@rotary.org. Personal data collected on this form is subject to Rotary's Privacy Policy.

❑ We have read, understood, and agreed to abide by the Terms and Conditions for Awards of The Rotary Foundation for the Rotary-USAID Partnership

Host Program Management Committee

1) Host Program Management Committee Chair

First and Last Name _____

Signature _____   Date_____

2) Host Program Management Committee Member

First and Last Name _____

Signature _____   Date _____

3) Host Program Management Committee Member

First and Last Name _____

Signature _____   Date _____

4) Host Program Management Committee Member

First and Last Name _____

Signature _____   Date _____

5) Host Program Management Committee Member

First and Last Name _____

Signature _____ Date _____

6) Host Program Management Committee Member

First and Last Name _____

Signature _____ Date _____

7) Host Program Management Committee Member

First and Last Name _____

Signature _____ Date _____

8) Host Program Management Committee Member

First and Last Name _____

Signature _____ Date _____

District Governor

First and Last Name _____

Signature _____ Date _____

District Governor-Elect

First and Last Name _____

Signature _____ Date _____

District Governor-Nominee

First and Last Name _____

Signature _____ Date _____

District Rotary Foundation Committee Chair

First and Last Name _____

Signature _____   Date _____