



PROGRAMS OF SCALE GRANTS APPLICATION

The Rotary Foundation's Programs of Scale initiative is a highly competitive grant program designed to invest in sustainable, evidence-based interventions that address a community-identified need across a significant geographic area and population. Funded grants support activities over three to five years, align with one or more of Rotary's areas of focus, include measurable outcomes, and demonstrate impact. The grant amount is \$2 million and only one grant will be awarded on an annual basis. The successful applicant must adhere to the [Terms and Conditions](#) for Programs of Scale Grants.

The application will be submitted through an online system that will be available in January 2020. Applicants can expect the narrative portion of the application to be between 20-25 pages.

GRANT APPLICATION GUIDELINES

a) GRANT SPONSORS

- List the Rotary sponsor and its implementing partners. Implementing partners may include NGOs, private sector organizations, government entities, and other Rotary entities such as Rotarian Community Corps and Rotarian Action Groups.
- The Rotary sponsor should identify its leadership function and explain its capacity to co-implement this program of scale.
- Provide information about each implementing partner regarding their technical experience and ability to successfully implement programs of this scale.
- Describe the implementing partner(s)' mission and history in the country or region where the program is proposed.
- Share past project experience on similar interventions, including the project's location and key accomplishments.
- Annex all memoranda of understanding with each partner.
- Upload brief bios of key personnel. Key personnel could include the project manager, program officer, technical advisors, Rotarian collaborators, or other positions critical to the program's implementation and success.
- Upload an organizational chart for the main implementing partner.
- Complete and upload the past performance template for the main implementing partner, providing at least three examples of past actions.

b) PROGRAM COMMITTEE

List and provide the contact information for program committee members. The program committee is responsible for:

- coordinating the program locally
- establishing a project management plan
- communicating regularly and making collective decisions regarding program implementation
- overseeing the financial management of the program
- collaborating on project reporting

The program committee must consist of at least one individual from each principal implementing partner, including the Rotary sponsor, and one representative from the beneficiary community.

c) SUPPORTING ORGANIZATIONS AND ENTITIES

Identify any entities, particularly government authorities, whose endorsement, consultation, or coordination is critical to the program's success and sustainability. Please annex any letters of support from these additional stakeholders.

d) AREA OF FOCUS

All program activities need to align with the areas of focus goals and parameters as defined in the [Area of Focus Policy Statements](#). Select the area(s) of focus that directly align with the project objectives and desired outcomes.

e) PROBLEM STATEMENT

- Provide context and critical analysis of the issue(s) your program will address.
- Cite the regional, national, or institutional development strategies that have informed your approach.
- Provide a detailed description of the community assessment and the results that informed the project design. This description should:
 - Explain the methodologies used to conduct the assessment
 - Describe how the beneficiary community was consulted during the project planning phase, and include a description of the demographics of the populations with whom you met
 - Highlight both the assets and gaps identified through the community assessment
 - Highlight how the needs were prioritized

f) STAKEHOLDER ANALYSIS

- Describe what other entities (e.g. governments, NGOs, private sector organizations) are already doing to address the problem in this location, and what gap Rotary and its implementing partners will be filling. Explain how the proposed program aligns with local or national policy goals and initiatives.

g) PROOF OF CONCEPT

- The Foundation will select and fund an initiative that has already demonstrated success. Please cite specific evidence from your previous interventions that highlight the outcomes and impact of your program model.
- External evaluations from Rotary or implementing partners' previous experience in this area can be annexed.

h) PROJECT DESIGN

- Describe the project strategy, including your theory of change.
- Describe in detail the program goal, objectives, outcomes, and activities.
- Profile the direct target beneficiaries and share relevant demographic information.
- Highlight how this program will build on the success of past efforts.

i) INCLUSION AND ACCESSIBILITY

- Document how the program will reach and take into account the specific needs of vulnerable and marginalized populations, which could include LGBTQ individuals, the elderly, women, youth, ethnic or religious minorities, migrants, refugees, and persons with disabilities.

j) MONITORING AND EVALUATION

- Describe your plan and methodologies for measuring, monitoring and evaluating the progress, outcomes, and impact of the program.
- Explain who will be responsible for collecting, synthesizing, and reporting relevant data and outcomes.
- Describe how the data will be stored and explain how any privacy issues will be addressed. If relevant, explain how information and reporting will be consistently handled across partners to assure the high quality of aggregated data.
- Explain how you will define the intervention's success, describing the change you expect to see in the lives of the direct beneficiaries.
- Annex your monitoring and evaluation plan.

k) ACCOUNTABILITY AND LEARNING

- Describe how you will continually and systematically solicit and apply feedback from program beneficiaries throughout the project life cycle.
- Outline how you plan to identify, collect, and disseminate learnings from the program.
- Explain how you will incorporate learning into your program as a tool for quality control and program enhancement.

l) ROLES AND RESPONSIBILITIES

- For each phase of implementation, define and explain the roles and responsibilities of all project partners and stakeholders, including beneficiaries. Be sure to specify how the Rotary sponsor is assuming a leadership role and making substantive contributions to the proposed intervention. Explain how Rotarians will leverage their unique position to advance and achieve the objectives of this program.

m) WORKPLAN

- Complete the template that lists and maps out the duration of all project activities.

n) BUDGET AND FUNDING

- Complete the budget template for total project expenses.
If the program cost exceeds the maximum \$2 million award, identify the additional sources of external matching or leveraged funding.

o) ENVIRONMENTAL IMPACT

- Provide information regarding any environmental impact analysis conducted for this program. Explain how the program will address or avoid any adverse environmental impacts.

p) PROGRAM SUSTAINABILITY

- Programs must clearly demonstrate programmatic and financial sustainability.
- Describe how program outcomes will be sustained after grant funding ends and who will oversee the ongoing activities.
- Explain how the community will be empowered to oversee and sustain the outcomes of the program.
- For any infrastructure or equipment that will be purchased, explain how the operational and maintenance costs will be covered in the future.
- Describe in detail any training, capacity-building, and educational efforts included in the project design and those that will continue beyond the life of the program.

q) **RISK ANALYSIS AND MITIGATION PLAN**

- Complete and upload the risk analysis and mitigation plan template.

r) **FINANCIAL MANAGEMENT**

- Identify who will be responsible for controlling, overseeing, and monitoring the grant funds.
- Provide a financial management plan that describes:
 - Who will be responsible for day-to-day fund management
 - Rotarians' function in managing funds or overseeing disbursements and payments
 - What financial tools will be utilized
 - What checks and balances are in place to ensure proper stewardship of funds
- Upload the most recent annual report for the main implementing partner.