

**Policy re: Funding of International Projects  
By Rotary Club Calgary West**

The purpose of this policy is to guide the International Projects Committee in ensuring good quality proposals for the use of funds designated for international projects are made to the Board of the Rotary Club Calgary West.

**General Policy**

1. The Club will encourage projects brought forward by members who will CHAMPION the project to its finish including all the reporting procedures.
2. Projects are identified as follows: 1)-World Community Service Projects (projects where we work with clubs in other countries and require several areas of matching grants to maximize the results, 2)-RCCW cash donations that are requesting one source of matching funds I.E: WRF or TRF funds, and 3)- Projects that are RCCW cash donations only.
3. Proposals are to be for funding programs or projects in developing or underdeveloped countries.
4. The Club encourages projects/programs, which are being prioritized by our Board, or Rotary International through The Rotary Foundation.
5. The Club will encourage projects/programs where the requested funds will be used to leverage other funds to the benefit of the overall project and so as to make the funds provided by the Club go further.
6. The Club will encourage funding of projects/programs where there is involvement of members from The Rotary Club Calgary West
7. The Club will discourage any proposals where there is a lack of accountability, formal tracking and reporting of the project.
8. The Club, however, recognizes its responsibilities to assist with multiple club and District projects which are put forward from time to time by our club, other clubs and/or the District.
9. The Club will tend to discourage WCS projects where there is no Rotary partner in the Host country or where the Host club is not in good standing with RI as to project reporting.
10. The Club will take full advantage wherever possible of funding available from the Wild Rose Foundation (\$25,000 per year to be allocated to various projects), The Rotary Foundation (matching grants policy), The District Development Society and the Canadian Rotary Committee for International Development (CIDA funded).
11. WCS programs up to three years in length will be encouraged over small, single year projects on the basis that a greater impact can be made with a concentration of funds on a problem and can build membership involvement.
12. Priority will be given to projects that provide visibility and recognition to the Club.
13. The board should identify a budget for the WCS committee so that the club members and committee knows what expenditures are expected for these types of projects and need to be executed in the succeeding years.
14. The Club will encourage any projects where cash contributions are capital expenditures and discourage contributions to operational expenses
15. All projects supported will require a final presentation to the committee as to results and supported where possible by pictures for communicating to the club membership.

## Process

1. Each proposal must be set out on the INTERNATIONAL PROJECT APPLICATION FORM.
2. This will be signed by the Project Champions (see next point) and submitted to the International Projects Committee.
3. Each proposal must include the names of the required number of Rotarians who are championing that type of project/program. The Project Lead will be responsible for following the project/program and ensuring all reporting requirements of the Club or its partners are met. All Rotarians championing any project are expected to follow it through from beginning to end in the knowledge that this may involve more than just the current year in some instances.
4. Should the WCS Project Lead leave, he/she will appoint one of the other project champions, as Project Lead, and another person will be recruited to be a replacement champion. Appointment of substitutes will take place if any of the champions are unable to follow the project/program through to its conclusion. The Project Lead will be responsible for sourcing new champions and making the appointments if necessary.
5. For WCS service projects The Host Club of the project in the developing country will also name three people to champion the project. This is required by TRF matching grant policy
6. Project proposals, once prepared, will be submitted to the International Projects committee for review by the committee. The Board must approve all proposals submitted and approved by the committee before implementing.
7. If project partners, such as NGOs and Not-for-Profits located in project countries, are to be engaged, extra care will be taken to ensure that they have a good track record of success and stewardship.
8. The Project Champions will report quickly to the Club if there is any suggestion that a project/program is not being carried out as agreed to between the parties involved.
9. A full record of the project as it progresses from the proposal stage to the funding and reporting stages will be maintained on the District's World Community Service website, and available for all Rotarians to review. Using this format for any project requiring matching grants will see benefits to this method as the project is entered once and both DDF and TRF grant applications will be automatically filled out and available on the website.

## Other Notes

1. The Rotary Foundation's new regulations require that all proposals for Matching Grants have three Rotarians from both the Host and International Partner as signatories to it.
2. The Rotary Foundation and CRCID are encouraging the carrying out of larger programs often going over multiple years.
3. Reporting is a huge issue of concern to all funding agencies and as a Club we should be more proactive in requiring reports regarding the use of our funds.
4. RI has implemented a policy of sanctions against any club or district involved with matching grant and who do not meet the required reporting and stewardship criteria of any project initiated
5. This policy does not deal with items on the edge of World Community Service such as funding special travel assistance to young people going to learn and work in other countries or club members going to investigate proposals.