August 18, 2026

Dear Club President,

RE: DISTRICT 9216 GLOBAL GRANTS – GRANTS ACCOUNT OPENING AND VENDOR PAYMENT/REIMBURSEMENT REQUIREMENTS

As we continue to strengthen the management, accountability and stewardship of Rotary Foundation Global Grants across District 9216, I am writing to share two important district procedures that all clubs implementing Global Grants are required to observe.

The attached documents, adopted from D9212, cover:

1) **D9216 KCB Global Grants Account Opening Requirements;** and
2) **D9216 Global Grants Vendor Payment/Reimbursement Procedure**

These procedures are intended to ensure that Global Grant funds are managed transparently, consistently and in accordance with the District's grant management and stewardship requirements.

1) D9216 KCB Global Grants Account Opening Requirements

Clubs receiving Global Grant funds are required to maintain two dedicated grant accounts – **one in KES and one in USD**. The club board minutes authorizing the accounts must clearly state the currency and the approved signing mandate.

The required signatories are:

a) Club President;
b) Club Treasurer; and
c) One Director who is **not** associated with the grant.

The account-opening documentation is to be submitted to the D9216 Support Officer at dfoundation@rotary9216.org for onward transmission to KCB. The accounts are to be opened through the District to facilitate the addition of District signatories and central management of the accounts.

2) D9216 Global Grants Vendor Payment/Reimbursement Procedure

With effect from 1 July 2026, D9216 has adopted the Global Grants Vendor Payment/Reimbursement Procedure.

There are no advance payments under this procedure except for grants training budget lines.

Before any payment can commence, the club must have, among other requirements: (*Ref Attached guideline*).

a) Supplier KYC/legal identification documentation

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b) A signed contract with the supplier/vendor
c) An approved Global Grant budget

Each payment request **must** be supported by a copy of the appropriate vendor invoice, evidence of work completed (fully or milestone) or goods delivered, photographs or other supporting documentation where applicable such as signed delivery notes, the relevant grant budget line and a payment voucher signed by the Primary Contact and Club President and Treasurer.

For civil works, the procedure also provides for a 10% retention, with the retention deducted from each payment milestone.

Responsibility of Club Leadership

I request all Club Presidents to ensure that these requirements are shared with and understood by the Club Secretary, Treasurer, Service Projects Director, Foundation/Grants team, grant Primary Contact (PC) and other members involved in the planning, procurement, implementation and financial management of Global Grant projects.

The responsibility for proper grant stewardship rests with the club leadership and the authorized grant team. No expenditure should be committed or payment made outside the approved grant budget and the D9216 procedures.

The DRFC and Stewardship teams remain available to provide guidance where clarification is required.

Our objective is to ensure that every Global Grant implemented in D9216 demonstrates the highest standards of transparency, accountability, compliance and stewardship of TRF funds.

I thank you for your cooperation and commitment to ensuring successful and compliant implementation of our Global Grant projects.

Yours In Rotary Service,



Patrick Muchemi
District Rotary Foundation Chair, DRFC.
District 9216

CC:
Club Officers: *Secretaries, Treasurers, Service Projects Directors, Foundation Directors*
District Officers: *DG, DGE, DGN, DFC, DS, DSSC & DGSC*

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