

Criteria to be Observed by THE ONE Awardees

All awardees of THE ONE are required to submit a feasible project proposal for the utilisation of their prize monies, which they will receive in three instalments (30%; 30%; 40%). This proposal will be reviewed by THE ONE Stewardship Committee and must be approved before any prize money is released to the awardee.

After the project is implemented, two interim progress reports must be submitted and approved by THE ONE Stewardship Committee before the third instalment is released to the awardee. A final report must be submitted upon completion of the project.

1. Schedule



THE ONE International Humanitarian Award
a project by Rotary International District 3450
www.theoneintl.org | www.rotary3450.org
 Email: info@theoneintl.org

2. Proposal & Report Guidelines

A. Proposal – Release of first instalment (30% of prize money)

Awardees must submit a project proposal within **three months** from the date of THE ONE Award Gala Dinner.

Awardees are encouraged to work with their endorsing Rotary Club to form their project proposal. Drafts may be sent to THE ONE Stewardship committee for feedback before the initial proposal is submitted.

The proposal should:

- State the project site, the city or village, state or province and country
- Describe the project and the problem or need it will address
- State who the intended beneficiaries are and how the project will benefit them
- Provide the estimated length of time needed to complete the project
- State any other expertise or service partners that will participate in the project
- Describe how the beneficiary community can sustain the project after handover. If training is needed, give details of the training program.
- Provide a clear budget for the project and state the source of future funding to sustain the project by the beneficiary, if it is a need.

Only after approval by THE ONE Stewardship Committee will the first instalment of 30% of the prize money be released to the awardee.

The project must be implemented within four months upon receipt of the first instalment. Should there be any deviation from the proposal, approval must be obtained from THE ONE Stewardship Committee.

B. Interim Progress Report 1– Release of second instalment (30% of prize money)

Awardees are required to submit a progress report **four months** after the project has been implemented or once the first instalment of funds has been fully spent.

The interim progress report should:

- Inform what was accomplished
- State any changes that were made and reasons why they were made
- Provide a statement of expenditures
- Provide invoices to support all expenses
- Include photos documenting implementation of the project

Only after approval of the interim progress report by THE ONE Stewardship Committee will the second instalment of 30% of prize money be released to the awardee.

C. Interim Progress Report 2 – Release of third instalment (40% of prize money)

Awardees are required to submit a second interim progress report **four months** after receipt of the second instalment or once the funds have been fully spent. The report should follow the aforementioned guidelines in item 'B'.

Only after approval of the interim progress report by THE ONE Stewardship Committee will the third instalment of 40% of prize money be released to the awardee.

After receipt of the third instalment, it is mandatory for awardees to continue to submit a **progress report every six months until the project's completion.**

D. Final Report

After the project has been completed, awardees are required to submit a final report within **two months.**

The final report should include four sections: project narrative, project involvement & oversight, community impact and a financial statement.

Section	Content
<p>Project Narrative</p>	<ol style="list-style-type: none"> 1) Describe the project. When and where did the project take place and who were the beneficiaries? 2) What were the original objectives? 3) What was accomplished? Please submit photos that document the implementation. 4) Inform any changes to the project and state the reasons why and how it was changed.
<p>Project Involvement & Oversight</p>	<ol style="list-style-type: none"> 1) How was the project managed during implementation? 2) If there were other service partners or volunteer organisations that participated in the project, please provide details and describe the role they played. 3) If the project involved the participation of Rotary clubs, please describe their involvement.
<p>Community Impact</p>	<ol style="list-style-type: none"> 1) How many people benefited from the project? 2) What was the impact of the project on its beneficiaries? 3) What is the expected long-term impact on the beneficiary community? 4) How will the beneficiary community sustain the project or its effects after the project is completed?
<p>Financial Statement</p>	<ol style="list-style-type: none"> 1) In addition to the prize money from THE ONE, clearly list all income from other sources received by the project, and 2) List all expenses incurred during the course of the project. 3) Provide invoices/bills for all expenses incurred. 4) Provide a bank statement supporting the financial statement. 5) Provide an independent financial review conducted by a Certified Public Accountant (CPA) with the final report.

3. Terms & Conditions

- i. THE ONE reserves the right to rescind a winning title and terminate prize winnings if the awardee fails to submit the project proposal or reports within the given time frame.
- ii. For a project entailing land purchase and/or construction of a building, the awardee must show they have enough funds committed for completion. THE ONE Stewardship Committee reserves the right to deny approval for use of funds if the awardee cannot ensure the project's completion and sustainability.
- iii. For a project entailing land purchase and/or construction of a building, the structure must be built to standard and have a sewage and drainage system in place.
- iv. All documents and bills submitted to the THE ONE Stewardship Committee must be reviewed and signed by an authorised member of the awardee's endorsing Rotary club.
- v. THE ONE Stewardship Committee must be notified of any changes during the implementation of the project.
- vi. The project must credit THE ONE Humanitarian Award by Rotary International District 3450 and its logo must be displayed in the project and printed in all related publications.
- vii. Any media coverage or publicity articles should be forwarded to THE ONE Stewardship Committee.

Should there be any questions or concerns regarding the above, please contact THE ONE Stewardship Committee Chair PP Grace Yen (OC@theoneintl.org).

The awardee acknowledges that they have read and understood the criteria and accepts the duties and obligations set forth herein.

Awardee Name (Print or Type):
Passport / ID No:
Signature:
Date:

Witness Name (Print or Type):
Signature:
Date:

For and on behalf of Rotary International District 3450

Name (Print or Type):
Signature:
Date:

Witness Name (Print or Type):
Signature:
Date: