



The Rotary Foundation Volunteer Service Grant Application

WHAT ARE VOLUNTEER SERVICE GRANTS?

The Rotary Foundation (TRF) offers Volunteer Service Grants (VSGs) to subsidize travel for international humanitarian service in Rotary countries for periods of 5 to 60 days. Funding may be used to plan specific humanitarian projects for future implementation or to provide direct service to a specific project in a benefiting community.

WHAT QUALIFIES AS “INTERNATIONAL HUMANITARIAN SERVICE”?

International humanitarian service is defined as providing a needed service or skill to a community that is either unavailable or difficult to provide with existing in-country Rotarian resources. This skill or service must be requested by the benefiting community. *Please see eligibility chart.*

WHO CAN APPLY?

Individuals traveling on their own must be active Rotarians. Small teams (up to five people) may include Rotarians and qualified spouses of Rotarians. The team leader is required to be an active Rotarian. Each person traveling on a Volunteer Service Grant must provide relevant information outlining

1. His or her particular skills and experience in relation to the community need
2. An itinerary of daily activities related to the project for each day at the project site

HOW LONG CAN I TRAVEL?

- Volunteers must be on-site a minimum of 5 days and a maximum of 60 days for planning and direct service (not including travel days).
- If the volunteer wishes to stay at the project site for more than 60 days, all expenses incurred become the responsibility of the volunteer.

WHAT IS AN ELIGIBLE VSG EXPENSE?

Volunteers may request grant funds for airfare, room and board, and ancillary travel expenses such as visas and immunizations. Participants cannot receive compensation or salary for their service. If all expenses are less than the grant funds received, excess funds may be used for reasonable project-related expenses. The grant recipients are responsible for obtaining licenses or approvals necessary to perform the service in the host country. All grants are subject to the availability of funds.

WHAT ARE THE REQUIREMENTS FOR A VSG?

- Travelers and sponsors must adhere to the Terms and Conditions of Volunteer Service Grants and Acceptance, which are available by download from the RI Web site at www.rotary.org or by contacting The Rotary Foundation or any Rotary International office.
- Applications need to be received by The Rotary Foundation at least three months before anticipated departure and must be approved at least *two months* before the applicant's scheduled departure.
- Travel arrangements through Rotary International Travel Service (RITS) must be made immediately after notification of approval and no less than 45 days before departure.

WHAT ARE THE FUNDING LIMITS?

- This is a flat grant award. For group travel, the award is US\$6,000. For individual travel, the award is \$3,000.
- An applicant may not receive more than two VSGs per Rotary year.
- Each project site may benefit from only one VSG award at a time.

HOW TO APPLY

Step 1. Find a community in need.

The process of finding a community to utilize a volunteer's services should be driven by the host Rotarians (in the project country) and the community receiving the service. Therefore, it is necessary to establish a relationship with the host Rotarians before the grant application is submitted.

Step 2. Plan the project or mission.

Upon identifying the community in need, Rotarians from both countries should work together to determine the types of skills necessary to assist the community in need. The purpose of the travel, timeline, logistics, and project should all be planned and agreed upon by both the host and international partners as well as the community before submitting an application. Goals and objectives of planning missions need to be thoroughly defined before the travel. Planning missions cannot be undertaken to search for a project to support but rather to plan the implementation of an already identified project.

Step 3. Complete the VSG application.

A complete application should be submitted to The Rotary Foundation at least three months before proposed travel. The Trustees require that the district grants subcommittee chair from either the host or international district certify the application as complete. Included in the application are the VSG Agreement Form and Payee Information Form. By signing the Agreement Form, the applicant(s) agree to the Terms and Conditions of the grant award, which includes purchasing travel insurance for medical care and hospitalization and accidental death and dismemberment at the recommended levels of coverage. The Payee Information Form must include account information necessary to make payment. A grant cannot be approved without these forms. If the application is not complete, it will be returned with a brief explanation to the international primary project contact.

Step 4. Changing team members.

Substitution of team members is allowed if they meet criteria and eligibility. However, substitutions can only be made before travel is booked. An agreement must be signed by the new team member and received at The Rotary Foundation (TRF) before departure.

Step 5. Book your travel.

If the application is approved, the applicant(s) will receive notification from TRF. At the same time, RITS will receive notification and the applicant(s) may start working on travel plans. Applicants must make travel arrangements with RITS immediately after a grant has been approved. Only RITS can authorize applicants to purchase airfare independent from RITS. **Airfare should not be purchased before a Volunteer Service Grant is approved as TRF will not reimburse applicants for these expenses.** A travel itinerary must be submitted with the RITS Travel Request Form that indicates flight numbers and times, airline, and airfare. If RITS disapproves local purchase, the airfare will be purchased by RITS. *Regardless of purchase method, travel arrangements must be completed a minimum of 45 days before departure.* If arrangements are not secured with RITS 45 days prior to departure, the travel dates will need to be changed.

OVERVIEW OF THE PROCESS

1. Find a host partner and a community in need that match the applicants' skills.
2. Complete the application.
3. Receive an acknowledgement from TRF stating that the application has been received and assigned a grant number and a grant coordinator.
4. The grant coordinator will contact you if more clarification is needed for the application to be approved.
5. If more information is needed, you will be given a deadline by which the information is needed or your travel dates will need to be changed.
6. Once the application is complete, it will be forwarded for review. Once approved, you will receive an announcement letter notifying you of approval.
7. Immediately after approval, you will receive an e-mail from RITS with instructions on booking travel. All travel arrangements are made through RITS. If requesting local purchase, a travel itinerary must be submitted with the RITS Travel Request Form that indicates flight numbers and times, airline, and airfare. All arrangements must be confirmed a minimum of 45 days before travel (tickets issued, local purchased denied or approved).

8. If local purchase is requested, you will be notified by the RITS supervisor if the authorization is approved or denied. If the request for local purchase is denied and you chose not to book through RITS, airfare expenses will not be covered by TRF.

REPORTING REQUIREMENTS

- The grant recipient(s) must provide TRF with a final report on their service activities within two months of their return. Good action photos of service activities that can be used in Rotary publications and displays are encouraged.
- The host club or district (in the project country) must submit a completed Post-Service Evaluation form to TRF.
- Failure to provide accurate and timely reports will result in the prevention of the sponsoring clubs or districts and the grant recipients from participating in the program until acceptable reports are received.
- VSG recipients should seek opportunities to report on their activities to Rotary clubs and community groups in their home country.

ELIGIBILITY REFERENCE CHART

Definitions	Examples of Eligible Activities	Examples of Ineligible Activities
<p>Direct Service</p> <p>A partnership between the sponsoring clubs/districts and the VSG applicants to provide a humanitarian service that directly benefits a specific community or group in a situation where host country Rotarians are unable to provide the same service.</p>	<ul style="list-style-type: none"> • Provide medical/dental services to people in need. • Provide technical expertise to manage the implementation of a project. • Teach a needed and relevant language or skill that will benefit members of a community in need at no cost to them. • Construct dams, latrines, water and sanitation systems, and roads as allowed by TRF construction policy. • Instruct teachers (or “train the trainers”) in new methods or skills. 	<ul style="list-style-type: none"> • Conduct site visits for a completed project or a project in process. • Attend conferences, project fairs, or international meetings . • Conduct research activities or academic scholarship. • Construct or renovate a substantial structure as prohibited by TRF construction policy. • Participate in exchange programs or any activity that duplicates another TRF program. • Participate in service-learning programs of other organizations. • Teach English without an ESL certification or significant experience teaching English as a second language. • Teach crafts in a nursing home or daycare center if host country Rotarians are available to perform the same activities.
<p>Project Planning</p> <p>A partnership between the sponsoring clubs/districts to plan a specific humanitarian project for implementation by the sponsors at some point in the future.</p>	<ul style="list-style-type: none"> • Plan a new international humanitarian project within the Humanitarian Grants Program criteria (regardless of whether project funding is to be received from TRF). • Plan the next phase of an existing project. • Complete a community needs assessment in the project country to design a specific project that addresses the needs of the community. 	<ul style="list-style-type: none"> • Search for a project to support without any advanced planning. • Conduct sister-club fellowship visits. • Attend planning meetings with other organizations without the involvement or participation of the host Rotary club. • Conduct fundraising activities with host clubs or cooperating organizations.



The Rotary Foundation (TRF) Volunteer Service Grant Application

Table cells will automatically expand as information is added when using the electronic version of the application. Attach additional pages as needed. *Incomplete applications will be returned to the international primary project contact with a brief explanation.*

1. PROJECT DESCRIPTION

1. Project location (the location where the service or planning mission will take place — not the club name).

City	Country	Brief description of project/service

2. This travel is primarily A planning mission To provide direct service Both

3. What are the needs of the community where the service or planning mission will take place?

4. How will the proposed service or planning mission meet the community's needs?

2. PROPOSED LENGTH OF STAY

Must be on-site for not less than 5 days and may not exceed 60 days.

Proposed departure date	Proposed return date	Total number of days (not including travel days)

5. ADDITIONAL TEAM MEMBERS (if applicable)

A maximum of 5 people can travel on a Volunteer Service Grant (one team leader and four additional members). Each team member **must** fill out the **entire page** including their skills and itinerary. Please copy this page and complete for each additional team member.

Name:	
Check one:	<input type="checkbox"/> Rotarian <input type="checkbox"/> Spouse of Rotarian
Rotary Club of	District #:
Member ID #:	
Street address:	
City, State/Province, Postal Code:	
Country:	
Primary telephone number:	
Alternate telephone number:	
Fax number:	
E-mail address:	

Describe the skills and experience you possess that directly address the community's needs as specified in the project description. This can include professional or specialized skills, language abilities, certifications, etc. You may also attach a curriculum vitae or résumé.



Have you completed a page for each additional team member?

6. PRIMARY HOST PARTNER IN THE PROJECT COUNTRY

List the club or district in the project country that assumes joint responsibility for the project.

Rotary Club of	Club ID #
District	Country

Project Contact: This is the Rotarian in the project country who will serve as the primary contact for TRF communication and mailings. This Rotarian will be responsible for completing the Post Service Evaluation.

Name:	
Check one: <input type="checkbox"/> Rotarian <input type="checkbox"/> Spouse of Rotarian	
Rotary Club of	District #:
Member ID #:	
Street address:	
City, State/Province, Postal Code:	
Country:	
Primary telephone number:	
Alternate telephone number:	
Fax number:	
E-mail address:	

Describe below the community’s needs and how the host club will participate in this project or attach a letter to this application. **THIS SECTION IS TO BE COMPLETED BY THE HOST PARTNER.**

7. AGREEMENT FORM

This Volunteer Service Grant Agreement (“Agreement”) is entered into by the clubs and/or districts (“Partners”) and Rotary Foundation Volunteer Service Grant Recipients (“Recipients”) and The Rotary Foundation of Rotary International (“TRF”) to support the direct service or planning mission (“Project”) as outlined in the attached Volunteer Service Grant Application (“Application”). The Volunteer Service Grant (“Grant”) refers to the monetary award of either US\$3,000 for one Rotarian or \$6,000 for an eligible team led by a Rotarian. A description, the location, and duties and activities of the Recipients of the Project are as listed and described in the submitted Application.

In consideration of receiving this Grant from TRF, the Partners and Recipients agree:

1. They have received and read the *Terms and Conditions of Volunteer Service Grants and Acceptance* (“Terms and Conditions”) and will abide by all the terms and conditions set forth therein.
2. To utilize the Grant to support the Project as outlined in this Application which benefits a community in need. Funds provided by TRF will not be used for any purposes other than those considered eligible by TRF as described in the Terms and Conditions. TRF shall be entitled to receive reimbursement for any and all funds deposited with, held by, or otherwise contributed to the Recipients that are spent for unapproved purposes as well as any funds used to benefit a Rotarian or Rotary entity. The Partners and Recipients understand that the Grant can only be used for eligible travel-related expenditures and minimal project-related expenses.
3. The Partners and Recipients shall defend, indemnify, and hold harmless Rotary International (RI) and TRF, including its directors, trustees, officers, committees, employees, agents, and representatives (collectively “RI/TRF”), from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses (including reasonable attorney’s fees and other legal expenses), awards, judgments, and fines asserted against or recovered from RI/TRF arising out of any act, conduct, omission, negligence, misconduct, or unlawful act (or act contrary to any applicable governmental order or regulation) of Partners and/or Recipients resulting directly or indirectly from the Partners and/or recipients involvement in the Project, including all travel to and from such Project. RI/TRF’s entire responsibility is expressly limited to the Grant. Neither RI nor TRF assumes any further responsibility in connection with this Grant or Project. The Partners sponsoring the Recipients confirm that the Recipient(s) are qualified to serve at the Project site and have the endorsement of our club or district. Additionally, the Recipients affirm that the Project has been planned in accordance with the host Partner and beneficiary community.
4. The host Partner is sponsoring this Recipient(s) for the service term as provided in the Application. Sponsorship of a Recipient does not carry any financial obligation. TRF offers the Recipient(s) a partial subsidy toward the costs of airfare, lodging, meals, and travel expenses, and the difference of the cost must be met by other means.
5. The Recipients are solely responsible for their actions and property while participating in, and traveling to and from, the Project. The Recipients and Partners recognize that as a result of volunteering at this Project they may be involved in some dangerous activity including exposure to disease, injury, sickness, inadequate and unsafe public infrastructure, unsafe transportation, hazardous work conditions, strenuous physical activity, inclement weather, political unrest, cultural misunderstandings, issues resulting from noncompliance with local laws, physical injury or harm, and crime and fraud. Recipients and Partners understand these risks and assume all risks involved with this project. The Recipients and Partners do hereby release RI/TRF from any liability, responsibility, and obligation, either financial or otherwise, beyond providing the Grant. If the Recipients, because of serious illness or injury, are unable to complete the terms of this Agreement and must return home, TRF shall pay to arrange for transportation home. RI/TRF shall not assume any additional costs including the cost of any medical care or treatment, now or in the future. Recipient shall be solely responsible for any and all costs and damages for any illness, injury, or other loss (including loss of consortium and emotional loss) incurred or suffered by the Recipients while participating in, traveling to or from the Project, or otherwise related to the provision of the Grant.
6. If the majority of a team of Rotarians, or the Rotarian or organizational contact at the Project site, after careful discussion, decides that the Recipients are not performing adequately, TRF must be notified. TRF reserves the right to terminate this Agreement and arrange for immediate transportation for the Recipients back to the Recipients’ home country.

7. Notwithstanding any provision in this Agreement to the contrary, in the event the Recipients terminate this Project before the end of the term of this Agreement (which starts once the Grant is approved and ends once the Grant is closed) for any reason not necessitated by serious illness or injury or safety of the Recipients or the serious illness or injury of the Recipient's family TRF shall be entitled to a refund of any Grant funds, including any interest earned, that have not been expended pursuant to the Terms and Conditions at the time of termination. In addition, any Recipient who terminates his/her Project prior to the end date listed in the Application for any reason other than serious illness or injury or safety shall be responsible for his/her own return transportation home. Additionally, any Recipient who elects not to travel or participate in the Project shall refund the full Grant, including any interest earned, within 30 days of notification.
8. TRF reserves the right to terminate this Agreement without notice upon the failure of the Recipients or Partners to abide by the Terms and Conditions or the terms of this Agreement. Upon termination, Recipients shall refund all unexpended Grant, including any interest earned, within 30 days of termination.
9. The failure of the Parties to comply with the Terms and Conditions due to an act of God, strike, war, fire, riot, civil unrest, hurricane, earthquake, or other natural disasters, acts of public enemies, curtailment of transportation facilities, political upheavals, acts of terrorism, or any reason beyond the reasonable control of the Parties shall not be deemed a breach of this Agreement. In such an event, the Agreement shall be deemed terminated and Recipients shall refund all unexpended Grant funds within 30 days of termination.
10. The Recipients shall obtain the minimum required insurance coverage of not less than US\$500,000 or equivalent for medical care and hospitalization, not less than US\$10,000 or equivalent for accidental death and dismemberment, not less than US\$50,000 or equivalent for emergency evacuation, and not less than US\$10,000 or equivalent for repatriation of remains. It is recommended that insurance coverage is worldwide and not limited to the hosting country. Coverage in the home country may be excluded. Insurance shall be valid from the date of departure through the date of return home. Recipients shall provide a copy of such policy(s) upon request of TRF. TRF shall have no responsibility to provide insurance coverage of any kind for the Recipients or Partners.
11. Recipients and Partners acknowledge and agree that they are not employees of TRF or RI and are not entitled to or eligible in any way for, or shall participate in, any compensation, employee pension, health (medical or dental), workers compensation, life, disability, or any other insurance or other fringe benefit plan of TRF or RI. Nothing in this Agreement shall be deemed or construed by the parties or any third party as creating the relationship of partnership, joint venture, or principal and agent between Recipients and Partners and TRF.
12. This Agreement is governed by the laws of the State of Illinois. Any action brought in connection with this Agreement shall be filed in the County of Cook, State of Illinois, USA. The Recipient agrees to submit to the jurisdiction of the Circuit Court of Cook County for the State of Illinois.

8. AUTHORIZATIONS FOR AGREEMENT FORM and APPLICATION

By signing below, the partners and participants acknowledge and accept the terms and conditions of this Agreement:

HOST PARTNER		INTERNATIONAL PARTNER	
<input type="checkbox"/> Club President (if club-sponsored)		<input type="checkbox"/> Club President (if club-sponsored)	
<input type="checkbox"/> District Grants Subcommittee Chair (if district-sponsored)		<input type="checkbox"/> District Grants Subcommittee Chair (if district-sponsored)	
Name:		Name:	
Club:		Club:	
District #:		District #:	
Signature:		Signature:	
Date:		Date:	
TEAM LEADER		TEAM MEMBER #1 (if applicable)	
Name:		Name:	
Club:		Club:	
District #:		District #:	
Signature:		Signature:	
Date:		Date:	
TEAM MEMBER #2 (if applicable)		TEAM MEMBER #3 (if applicable)	
Name:		Name:	
Club:		Club:	
District #:		District #:	
Signature:		Signature:	
Date:		Date:	
TEAM MEMBER #4 (if applicable)			
Name:			
Club:			
District #:			
Signature:			
Date:			



HAVE YOU FILLED IN ALL OF THE INFORMATION? Incomplete applications will be returned.

9. PAYEE INFORMATION FORM

Please return this completed form with the entire application to TRF. In the event your grant is approved, this information will allow TRF to release funds. Please note:

- The club/district will be held responsible for funds that are misdirected due to incomplete or incorrect payee information.
- Payment will not be made to cooperating or benefiting organizations.
- Payment may be made to an individual’s account or to an established project account (under direct Rotarian control).
- Payment will be made in a manner that is consistent with local banking protocol.
- Payments will be sent to the international partner project contact unless otherwise notified.

Account Holder Name	
Project Bank Account Number <small>(Account number must include bank code, branch code, account number, key code, and sort code, if applicable.)</small>	
Account Currency (US\$ or local currency)	
Bank Name	
Bank Street Address	
Bank City, State/Province	
Bank Country	
Bank Postal Code (if applicable)	
Bank Telephone Number	
Bank Fax Number	
ABA Number (USA Banks only) <small>(The ABA number is the routing code for U.S.-based banks and is required for all electronic funds transfers within the USA.)</small>	
SWIFT Code or BIC Code <small>(The SWIFT Bank Identification Code [BIC] is the bank code required for all international transfers.)</small>	

**For international US\$ wire transfers only.
Please obtain the following information from your bank.**

Intermediary/Correspondent Bank Name	
Intermediary/Correspondent Bank Street Address	
Intermediary/Correspondent Bank City, State/Province, Country	
ABA Number	

10. COOPERATING ORGANIZATION INFORMATION

A cooperating organization is an entity that is directly involved in the implementation of the project, offering technical expertise and project coordination and is NOT the recipient of goods or a Rotary club or district. (For example, a Rotary International doctor bank, a nongovernmental organization, etc.) If applicable:

- Provide the name and address of the organization below.
- Attach a *letter of participation* from that organization that specifically states its responsibilities, how it will interact with Rotarians on this project, and the organization's agreement to cooperate in any financial review of activities connected with the project.
- Attach a *letter endorsing the organization* from the Rotarians in the project country.

Name of organization	
Address of organization	

11. DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

It is required that the district grants subcommittee chair from either the host or international district certify the application as complete.

“On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete and meets all TRF guidelines.” District Grants Subcommittee Chair Signature (DGSC)	District #

12. CHECKLIST

Item Completed	Required Items
<input type="checkbox"/>	Is the application being submitted to TRF at least three months from the anticipated departure date? If not, it is unlikely that the application will be complete for approval within two months of the departure date. Adjust the travel dates to allow sufficient time for processing.
<input type="checkbox"/>	Does the project meet all grant policies and guidelines as available on the RI Web site at www.rotary.org ?
<input type="checkbox"/>	Does the project description identify specific community needs and explain how the VSG applicant's service will benefit it? Does it identify a specific project that will be planned?
<input type="checkbox"/>	Have specific skills and experiences been listed for each VSG applicant that demonstrates how he or she is qualified for the planning or service mission?
<input type="checkbox"/>	Do the proposed departure and return dates indicate that the VSG applicants will be at the project site for no less than 5 days and no more than 60 days, excluding travel dates?
<input type="checkbox"/>	Is a cooperating organization involved with the project? If so, have letters been included from 1) the organization and 2) the primary host partner, indicating that it has knowledge of the organization and endorses the cooperative effort?
<input type="checkbox"/>	Has detailed contact information been provided for the project contacts and team members as well as the host and international sponsoring clubs/districts?
<input type="checkbox"/>	Is the agreement form signed by all necessary individuals as listed?
<input type="checkbox"/>	Has the DGSC from either the host or international sponsor authorized this application?
<input type="checkbox"/>	Has the Payee Information Form been completed?
<input type="checkbox"/>	<p>Send the completed application and all attachments via e-mail to grants@rotary.org, fax to 847-866-9759, or mail to the address below.</p> <p style="text-align: center;"> Volunteer Service Grants The Rotary Foundation One Rotary Center 1560 Sherman Avenue Evanston, IL 60201-3698 USA Telephone: 847-866-3000 </p>

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