



## GLOBAL GRANT SCHOLARSHIPS SUPPLEMENT

The Rotary Foundation funds scholarships with [global grants](#) and [district grants](#). This supplement focuses on global grant scholarships. For information about district grant scholarships, clubs should contact their district Rotary Foundation committee, and districts should refer to [Lead Your District: Rotary Foundation Committee](#).

### **OVERVIEW**

Through global grants, Rotarians can support future leaders in fields related to the [areas of focus](#):

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

Global grant scholarships fund graduate-level coursework or research for one to four academic years. A key feature of global grants is the partnership between the district or club in the study location (host sponsor) and the district or club in the scholar's home country (international sponsor). Both sponsors must be [qualified](#) before they can submit an application.

### **FINDING AND INTERVIEWING ELIGIBLE CANDIDATES**

Global grant scholars plan to pursue a career in an area of focus, and their graduate-level educational goals should support this career interest. Pursuing a career in an area of focus means the scholar has a long-term commitment to measurable, sustainable change. Be sure that a candidate's previous work or volunteer experience, academic program, and career plans are strongly aligned with one of the six [areas of focus](#).

Consider working with universities to identify potential scholars (for example, outstanding graduates of a water engineering program who are seeking funding for graduate study in that field). Universities also can direct Rotary clubs to students who have been accepted into their graduate programs that are relevant to a particular area of focus.

Beyond confirming a candidate’s eligibility, the interview enables you to determine whether he or she has:

- Excellent leadership skills and potential
- A proven record of success in his or her academic field or vocation
- A commitment to community service
- Well-defined and realistic goals
- Concrete ideas for advancing within his or her chosen field
- Sincerity about maintaining a lifelong relationship with Rotary after the scholarship period

Districts and clubs may create their own application form, or they may use the [sample application](#) provided by the Foundation. Provide the candidate with a copy of the [grant terms and conditions](#) and the [areas of focus policy statements](#), and be sure that he or she understands them. If you are uncertain about a candidate’s eligibility, contact your [regional grants officer](#).

## BEST PRACTICE

- Incorporate the questions from the scholar profile section of the online application into your application and interview process. For your reference, these questions can be found in the [Grant Management Manual](#).

## TIMELINE

Global grant scholarship applications are accepted on a rolling basis throughout the year. Applications should be submitted at least three months before the scholar’s intended departure date to allow adequate time for Foundation review and processing.

The following is a sample timeline for a district with a candidate who plans to depart on 1 August:

November to March	Organize a selection committee
	Recruit scholarship applicants
	Conduct interviews and select candidates
	Review and confirm selection
March to April	Contact host district to invite participation*
	Identify host sponsor, primary and secondary contacts
	Start application process

	Have candidate complete scholar profile
By 1 May	Submit application to the Foundation
May to July	Grant approved
	Complete legal agreement authorization
	Provide bank information and two signatories
	Provide scholar with letter of financial guarantee
	Receive grant payment
	Transfer grant funds to scholar
	Conduct scholar orientation seminar
1 August	Scholar departs
12 months from payment	Submit progress or final report
2 months after completion	Submit final report

\*The district Rotary Foundation committee chair and the district scholarships subcommittee chair in the host location can help you find a host sponsor.

## BEST PRACTICE

- Include district leaders in your communications to the host district. If no response is received from the host district after several attempts, contact your [regional grants officer](#).

## HOW TO APPLY

Clubs and districts must be [qualified](#) before they can apply for global grants. The host and the international sponsor will each appoint a grant committee consisting of at least three Rotarians.

Global grant applications are submitted at [www.rotary.org/grants](http://www.rotary.org/grants). The sponsor clubs or districts create the initial application, and the scholar candidate then completes the scholar profile online. (Note: the candidate should wait to create an account on Rotary.org until after his or her name and email address have been added to the application by the host or international sponsor.) If the language of the host sponsor country differs from that of the international sponsor country, the application should be completed in each language. If necessary, the candidate can be asked to help translate correspondence between the host and international sponsors. However, he or she should not be asked to identify or initiate communication with a host sponsor district or club.

Candidates must provide proof of university admission at the time of application. Conditional admission is acceptable when the school requires a financial guarantee or completion of undergraduate degree, but it

is not acceptable if admission is contingent on improvement in a language score.

Allow enough time to process the application, which should be submitted at least three months before the scholar's intended departure date. You will need to respond quickly to requests for additional information. Communicate with your partners throughout the application process to ensure that sponsor clubs or districts are maintaining their qualified status and are current on reporting requirements for open grants.

Remind the candidate that a scholarship is not awarded until the Foundation approves the grant. Any expenses incurred before Foundation approval are not eligible for reimbursement.

### **BEST PRACTICE**

- Limit the candidate to one area of focus, and be sure that he or she provides detailed answers to the questions in the scholar profile.

### **FUNDING AND BUDGET**

The minimum budget for a global grant scholarship is \$30,000. The Foundation's World Fund provides a minimum of \$15,000 and a maximum of \$200,000. Clubs and districts contribute District Designated Funds (DDF) and/or cash, and the World Fund matches the amount — 100 percent for DDF and 50 percent for cash. DDF is drawn from the fund for the year in which the application is approved.

The following items are eligible for funding:

- Passport/visa
- Inoculations
- Travel expenses (as specified in the [grant terms and conditions](#))
- School supplies
- Tuition
- Room and board
- Household supplies
- Language training courses (but not if university admission is contingent on improvement of language skills)

The following items are not eligible for funding:

- Expenses incurred before the application is approved

- Furniture, automobiles, bicycles
- Clothing
- Expenses for spouses and dependents
- Housing expenses in the home country during the scholarship period
- Taxes owed as a result of receiving the scholarship
- Medical care
- Entertainment
- Personal travel
- Expenses related to Rotary events

Note: Most personal and miscellaneous expenses are not covered by the scholarship funding.

### BEST PRACTICE

- Be sure that the scholar understands which expenses are eligible and which are not. If you are uncertain about the eligibility of a budget item, consult your [regional grants officer](#).

### **PAYMENT**

After the grant application has been approved, you will need to make arrangements to receive the grant payment. First, the host and international sponsors both must authorize the legal agreement form in the online grant application system. (If the grant is club-sponsored, the club president authorizes the agreement; if the grant is district-sponsored, the district Rotary Foundation committee chair provides authorization.)

The sponsors should work together to determine a bank account location (in the scholar's home country or study country), designate two Rotarians as bank account signatories, and complete the information online to receive payment from the Foundation. The bank account name should include the district number for a district-sponsored grant or the club name for a club-sponsored grant. The signatories must be members of the sponsor district or club.

If necessary, provide the scholar with a letter of financial guarantee from the Foundation. Tell the scholar how grant payments will be made, and if they will be in installments, discuss how payments after the initial one will be made.

## **ORIENTATION**

Scholars are required to participate in an outbound orientation session before departure. This process should be managed by the international sponsor. Two options are available, although the first is preferred:

### **Regional, district, or club orientation**

Orientation seminar materials can be provided by your regional grants officer. If a scholar is club-sponsored, the club may hold an individual orientation.

### **Online self-orientation**

An online orientation, accessed through Rotary's [Learning Center](#), may be used if an in-person session cannot be arranged.

## **BEST PRACTICE**

- Arrange for the scholar to attend club meetings, district functions, and other Rotary events before his or her departure.

## **TRAVEL**

The scholar will make travel arrangements through BCD Travel, Rotary's travel partner. Learn more about [grant-funded travel](#).

By booking through BCD Travel, scholars automatically receive [insurance coverage](#) that meets Rotary International's requirements. This insurance will be in effect for the duration of the study term. Scholars may choose to purchase additional insurance coverage, but it will not be paid for by the grant.

## **BEST PRACTICE**

- Provide the scholar with information about the Rotary grants [travel](#) and [insurance](#) policies and be sure that he or she understands them.

## **HOST COUNSELOR**

The host counselor is the primary point of contact for the scholar in the host country. The host sponsor primary contact, listed in the grant application, is assumed to be the host counselor unless a different person is identified. Be sure that the scholar has contact information for the host counselor as well as for the sponsor district or club. Encourage the scholar to introduce him- or herself to the host counselor and to begin corresponding.

The host counselor can assist with:

- Locating housing, particularly if university housing is not available
- Arranging a welcome for the scholar
- Inviting the scholar to club meetings or district conferences
- Encouraging the scholar to participate in local service activities or cultural events
- Providing practical assistance with things like opening a bank account and finding a nearby grocery store
- Managing grant funds
- Publicizing the scholar's activities through the district's newsletter
- Making Rotarians aware of the scholar's availability for speaking engagements
- Encouraging the scholar to join an area of focus-specific Rotary scholars group on Facebook

At the end of the scholarship period, the host counselor should meet with the scholar to see that all necessary closing tasks have been completed (for example, housing and bank accounts). The host counselor should also maintain communication with the scholar and ensure that his or her contact information is updated.

### **BEST PRACTICE**

- Maintain frequent communication with the scholar and provide opportunities for him or her to be involved in Rotary activities.

### **REPORTING**

The host and international sponsors are both responsible for reporting on the use of scholarship funds. Progress reports must be submitted within 12 months of receiving the first grant payment. Final reports must be submitted within two months after the end of the scholarship period. Either the host or international sponsor must initiate the report in the online grant system. The sponsors and the scholar complete the appropriate portions of the report.

The report summarizes the scholar's studies or research, the relationship to the selected area of focus, and the scholar's Rotary and community involvement. It also includes a statement of income and expenses. The scholar must provide receipts for any expense of \$75 or more. The sponsor district or club may set up additional reporting requirements as it sees fit.

If the language of the host sponsor country differs from that of the international sponsor country, the report should be completed in each language.

## BEST PRACTICE

- For scholarships that pay for more than tuition, create a spreadsheet to track all expenditures, and have the scholar update it frequently throughout the scholarship period.

## **POST-SCHOLARSHIP**

Although the scholarship period ends, the Rotary-scholar relationship should not. Stay up-to-date with contact information and invite the scholar to speak about his or her experiences at Rotary club meetings and district conferences. Encourage the scholar to participate in Foundation alumni activities in his or her local district after the scholarship period. And if the scholar hasn't done so already, encourage him or her to join an area of focus-specific Rotary scholars group on Facebook.

## BEST PRACTICE

- Direct the scholar to the alumni resources available at [www.rotary.org/alumni](http://www.rotary.org/alumni).