



The Rotary Foundation (TRF) Matching Grant Application Instructions

What is a Matching Grant?

Matching Grants support international humanitarian service projects. Rotary clubs or districts from two countries work collaboratively to implement a project.

Who can apply?

Rotary clubs and districts from two countries may apply. The clubs or districts must be in good standing with Rotary International. This includes payment of dues and being current on reporting for previous grants.

What are the requirements of a Matching Grant?

Matching Grants must involve a Rotary club or district in the project country (host) and a Rotary club or district in another country (international) implementing a humanitarian project. Partners are expected to:

- Maintain communication for the life of the project
- Establish a committee of at least three Rotarians to oversee the project
- Treat grant funds as a sacred trust
- Maintain clear and accurate accounting

All projects must have active Rotarian participation and oversight. Active participation can include:

- Managing project funds
- Visiting the project site on an as-needed basis
- The international and host partners sharing information via correspondence
- The partners sharing expertise
- Purchasing, shipping, or distributing items purchased
- Publicizing the project to local media and the district

What projects are eligible for a Matching Grant?

Matching Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the Humanitarian Grant Coordinator for the project location.

| ELIGIBLE | INELIGIBLE |
|---|--|
| Revolving loans/microcredit | Establishment of a foundation, permanent trust, or long-term interest-bearing account |
| Short-term rent or lease of buildings | Purchase of land or buildings |
| Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures | Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities |
| Purchase of equipment or appliances | Provision of plumbing or electrification inside buildings |
| Short-term and/or contracted labor for project implementation | Salaries for individuals working for another organization |
| Administrative expenses for project activities | Operating or administrative expenses of another organization |
| Primary and secondary education, tuition, transportation | Postsecondary education activities, research, or personal or professional development |
| Domestic travel | International travel |
| Detailed, itemized expenses | Contingencies, miscellaneous expenses |
| Assistance to land mine victims | Land mine removal |
| Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service | Rotary signage |
| Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization | Transportation of vaccines or immunizations by hand over national borders |

| ELIGIBLE | INELIGIBLE |
|--|---|
| New Rotary-sponsored projects not already in progress or completed | Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed |
| Maternal and prenatal health and education | Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination |
| Budgeted and itemized humanitarian goods | Unspecified or cash donations to beneficiaries or cooperating organizations |
| Humanitarian or service activities benefiting a community in need | Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect |
| Secular, nonreligious activities that benefit a community in need | Projects that support purely religious functions at churches and other places of worship |

What are the funding limits?

Sponsors may request US\$5,000-\$150,000 from The Rotary Foundation. TRF matches \$0.50 for every \$1 of a cash contribution and \$1 for every \$1 from the District Designated Fund (DDF).

How to apply

Sponsors must complete a *Matching Grant Application* (141-EN) and submit it to TRF. Applications are accepted from 1 July to 31 March in any given Rotary year. If your project involves revolving loans or microcredit, the Revolving Loan Fund Supplement Form and Credit Group Plan must be included with the application. Requests of \$25,001-\$150,000 are considered on a competitive basis and must be received at TRF by 1 August for consideration at the October Trustees' meeting and 1 January for consideration at the April meeting. *The Guide to Matching Grants* (144-EN) is available to assist in developing the project and completing the application.

NOTE: Applications should be submitted single-sided and unbound and should be typed, not handwritten.

What are the reporting requirements?

Reports are required at least every 12 months for the life of the project. A final report is due within two months of the completion of the project. Project partners must be up to date on reporting for previous projects, as failure to do so will result in all new applications being returned.

How to submit the application

Complete applications should be sent to:

Humanitarian Grants Program
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Fax: 847-866-9759
E-mail: grants@rotary.org

Glossary of commonly-used terms

Beneficiary: the recipient of goods or services

Cooperating organization: an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination

DDF: District Designated Fund

DGSC: district grants subcommittee chair

DRFC: district Rotary Foundation committee

Host partner: the Rotary club or district in the project country

International partner: the Rotary club or district outside the project country

Primary contact: member of partner club or district that serves as main point of contact between TRF and project partners

Supplier: the entity providing goods or services being purchased with grant funds

NOTE: These instructions represent an overview of the Matching Grants process. Please be sure to review the Matching Grants section of the RI Web site at www.rotary.org for updates. It is beneficial to read *The Guide to Matching Grants* (144-EN) before submitting an application. This publication is available by download from the RI Web site and on request from Publications Order Services.



Matching Grant Application The Rotary Foundation (TRF)

PROJECT DESCRIPTION

Explanation: Matching Grants support the humanitarian service projects of Rotary clubs and districts. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of both the host and international partners.

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

Project site Primary Schools

City/Village Demir Hisar

State/Province _____

Country Macedonia

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

Supply books, reference materials, shelving and supplies to 3 Primary Schools, and 14 village schools surrounding the village of Demir Hisar, Macedonia. Approximately 700 children will benefit from the books. The rural community is extremely poor and suffers high unemployment. They are responsible for maintaining and funding their local schools. This project will greatly help the students and the entire community. We estimate the project will take between 3 and 6 months to complete.

Describe how the benefiting community will maintain this project after grant funding has been fully expended.

The books and reference materials will be available to the community as well as the schools. A student run "Library Club" will be encouraged to promote literacy, and will be involved in purchasing additional materials as needed.

Describe specific activities of the host and international partners in implementing the project. What will the Rotarians who are members of the partner clubs do during the project? Please note that financial support is not considered active involvement. (See the Matching Grant application instructions for suggestions.)

The host club, "Bitola Rotary Club" will be involved in the installation and maintenance of the bookshelves and other materials. They will be involved in the purchase and distribution of the books to the rural schools.

The international partner, the "Bemidji Noon Rotary", will be involved in a minimum of two fund raising projects dedicated to this project. We will be hosting the US Peace Corp. Volunteer serving in Macedonia for a June program in Bemidji.

HOST PARTNER

Explanation: The host partner is the club or district in the project country. A committee of at least **three** Rotarians must be established to oversee the project. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs for club-sponsored projects or district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recommended that the primary contact (who receives all information from TRF) have an e-mail address to expedite communication.

Primary Club/District

| | | | |
|----------|---------------------------|---------------------------|------------------|
| Club | <u>Rotary Club Bitola</u> | Club ID number (if known) | <u>51017</u> |
| District | <u>2481</u> | Country | <u>Macedonia</u> |

Primary Contact:

| | | | |
|-----------------|--|--------------|-------------------------|
| Name | <u>Veselinica Derebanova-Krstevska</u> | Member ID | <u>3467656</u> |
| Club | <u>Rotary Club Bitola</u> | | |
| Rotary position | <u>President 2007-2008</u> | | |
| Address | <u>Maksim Gorki 91 Bitola</u> | | |
| City | <u>Bitola</u> | | |
| State/Province | <u>Macedonia</u> | Postal code | <u>7000</u> |
| | | Country | <u>Macedonia</u> |
| E-mail | <u>notarvodk@mt.mk</u> | | |
| Home phone | <u>1-384-47-239-400</u> | Office phone | <u>1-389-47-222-947</u> |
| | | Fax | <u>1-389-47-222-947</u> |

Project Contact #2:

| | | | |
|-----------------|---------------------------|--------------|-------------------------|
| Name | <u>Dragi Milosevski</u> | Member ID | <u>6591234</u> |
| Club | <u>Rotary Club Bitola</u> | | |
| Rotary position | <u>Community service</u> | | |
| Address | <u>Koco Cocakov 29</u> | | |
| City | <u>Bitola</u> | | |
| State/Province | <u>Macedonia</u> | Postal code | <u>7000</u> |
| | | Country | <u>Macedonia</u> |
| E-mail | | | |
| Home phone | <u>1-389-47-223-792</u> | Office phone | <u>1-389-70-207-918</u> |
| | | Fax | |

Project Contact #3:

| | | | |
|-----------------|---------------------------|--------------|-------------------------|
| Name | <u>Vangel Dimovski</u> | Member ID | <u>5693445</u> |
| Club | <u>Rotary Club Bitola</u> | | |
| Rotary position | | | |
| Address | <u>13. Jyli 22 Bitola</u> | | |
| City | <u>Bitola</u> | | |
| State/Province | <u>Macedonia</u> | Postal code | <u>7000</u> |
| | | Country | <u>Macedonia</u> |
| E-mail | | | |
| Home phone | <u>1-389-47-256-480</u> | Office phone | <u>1-389-75-207-987</u> |
| | | Fax | |

INTERNATIONAL PARTNER

Explanation: The international partner is the club or district outside the project country. A committee of at least **three** Rotarians must be established to oversee the project. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs for club-sponsored projects or district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recommended that the primary contact (who receives all information from TRF) have an e-mail address to expedite communication.

Primary Club/District

| | | | |
|----------|---------------------|---------------------------|------|
| Club | Bemidji Noon Rotary | Club ID number (if known) | 3790 |
| District | 5580 | Country | USA |

Primary Contact:

| | | | |
|-----------------|------------------------------|--------------|--------------|
| Name | John Reff | Member ID | 424574 |
| Club | Bemidji Noon Rotary | | |
| Rotary position | International Projects Chair | | |
| Address | 6420 Birchmont Dr NE | | |
| City | Bemidji | | |
| State/Province | MN | Postal code | 56601 |
| | | Country | USA |
| E-mail | reff@paulbunyan.net | | |
| Home phone | 218-444-7333 | Office phone | 218-751-5674 |
| | | Fax | 218-751-9382 |

Project Contact #2:

| | | | |
|-----------------|-------------------------|--------------|--------------|
| Name | Gary Johnson | Member ID | 5154634 |
| Club | Bemidji Noon Rotary | | |
| Rotary position | President | | |
| Address | 1320 Wildwood Rd NE | | |
| City | Bemidji | | |
| State/Province | MN | Postal code | 56601 |
| | | Country | USA |
| E-mail | gjohnson@paulbunyan.net | | |
| Home phone | 218-586-3456 | Office phone | 218-444-1128 |
| | | Fax | 218-333-0186 |

Project Contact #3:

| | | | |
|-----------------|-------------------------|--------------|------------------|
| Name | James Hess | Member ID | 5467728 |
| Club | Bemidji Noon Rotary | | |
| Rotary position | International Projects | | |
| Address | 3601 Birchmont Dr NE | | |
| City | Bemidji | | |
| State/Province | MN | Postal code | 56601 |
| | | Country | ISA |
| E-mail | jhess@bemidji.k12.mn.us | | |
| Home phone | 218-444-7574 | Office phone | 218-333-3105-105 |
| | | Fax | 218-333-3129 |

PROJECT FINANCING

Explanation: Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from District Designated Funds (DDF). Use of DDF must be authorized by the district Rotary Foundation committee chair. TRF matches US\$0.50 for every \$1 cash contribution and \$1 for every \$1 contribution from DDF. The primary host club or district must provide at least \$100.

NOTE: No funds should be sent to TRF prior to official Trustee approval. Upon approval, a letter will be sent to the sponsors notifying them of approval and providing detailed instructions on how and where to submit their contributions.

| Host Rotary clubs or district inside the project country (The primary host club or district must provide at least US\$100.). | Cash (US\$) | DDF (US\$) | DRFC Chair (Print Name) | DRFC Chair Authorization |
|--|--------------------|-------------------|--------------------------------|---------------------------------|
| Rotary Club Bitola | In kind-labor | | | |
| (1000 EURO0) | \$1556.00 | - | - | - |
| | | | | |
| | | | | |
| | | | | |
| International Rotary clubs or district outside the project country | Cash (US\$) | DDF (US\$) | DRFC Chair (Print Name) | DRFC Chair Authorization |
| Bemidji Noon Rotary | \$4118 | \$4118 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Subtotals, Cash and DDF | \$5674 | \$4118 | | |
| TOTAL Cosponsor contributions | \$9792 | | | |
| Total funds requested from TRF (must be at least US\$5,000) | \$6177 | | | |
| Additional outside funding (not matched by, or forwarded to, TRF) | - | | | |
| Total project financing (must equal budget on page 4) | \$15969 | | | |

PROJECT PLANNING

Explanation: Before an application is submitted to TRF, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own anything purchased with grant funds.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)

The School of Demir Hisar will own and maintain all the materials

Will training in use and maintenance of technical equipment be provided? If so, who will provide training?

Training will be provided by the US Peace Corp Volunteer, and the members of The Rotary Club of Bitola

Is software necessary to operate any items? If so, has software been provided?

Software for the laptop is included.

Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.

All materials and supplies will be purchased in Macedonia

Provision of plumbing and electrification to structures where people live or work cannot be purchased with grant funds and must be funded with other sources. Have the sponsor clubs/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

None.

COMPETITIVE GRANTS

Explanation: Competitive grants are grants requesting US\$25,001 or above from TRF. Competitive grants are reviewed twice a year at the October and April Trustees' meetings.

If your grant request is for US\$25,001 or above, a community needs assessment must be included. This assessment should demonstrate how the proposed project

- Involves the benefiting community
- Is viable and will be maintained by the benefiting community after grant funds have been expended

Please refer to *The Guide to Matching Grants* (144-EN) and the RI Web site (www.rotary.org) for additional information.

AUTHORIZATIONS

Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club/district agrees to undertake this project as an activity of the club/district.
- We ensure all cash contributions (as detailed in Project Financing) will be forwarded to TRF or directly to the project account after Trustee approval of the grant.
- RI and TRF may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, etc.
- The partners agree to share information on best practices when asked, and TRF may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)

| Host Partner | | International Partner | |
|---|--------------------------------|---|------------------------|
| <input checked="" type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored) | | <input checked="" type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored) | |
| Name | Veselinca Derebanova-Krstevska | Name | Gary Johnson |
| Title | President | Title | President |
| Rotary Club | Bitola | Rotary Club | Bemidji Noon |
| District # | 2481 | District # | 5580 |
| Signature | See attached photo copy | Signature | See attached photo coy |
| Date | | Date | |

| Primary Contact | | Primary Contact | |
|--------------------|--------------------------------|--------------------|-------------------------|
| Name | Veselinca Derebanova-Krstevska | Name | John Reff |
| Signature | See attached photo copy | Signature | See attached photo copy |
| Date | 03-13-08 | Date | 03-15-08 |
| Project Contact #2 | | Project Contact #2 | |
| Name | Dragi Milosevski | Name | Gary Johnson |
| Signature | See attached photo copy | Signature | See attached photo copy |
| Date | 03-13-08 | Date | 03-15-08 |
| Project Contact #3 | | Project Contact #3 | |
| Name | Vangel Dimovski | Name | James Hess |
| Signature | See attached photo copy | Signature | See attached photo copy |
| Date | 03-13-08 | Date | 03-15-08 |

COOPERATING ORGANIZATION

Explanation: A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization *None*

Street Address

City, State/Province

Postal code

Country

Office phone

Fax

E-mail

Web address

In addition to the above, the following must be attached:

- Letter of participation from cooperating organization that specifically states:
 - Its responsibilities and how it will interact with Rotarians
 - The organization's agreement to cooperate in any financial review of the project
- A letter of endorsement from the host partner confirming that the cooperating organization works within that country's laws

FINAL REPORT

Explanation: Although both partners are responsible for completing progress and final reports, the Trustees require that one partner take primary responsibility for submitting the final report to TRF. It is recommended that the club or district receiving the funds should take primary responsibility.

"By signing below, our club/district accepts primary reporting responsibility."

Print name *Veselinica Derebanova-Krstevsja*

Signature *See attached photo copy*

Rotary club *Bitola*

District *2481*

DISTRICT GRANTS SUBCOMMITTEE CHAIR REVIEW

Explanation: The Trustees require that the district grants subcommittee chair (DGSC) from either the host or international sponsor district certifies the application as complete. If the application is not complete or eligible, it will be returned to the host partner with a brief explanation.

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding."

Print name of DGSC

Signature

District

Date

COMPLETION CHECKLIST

Before submitting your Matching Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the Humanitarian Grant Coordinator for the project location.

- Does the project meet **all** grant policies and guidelines (see *The Guide to Matching Grants* [144-EN] or the RI Web site at www.rotary.org)?
- Does the project description clearly state how the project will assist those in need?
- Are the activities of the host and international partners clearly explained? Will the Rotarians be actively involved in the project?
- Have both the host and international partners created committees to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- Is a detailed, itemized budget included in the application?
- Are all partner contributions listed in the application, noting which contributions will be cash and which will be DDF?
- Has the DRFC chair provided his/her signature authorizing the use of District Designated Funds?
- Have the club presidents or district grants subcommittee chairs from the host and international partner provided their authorizing signatures?
- Have all six committee members provided their authorizing signatures?
- If a cooperating organization is involved, are the following letters included with the application:
 - Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project
 - Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country
- If the project involves a revolving loan or microcredit, is the Revolving Loan Fund Supplement and Credit Group Plan included?
- If the grant request is US\$25,001 or more, is a community needs assessment attached?
- Has the district grants subcommittee chair from either the host or international partner certified the application as complete and eligible?
- Is there a minimum of nine authorizing signatures included in the application?
- Have the partners made copies of all documents for their files prior to submitting them to TRF?

Complete applications should be sent to:



Humanitarian Grants Program
 The Rotary Foundation
 One Rotary Center
 1560 Sherman Avenue
 Evanston, IL 60201-3698 USA
 Fax: 847-866-9759
 E-mail: grants@rotary.org