WATER AND SANITATION GUIDELINES FOR GLOBAL GRANT FUNDING

Rotary is dedicated to six areas of focus to build international relationships, improve lives, and create a better world. Through global grants, awarded by The Rotary Foundation, clubs and districts participate in strategically focused, high-impact activities in these areas.

All global grant activities are required to align with the goals of an area of focus. For water and sanitation, the goals are:

1. Provide equitable community access to safe water, improved sanitation, and hygiene
2. Strengthen the ability of communities to develop, fund, and maintain sustainable water and sanitation systems
3. Support programs that enhance communities’ awareness of the benefits of safe water, improved sanitation, and hygiene
4. Support studies for career-minded professionals related to water and sanitation

Use this document as a guide when applying for a global grant. You’ll learn how to make your projects sustainable, what information is required for specific project types, and where to find additional resources.

A. Elements of Sustainability

Sustainability means different things to different organizations. For Rotary, sustainability means providing long-term solutions to community needs that the beneficiaries can maintain after grant funding ends. Pay careful attention to the following items to ensure your project’s long-term sustainability and increase the likelihood of being approved for global grant funding.

1. **COMMUNITY ASSESSMENT**

   Community assessments identify where support is most needed, and the role Rotarians can play in making a difference. Project sponsors (often with a cooperating organization) need to conduct a community assessment before submitting their application. An assessment can reveal a community’s strengths and weaknesses and help you work on solutions. If an assessment has already been done, use the relevant data to design your project.

   Use the community assessment to:

   - Gather perspectives from a broad cross-section of the community, including women, young people, and professionals
   - Allow community members to identify the needs they perceive as most critical
   - Ask community participants how they can contribute to the proposed project
• Work with community members to identify long-term goals and expected project outcomes

The community assessment results need to be incorporated into the grant. The results should describe:

• How the community’s resources will be used to implement project activities
• How the project will meet the needs identified by the community
• The long-term goals or project outcomes and how they will be met (for example, through training and public awareness campaigns)
• How the community will sustain the project after the grant has ended

Community assessments for water and sanitation projects should include:

• Who conducted the assessment and the methodology used
• A list of stakeholders and how they were involved or participated in the assessment
• Results that illustrate the perceived needs of the community, school, and clinic. Include perceptions, behaviors, and assets that can be used to identify and implement solutions.
• Pre-existing water and sanitation infrastructure in the community
• Pre-existing water, sanitation, and hygiene training, hygiene education, public campaigns, or behavior change communication
• Health behaviors the community would like to see changed
• Management and governance systems that exist and whether they’re functional

2. MATERIALS AND TECHNOLOGY

A community assessment can help communities choose the correct technology based on an understanding of the technical, financial, and managerial implications of their choice. It also motivates community members to participate in planning, constructing, operating, and maintaining the technology and materials, and it encourages their acceptance and implementation for managing the services. Purchase equipment and new technology from local sources, when possible, and make sure replacement parts are readily available to communities and service providers.

Your grant application should:

• Describe all infrastructure and technology that will be built and implemented with the support of the global grant
• Explain why the technology was chosen over other options; include not only its field efficacy, but also its fit in the social and economic environment
• Describe training plans for increasing technical skills and knowledge within the community, specifically:
  ○ Who will conduct the training
  ○ Who will receive the training
  ○ What skills and knowledge participants will learn
  ○ What networks or individuals community technicians can consult for advanced
3. **FINANCIAL PLANNING**

Proper financial planning requires Rotarians to collaborate with communities, governments, and the private sector to identify the costs associated with the implementation and maintenance of water, sanitation, and hygiene programs and infrastructure. A robust plan also identifies financing mechanisms that cover most of these costs to ensure water, sanitation, and hygiene services will be sustained for generations. In addition to submitting a project budget with your application, you should also include a financial plan for five years, post implementation of your project.

Your financial plan must:

- Quantify annual costs associated with all water, sanitation, and hygiene systems proposed in your 5-year plan. Consider one or more of the following costs in your planning:
  - Operation and maintenance
  - Consumables
  - Cleaning
  - Education and promotion
  - Labor

- Identify and quantify financing mechanisms that will support annual operation, maintenance, and replacement costs for the next three to five years. Funding sources can include household tariffs and fees, government and public financing, private sector and nongovernmental financing, or income-generation activities.

- If financing mechanisms are insufficient to meet the total annual costs, share plans for securing future financing to address these gaps in your plan.

- Obtain memorandums of understanding or terms of agreement for financial commitments or services provided.

- Create a business plan for income generation or for-profit models. The business plan must include a market analysis for product demand, projected annual sales for three to five years, cost per unit, target consumer, expected operation and maintenance costs for the next three to five years, and projected revenue for three to five years.

4. **TRAINING AND EDUCATION**
Hygiene education and behavior change communication

Providing hygiene education for behavior change is a required component of all water and sanitation projects applying for global grant funding. Behavior change does not result from education alone. Hygiene programs that use only lectures, posters, or pamphlets to change behavior are minimally effective. To get the community to acknowledge the issue and take responsibility for changing behaviors, your program needs to use teaching methods that involve the community’s participation.

Rotarians are encouraged to seek expertise from local ministries of health, water, and sanitation or nongovernmental organizations to design and implement trainings, hygiene education, and behavior change communication programs. In-country training and educational resources should be used when possible.

Your plan for hygiene education and behavior change communication should:

- Identify behavior change goals
- Identify training or educational objectives:
  - In communities, training and educational programs should aim to develop or reinforce hygienic behaviors in targeted communities and populations
  - In schools, training should aim to build the skills of teachers to successfully implement hygiene education and develop healthy habits among students
  - In health care facilities, training should aim to improve hygiene behaviors and knowledge of health care staff and administration
- Describe how your hygiene education or behavior change communication program responds to specific needs that were identified in your assessment
- Enhance or improve community training and educational programs
- Provide either a curriculum or a list of training topics and methodologies that will be used
- Identify trainers and attest to their training qualifications and experience in behavior change communication
- Identify the target audience who will receive the training or education
- Describe the frequency and duration of the training and educational programs, including re-trainings
- Discuss educational activities and campaigns that will be used to make sure the new knowledge and behaviors become part of local routines and continue beyond the lifecycle of the grant
- Include a budget to support all proposed activities. If training and education for the project is supported by an external source, identify the organization and the amount contributed. Secure a memorandum of understanding to confirm the services rendered.
- Be accounted in a 5-year financial plan
- Include a terms of agreement or memorandum of understanding from stakeholders who are committing expertise, labor, resources, and financing for trainings and ongoing educational programming
Training for service providers and technical workers

Training for service providers and technical workers is a required component of all projects applying for global grant funding. Your plan for training and teaching service providers and technical workers should:

- Identify training or educational objectives
- Identify training topics
- Share a schedule of trainings, including re-trainings
- Identify the target audience who will receive the training
- Describe how technical workers who are being trained will receive advanced support when needed
- Include a budget to support all proposed activities. If training and education for the project is supported by an external source, identify the organization and the amount to be contributed. Secure a memorandum of understanding to confirm the services rendered.
- Be part of a 3- to 5-year financial plan
- Include a terms of agreement or memorandum of understanding from stakeholders who are committing expertise, labor, resources, and financing for trainings and ongoing educational programming

5. **Monitoring and Evaluation**

The regular monitoring and reporting of core water, sanitation, and hygiene measurements are essential activities of every water and sanitation project. Routine oversight ensures that basic needs are being met and that water and sanitation programs are on track to meet targets. Select at least one of the measurements below that aligns best with your project:

- Total number of direct beneficiaries
- Number of people with access to improved sources of drinking water
- Number of people with access to improved sanitation facilities
- Number of people with access to disinfected water through household water treatment
- Number of individuals trained
- Number of communities with a functioning governance committee
- Number of communities using a tariff or usage fee structure

In addition, all systems should be monitored regularly to ensure functionality, proper operation, and maintenance. Specify who will be responsible for monitoring the water, sanitation, and hygiene systems being implemented.

6. **Governance**

Water, sanitation, and hygiene governance refers to the political, social, economic, and administrative systems in place that influence the use and management of water, sanitation, and hygiene resources.
Water, sanitation, and hygiene committees are an essential part of a governance system in communities, schools, and health care facilities to ensure the likelihood of sustainability.

Typically, the main function of the committee is to manage the community water and sanitation systems. It oversees day-to-day operations and sets community policies, including whether and how much to charge for usage to cover future maintenance costs. The committee can also continue to promote health and sanitation education in the community after training is completed. Women should comprise a significant percentage of the committee.

Rotarians are encouraged to identify governance systems and committees that already exist within the communities, schools, and health care facilities and determine whether the committee specifically assumes oversight of water and sanitation services. Newly established water, sanitation, and hygiene committees should receive training and support until they can manage on their own. Community water, sanitation, and hygiene committees are likely to be most successful when they're connected to government or other supportive entities. These groups can provide management, financial, and technical support to improve the committee’s effectiveness. Committees should also follow government standards and guidelines for water and sanitation.

Global grants must describe the governance systems that are in place to make decisions related to water, sanitation, and hygiene. Include the following in your application:

- The function and composition of the governing body that will assume ultimate responsibility for managing all water, sanitation, and hygiene systems:
  - Indicate the percentage of women and their roles in the governing body.
  - Describe how the project will prepare the committee to be a fully functional and effective governing body.
- Submit a letter from the Ministry of Water and Sanitation (or appropriate government or regulatory entity) expressing their awareness and support for the construction, training, and educational activities proposed in your application. The letter should also state that all activities align with government initiatives, standards, and guidelines.

B. Project Types

Global grants commonly fund the below types of water and sanitation projects. For each project type, pay close attention to the grant eligibility requirements and the information that must be submitted with your application. In addition to the core standards for sustainability, consider the standards listed below for each project type.

1. **Water supply**

   *Gravity-fed systems, piping and reservoir tanks*

   - If repairing or rehabilitating a system, identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they're no longer functional (for example, poor management, lack of funds, or scarcity of technical support). Explain how the project will address these root causes to prevent this from happening again.
   - Secure and submit formal agreements with land owners or the government for any necessary
permissions related to water-supply systems that pass through private or public property.

- Submit any mapping or technical documentation that will assist in the review of your application.

**Wells and boreholes**

- If repairing or rehabilitating a system, identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they’re no longer functional (for example, poor management, lack of funds, or scarcity of technical support). Explain how the project will address these root causes to prevent this from happening again.

- Affirm that a hydrogeological survey has been conducted for the intended drilling site. Hydrogeological surveys can be conducted before the submission of a global grant or can be incorporated into the global grant budget.

- Using the survey results, confirm:
  - The volume of groundwater available is sufficient to meet the demands expected by users and future population growth
  - The water quality meets national drinking standards and guidelines. Provide plans for remediation if the water quality is poor. This may require a change in the project’s scope and budget.

- Identify the entity supplying the hydrogeological survey or whom you are contracting with to obtain the survey. Hydrogeological surveys must be conducted by a qualified person or entity, such as a hydrologist, geologist, or hydrological engineer.

- Secure and submit formal agreements with landowners or the government concerning water or land rights.

- Submit a letter from the Ministry of Water and Sanitation (or appropriate government or regulatory entity) expressing their awareness and support for the construction, training, and educational activities proposed in your application. The letter should also state that all activities align with government initiatives, standards, and guidelines.

- Submit any systems mapping or technical documentation that will assist in the review of your application.

- Confirm that water-quality testing has been conducted and meets the national standards for potable drinking water. Propose and budget for a treatment or purification scheme for systems where biological or chemical contamination is present.

**Rainwater harvesting: dams, bunds, and reservoirs**

Dams, bunds, and reservoirs are considered large-scale rainwater harvesting systems that divert floodwaters for irrigation, groundwater recharge, and flood control.

- Consult monthly average rainfall records for the past five years. Identify high and low rainfall periods, and use this information to determine whether rainwater harvesting can be used as a primary or secondary water supply scheme.

- Confirm that the expertise of a local organization or individual with an environmental or civil
engineering background has been contracted to construct the dam, bund, or reservoir

- Secure and upload the necessary agreements for the rights to access river channels. Adhere to the local laws concerning land rights and river channels.

- Confirm that legal agreements have been secured with private landowners, if private land exists on the banks of the river, to allow access to the dam

- Submit letter of endorsement or support of construction, training, and educational activities from the Ministry of Water and Sanitation, Environment, or appropriate government entity. Confirm that the proposed activities align with national water and sanitation standards and guidelines.

- Verify the structure’s ability to hold water without creating a potential flood hazard by consulting with professionals (for example, a geologist or environmental engineer)

- Provide estimates of the volume of water that will be retained through the proposed systems and the amount that will be withdrawn for seasonal water supply

- If repairing or rehabilitating a system, identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they’re no longer functional (for example, poor management, lack of funds, or scarcity of technical support). Explain how the project will address these root causes to prevent this from happening again.

- Submit any systems mapping or technical documentation that will assist in the review of your application

- Affirm that an environmental assessment has been conducted for large-scale dams, bund systems, or reservoirs

- If rainwater harvesting will be used for drinking water, confirm that water quality testing has been conducted and meets the national standards for potable drinking water. Propose and budget for a treatment or purification scheme for systems where biological or chemical contamination is present.

2. **Water treatment/purification**

   When used and maintained correctly, water filtration and treatment systems can make most water supplies safe to drink, provided that the filtered water is not re-contaminated through the use of dirty storage containers or distribution systems.

   A properly designed system will either treat or filter the water supply at the source, at the point of use (for example, a community pipe, household, school, or clinic), or at both locations.

   **Point-of-use and community filtration or purification systems**

   - Identify if point-of-use or community filters will be implemented. If selecting household filtration, clarify whether the filters will be constructed locally or imported.

   - Describe how end users will obtain affordable replacement filters

   - Explain whether safe water storage containers will be provided to households and institutions through the support of this global grant or whether they will be purchased by the end users
• Confirm that water quality testing has been conducted and meets the national standards for potable drinking water
• Submit any systems mapping or technical documentation that will assist in the review of your application
• If repairing or rehabilitating a system, identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they’re no longer functional (for example, poor management, lack of funds, or scarcity of technical support). Explain how the project will address these root causes to prevent this from happening again.

**Reverse-osmosis plants**

• Describe the energy source that will be used to power the system and whether it will consistently provide adequate pressure for the system to perform effectively.
• Explain whether safe water-storage containers will be provided to households and institutions through the support of this global grant or whether they will be purchased by the end users
• Describe how the waste produced from this system will be managed and who will assume this responsibility
• Confirm that water-quality testing has been conducted and meets the national standards for potable drinking water
• Submit any systems mapping or technical documentation that will assist in the review of your application
• If repairing or rehabilitating a system, identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they’re no longer functional (for example, poor management, lack of funds, or scarcity of technical support). Explain how the project will address these root causes to prevent this from happening again.

3. **IRRIGATION**

• Identify the source of water that will be used for irrigation
• Obtain a terms of agreement from farmers that they’re committed to participating in the construction, operation, and maintenance of the irrigation system, as well as all training and education associated with the project.
• Describe how your project intends to train and educate farmers in irrigation technologies, farming methodologies, and water conservation practices
• Describe the governance structure of farmers if portions of the irrigation system will be jointly owned (for example, water user organizations)
• If repairing or rehabilitating a system, identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they’re no longer functional (for example, poor management, lack of funds, or scarcity of technical support). Explain how the project will address these root causes to prevent this from happening again.
• Describe how the proposed irrigation scheme took into consideration the farmer’s indigenous knowledge, traditional experience, and capacity
4. **Watershed Management**

Watershed management is an approach that aims to protect water quality and quantity within a geographically defined watershed. These projects typically implement a set of strategic interventions that include, but are not limited to: groundwater recharge, reforestation, improved access to potable water supplies, protection of water sources, erosion control, and flood management. Because of the complexity of watershed management projects, relevant government agencies and watershed development organizations must be involved in the planning and implementation of a Rotary project.

- Identify the principal water-quality or water-supply issue that will be addressed through the proposed watershed management project
- Describe the interventions proposed and how these interventions are integrated into broader watershed management activities of the government or equivalent governing entity
- Provide a topographic map that outlines the watershed boundaries the projects will be implemented within. The map should highlight the critical areas where the interventions proposed will be taking place.
- Identify the number of people that will be served now and in five years
- Provide average and peak day demand (in liters) that the project is expected to serve over five years
- Identify targeted water source that will be addressed through the proposed intervention
- Verify that permits have been acquired if there are plans to divert or withdraw water from a specified source
- Align reforestation plans with large-scale riparian or bank restoration efforts. Explain why certain areas within the watershed are being targeted.

5. **Water, Sanitation, and Hygiene in Schools (WINS)**

- Provide a list of the schools you will be collaborating with and the total number of students per school
- List the interventions planned for each school
- Check that the total number of toilets and water supply provided per student in each school aligns with national standards and guidelines. Where ratios do not align, propose plans for how these standards will be met.
- Confirm that child-friendly sanitation and water supply facilities are being implemented in primary schools
- Submit a letter from the Ministry of Education (or appropriate government authority) expressing their awareness and support for the construction, training, and educational activities
proposed in your application. The letter should also state that all activities align with government initiatives, standards, and guidelines.

- Identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they’re no longer functional and providing adequate services. Explain how the project will address these root causes to prevent this from happening again.

- Make sure hygiene training and education is directed at teachers and school administrators. It should aim to improve teaching skills and awareness of national curriculums and curriculum development for hygiene education.

- Provide gender-segregated toilets that meet national or international standards:
  - One latrine per 25 girls
  - One latrine for female staff
  - One latrine for male staff
  - One toilet plus one urinal per 50 boys
  - Ideally, one latrine, hand-washing station, and drinking-water station should be accessible to disabled students

6. **Menstrual Hygiene Management (MHM) in Schools**

To fully address menstrual hygiene management in schools, Rotarians are encouraged to design comprehensive projects that go beyond the installation of a single structure or simply distributing sanitary napkins. MHM global grant projects must define activities that (1) provide a social support for girls and women, (2) develop knowledge and skills so girls can manage menstruation safely, (3) provide facilities and services, and (4) improve access to menstrual hygiene materials. All activities should be in alignment with broader WASH in Schools initiatives, guidelines and policies.

- Identify the knowledge, attitudes, and beliefs surrounding menstrual hygiene for pre-adolescent girls and boys
- Describe the availability and access to hygienic menstrual management materials in the school and community and any market gaps
- Describe how the proposed intervention is culturally appropriate and addresses the taboos associated with menstruation
- Explain how consumables, such as sanitary napkins and cleansing materials, will be available for every student cohort over time
- Describe the waste-disposal plans for sanitary napkins and how schools will address the costs associated with these plans
- Submit a letter from the Ministry of Education (or appropriate government authority) expressing their awareness and support for the construction, training, and educational activities proposed in your application. The letter should also state that all activities align with government initiatives, standards, and guidelines.
- Identify the root causes or underlying reasons why water and sanitation systems have degraded
to a state where they’re no longer functional. Explain how the project will address these root causes to prevent this from happening again.

7. **Sanitation (Toilets, Wastewater Management, Solid Waste Management)**

   **Toilets**
   - Identify the type of latrines proposed for implementation (pour-flush, ventilated pit latrine, flush, shared, or household) and whether they’re shared
   - Identify energy sources needed for the proper functioning of the proposed system and whether it is consistently available
   - Describe how waste will be disposed of and managed for the proposed sanitation system
   - Confirm that latrines will be sited at least 30m from sources of drinking water
   - Describe the handwashing facilities that will be installed with the proposed latrines
   - Identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they’re no longer functional and providing adequate services. Explain how the project will address these root causes to prevent this from happening again.
   - Submit any mapping or technical documentation that will assist in the review of your application

   **Public Toilets**
   - Identify permanent cleaners and caretakers for the toilet facility and describe how they will be compensated and trained
   - Identify permanent maintenance staff and describe how they will be compensated and trained
   - Describe means that will be made available for the public to wash their hands once they have used the facility
   - Describe how consumables such as soap and anal-cleaning materials will be made available at all times
   - Identify the water source that will be used
   - Provide a 3- to 5-year business plan that outlines: (1) the willingness and ability for the public to pay to use the service; (2) annual costs associated with operation, repair, and replacement; (3) annual costs associated with labor; (4) annual costs associated with hygiene education and campaigns; and (5) subsidies or other revenue sources
   - Submit a memorandum of understanding or terms of agreement from owners of the public toilet system that confirms their commitment to manage and maintain the facility
   - Describe how the hygiene education component of this project aligns with campaigns or educational programs conducted by the Ministry of Health (or equivalent entity)
   - Identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they’re no longer functional and providing adequate services. Explain how the project will address these root causes to prevent this from happening again.
Solid-waste management

- Describe how hazards will be minimized through the proposed solid-waste management plan
- Describe any hazardous-waste training that will be provided to individuals participating in cleanup efforts, and specify the safety equipment that will be provided
- Provide a management plan that quantifies the expected amount of solid waste to be generated and the system for collection, processing, and disposal

Wastewater treatment

Wastewater treatment projects include the treatment and management of (1) domestic effluent consisting of excreta, urine, and fecal sludge (blackwater) and kitchen and bathing wastewater (graywater); (2) water from commercial establishments, including hospitals; (3) industrial effluent, including stormwater runoff; and (4) agricultural, horticultural, and aquaculture effluent. Centralized and decentralized systems are eligible for global grants.

- Describe community water conservation or environmental health education programming or campaigns
- Identify the root causes or underlying reasons why the system or systems were permitted to degrade to a state where they're no longer functional and providing adequate services. Explain how the project will address these root causes to prevent this from happening again.

8. WATER, SANITATION, AND HYGIENE IN HEALTH CARE FACILITIES

Rotary water, sanitation, and hygiene projects in health care facilities should aim to create a system of continuous improvement with targeted actions in hospitals and clinics. These actions should be integrated into the health care facility's existing activities, with the goal of reaching health-based targets and meeting national accreditation and standards.

- Describe how key stakeholders, such as community members, hospital administrators, clinicians, and cleaning and maintenance staff, will be involved in decision making and key management activities. These may include the promotion of water, sanitation, and hygiene practices for delivery of care; evaluation of hazards and risks; monitoring, inspection, management, and maintenance of infrastructure and services; and determination of training and promotional activities.
- Specify the technology that will be implemented
- Describe the plan to make sure consumables, such as soap and cleansing materials, will be available at all times
- Provide a waste management plan that addresses the waste products produced from the proposed intervention
- Submit a letter from the Ministry of Health (or appropriate government authority) expressing their awareness and support for the construction, training, and educational activities proposed in your application. The letter should also state that all activities align with government initiatives, standards, and guidelines.
- Identify the root causes or underlying reasons why the system or systems were permitted to
degrade to a state where they're no longer functional and providing adequate services. Explain how the project will address these root causes to prevent this from happening again.

C. Resources

One of the best resources available to grant applicants is the Rotary grants staff. In addition to their professional expertise and education, grants staff members draw on The Rotary Foundation's long experience in funding effective projects to make sure your global grant projects are eligible for funding.

You can also find information to help you plan for your water and sanitation global grant in the following resources:

**ROTARY GLOBAL GRANT RESOURCES**

- A Guide to Global Grants
- Terms and Conditions for Rotary Foundation District Grants and Global Grants
- Areas of Focus Policy Statements
- Six Steps to Sustainability
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Lifecycle
- Rotary WASH in Schools Target Challenge Framework
- Rotary WASH in Schools Target Challenge Guide

**WASH Global Grant Templates**

- WASH Operation and Maintenance Template
- WinS Infrastructure Planning Template
- WASH Training and Education Template

**OTHER WASH RESOURCES**

- WASH Cost Calculator
- WHO Drinking Water Quality Guidelines
- UNICEF’s Country Profiles for WASH in Schools
- Water, Sanitation and Hygiene Standards for Schools in Low-cost Settings
- Water and Sanitation for Health Facility Improvement Tool (WASH Fit)