



## Guidelines for Maui Fire Relief Grants – Long Term Recovery Efforts (Phase III – Beginning August 2024)

### Eligibility:

- ◆ Open to all 501(c)(3) organizations, grant-qualified Rotary District 5000 clubs and groups affiliated with a 501(c)(3) organization (fund administrator).
- ◆ Funding is available for new proposals, as well as proposals for previously approved Maui Fires Relief Fund projects.
- ◆ Projects must support and advance the mission of Rotary International ("RI") in Maui Fires Relief efforts, which mission is to support the affected communities and survivors of the 2023 Maui Wildfires.
- ◆ Project activities must not cause harm and must comply with all Federal, State and local laws.
- ◆ Projects must protect the safety and well-being of all persons, especially minors. See Rotary International's youth protection policies at [my.rotary.org/en/youth-protection](https://my.rotary.org/en/youth-protection).
- ◆ Since Phase I and Phase II eligible projects may be considered during Phase III, eligible activities include, but are not limited to, providing essential items like water, food, medicine and clothing.

### Scope of Support:

- ◆ Projects must fall within at least one of Rotary's 7 Areas of Focus and support long term recovery efforts.
- ◆ Collaboration with local groups is encouraged.
- ◆ Projects should include some type of Rotary Club involvement, as appropriate.
- ◆ Grant applicants must adhere to the *Conflict-of-Interest Policy for Program Participants* (see attachment)
- ◆ Projects must give credit to Rotary District 5000 ("District") with logo placement or mention on signage, ads, flyers, social media, press releases, etc. identifying the grant sponsor as the Rotary District 5000 Foundation ("Foundation"). Individual Maui Rotary Club(s) may be recognized as the *sponsoring* club of the grant.
- ◆ Projects must adhere to Rotary International's Privacy Statement for Personal Data as outlined in the Rotary Code of Policies at [my.rotary.org/en/privacy-policy](https://my.rotary.org/en/privacy-policy)
- ◆ If the proposal is approved, Foundation will send the applicant a grant acceptance letter, which letter must be signed and returned to the Foundation, together with proof of insurance if required.
- ◆ Changes to an approved grant spending plan are not permitted unless reviewed and approved by the Foundation in writing.
- ◆ Projects should demonstrate sensitivity to the traditions and cultures of the project area.



### **Grant Application Process:**

- ◆ A designated Rotary club representative is responsible for completing the Foundation's grant application.
- ◆ Applications should detail the project's purpose, objectives, budget, timeline and expected outcomes.
- ◆ Applications must be submitted to the Foundation through the Foundation's website (i.e., [RotaryD5000Foundation.org/Maui-Project](http://RotaryD5000Foundation.org/Maui-Project)).
- ◆ The application process opens August 1, 2024, and applications will be accepted until funds are no longer available.
- ◆ The Foundation will send a response letter to the grant applicant and sponsoring club within ten (10) days following the Foundation board decision.

### **Funding Details:**

- ◆ Maximum grant amount is \$250,000.
- ◆ All grant recipients must submit quarterly reports, with receipts for grant funds spent during the quarter.
- ◆ Funds will be released according to the proposed budget and timeline.
- ◆ All grant recipients must submit a final report upon the completion of the project, which report must include a final accounting, samples of any promotional material or ads, 10 photos of the completed project (may include video) and other pertinent information on the project.

### **Ineligible Activities and Spending**

- ◆ Projects may not include any of the following:
  - Purchase or acquisition of land or buildings.
  - Unrestricted cash donations to individuals or organizations.
  - Expenses incurred before the grant application is approved (i.e., no expense reimbursement).
  - Operating, administrative, or indirect expenses of another organization (e.g. fiscal sponsoring organization).
  - Loan guarantee systems.
  - Contributions to The Rotary Foundation, PolioPlus, or other Foundation grants.
  - Items that would then be owned by Rotary-related entities or members.
- ◆ Additionally, the project:
  - Must not promote a particular political or religious viewpoint.
  - Cannot perform purely religious functions.
  - Should not provide continuous or excessive support to any one person, entity, or community.
  - Cannot establish a foundation, permanent trust, or long-term interest-bearing account.
  - Must not create financial or other liability for the Foundation, the District or Rotary International, greater than the approved grant funding.
  - Should not include fundraising activities.



- Expenses related to events (e.g., conferences, conventions, anniversaries, entertainment events, project ceremonies). This, however, does not apply to promotional events that are ancillary to an eligible project.
- Cannot discriminate against any group.

**Required Proposal Information:**

- ◆ Contact information of the project's main point of contact, whether that person is a Rotarian, and their club affiliation.
- ◆ Project/grant number (if applicable) and sponsoring Maui Rotary Club.
- ◆ Start date, primary and secondary areas of focus (Rotary's Seven Areas of Focus), and a comprehensive description of community needs.
- ◆ Detailed project overview, objectives, and timeline.
- ◆ Desired outcomes/results expected changes in well-being/community impact.
- ◆ Metrics for impact assessment, including the number of people to be impacted or items to be distributed.
- ◆ Level of Rotarian involvement and identification of community partners.
- ◆ Publicity plans for the project.
- ◆ Funding request from the Maui Fires Relief Fund and total project cost.
- ◆ Detailed budget allocation and payee information for fund disbursement.

**Documentation and Acknowledgement:**

- ◆ By accepting funds, the grant recipient and affiliated Maui Rotary Club agree to the provided acknowledgments and terms.
- ◆ Unsigned grant proposals will not be accepted.



## **CONFLICT OF INTEREST POLICY FOR PROGRAM PARTICIPANTS**

To preserve the integrity of the Hawaii Rotary District 5000 Foundation's grant programs, it is crucial that all individuals involved in a grant conduct their activities without any conflict of interest.

A conflict of interest arises when a participant in the grant process can make or influence decisions that may benefit:

- Themselves
- An immediate family member
- A business partner
- Any organization where the individual, their immediate family, or business partner has a significant financial interest, or where they hold a governance position.

Participants must disclose to the Foundation any actual or potential conflicts of interest. If uncertain, it is advised to err on the side of disclosure.

Individuals with a conflict of interest are prohibited from serving on grant committees for projects where such a conflict exists. Contributions from donors with a conflict of interest should not be used to finance grants.

The Foundation will provide guidance on this policy and will determine if a conflict of interest exists in any given case. If a conflict is found to affect the execution of a grant, the Foundation will recommend an appropriate response to the board to protect the grant process's integrity. Actions may include canceling or suspending grants involving the conflicted parties.

This policy is established to ensure all actions taken by the Foundation are conducted ethically and transparently, prioritizing the community's welfare above personal or business interests.