

Check list for reviewers

A. Basic Requirements

1. Completed Global Grant Application (online, MyRotary Grants Center); Must have a Global Grant Number
 - Participating Clubs Identified: Name of Host Club (in project country) and International Partner Club (There can be only one in each category)
 2. Both Clubs Qualified by Their District:
 - Completion of Grant Management Seminar and Signed club MOU
 3. District Support:
 - District Designated Funds (DDF): commitments entered and confirmed by participating Districts
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B. Required Documentation

4. Community Assessment Report (Mandatory):
 - Needs identified by the community, Data collection methods , Community priorities and participation Data (include dates)– Sample Questionnaire, Collected Data, Analysis, and Photos of community meetings
 5. Detailed Project Budget
 - All line items with costs in (Local currency + USD conversions; Supplier quotations (minimum three and method of choosing supplier)
 6. Sustainability Plan
 - How the benefits will continue beyond project completion, Local ownership, O&M, training (Check whether funds are available to local NGOs – Submit Annual, audited financial reports, etc.) Agreements are signed by the beneficiary community or local authority. Describe outcomes and impacts
 7. Monitoring & Evaluation (M&E) Plan
 - Measurable indicators, Baseline and target outcomes, Data collection methods. (Check whether funds are available to local NGOs to perform this work– Submit Annual, audited financial reports, etc.)
 8. Implementation Plan / Timeline
 - Phases of construction or service delivery, Training schedules, Procurement steps (Include a timeline of activities up to the completion of project)
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C. Agreements and Compliance

9. Memorandum of Understanding (MOU)

- Between Host Club, International Club, and local partners (NGO, government, etc.)
10. Cooperating Organization Documents (if applicable)
- Registration certificate, Organization MOU, Letter of support (Annual Financial Report for at least two years)
11. Banking & Financial Controls Documentation
- Dedicated project bank account, Names of signatories, Financial management plan (If funds are maintained in the US by the international Partner and then transferred to the Host Partner, then for both accounts)
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D. Technical Documentation (For WASH Projects)

12. Water sources; River, stream, Water wells, city water supply etc.
- Hydrogeological Survey Report (for water wells VES/HEP survey, Aquifer confirmation, Recommended drilling depth)
 - Environmental Impact Assessment (if necessary – Depends on the country)
13. Water Quality Analysis
- Chemical and bacteriological tests, Meets WHO/ national drinking water standards. (If water source is a city's water treatment plant, may omit this step)
14. Engineering Drawings / Technical Specifications
- Toilet designs, layout plans, septic tanks, drainage; pumping systems, solar arrays, piping diagrams, electricity grids, waste disposal, water tank designs drawings, rainwater collection, storage, treatment plans etc. Provide drawings as needed for the project. Availability of electricity, Standby pumps, spare parts etc
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E. Additional Supporting Items

15. Local Government or Community Endorsement Letters (if needed)
16. Public Health Inspectors, Water authorities, Estate/landowners (If needed)
17. Training & Capacity-Building Plan
- WASH education sessions, O&M training for committees, Caretaker training for sanitation systems (if needed)
18. Community Contribution (Financial or In-Kind)
- Labor, materials, land, local participation (Documented and described in the application)
19. WASH in Schools
- Has special requirements depending on Primary, Secondary, and Senior schools, menstrual hygiene etc. Check
20. WASH in Health Care Facilities (HCF)
- Has special requirements Check manual