

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 Guatemala elementary rural schools

City/Village Trapichitos, Pasojoc, and Zacualpa Elementary school

State/Province Quiche (department of Guatemala)

Country Guatemala

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.

The low level of education in the rural schools is due in part to the lack of educational materials ~ books and teachers. Providing books for Libraries in these elementary schools, will motivate children to attend school, encourage reading, and improve the level of education. Also, providing books, computer lab furniture (desks and chairs) and didactic materials to the schools will support and inspire the teachers.

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

The Libraries we fund, will be owned by the schools and can be added to. The books will be read by children for many years.

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.)

Members of the Partnering Rotary Clubs (from District 5580) hope to deliver the books to the three schools District 5580 has built in Guatemala over the past four years. In addition, it will provide an opportunity to interact with the children at these schools on an on going basis (year to year) to assess their needs and accomplishments.

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	Vista Hermosa Rotary Club	Club ID number (if known)	51446
District	4250	Country	Guatemala

Primary Contact:

Name	Desiree Sempe	Member ID	5856193
Club	Vista Hermosa		
Rotary position	Secretary & International Service Chair		
Address	13 calle 12-33 Zona 10, Oakland		
City	Guatemala City		
State/Province	Guatemala	Postal code	01010
		Country	Guatemala
E-mail	desireesempe@gmail.com		
Home phone	502-5917-6701	Office phone	502-2470-9151
		Fax	502-2368-2343

Project Contact #2:

Name	Helga Hesse	Member ID	5965322
Club	Vista Hermosa		
Rotary position	Treasurer		
Address	7 Avenida 1-22 Zona 13		
City	Guatemala City		
State/Province	Guatemala	Postal code	01013
		Country	Guatemala
E-mail	helga.hesse@contecindustrial.com		
Home phone	502-2475-1811	Office phone	502-2381-8383
		Fax	

Project Contact #3:

Name	Rolando Gonzalez	Member ID	6280347
Club	Vista Hermosa		
Rotary position	Past President		
Address	13 Calle 7-08 Zona 9		
City	Guatemala City		
State/Province	Guatemala	Postal code	01009
		Country	Guatemala
E-mail	tecnoauto@intelnet.net.gt		
Home phone	502-4010-9409	Office phone	502-2385-0143
		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 Wahpeton, ND Rotary Club ID number (if known) _____
 District 5580 Country USA

Primary Contact:

Name Suzanne Pehl Member ID _____
 Club Wahpeton, ND Rotary
 Rotary position International Committee
 Address 1388 17th Ave N
 City Wahpeton
 State/Province ND Postal code 58075 Country USA
 E-mail spehltlp@qwest.net
 Home phone 701-642-1424 Office phone 701-642-1753 Fax 701-642-4726

Project Contact #2:

Name Clyde Frank Member ID _____
 Club Dickinson Rotary
 Rotary position International Committee/Past President
 Address 686 21st Street West
 City Dickinson
 State/Province ND Postal code 58601 Country USA
 E-mail frankdix@fisherind.com or cfrank@ndsupernet.com
 Home phone 701-483-3378 Office phone 701-456-9184 Fax _____

Project Contact #3:

Name Richard Geiselhart Member ID _____
 Club Wahpeton Rotary
 Rotary position International Committee
 Address 1711 Red River Court
 City Wahpeton
 State/Province ND Postal code 58075 Country USA
 E-mail richardgeiselhart@meritcare.com
 Home phone 701-642-8065 Office phone 701-642-7000 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 and the district governor. 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	District Governor (Print Name)	District Governor Authorization
Vista Hermosa RC	100.00					
District 4250						
International Rotary clubs or district outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	District Governor (Print Name)	District Governor Authorization
Wahpeton RC	1650.00					
Dickinson RC	1650.00					
District 5580		3400.00	Claudette Holly	<i>Claudette Holly</i>	Robert "Tully" Chambers	<i>Robert Tully Chambers</i>
Subtotals, Cash and DDF	3400.00	3400.00				
TOTAL cosponsor contributions	6800.00					
Total funds requested from TRF (must be at least US\$5,000)	5100.00					
Additional outside funding (not matched by, or forwarded to, TRF)						
Total project financing (must equal budget on page 4)	11,900.00					

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 books/libraries will be owned by the schools.

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

The school teachers will train, instruct and help students.

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

No software will be required in this program.

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

The books will be purchased in Guatemala city, Guatemala

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.)?

N/A

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 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	Julio Grazioso	Name	Todd Gafkjen
Title	President	Title	President
Rotary Club	Vista Hermosa Rotary Club	Rotary Club	Wahpeton Rotary Club
District #	4250	District #	5580
Signature		Signature	
Date		Date	

Primary Contact		Primary Contact	
Name	Desiree Sempe - Vista Hermosa Rotary	Name	Clyde Frank - Dickinson, ND Rotary
Signature		Signature	
Date		Date	
Project Contact #2		Project Contact #2	
Name	Helga Hesse	Name	Suzanne Pehl - Wahpeton, ND Rotary
Signature		Signature	
Date		Date	
Project Contact #3		Project Contact #3	
Name	Rolando Gonzalez	Name	Richard Geiselhart - Wahpeton, ND Rotary
Signature		Signature	
Date		Date	

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 in 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 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	Jillie Traverso	Name	Todd Goffin
Title	President	Title	President
Rotary Club	Wata Hogana Rotary Club	Rotary Club	Wapeton Rotary Club
District #	4210	District #	4210
Signature		Signature	
Date	29/7/08	Date	7-30-08

Primary Contact		Primary Contact	
Name	Debbie Dimple - Wata Hogana Rotary	Name	Clyde Grant - Wapeton, RI Rotary
Signature		Signature	
Date	29/7/08	Date	
Project Contact #2		Project Contact #2	
Name	Richard Reese	Name	Sharon Paul - Wapeton, RI Rotary
Signature		Signature	
Date	29/7/08	Date	7-30-08
Project Contact #3		Project Contact #3	
Name	Richard Reese	Name	Richard Reese - Wapeton, RI Rotary
Signature		Signature	
Date	29/7/08	Date	7-30-08

Sorry, my scanner is not very good.

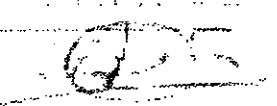
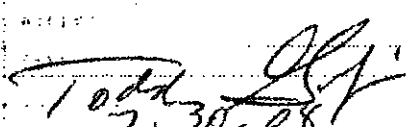
AUTHORIZATIONS

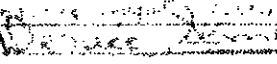
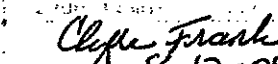
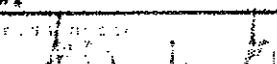
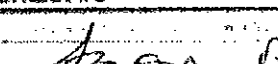
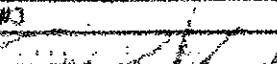
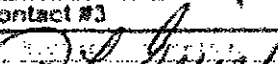
Explanation: Authorizations require that both the signing below the current club presidents for the district sponsored project, as well as the current project...

All Rotary clubs, districts, and Rotarians reviewing contact of the project and its subsequent reports accept responsibility for the project. Members may, by signing below, agree to the following:

...sponsored project. It is hereby agreed that the project is approved by the district TRF for its... of the understanding and commitment...

- An information contained in this application 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 account number after trustee approval of the grant.
- We and TRF may use information contained in this application to promote the project by various means such as The Rotarian, the R International Convention, RYM, 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 or RYOTF. Any and all exceptions must be explained in an attached statement.

Host Partner	International Partner
<input type="checkbox"/> Club president (club-sponsored)	<input checked="" type="checkbox"/> Club president (club-sponsored)
<input type="checkbox"/> District grants subcommittee chair (district sponsored)	<input type="checkbox"/> District grants subcommittee chair (district sponsored)
Name: _____	Name: _____
Title: _____	Title: _____
Rotary Club: _____	Rotary Club: _____
District #: _____	District #: _____
Signature: 	Signature: 
Date: 29/7/07	Date: 7-30-08

Primary Contact	Primary Contact
Name: _____	Name: _____
Signature: 	Signature: 
Date: 29/7/08	Date: 8-12-08
Project Contact #2	Project Contact #2
Name: _____	Name: _____
Signature: 	Signature: 
Date: _____	Date: 7-30-08
Project Contact #3	Project Contact #3
Name: _____	Name: _____
Signature: 	Signature: 
Date: _____	Date: 7-30-08

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

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

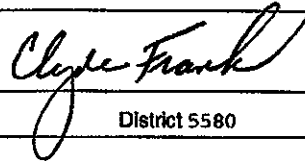
FINAL REPORT

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 Clyde Frank

Signature



Rotary club Dickinson, ND Rotary Club

District 5580

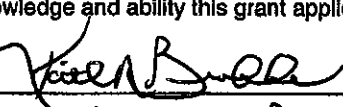
DISTRICT GRANTS SUBCOMMITTEE CHAIR REVIEW

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 N. Brokke

Signature



District 5580

Date

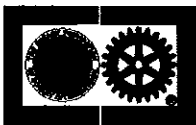
08-20-2008

COMPLETION CHECKLIST

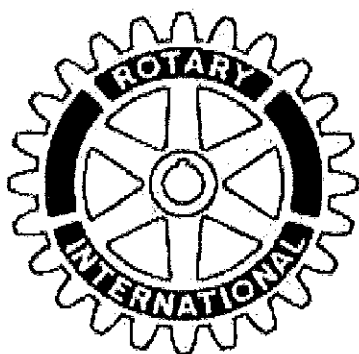
Before submitting your Matching Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the Humanitarian Grant Coordinator for the project location.

- 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



Club Rotario Guatemala Vista Hermosa - 4250

Guatemala, July 31st, 2008

Ms. Maria Emig
Humanitarian Coordinator
The Rotary Foundation
1560 Sherman Ave.
Evanston, Illinois 60201
USA

Dear Ms Emig:

I send my greetings from the Guatemala Vista Hermosa Club Rotary Club, located in Guatemala City, District 4250 of Rotary International.

We are participating in a matching grant project this year with the Wahpeton Rotary Club, from District 5580. They have shown interest in collaborating with the Vista Hermosa Rotary Club on an educational project, consisting in providing books for libraries, didactic material and computer furniture, for three elementary rural schools; located in the communities of Trapichitos, Pasojoc and Zacualpa, department of Quiché, Guatemala. The project will motivate children to attend school, encourage reading and improve the level of education. Also, by providing educational material to the schools will support and inspire the teachers.

Our involvement in the project will include: maintaining contact with Rotarians from D-5580 by skype, email and in-person visits, as appropriate. Members of our club will work closely with the school director and be involved in various aspects of the implementation of the project.

Thank you very much for your consideration of this much-needed project.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Julio Grazioso".

Julio Grazioso
President 2008-2009
Guatemala Vista Hermosa Rotary Club