



REPORTING ON GLOBAL GRANTS

The following screenshots and explanations will help you navigate the online reporting process for global grants. You can learn more about global grants at www.rotary.org/grants.

When you open the [grant application tool](#), your approved grants will be visible in multiple locations. To start a grant report, find the grant in the **Open Grant(s)** section and choose **Open**.

Rotary Grants

- Home
- District Grants
- Global Grants
- Packaged Grants

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Global Grants

District Information

District Number:

District Status:

Global grants, which range from US\$15,000 to US\$200,000, fund large international humanitarian projects, vocational training teams, and scholarships that have sustainable, measurable outcomes in one or more of the areas of focus.

Applying for a global grant starts with First Steps, which give you an opportunity to confirm that your activity meets global grant requirements.

[Read more](#)

First Steps

Start

Attention Needed

Grant Number	Grant Title	Status	Report Due Date (dd/mm/yyyy)
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Application(s)

Grant Number	Grant Title	Status
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Bank Signatory View

Grant Number	Grant Title	Status
GG1414959	Guatemala Disability Assistance	Approved

Open

Open Grant(s)

Grant Number	Grant Title	Status	Report Due Date (dd/mm/yyyy)
GG1414959	Guatemala Disability Assistance	Approved	17/06/2015

Open

Closed Grant(s)

Grant Number	Grant Title	Status	Pilot Grant
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If you're just starting a report for the grant you've chosen, you will see two options — you can create a progress report or a final report. Choose the appropriate button to start your report.

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Global Grant Report(s)

Grant Information
Grant Number: [GG1414959](#)
Status: Approved
[Print Grant Record](#)

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter. Final reports must be submitted within two months of completing the grant activity.

Use the buttons below to create a new report or view an existing report.

If you have questions, [contact us](#) by email or click on the Messages button in the global grant report to send a message directly to Foundation staff.

Grant recipients are responsible for reporting on the use of grant funds to The Rotary Foundation. Progress reports must be submitted within 12 months of receiving the first grant payment and every 12 months thereafter. Final reports must be submitted within two months of completing the grant activity.

Use the buttons below to view an existing report. Only primary contacts can create new global grant reports.

If you have questions, [contact us](#) by email.

[Create Progress Report](#)
[Create Final Report](#)

Progress Report(s)

No.	Report Status	Submission Date
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Final Report

No.	Report Status	Submission Date
-----	---------------	-----------------

If you have already started a report, you will see the screen below. Choose **Open** to continue your work on the report.

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Global Grant Report(s)

Grant Information
Grant Number: [GG1414959](#)
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If you have questions, [contact us](#) by email.

Progress Report(s)

No.	Report Status	Submission Date
1	Draft	Open

Final Report

No.	Report Status	Submission Date
-----	---------------	-----------------

You can change the type of the grant report after starting it. Open the report and choose the **Change Report Type** link in the box in the upper right corner.

The screenshot shows the 'Global Grant Report' interface for District Number 5420 (Pending). The left sidebar contains navigation links: Home, District Grants, Global Grants, and Packaged Grants. The main content area has tabs for Objectives, Participants, Budget, and Authorizations. A 'Grant Information' box in the top right corner contains the following details:

Grant Information	
Grant Number:	GG1414959
Application:	View Application
Report Status:	Draft
Change Report Type:	Progress
Print Report Record	

Below the tabs, a message states: 'Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.' The main section is titled 'WELCOME TO THE GLOBAL GRANT REPORT' and includes a welcome message. The 'Report type:' section shows 'Progress' selected. Below this, it states 'Your global grant was approved to fund the following activity(ies):' followed by 'Humanitarian project'. The 'Rate your progress toward achieving your project's objectives:' section has a dropdown menu set to '--Please Select--'. At the bottom, there is a section for 'If no progress has been achieved to date, explain why.' with a text input area.

When the report is created, if the grant involves a scholar or vocational training team, a message is automatically sent to the scholar or the vocational training team leader asking them to complete their portion of the report.

Complete each section of the report, beginning with the **Objectives** tab. Be sure to explain any changes to the goals of the project as well as the progress you've made.

Objectives	Participants	Budget	Authorizations
 Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later. WELCOME TO THE GLOBAL GRANT REPORT Your answers to the questions in this report will help us measure Rotary's impact in the world, publicize your successful activities, and document your good stewardship practices. Thank you for taking your time to complete this report carefully and accurately. Report type: Progress Your global grant was approved to fund the following activity(ies): Humanitarian project Rate your progress toward achieving your project's objectives: --Please Select-- ▼ If no progress has been achieved to date, explain why. Have the objectives been modified? ☐ Yes ☐ No If yes, explain how and why.			

In the **Participants** tab, you will describe how the sponsoring Rotarians have participated in the project. You can also update the secondary members of the grant committee if any changes or additions have been made. If any other clubs or districts participated in the implementation of the project but did not contribute financially, they can also be entered here. If any cooperating organization is involved in the project, this is where you will provide details about their activities.

Objectives	Participants	Budget	Authorizations	
 Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.				
Describe how the host and international Rotarians committed their time and expertise during the implementation of the project.				
Identify any Rotary clubs or districts other than the primary sponsors and financial contributors who were involved in this project.				
No.	Name/Number	Club/District		
Add Rotary Club/District				
How has the cooperating organization participated (if applicable)? What resources or expertise has the cooperating organization contributed?				
PRIMARY CONTACTS				
Name	Club	Role	Sponsored by	Serving as
		(Primary Contact)	Club	International
		(Primary Contact)	Club	Host

In the **Budget** tab, the budget that was supplied on the grant application will automatically appear. You will enter your actual expenditures, and you can add budget items that were not on the application if necessary. You will answer questions about the project's budget, financial management, and challenges. If you have any unused funds to return, the amount should be noted in this section.

For both progress and final reports, you must provide a bank statement. You may also upload any other documentation of the expenses in the budget. The bank statement should show the money from the Foundation entering the account and the same amount exiting the account. If anything is unclear to the Foundation staff members who review the report, they may request a ledger to help match the income and expenses in the report to the deposits and withdrawals in the bank statement.

Objectives
Participants
Budget
Authorizations

Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

Provide your actual spending to date since grant approval in whole number amounts in the same local currency as was used in your application budget. Add new budget items if needed.

No.	Description	Supplier	Category	Budgeted cost (USD)	Actual spent (USD)
1:	33 Customized New Wheelchairs	Asociación Transiciones	Equipment	14850	
2:	21 Refurbished Wheelchairs	Asociación Transiciones	Equipment	7025	
3:	10 Orthodic Leg Braces (below the knee)	Asociación Transiciones	Equipment	4000	
4:	7 Orthodic Leg Braces (above the knee)	Asociación Transiciones	Equipment	7000	
5:	9 Leg Prosthetics (below the knee)	Asociación Transiciones	Equipment	18000	
6:	9 Leg Prosthetics (above the knee)	Asociación Transiciones	Equipment	27000	

Add Budget Item

Objectives
Participants
Budget
Authorizations

Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

Provide your actual spending to date since grant approval in whole number amounts in the same local currency as was used in your application budget. Add new budget items if needed.

Edit budget item

No.

7

Description

Supplier

Category

--Please Select--

Budgeted cost (USD)

0

Actual spent (USD)

Save

Cancel

When the report is complete (and includes the scholar and VTT leader portions of the report, if applicable), go to the **Authorizations** tab. One of the grant’s two primary contacts will be asked to check the box that’s highlighted below to indicate that the report is ready for authorization.

Objectives	Participants	Budget	Authorizations												
Both host and international sponsors are required to authorize the report. If the primary sponsor is a club, then the current president authorizes the report on behalf of the club. If the primary sponsor is a district, then the current district Rotary Foundation committee chair authorizes the report on behalf of the district. After the primary contact affirms that the report is complete, the report will be locked for editing and the officers authorizing this report will receive an email notification requesting their authorization.															
<table border="1"> <thead> <tr> <th>Role</th> <th>Name</th> <th>Authorization Status</th> <th>Authorization Date</th> </tr> </thead> <tbody> <tr> <td>Club President</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Club President</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Role	Name	Authorization Status	Authorization Date	Club President				Club President			
Role	Name	Authorization Status	Authorization Date												
Club President															
Club President															
By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes. I also understand that all photographs submitted with this report will become the property of Rotary and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant Rotary International and The Rotary Foundation a royalty-free, irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses, and in any medium now known or later developed. This includes the right to modify the photographs as necessary at Rotary’s sole discretion. This also includes, without limitation, use on or in websites, magazines, brochures, pamphlets, exhibitions, and any other promotional materials of RI and TRF.															
☐ As a primary contact on this grant, I affirm that the report is complete and ready for authorization by the officers listed above.															

Once a primary contact indicates that the report is complete, the report’s status changes to ‘Authorizations Required,’ and the report authorizers (club presidents or district Rotary Foundation committee chairs) from both the host and international sponsors will be notified that their authorization is required. When the second authorizer completes this step, he or she will see a message that says “Thank you for submitting this report to the Foundation.” At this time, the report status switches to ‘Submitted’ and Foundation staff will see that the report is ready for review.

If your grant involves a scholar, the **Scholar Narrative** tab will be visible. This section must be completed by the scholar. The scholar will answer questions about coursework, interactions with host Rotarians, etc.

Objectives	Participants	Scholar Narrative	Budget	Scholar Authorization	Authorizations								
 Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later. WELCOME TO THE GLOBAL GRANT SCHOLAR REPORT Submission of this report is a required component of the scholarship and essential to evaluating the success of your experience. Thank you for taking your time to complete this report carefully and accurately. How would you characterize the impact of your studies on your future professional goals? If your studies have had no impact on your future professional goals, explain why. List all coursework, research, and service activities that you have completed since the start of your scholarship. Provide a brief description and explain how each will advance your professional goals in one of the six areas of focus. <table border="1"> <thead> <tr> <th>No.</th> <th>Activity</th> <th>Description</th> <th>Impact on professional goals</th> </tr> </thead> <tbody> <tr> <td colspan="4"> </td> </tr> </tbody> </table> Have your professional goals changed as a result of your scholarship experience? If yes, explain how and why. Describe any challenges you have encountered as a Rotary Scholar. Rate the frequency of your communication with local Rotarians: Upload any photos to share what you have achieved to date. By submitting photos with this report, you are giving Rotary International and The Rotary Foundation publication rights, including but not limited to use in websites, magazines, brochures, pamphlets, exhibitions, and any other promotional materials of RI and TRF.						No.	Activity	Description	Impact on professional goals				
No.	Activity	Description	Impact on professional goals										

On the **Scholar Authorization** tab, the scholar must certify that the report is complete and accurate.

Objectives	Participants	Scholar Narrative	Budget	Scholar Authorization	Authorizations
 Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later. Authorization Upon submitting your authorization, an email notification will be sent to your Rotarian sponsors to inform them that you have completed your portion of this report. ☒ I certify that this global grant report is complete and that the information contained within is accurate.					

If your grant includes a vocational training team, the **VTT Narrative** tab will be visible. The section below must be completed by the VTT leader identified in the grant's records; team members and project contacts will not be able to complete this section. The team leader will provide details about the team's activities.

Objectives	Participants	VTT Narrative	Budget	VTT Authorization	Authorizations
Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later. WELCOME TO THE GLOBAL GRANT VOCATIONAL TRAINING TEAM LEADER REPORT Submission of this report is a required component of the training and essential to evaluating the success of your experience. Thank you for taking your time to complete this report carefully and accurately. Rate your team's progress toward achieving your training objectives: If no progress has been achieved to date, explain why. Did this training meet your expectations? Please explain. Describe your specific role on the team and the activities you carried out during training. Describe how local Rotarians interacted with the team.					

On the **VTT Authorization** tab, the team leader will certify that the grant report is complete.

Objectives	Participants	VTT Narrative	Budget	VTT Authorization	Authorizations
Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later. Authorization Upon submitting your authorization, an email notification will be sent to your Rotarian sponsors to inform them that you have completed your portion of this report. ☐ I certify that this global grant report is complete and that the information contained within is accurate.					

If you are submitting a final report, the **Areas of Focus** tab will be visible. The information that was provided in the grant application will automatically appear here. You can also add other measures. You must report on at least one measure for humanitarian activities and vocational training teams. If your grant supports a scholar and has no other goals, you do not need to include measures.

Objectives
Areas of Focus
Participants
Budget
Authorizations

? Click "Save & Exit" at the bottom of any tab to save your progress and return to the report later.

What was your impact?

Total number of direct beneficiaries:

Provide the method, schedule, and results for the measures you identified in the application. Add new measures if needed.

Disease prevention and treatment

No.	Measure	Actual Measurement Method	Actual Measurement Schedule	Actual Results
1:	Number of recipients of disease prevention intervention: (Number of recipients receiving a new or used wheelchair. Evaluate how the recipient is managing the use and maintenance of the new device.)	Grant records and reports	Every three months	Edit
2:	Other: (Number of recipients receiving a prosthetic and trained in its proper use and maintenance.)	Grant records and reports	Every three months	Edit
3:	Other: (Number of recipients receiving orthotic leg braces and trained in their proper use and maintenance.)	Grant records and reports	Every three months	Edit

Add Measure

Who was responsible for collecting this information? (Select all that apply.)

☐ Host Rotarians
☐ International Rotarians