



Matching Grants
Report to The Rotary Foundation

The Rotary Foundation
One Rotary Center
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E-mail: contact.center@rotary.org

The primary partner Rotary clubs/districts must submit Progress Reports every twelve months during project implementation. The Final Report is due two months after completing the project.

Project Information

Matching Grant Number MG0761805 Project Country Mexico

Progress report Final report Reporting Period from: Nov, 2007 to Feb 2009

Host Partner Rotary Club: Detroit Lakes Breakfast Rotary Club District: 5580

International Partner Rotary Club: Club Rotario de Cabo San Lucas District: 4100

Project Narrative

1. Briefly describe the project.

a. What were your original objectives?

Paint the dormitories at La Candelaria boarding school; provide 70 new beds with bedding and provide lockers. Provide proper refrigeration equipment for healthy, safe food storage; provide propane tanks with concrete pads to operate the refrigeration (refrigerators/freezers) equipment. Supply information on nutrition and healthy life style choices to the teachers, parents and students.

b. What was actually accomplished? (Photographs can help to tell your story. Please submit any action photos that you have that show beneficiary participation and demonstrate Rotarian involvement in the project. Please also indicate the name of the photographer.)

70 new beds with mattresses and bedding were delivered and assembled, old lockers were removed, new lockers put in place; two gas refrigerator/freezers were delivered and installed; propane tanks delivered, installed and set on new concrete pads; dormitories were painted; nutrition information was put into the hands of those in charge.

c. When and where did the project take place, and who were the beneficiaries?

Over the last 15 months La Candelaria boarding school has benefited from our co-operative efforts. La Candelaria serves 85 students (kindergarten through ninth grade) along with a principal and four advisors/counselors. There are three teachers who do not stay on site.

2. Scope change. If the project was changed, how and why was it changed?

Our project was able to be expanded through additional donations of paint from Home Depot and extra volunteer hours and money from a Rotary Club from the Southern United States (this Rotary Club was not originally in our grant proposal but we welcomed their input). Because of the additional volunteers, donations and money some of our original items in the grant were covered so we needed to add additional items into the grant such as library books and educational supplies and materials, needed medical supplies, bathroom accessories, maintenance items, bedding, batteries for the solar panels, physical education games/equipment and melamine kitchen dishes which could be sanitized easily.

Rotarian Involvement and Oversight

3. How did Rotarians manage and oversee the project?

The Cabo Rotary Club was an excellent facilitator of our project. They arranged trips to the school for the “Southern” Rotary Club, ordered and arranged for delivery of equipment, worked with Cabo Villas Resort to help with deliveries, hosted the Detroit Lakes Club and worked with us in the purchase and delivery of bedding, bathroom supplies, books...The Cabo Club arranged for the President of the Boarding School Association to meet with us and educate us on the boarding schools in their district. The Detroit Lakes Club, via email, monitored the purchase and delivery of items, handled monetary transfers, purchased and traveled to the school, along with Cabo Rotarians, to ensure all items in the grant were completed.

4. How many Rotarians from the host partner club participated in the project? 10-15

5. In what way did the host Rotarians participate in the project? Please list all non-financial involvement.

Facilitated the many trips and deliveries to the school, kept in contact with Cabo Villas Resort, ordered items and ensured their delivery to the school, worked with the additional Rotary Club in painting the dorms, kept in constant contact with the principal of the school, arranged for propane tank install, helped assemble the bunk beds, kept the Detroit Lakes Club informed via email.

Prior to the Detroit Lakes Club’s arrival, the Cabo Club pre-priced items at a number of stores which enabled us to stay on budget.

6. How many Rotarians from the international partner club participated in the project? 62

7. In what way did the international Rotarians participate in the project? Please list all non-financial involvement.

The entire Detroit Lakes Breakfast Rotary Club participated in our fundraising for our matching grant. Our club also worked with Cabo Villas Resort with fundraising. Our Service Above Self Foundation Board, consisting of six members, monitored the money spent and the validation of the expenditures by obtaining receipts. Six members traveled to Cabo and La Candelaria School purchased items, toured the facility, validated previous work and purchases, delivered the lockers, completed the dorm project, interacted with the students, staff and Rotarians of the Cabo Club.

Community Impact

8. How many people benefited from the project? 93

9. What was the impact of the project on the beneficiaries?

Even though we are stating 93 benefited from this project, this is the student/teacher/counselor total...in actuality the entire village of La Candelaria and the parents of these students are also beneficiaries; as well as all the Rotarians involved.

Students, who attend La Candelaria, walk up to five miles to this school. If this school did not exist, these students may not receive an education. A clean, comfortable boarding school enables these children to have a proper learning environment. Books and educational board games expand the students learning capabilities and gives the teachers added resources. The refrigeration equipment provides proper storage and sanitation for their food...healthy eating, books for learning and proper beds for sleeping equals better learning. As you know, Rotary International stresses projects which improve literacy, health, hunger and water...this project helped attain these goals.

As far as the Rotarians involved from Cabo and the Detroit Lakes Breakfast Club? We strongly believe we met the Four Way Test. Is it the Truth? Yes, the children will receive a better education. Is it Fair? Yes, we all worked together to improve the school and managed the Rotary grant. Is it Beneficial? Absolutely! Will it build goodwill and better friendships? Without a doubt! Our Club, the Cabo Club and the owners of Cabo Villas Resort have gained lasting friendships and look forward to working together again.

10. What are the expected long-term community impacts of the project?

From the Detroit Lakes Breakfast Club's perspective, we could see the need of providing a proper learning/living environment for these children and future students. According to Oscar Lex, the President of the Boarding School Association for that district, without boarding schools spaced throughout the countryside, many students would remain uneducated and illiterate. So consequently the long term impact is educated, literate adults who can achieve careers and hopefully break the poverty cycle. The "Hip on Health" booklets that we delivered to the school, are also going to be duplicated and used in a Book Mobile library which is going to be sponsored by the Cabo Rotary Club...so this health booklet will be read by many more families than just those at La Candelaria. The Cabo Club also intends to use this booklet with their work with an orphanage in Cabo San Lucas and future literacy projects.

Financial Statement

Currency Used: Peso and U.S Dollar Exchange Rate: 10-14 = 1 USD

11. Income

Sources of Income	Currency	Amount
1. TRF Matching Grant Award and Contributions		
2. Other Income (identify):		
3. Other Income (identify):		
4. Interest Income (if any):		
Total Income:		

12. Expenses (add rows as needed)

Budget Items	Name of supplier	Currency	Amount
1. separate email forwarded			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total Expenses:			

13. Bank Statement - A bank statement that supports the above statement of income and expenses must be attached to this report.

Important – please read:

- For final reports, if there is less than US\$200 remaining, please spend it on eligible items. If there is more than US\$200 remaining, it must be returned to The Rotary Foundation. [Note: In India, government rules require that all unutilized funds be returned to the Rotary International South Asia Office.]
- For grant awards over US\$25,000, attach an Independent Financial Review to each progress report and the final report.
- Keep all original receipts for at least five years, or longer if required by local law. Do not send receipts to TRF unless requested by staff.
- If your project involves a revolving loan fund you will need to visit the Rotary website at: 'www.rotary.org' to download the Report Supplement for Revolving Loan Grants.

14. Certifying Signature – Either the Host or International Partner must certify the report. If the grant is club sponsored the current club president must certify the report and if the grant is district-sponsored the district grants subcommittee chair must certify the report.

By signing this report, I confirm to the best of my knowledge that these Matching Grant funds were spent according to Trustee-approved guidelines and that all of the information contained herein is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

Print Name: _____ Signature: _____ Date: _____

Rotary Title: _____ Club: _____ District: _____

In our effort to improve our grant program, we'd appreciate your feedback on the following questions:

A. Rotary Impact – select all that apply

- Our club or district's international Rotary connections are stronger as a result of this project.
- Club membership has increased as a result of this project.
- Visibility of Rotary in our community has increased.
- Our club's awareness of the needs in our community has increased.
- Volunteer activity in our club or district has expanded.
- Our club or district is more active in pursuing Foundation grants and Rotary programs.
- Awareness of the needs in our community has increased among Rotarians in other countries.
- Participation in this Matching Grant has not changed our club or district in any significant way.

B. Project Sustainability – select all that apply

- The project will continue to function without Foundation funds.
- Equipment purchased with grant funds is being maintained with local materials and expertise.
- If training was a component of the project, trainees are using their knowledge and skills.
- This project has provided community members with the skills, knowledge, or institutions that will allow them to help themselves.
- The community has initiated additional projects related to the same or similar problems.
- The project has not been sustainable.

C. Suggestions

Given your experience, do you have suggestions to improve the Matching Grants program?

Since our original La Candelaria/Cabo project chair and the chairperson from the Cabo Club, were unable to follow through with our project, the new Detroit Lakes and Cabo chairs were not aware of the original information and rules involved with reporting and communication with the district and international offices. Our clubs had to pick up "pieces and information" of the project and put them together and move on. It would be appropriate, we feel, if someone from the district Grant Sub-committee could meet with any first time recipients of a grant, in order to fill them in on procedure and answer any questions. This could improve expedition of grant reporting and project completion.

If your project clearly demonstrates Rotarian involvement and is worthy of publication, please complete an RI Newstip Form, available on the RI website at www.rotary.org. Please attach action photos showing the beneficiaries or showing active Rotarian involvement and indicate the name of the photographer.

Report Checklist

Does your report include the following?

- Time period of reporting
- How and what the project accomplished
- Rotarian participation, oversight and management
- Rotary impact
- Itemized report of income and expenses
- A bank statement
- Certifying signature

Independent Financial Review for grant awards of US\$25,001 or more

Have you done the following?

Made copies of the report for both the host and international partner

Returned surplus funds over US\$200 (except in India where all unutilized funds must be returned)

Made a file to store the report and receipt copies for five years or longer if required by local law

La Candalaria Project
Financial Summary, March 16, 2009

Project Elements	Grant Proposal Amounts	Reimbursement Request by Cabo Club	Reimbursements to Cabo Club as of 2/18/09	Direct Purchases, cash reimbursements by DL Club	Vender	Receipts or invoices
1000 Lt Propane Tank, Installation	\$1,300.00	\$1,300.00	\$1,300.00			yes
Installation		\$1,433.00	\$1,433.00			yes
Concrete pad for propane tanks		\$200.00		\$102.00		yes
Propane		\$1,000.00	\$1,000.00			yes
18 cf LP Refrigerator w/ shipping	\$2,850.00					
15 cf LP freezer w/ shipping	\$2,965.00					
2 small refrigerator/freezers		\$2,500.00	\$2,500.00			yes
20 bunk beds	\$4,500.00	\$3,800.00				yes
40 mattresses	\$2,600.00	\$3,200.00				yes
20 bunk beds and 40 mattresses			\$7,000.00			
10 double lockers	\$2,000.00	\$1,900.00	\$1,900.00		juric indust	yes
community labor-paint, refinish	\$2,000.00	\$0.00				no
Paint and painting supplies, misc.	\$2,870.00	\$0.00				no
currency transfer fees				\$71.17		
Wire Transfer fees				\$75.00	state bank	
Batteries for solar panels		\$318.00	\$318.00		Home Depot	yes
Kitchen accessories		\$395.00	\$395.00		Home Depot	yes
Miscellaneous (light bulbs, rakes, shower, toilet seats)		\$152.12	\$152.12		Home Depot	yes
Power Plant Repair		\$35.71	\$35.71		local vender	yes
Health brochures printing				\$31.00	Midwest Printing	yes
pillows, sheets and pillow cases, quilts				\$3,852.00	Costo, Sam's	yes
medications				\$78.00	Costco	yes
bathroom accessories (mirrors, hooks, etc)				\$135.00	Home Depot	yes
Medications (tylenol, bandaids, feminine hygiene)				\$78.00	Home Depot	yes
School supplies (pens, pencils, educational games, paper)				\$374.00	Costco	yes
Books (atlas, science, etc)				\$255.00	Costco	yes
totals	\$21,085.00	\$16,233.83	\$16,033.83	\$5,051.17		
Balance in Grant				\$0.00		

FINANCIAL STATEMENT

Currency Used: Pesos and US Dollars

Exchange Rate

10-1 14-Oct

11. Income

Sources of Incomes	Currency	Amount
1 TRF Matching Grant Award and Contributions		\$21,085.00
2 Other Income		
3 Other Income		
4 Interest Income		

12. Expenses

Budget Items	Supplier	Currency	Amount
		Pesos	Dollars
1 1000 liter Propane Tank and Install	Cabo Gas Pacifico	37,300	\$3,835.00
2 2 LP Refrigerator/Freezers	Muebles Narez	25,000	\$2,500.00
3 20 Bunk Beds	Muebles Narez	38,080	\$3,800.00
4 40 Mattresses	Muebles Narez	32,030	\$3,200.00
5 10 Double Lockers	Juric	26,641	\$1,900.00
6 Wire Transfer Fees	State Bank and Trust		\$75.00
7 Currency transfer fees	Visa		\$71.00
8 Batteries, Kitchen accessories	Home Depot	5,530	\$713.00
9 Misc. (lights, rakes, shower, toilet)	Home Depot	1,503	\$152.12
10 Power Plant Repair	Local repairman	500	\$35.71
11 Bedding - Pillows, Sheets, quilts	Costco	53,928	\$3,852.00
12 Health brochures printing	Midwest Printing		\$31.00
13 Bathroom accessories	Home Depot	1,890	\$135.00
14 Books (atlases, science, etc)	Costco	3,570	\$255.00
15 Medications	Costco	1,092	\$156.00
16 School Supplies	Costco	5,236	\$374.00
		\$232,300.00	\$21,084.83

13. Bank Statement

Note that 3 wire transfers took place from 1/08 through 2/09. An additional \$5000 was converted to cash and spent on items 10 through 16 during a site visit in late February, 2009. Receipts are available for all transactions.



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Previous Statement Date
Statement Ending Date
Account Number
Page 1

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10-31-2007
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SERVICE ABOVE SELF FOUNDATION
C/O RICHARD HECOCK
633 NORTH SHORE DR
DETROIT LAKES MN 56501-4509

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Account Summary - Free Small Business Checking - 600029276

Beginning Balance	\$2,631.00	Days in Statement Period	31
Deposits/Credits	\$21,135.00	Average Balance	\$3,556.00
Withdrawals/Debits	\$0.00	Interest Earned	\$0.00
Service Charge	\$5.00	Annual Percentage Yield Earned	0.00
Interest Paid Ending Balance	\$0.00	Interest Paid Year-To-Date Dime-A- Time Reward YTD	%
	\$23,761.00		\$0.00
			\$0.00

Deposits/Credits

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10-04	DEPOSIT	
10-10	INCOMING WIRE TRANSFER 349246	
10-31	Rotary Found TRF	\$50.00
	UAPC00064900	\$300.00
	SERVICE ABOVE SELF FOU	\$20,785.00

Withdrawals/Debits

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10-10	Incoming Wire Trf	\$5.00

Balance By Date

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Balance</u>
09-30	\$2,631.00	10-10	\$2,976.00	
10-04	\$2,681.00	10-31	\$23,761.00	

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Previous Statement Date
Statement Ending Date
Account Number
Page 1

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Account Summary - Free Business Checking - 600029276

Beginning Balance	\$24,286.00	Days in Statement Period	29
Deposits/Credits	\$520.00	Average Balance	\$23,103.75
Withdrawals/Debits	\$8,305.00	Interest Earned	\$0.00
Service Charge	\$0.00 \$0.00	Annual Percentage Yield Earned	0.00%
Interest Paid	\$16,501.00	Interest Paid Year-To-Date Dime-	\$0.00
Ending Balance		A- Time Reward YTD	\$0.00

Deposits/Credits

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02-08	DEPOSIT	\$520.00

Checks in Numeric Order

<u>Date</u>	<u>Check No.</u>	<u>Amount</u>	<u>Date</u>	<u>Check No.</u>	<u>Amount</u>
02-25		7,955.00	02-13	2092*	350.00
*Check number out of sequence					

Balance By Date

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>
01-31	\$24,286.00	02-13	\$24,456.00	
02-08	\$24,806.00	02-25	\$16,501.00	<u>Balance</u>

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Service Above Self foundation

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your check. You can use
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DATE <u>2-10-09</u> BY _____	(01) _____ (OUTSIDE-IB)	<u>600089276</u>
YOUR ACCOUNT HAS BEEN CHARGED AS FOLLOWS	\$ <u>2,750.00</u>	
<u>Outgoing wire - Mexico</u>		

Service above Self foundation

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