|  |
| --- |
| **NO    YES** |
| |  |  | | --- | --- | |  | Provide continuous or excessive support of any one beneficiary, entity, or community | |
| |  |  | | --- | --- | |  | Establishment of a foundation, permanent trust, or long‐term interest‐bearing account. Grant funds can be used to establish a microcredit or revolving loan fund if the sponsors comply with the revolving loan requirements found in section XIII of the Terms and Conditions for Rotary Foundation District Grants and Global Grants | |
| |  |  | | --- | --- | |  | Purchase land or buildings | |
| |  |  | | --- | --- | |  | New construction of any structure in which individuals live, work, or engage in any gainful activity, such as buildings (schools, homes/low‐cost shelters, and hospitals), containers, and mobile homes, or structures in which individuals carry out any type of activity including manufacturing or processing | |
| |  |  | | --- | --- | |  | Fundraising activities | |
| |  |  | | --- | --- | |  | Expenses related to Rotary events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities | |
| |  |  | | --- | --- | |  | Provide public relations initiatives not directly related to a humanitarian or educational activity | |
| |  |  | | --- | --- | |  | Operating, administrative, or indirect program expenses of another organization | |
| |  |  | | --- | --- | |  | Unrestricted cash donations to a beneficiary or cooperating organization | |
| |  |  | | --- | --- | |  | Projects already in progress or completed | |
| |  |  | | --- | --- | |  | Activities primarily implemented by a non‐Rotary organization | |
| |  |  | | --- | --- | |  | Transportation of vaccines by hand over national borders | |
| |  |  | | --- | --- | |  | Humanitarian projects that consist primarily of research or data collection | |
| |  |  | | --- | --- | |  | Travel to National Immunization Days (NIDs) | |
| |  |  | | --- | --- | |  | International travel for youth under the age of 18, unless accompanied by their parents | |
| **If you answered yes to any of the above questions, please explain.** |
|  |

**PROJECT OBJECTIVES**

|  |
| --- |
| 1. **What has the project achieved to date?**  * **Refer to the project objectives as set out in the application or as modified and describe the activities and accomplishments of the project as they relate to each objective.** * **Describe how this project is meeting the previously identified goal(s) within the area(s) of focus.** |
|  |
| 1. **Has the project been implemented in a technically sound manner?**  * **Describe the technical skills of the sponsors and implementing partners.** * **Confirm and describe how this project’s methods, technologies, or activities are appropriate for this community** |
|  |
| 1. **Have changes been made to the project?**  * **Describe and explain any changes to the project’s objectives since the project started.** * **Have large-scale modifications been approved by The Rotary Foundation?** * **Do the project sponsors foresee the need to make future changes to the goals and objectives of the project? If so, describe.** |
|  |
| 1. **Is the project’s implementation on schedule?**  * **How long before the project can or will be completed?** * **If the project is stalled, what needs to be done to allow the project to resume?** |
|  |

**SUSTAINABILITY**

|  |
| --- |
| 1. **Are the project sponsors implementing the sustainable components included in the approved project design?**  * **Global Grant projects should be planned so that they are sustainable.** * ***Please refer to the Future Vision Plan Principles of Sustainability*** |
|  |
| 1. **What long-term needs of the benefiting community will this project address?** |
|  |
| 1. **How is the project providing community members with the tools and capacity necessary to meet these needs?** |
|  |
| 1. **What specific training and education is being provided to the community members so that they can sustain the project once grant funds have been expended?** |
|  |
| 1. **Describe the project’s sustainability plan, including any identified activities and safeguards that ensure the project’s impact into the future.** |
|  |
| 1. **How is the project maximizing the use of local resources, including both material and intellectual resources?** |
|  |
| 1. **What advice would you provide to the project sponsors to improve the sustainability of the project?** |
|  |

**FINANCIAL MANAGEMENT**

|  |
| --- |
| Financial management is an essential component of proper stewardship and a predetermined, documented plan helps to provide consistent administration. Grant oversight must go beyond that afforded to the use of private or corporate funds, and each district is required to develop and maintain a financial management plan. |
| 1. **Has the budget proved adequate to achieve the objectives of the project?**  * **All expenses should be necessary and justified.** * **There should also be plans to cover unexpected costs.** |
|  |
| 1. **Who is managing the project account?**  * **Project sponsors should understand that grant funds must be managed by Rotarians and kept in a separate account.** * **Please identify below who has access to the bank account.** |
|  |
| 1. **Was a plan for vendor selection, such as a competitive bidding process, followed?** |
| |  |  | | --- | --- | | Yes | No | |
| **If yes, please provide details. If no, please explain.** |
|  |
| 1. **Are project finances sustainable after completion?**  * **All expenses should be necessary and justified.** |
|  |
| 1. **Are project finances sustainable after completion?**  * **Financial management plans should include measures to:** |
| |  | | --- | | Maintain a standard set of accounts | | Maintain receipts | | Disburse funds directly to recipients as approved in the grant application | | Maintain separate statements of income and expenses (including interest) | | Maintain a general ledger | | Establish an inventory system and record location of grant assets once distributed | | Maintain a plan to transfer custody of bank accounts if project committee/signatories leave the club | |
| **If any of the above items are missing from the financial management plan, please explain.** |
|  |

**MEMORANDUM OF UNDERSTANDING REQUIREMENTS**

|  |
| --- |
| The requirements outlined in the Club Memorandums of Understanding serves as the basis for successful grant management. Adherence to these requirements will help to ensure that the project sponsors are prepared to manage their project. *(Please reference the Club Memorandum of Understanding)* |
| 1. **Is there a document retention system in place?** |
| |  |  | | --- | --- | | Yes | No | |
|  |

|  |
| --- |
| 1. **Is there a succession plan for the transfer of grant records in the event the project committee leaves the club/district?** |
|  |

**COOPERATING ORGANIZATIONS (IF APPLICABLE)**

|  |
| --- |
| 1. **What is the role and level of commitment of any cooperating organizations involved?**  * **Cooperating organizations can play an important role in a project; however, it should be clear that the project was initiated and is managed by the sponsor Rotarians.** |
|  |
| 1. **In the grant application, the specific roles of the Rotarians and the cooperating organization were defined in the Cooperating Organization Memorandum of Understanding. Are these roles consistent with the project implementation thus far?** |
|  |
| 1. **Are there any Rotarian(s) involved with the cooperating organization? If yes, describe their involvement with the organization and their role in this project. While Rotarians can be involved with the cooperating organization, there are specific requirements.**  * **The grant application should have disclosed any Rotarian involvement.** * **Rotarians involved with the cooperating organization cannot be project contacts, cannot be on the project committee, and should not manage grant funds.** * **Even if there is a Rotarian involved in the cooperating organization, Rotarian participation in the grant project must extend to the other Rotarians of the host and international sponsors.** |
|  |

**ROTARIAN PARTICIPATION**

|  |
| --- |
| Cadre visits allow the Trustees to better understand the working relationship between the host and international sponsor by providing an on-site assessment of the capacity of the sponsors. |
| 1. **What specific roles and responsibilities belong to the host Rotarians?** |
|  |
| 1. **Describe the host Rotarians level of involvement with the day-to-day implementation of the project** |
|  |
| 1. **How many host Rotarians have directly participated in the project’s implementation?**  * **If the project committee is the only group directly participating, the club is not only left out of the experience but also, if people leave the club, others will not have the knowledge to take over the project.** |
|  |
| 1. **How has the project committee kept the club and/or district informed of the project’s progress and finances?** |
|  |
| 1. **Describe the international sponsor Rotarians’ nonfinancial involvement in the project?**  * **The specific roles and responsibilities of the international partners should be outlined in the grant application** |
|  |
| 1. **What impact has this project had on its Rotary sponsors?**  * **How has it affected club life and membership growth?** * **Have other Rotary Foundation grants or partnerships developed out of this project?** |
|  |
| 1. **Are there any conflicts of interest?**  * **Does a Rotarian own or manage a vendor or supplier?** * **Does it appear that Rotarians or their relatives may be benefiting financially from this project?** |
|  |

**COMMUNITY INVOLVEMENT**

|  |  |
| --- | --- |
| A community’s power to transform itself exists foremost with its residents, who have firsthand knowledge about the most pressing local problems. The Trustees are interested to know how project beneficiaries have been impacted directly and indirectly from the project, and the degree to which members of the benefiting community have participated in the project. | |
| 1. **How has this project increased the capacity of the community?**  * **Has the project provided community members with new skills, knowledge, or institutions that will allow them to sustain the positive benefits of the project?** | |
|  | |
| 1. **How many people have benefited from the project? (direct beneficiaries are defined as individuals who receive a clear and immediate benefit from the project/grant activities)** | |
|  | |
| **Directly:** |  |
| **Indirectly:** |  |
|  | |
| 1. **How is the benefiting community involved with the project?**  * **To increase ownership in the project and create sustainable interest, the benefiting community should be involved with the project design and implementation.** * **While there may be a few key community stakeholders, it is best to have widespread involvement.** | |
|  | |
| 1. **Are there observable changes in the attitudes or behavior of the beneficiaries as a result of this project?** | |
|  | |
| 1. **Has a Rotary Community Corps (RCC) been formed or utilized in the project?**  * **A Rotary Community Corps (RCC) is a team of non-Rotarian men and women who are committed to their community’s long-term development and self sufficiency.** * **An RCC is sponsored by a Rotary club and can be one of Rotary’s partners in service. The main principle of the program is to enable RCC members to personally address and solve problems in their community.** | |
|  | |
| 1. **How does the community know that this is a Rotary project?**  * **Project sponsors should ensure that the community knows about Rotary and Rotarian direct involvement in the process** * **Describe publicity received for this project, both in the project community as well as in the international cosponsor community.** * **How is the project identified with Rotary in the local community** * **Is the Rotary name visible?** | |
|  | |
| 1. **How has the project shaped the relationship between Rotarians and their community?**  * **Has the perception or knowledge of Rotary in the community changed as a result of this project? If so, how?** * **Has the level of involvement and/or visibility of Rotarians in the community changed because of this project? If so, how?** | |
|  | |

**EVALUATION**

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| --- |
| Global Grant projects funded during the Future Vision pilot period will include the collection and reporting on standard evaluation measures related to each area of focus. Systematic communication and instruction regarding these measures has been provided to project sponsors. |
| 1. **How are the project sponsors implementing the measurement and evaluation plan as approved in the application?**  * **Describe the activities being conducted to collect both the TRF standard measures and project-specific measures included in the measurement and evaluation plan.** |
|  |
| * **Provide the data that has been collected as a result of measurement and evaluation activities conducted to date.** |
|  |
| 1. **How is the measurement and evaluation data being used to modify project implementation and maximize impact?**  * **Describe how the project sponsors have used the data collected to date to re-direct project activities or modify them to maximize results.** |
|  |
| * **What advice would you provide to the project sponsors to improve their measurement and evaluation activities?** |
|  |

**RISKS AND CHALLENGES**

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| --- |
| 1. **Describe any challenges this project has encountered.**  * **All projects face risks and challenges. Sometimes it takes an outside perspective to identify potential areas of concerns.** |
|  |
| 1. **Have these challenges been acknowledged and addressed by the project sponsors?**  * **Not all Rotary projects turn out as planned. While this is understandable, it is helpful for Rotarians to have contingency plans in the event of a problem.** |
| |  |  | | --- | --- | | Yes | No | |
| **If yes, please evaluate the preparedness of the sponsors. If no, please explain.** |
|  |
| 1. **Please describe any suggestions for improvement or best practices that were shared with Rotarians**  * **Many times projects can be improved with changes, suggestions and new ideas. You are encouraged to share your knowledge with the grant sponsors** |
|  |

**ADDITIONAL QUESTIONS AND INFORMATION**

|  |
| --- |
| 1. **Please address these project-specific questions from staff** |
| None: skip to next question. |
|  |
| 1. **Are there additional resources that you would recommend to the project sponsors?** |
|  |
| 1. **Please address any areas not covered elsewhere on this form.** |
|  |
| 1. **Please attach any supplementary items (reports, letters, documents, photographs, etc.) to this evaluation.** |
|  |

**OVERALL EVALUATION AND RECOMMENDATION**

|  |  |
| --- | --- |
| **Based on your assessment of this project, please score the general assessment categories found below based on the numeric ranking scale from 1‐5.**   1. **Exemplary:** The project exceeds Trustee requirements in this category.      * **Good:** The project meets Trustee requirements in this category.      * **Adequate:** The project generally meets Trustee requirements, but minor modifications in this category could significantly improve the project.      * **Problematic:** The project fails to meet Trustee requirements and modifications in this category are necessary.      * **Inadequate:** The project should undergo substantial revisions and redesign in this category to meet Trustee requirements. | |
| **Assessment Category** | **Score (1, 2, 3, 4, or 5)** |
| Eligibility |  |
| Project Objectives |  |
| Sustainability |  |
| Financial Management |  |
| Cooperating Organizations, if applicable |  |
| Rotarian Participation |  |
| Community Involvement |  |
| Evaluation |  |
| **Total (out of 40 with a Cooperating Organization or 35 without)** |  |

**OVERALL ASSESSMENT**

|  |
| --- |
| **What is your overall assessment of the project?** |
|  |
| **The Stewardship Department is always striving to improve our evaluation processes. If you have any constructive comments or suggestions regarding this form or the Advance Site Visit process, please share them with the Cadre Coordinator.** |
|  |
| |  | | --- | | Submit | |

The Rotary Foundation

Future Vision Global Grants

GLOBAL GRANT INTERIM MONITOR EVALUATION FORM

The Rotary Foundation (TRF) will provide the site visitor with the grant file including grant reports and any other relevant materials prior to the visit. Staff may also include additional questions for the site visitor that are specific to the project being evaluated.

ROLE OF SITE VISITOR

The site visitor has the opportunity to collect information about the project that can only be gained by visiting the project site. In order to maximize the effectiveness of the visit, the site visitor should:

Provide concrete examples and detailed responses when completing this evaluation form. Use direct quotes, anecdotes or stories about the individuals and entities who are involved in the project whenever possible.

Take into account the diverse perspectives of all the groups involved with the project.

Be objective and candid, as the evaluation will not be shared with the project sponsors.

Offer advice and recommendations on strengthening the implementation plan to Rotarian sponsors as appropriate.

Address any areas not covered in the evaluation form.

Take photographs of the project site during your visit. If you think a visual image of something could be useful to the Foundation, please take a picture.

WHAT THE SITE VISIT SHOULD INCLUDE

The duration of a visit is normally three days, and advance planning is necessary to ensure a successful trip. The host project sponsor is asked to schedule all meetings and visits in consultation with the site visitor and TRF, unless the site visitor prefers to make the arrangements. Direct correspondence between the host sponsor and the site visitor is required to confirm travel dates and arrange the itinerary. TRF also suggests that the site visitor request the sponsor to prepare any project data before the visit so that the majority of the time can be spent in conversation, interviews and observation.

KEYS TO A SUCCESSFUL SITE VISIT:

As you plan your visit, stay in close contact with the project sponsors and the cadre coordinator. When all parties have the most up to date information, the site visit process will progress more efficiently.

Provide the sponsors with a list of people and organizations you would like to meet with prior to your departure. This will give them an opportunity to plan for your arrival.

Meet with the host project management committee.

Meet with representatives of any cooperating organizations directly involved with the project.

Meet with the beneficiaries of the project, and if possible, speak to them without the sponsor Rotarians present.

Have a phone call or e-mail exchange with the international Rotary partner to discuss their role in the project.

If time permits, site visitors are encouraged to attend a meeting of the sponsoring Rotary club, in order to better understand the club’s knowledge of and involvement with the project.

Plan for visits, e-mails or phone calls with additional individuals as needed.

Visit the proposed project site(s) to observe project planning activities. If the project is being implemented at multiple sites, plan to visit the site that presents the most challenges.

INSTRUCTIONS

Please respond to those questions that apply to the project and complete all of the relevant fields.

This evaluation is confidential and may not be shared with the project sponsors.

Respond in the text boxes provided, which will expand to fit your text.

Most questions have bulleted points of things to consider when answering the question.

It is recommended that this form is referenced prior to your travels and worked on during your visit. This will help ensure that the appropriate and necessary information is gathered during the visit. If there are other items, such as reports, letters, documents or photographs that may be helpful, please attach them to the evaluation form, along with a copy of the itinerary and a list of individuals contacted or visited during the evaluation.

The Rotary Foundation of Rotary International

Phone: (847) 866-3357 or Fax: (847) 556-2153

SUMMARY

As currently being implemented, is the project meeting the objectives stated in the application? Do the conditions observed at the project site accurately reflect the information that TRF has received in progress reports?

Cadre visits allow the Trustees to understand if what is communicated in the grant application accurately reflects the proposed project.

Until someone is able to observe the proposed site in person, this is difficult to determine.

ELIGIBILITY

Does the project, as implemented to date, comply with global grant eligibility requirements?

Global Grants must meet the eligibility criteria indicated in the terms and conditions.

(Please reference sections III and IV of the Terms and Conditions for Rotary Foundation District Grants and Global Grants.)

The following is a list of ineligible grant activities. Please evaluate if grant funds have been used for any of these activities.