



ABN 37 739 341 003

PROJECT MANUAL

For

Rotary Australia Overseas Aid Fund

ABN 21 388 376 554

Rotary Australia Benevolent Society

ABN 54 563 288 318

Rotary Australia Relief Fund

ABN 80 595 697 237

REGISTERED OFFICE: Rotary Down Under House Level 3, 43 Hunter St, Parramatta NSW 2150

Telephone: +61 2 8833 8317

Email: belinda.griffen@rawcs.org.au

Website: www.rawcs.com.au

RAWCS PROJECT MANUAL

Introduction

RAWCS was started as FAIM (Fourth Avenue In Motion) in 1964 by Keith Hopper from the Rotary Club of Inverell in NSW. The Fourth Avenue referred to the fourth Avenue of Rotary Service: International Service. FAIM grew and in 1987 became RAWCS (Rotary Australia World Community Service), a Company incorporated under ASIC. RAWCS has continued and expanded the work started under FAIM and now has over 400 active Projects.

RAWCS operates projects in two separate areas that cover our three types of Projects:

Level 1 DGR (Deductible Gift Recipient);

- a. **Rotary Australia Overseas Aid (RAOAF) Projects** – to aid projects in developing countries overseas, and
- b. **Rotary Australia Benevolent Society (RABS) Projects** – for providing benevolent aid to people (both overseas and within Australia).

Level 2 DGR

- a. **Rotary Australia Relief Fund (RARF) Projects** – for providing funding that can be rapidly collected and then distributed to RAOAF, RABS projects or any other Level 1 DGR project registered with ASIC.

Note: a fourth type of Project, **Rotary Australia Compassionate Grants (RACG) Projects** is a subset of the RABS Projects and was established to provide funding on a dollar for dollar basis with Clubs. This Project type was made possible by a \$1M donation to RAWCS by Dick Smith.

This Manual explains the method of starting, managing, reporting and closing RAWCS Projects at Club, District, Regional and National levels. The Manual is divided into Sections that explain the responsibilities of all Rotarians involved in managing RAWCS Projects.

Club and Project Committee Responsibilities

Project Ownership and Management. All RAWCS Projects belong to a Sponsoring Rotary Club. The Sponsoring Rotary Club appoints a Project Committee - a Project Manager, a Deputy Project Manager and at least one other Committee Member to manage the Project and to keep the Club Board informed on all financial and progress activities of the Project. The Project Manager and the Deputy Project Manager must be Rotarians from the Sponsoring Club. The Committee Member may be either a Rotarian from another Rotary Club or a non-Rotarian.

Email Addresses. PLEASE use a private email address as your email address on the RAWCS website. The email address used for Project Committee members and Club officials is used by the RAWCS database as the key identifier of a person. Please do not input generic email addresses (e.g. presidentxxyyclub@rotary.com.au). These addresses will lead to a circular reference and will be rejected by email servers. Using an organisation, work address (e.g. info@cambodianxxyyproject.org.au), a Company or a - gov.au, email address can lead to problems if the person leaves the Organisation, Company or the Government department concerned and forgets to change their email address on the RAWCS website. Some work Internet Service Providers (ISP's) will block attachments and RAWCS will send you attachments in some cases. (Volunteer insurance documents and Project Managers receive copies of reports attached to the emails in PDF format). You can obtain a free private email address from most email service providers (eg. Gmail, and Yahoo) and your Internet Service Provider will usually allow multiple email addresses without additional charge.

Project Registration. To register a new Project, the Project Manager follows the process shown in the Power Point presentation in the Presentations area of the RAWCS website (<http://rawcs.org.au/key-documentation/presentations/>). All Project Registration Applications are totally online and automatically pass through the online approvals chain to the National Projects & Volunteers Manager who registers the Project.

Projects connected with Orphans and Orphanages. There have been instances of philanthropic organisations unwittingly being involved in orphanages that do not comply with the UN guidelines for managing orphanages and further investigation of these instances have revealed that the orphanage is run primarily as a money-making business for the owners with the 'orphans; being bussed in from their villages to impress visitors. To avoid RAWCS becoming involved in these schemes, any RAWCS project that involves support of an orphanage, must have a letter from the government authority responsible in that country for registering orphanages. The letter must assure us that the orphanage is genuine and is managed in accordance with UN guidelines for the operation of orphanages.

Requirement for Memorandum of Understanding (MOU). Any Project that has the Project managed by a non-Rotary entity must have an MOU established between the sponsoring Rotary Club and the non-Rotary entity. Online Project Applications allow the Sponsoring Rotary Club to use either the MOU template embedded in the Project application or to use a separate MOU that they can upload to the Project application website. For overseas Projects the completed MOU must be emailed to the non-Rotary entity, signed and then emailed back before being uploaded. For Projects within Australia, the form may be sent out embedded into the Project Application and signed electronically.

Record Keeping. Once the Project has been registered, the Project Manager (or in his/her absence, the deputy Project Manager) is responsible for keeping accurate records of all financial transactions and Project Progress and advising the Board of the sponsoring Rotary Club. The Board of the Sponsoring Rotary Club is responsible for ensuring that the Project Manager does provide regular progress and financial reports regarding the Project.

Routine Project Reports. Every six months, the Project Manager will be sent an email requesting completion of an online Project Report. Instructions for completing this Report are embedded in the online form. This report is primarily a financial audit report to enable the ACNC to audit expenditure from the Project Account. The report is NOT the appropriate vehicle to provide a Project progress report.

Marking the Project as Complete. If the Project is completed, the Project Manager should ensure that the Project account is closed (reduced to a zero balance) and then mark the Project as Completed. It is advisable to reduce the balance to zero before the start of the next reporting period. The Completion Date will automatically be inserted as a default date of 30Jun or 31Dec. The Project Manager may change the completed date if required but, if the date inserted is after 30Jun or 31Dec, another report request will be issued when the reports are requested for the next report period.

Project Completion Report. When the Project Manager marks the Project as completed, an additional Tab opens in the Project report to enable a Closure Report to be inserted together with some photographs of the Project.

District RAWCS Project and Volunteers Chair Responsibilities

The District RAWCS Projects & Volunteers Chair is responsible for:

1. Approving Project Applications on behalf of the DG and of keeping the DG informed of District RAWCS Project Activities.
2. Providing assistance and advice to Project Managers and Clubs on Project Applications.
3. Progressing the submission of routine six-monthly online Project Reports.
4. Obtaining Quarterly Project Progress Reports from their District Clubs and sending these Reports to the Regional RAWCS Project Coordinator for presentation at the Quarterly Regional RAWCS Meetings.

Regional Projects Coordinator Responsibilities

The Regional RAWCS Project Coordinators are responsible for:

1. Approving Project Applications.
2. Working with the District RAWCS Project & Volunteer Chairs to progress the routine six-monthly online Project Reports.
3. Providing advice, assistance and training on establishment, submission and management of RAWCS Projects to District and Club personnel in their Regions.
4. Obtaining Project Progress Reports from District RAWCS Projects & Volunteer Chairs for the RAWCS Regional Quarterly Meetings.

National RAWCS Projects & Volunteers Manager Responsibilities

National RAWCS Projects & Volunteers Manager is responsible for:

1. Registering all Project Applications.
2. Initiating the requests for six-monthly online Project Reports and monitor the reports.
3. Initiate RAWCS Board approved actions for non-submission of these Reports.
4. Work with the Website Committee and the Website manager to organise necessary changes to the RAWCs website.
5. Providing assistance, advice and, where necessary, training on establishment, submission and management of RAWCS Projects to Regional, District and Club personnel.
6. Work with the RAWCS National Treasurer to manage and identify inactive Projects.
7. Provide Quarterly Project Reports to the RAWCS Board Meetings.
8. Prepare the Reports Section of the RAWCS Annual report.