

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

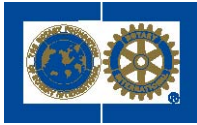
Host partner: the Rotary club or district in the project country

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 Buena Vista, Santa Barbara

City/Village Santa Barbara

State/Province _____

Country Honduras, CA

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.

Buena Vista is a village of approximately 65 homes. It is in the most remote part of a mountainous region in the Dept. of Santa Barbara, Honduras. It lacks sustainable potable water and sanitation. Due to its relative inaccessibility it has not been the recipient of government aid or other NGO affiliation to correct its most basic health and sanitation needs. Our Rotary District 5580 has participated in other potable water and sanitation projects in this Rotary District and this one is the most challenging as well as needy of any of our previous projects. The water will have to be brought from a mountain spring across the valley from the village and then up the mountain on which the village is located (see picture). The distance to be traversed by the water pipe from the source to the village is 4 kilometers. Due to these factors, an extensive surveying was done by sanitation engineer and Peace Corp Volunteer (PCV), Kate Strauss. The results were sent to an engineering firm in Denver, in which a member of our brigade is associated. Some modifications were suggested and adopted. The results of this study were evaluated by the Rotary Clubs who are participating in this project and they voted to apply for the Matching Grant.

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

After our visit last year our Rotary brigade visited with a Rotarian sponsored organization called Agua Pura which has started working in the Santa Barbara area putting in water filters. The District 5580 Rotary brigade agreed to finance water filters for the village of Buena Vista. These were installed the past year by Agua Pura and when we visited the village in February a remarkable change in the health of the village was encountered. No longer were the children full of lice, scabies, and dysentery. All infectious diseases decreased significantly. A health survey was done by PCV Allison O'Donnell, a specialist in global health. This was done after the filters were installed. The village does receive a small amount of water during the rainy season from a neighboring village but this sharing is stopped during the dry season as there is just enough for the donor village. The survey does not reflect the seriousness of the illnesses found by our medical brigade the previous year. During the dry season the villagers have to walk for almost four hours for water. Members of our Rotary District 5580 have been working in this area for 19 years. Numerous water and sanitation projects have been sponsored and built. The change in the general health of the community following water-sanitation projects is always almost miraculous. Infectious diseases become isolated rather than endemic, gardens are planted, clothes are clean, and homes are repaired and expanded. "Res Ipsa Loquitur"

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 Rotary Club of Santa Barbara has agreed to co-sponsor the project. They have already been to the village many times. They initially visited the village of Buena Vista to evaluate the need for the project prior to recommending it to our Rotary brigade for sponsorship. During our visits, they assisted our brigade in the evaluation. They have maintained in contact with the village leadership and Peace Corp Volunteers in developing the project. We have been working closely with the Rotary Club of Santa Barbara for 19 years. Only through the industriousness of this small club have we been able to accomplish all the projects we have been involved. They have done oversight as well as "hands on" on all the projects we have undertaken. See additional information (attached).

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>Santa Barbara Rotary Club</u>	Club ID number (if known)	<u></u>
District	<u>4250</u>	Country	<u>Honduras, CA</u>

Primary Contact:

Name	<u>Hector Madrid</u>	Member ID	<u></u>
Club	<u>Santa Barbara</u>		
Rotary position	<u>President</u>		
Address	<u>Bario, Abajo</u>		
City	<u>Santa Barbara</u>		
State/Province	Postal code	Country	
<u></u>	<u></u>	<u>Honduras, CA</u>	
E-mail	<u>eleisnehn@yahoo.com</u>		
Home phone	Office phone	Fax	
<u>011-504-643-2552</u>	<u></u>	<u></u>	

Project Contact #2:

Name	<u>Mario Lopez</u>	Member ID	<u></u>
Club	<u>Santa Barbara Rotary</u>		
Rotary position	<u>President Elect</u>		
Address	<u>Bario Lima Linda</u>		
City	<u>Santa Barbara</u>		
State/Province	Postal code	Country	
<u></u>	<u></u>	<u>Honduras, CA</u>	
E-mail	<u>_mariohn68@yahoo.com</u>		
Home phone	Office phone	Fax	
<u>011-504-643-3052</u>	<u></u>	<u></u>	

Project Contact #3:

Name	<u>Alvaro Jose Perez</u>	Member ID	<u></u>
Club	<u>Santa Barbara</u>		
Rotary position	<u>International Service Committee</u>		
Address	<u></u>		
City	<u>Santa Barbara</u>		
State/Province	Postal code	Country	
<u></u>	<u></u>	<u>Honduras, CA</u>	
E-mail	<u></u>		
Home phone	Office phone	Fax	
<u></u>	<u></u>	<u></u>	

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 Rotary Club	3790	Club ID number (if known)	3790
	P.O. Box 1321	Bemidji, MN 56601		
District	5580		Country	USA

Primary Contact:

Name	Ted Will	Member ID	
Club	Bemidji		
Rotary position	International Service Committee		
Address	PO Box 1321		
City	Bemidji		
State/Province	MN	Postal code	56601
		Country	USA
E-mail	twill@paulbunyan.net		
Home phone	218-751-5186	Office phone	Cell: 218-766-9508
		Fax	218-751-5186

Project Contact #2:

Name	Chris Keenan	Member ID	
Club	Bemidji Rotary		
Rotary position	International Service Committee		
Address	1008 Paul Bunyan Dr. SE		
City	Bemidji		
State/Province	MN	Postal code	56601
		Country	USA
E-mail	ckeenan@paulbunyan.net		
Home phone	218-759-2646	Office phone	218-751-2114
		Fax	218-444-5963

Project Contact #3:

Name	Gary Johnson	Member ID	
Club	Bemidji Rotary		
Rotary position	President		
Address	13260 Wildwood Road NE		
City	Bemidji		
State/Province	MN	Postal code	56601
		Country	USA
E-mail	gjohnson@paulbunyan.net		
Home phone	(218) 586-3456	Office phone	(218) 444-1234
		Fax	

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
Santa Barbara Rotary Club	100			
International Rotary clubs or district outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
Bemidji Rotary Club & Partners	15,730	15,730	Claudette Holly	
Subtotals, Cash and DDF	15,830	15,730		
TOTAL Cosponsor contributions	31,560			
Total funds requested from TRF (must be at least US\$5,000)	23,595			
Additional outside funding (not matched by, or forwarded to, TRF)				
Total project financing (must equal budget on page 4)	55,155			

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 village of Buena Vista will own & operate the equipment.

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

Meetings have been held with the village leadership in regards to their participation in building the water-sanitary system and its maintenance. Further training will occur throughout the building process.

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

No

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

All budget items to be purchased in Honduras

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.)?

Yes

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	Hector Madrid	Name	Gary Johnson
Title	President	Title	President
Rotary Club	Santa Barbara, Honduras	Rotary Club	Bemidji Rotary
District #	4250	District #	5580
Signature		Signature	
Date	05-22-08	Date	05-30-08

Primary Contact		Primary Contact	
Name	Hector Madrid	Name	Ted Will
Signature		Signature	
Date	05-22-08	Date	05-30-08
Project Contact #2		Project Contact #2	
Name	Mario Lopez	Name	Chris Keenan
Signature		Signature	
Date	05-22-08	Date	05-30-08
Project Contact #3		Project Contact #3	
Name	Alvaro Jose Perez	Name	Gary Johnson
Signature		Signature	
Date	05-22-08	Date	05-30-08

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 Peace Corps Honduras

Street Address Col. Palmira, No. 401 Ave. Republica de Chile

City, State/Province Tegucigalpa, D.C.

Postal code 11101

Country Honduras, CA

Office phone (504) 232-1753

Fax (504) 232-5399

E-mail katherine.strass.pch@gmail.com

Web address allison.odonnell.pchn@gmail.com

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 Chris Keenan

Signature

Rotary club Bemidji Rotary

District 5580

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 Keith Brokke

Signature

District 5580

Date May 30, 2008

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