

Rotary Australia World Community Service Ltd. RAWCS Limited Project Criteria (LTD)

RAWCS Limited Projects

Projects aimed at addressing causes that are not aimed at direct humanitarian aid such as Protection of the Environment, Animal welfare, Promoting Peace or Research can be registered as RAWCS Limited projects and receive all available project services but will not be able to issue tax deductible receipts for donations.

RAWCS Ltd a Charitable Company. ABN 37 739 341 003

Rotary Australia World Community Service Ltd is a Company Limited by Guarantee owned, controlled and led by Australian Rotarians whose object is to assist disadvantaged communities and individuals through humanitarian aid projects. To do this the Company acts as the Corporate Trustee for three registered Charity Trust Funds which can register humanitarian aid projects and accept tax deductible donations to support these projects. These Trust Funds are:

Rotary Australia Overseas Aid Fund (RAOAF)	DRG 1 registered.	ABN 21 388 376 554
Rotary Australia Benevolent Society (RABS)	DRG 1 registered.	ABN 54 563 288 318
Rotary Australia Relief Fund (RARF)	DRG 2 registered.	ABN 80 595 697 237

Humanitarian aid projects in developing countries can be registered under RAOAF and be supported by tax deductible donations in Australia. Projects aimed at benevolent relief of individuals or defined groups of people in Australia can be registered under RABS and be supported by tax deductible donations in Australia. The RARF is a fund-raising Trust which directs donations to projects registered under RAOAF or RABS.

RAWCS Mission statement is:

“Within the areas of focus of Rotary International, to enhance support services to Australian Rotarians and Rotary Clubs to assist disadvantaged communities and individuals with humanitarian aid projects”

The seven areas of focus of Rotary International, currently referred to as critical causes, are:

1. Fighting Disease
2. Providing Clean Water
3. Supporting Education
4. Saving Mothers and Children
5. Growing Local Economies and
6. Protecting the Environment
7. Promoting Peace

In most cases causes 1. to 5. in the above list can be supported by projects registered under RAOAF and RABS and attract tax deductible donations. However, under the current Charity Sub-type registrations of RAOAF and RABS projects that do not offer direct assistance to people in need or eligible groups of people such as projects addressing Protection of the Environment, Animal welfare or Promoting Peace cannot be supported under the current criteria of these DGR 1 funds. So, to enable these worthy causes to be supported, projects can be registered under RAWCS and receive the same facilitation services in all aspects except that they will not be able to issue tax deductible receipts for donations.

RAWCS Limited Project Criteria

Rotary Clubs and Districts operating RAWCS Limited projects are deemed to be acting as agents for RAWCS Ltd.

All RAWCS Limited Projects must:

- Have the approval and support of their Australian Rotary Club. Known as the Sponsoring Club.
- Appoint a Project Manager and Deputy Project Manager who must be active members of the Sponsoring Club. You must list at least one Committee member, and you are encouraged to list your complete Committee for the Project. Committee members can be Rotarians from other Rotary Clubs and Non-Rotarians assisting with the project.
- Conduct activities that are focused on generating practical and measurable outcomes.
- Maintain complete financial and documentary records of the project audited by the Sponsoring Club.
- Report regularly and provide stories and photographs that can be used to publicise the project's achievements.

If based overseas the project must:

- Carry out overseas activities on a partnership basis with indigenous organisations (in-country partners). You must work with an in country Rotary Club and/or other in country indigenous organisations.
- Demonstrate that their partnerships reflect equality, mutual respect, mutual learning, honesty, transparency, and encourage self-reliance.
- Have a Project committee and its overseas partners that are both effective in conducting their activities.
- Ensure that their project identifies their work by erecting signage that identifies the project as a project of Rotary Australia World Community Service and "the Sponsoring Club". This also applies to publicity on or about the project. The RAWCS logo should be used where possible.
- Be more than just a fundraising arm of its overseas partners.
- Submit an online report completed by the Project Manager every six months. (This includes both financial and operational records as explained below).

- Actively plan with the local community how their project and its partners approach each stage of the project cycle of 'Identification', 'Design', 'Appraisal', 'Monitoring' and 'Evaluation'.
- Evaluate regularly the outcomes and impact of the project activities supported.
- Be aware of terrorism and sex tourism/child protection issues and ensure they do not inadvertently support these activities in any way.

It is desirable that all projects have a definite start date and completion date.

Project Registration

Projects MUST be registered online at "Register a RAWCS Limited Project" at – Rotarians Centre/Register a New Project.

All applications must have the online signatures of the Project Manager, the current Rotary Club President (or, for District Projects only, the District Governor), District RAWCS Chair and Regional RAWCS Supervisor, prior to being registered on the National RAWCS database.

The Project Manager and Deputy Project Manager must be active members of the Sponsoring Club. You must list at least one Committee member, and you are encouraged to list your complete Committee for the Project. Committee members can be Rotarians from other Rotary Clubs and Non-Rotarians assisting with the project.

Project Donations and Payments

A service fee of 5.0% (5.5% plus GST) will be deducted from all donations to all RAWCS Limited Projects unless the RAWCS Ltd Board deems the donation to be strategic or not in the best interest of RAWCS to deduct the full, service fee. Deposits can be made by credit card, cheque, or direct deposit. Receipts for Donations will state that they are Not Tax Deductible.

Payments for the project will be made by the National Secretariat at the request of the Project Manager. They must complete a "Request to Transfer Funds Form" available from the RAWCS website (<https://rawcs.org.au/key-documentation/>). The signed and completed form should be emailed to the National Secretariat.

NOTE: Credit card donations will only be accepted using cards issued by an Australian bank, or an Australian branch of an international bank. Overseas donors should use direct credit transactions by selecting the 'By Direct Credit' option.

RAWCS Project Managers can now view all the details of their Projects by logging on to the RAWCS Directory at Rotarians Centre/Login to Project Directory. The Project Manager signs in by inserting his/her email address and then clicks on Forgotten Password. A password is emailed out and this enables the Project Manager to log on to his/her Project and view ALL the information including the financial transactions.

Record keeping

All reports and all records are to be kept for a minimum of seven years by the Project Manager and must be available for inspection by ACNC in the event of a Project audit.

Financial records must be maintained by the Project Manager. Financial records are documents that:

- Show the project's financial transactions, position and performance
- Allow financial reports to be prepared and audited

These records include receipts, invoices, banking records, details of any contracts, details of any grant payments, salary records (if employees), and other similar documents.

If there are any surplus funds in the RAWCS Limited Project account at the completion of the project, these funds can be deposited to a currently registered RAWCS Limited, RABS or RAOAF project of the Project committee's choice.

Project Managers or, in their absence, the Deputy Project Manager will be responsible to complete and submit online project reports every six months. An email will be sent to them with a link to the report. The Report needs to be completed online and then submitted. A copy will be sent to the Sponsoring Club, District Governor, District RAWCS Chair, Regional RAWCS Chair and the National Projects Manager as well as being placed on the project file.

Operational records must be kept by the Project Manager. Operational records are any other documents about operations connected with the Project. These may include meeting minutes, reports, and written details of charities activities, programs or services. Records need to be kept that allow RAWCS and the ACNC to assess whether:

- The project continues to be an eligible project. For example, the documents should show what activities are being undertaken to further charitable purpose.
- The project is complying with its responsibilities under the ACNC Act.