Matching Grant Lifecycle

Humanitarian Grants Program of The Rotary Foundation

Application Phase

If application arrives at TRF complete, time from receipt to approval of application is approximately 4 weeks.*

Payment Phase

From time that TRF receives all paperwork and contributions, processing of payment takes approximately 4-6 weeks.*

Reporting Phase

Grant coordinators review reports within 1-2 weeks of receipt at TRF.*

1 Grant application received at TRF

2 Acceptable applications receive acknowledge-ment letter and project number

Unacceptable applications are reverted (returned) to the host partner with explanation

3 Grant coordinator reviews application

Missing information is supplied to grant coordinator

4 Applications are forwarded for decision (approval or disapproval)

5 Partners receive notification of approval (announcement letter, agreement form and payment instructions)

6 Partners submit contributions, signed agreement forms and payment instructions and fulfill payment contingencies

7 Grant payment is processed

Larger projects will be paid in installments based on a spending plan.

8 Partners submit progress reports every twelve months for the life of the grant. Final report is due within two months of project's completion.

For larger projects partners submit independent financial review with all progress and final reports.

9 Grant coordinator reviews report

Missing information is supplied to grant coordinator

10 Projects for which acceptable final reports are received are closed. Closure letter is sent to project partners.

Legend

◯ = Rotarian action

□ = TRF action

* Timeframe may be longer during peak times.