

## 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 Dolsan-Do  
 City/Village Dolsan-Do  
 State/Province Jang-Heung County  
 Country Korea

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.

*Purchase a vehicle to be converted into an ambulance to transport patients to the hospital. Equip vehicle with medical gear and minor medical supplies. Patients now transported by boat which is extremely risky, i.e. storms and typhoons. Would like to complete within one year.*

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

*Vehicle will be operated by paramedics so they will already be trained. Repair and maintenance of vehicle will be funded by the local government.*

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.)

*Purchase vehicle to be converted to ambulance and equipment to supply the vehicle.*

## 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. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the 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 Jang Heung County/ Yeosu Rotary Club ID number (if known) \_\_\_\_\_  
 District 3610 Country Korea

### Primary Contact:

Name Jong-Ek, Kim Member ID 1284421  
 Club \_\_\_\_\_  
 Rotary position District 3610 Governor 2008-09  
 Address 1038 Gwanmun-dong  
 City Yeosu-si  
 State/Province Jeollanam-do Postal code 550-070 Country Korea  
 E-mail jkim47@hanmail.net  
 Home phone 82-61-662-2274 Office phone 82-61-664-5400 Fax 82-61-664-5109

### Project Contact #2:

Name Hyung Ki Park Member ID 6310094  
 Club Yeosu Rotary Club  
 Rotary position President of Club  
 Address 206-703 Umi Innosvill Apt. Seonwon-dong  
 City Yeosu-si  
 State/Province Jeollanam-do Postal code 550-040 Country Korea  
 E-mail phk816L@hanmir.com  
 Home phone 82-61-681-4553 Office phone 82-61-661-4551 Fax 82-61-685-4553

### Project Contact #3:

Name Seok Ki Choi Member ID 3355523  
 Club Yeosu Rotary Club  
 Rotary position 2008-09 District Matching Grant Committee  
 Address 1342-6 Seonwon-dong  
 City Yeosu-si  
 State/Province Jeollanam-do Postal code 550-801 Country Korea  
 E-mail seogic@dreamwiz.com  
 Home phone 82-61-692-5068 Office phone 82-61-682-1272 Fax 82-61-682-1219

## 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. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the 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 Rotary Club ID number (if known) 1424  
 District 5580 Country USA

## Primary Contact:

Name Richard L. Geiselhart Member ID \_\_\_\_\_  
 Club Wahpeton Rotary  
 Rotary position Vice-President  
 Address 1711 Red River Court  
 City Wahpeton  
 State/Province ND Postal code 58075 Country USA  
 E-mail richard.geiselhart@meritcare.com  
 Home phone 701-642-8065 Office phone 701-642-7000 Fax 701-642-7055

## Project Contact #2:

Name Jay Lies Member ID \_\_\_\_\_  
 Club Wahpeton Rotary  
 Rotary position Deputy Chair of International Committee  
 Address 429 4th St. North  
 City Wahpeton  
 State/Province ND Postal code 58075 Country USA  
 E-mail jaylies@wellstargo.com  
 Home phone 701-640-1597 Office phone 701-642-2611 Fax \_\_\_\_\_

## Project Contact #3:

Name Dawn Pehl Member ID \_\_\_\_\_  
 Club Wahpeton Rotary  
 Rotary position Member  
 Address 1433 14th St. North  
 City Wahpeton  
 State/Province ND Postal code 58075 Country USA  
 E-mail dawnP@iengi.com  
 Home phone 701-672-7923 Office phone 701-642-5521 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
JANG HEUNG COUNTRY YESU ROTARY DISTRICT 3610	5,000	5,000				
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
WAMPSON RC & PARTNERS DISTRICT 5580	10,000	10,000				
<b>Subtotals, Cash and DDF</b>	15,000	15,000				
<b>TOTAL cosponsor contributions</b>	30,000					
<b>Total funds requested from TRF (must be at least US\$5,000)</b>	20,000					
<b>Additional outside funding (not matched by, or forwarded to, TRF)</b>						
<b>Total project financing (must equal budget on page 4)</b>	50,000					

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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
JANG HEUNG COUNTY YEOSU ROTARY DISTRICT 3610	5,000	5,000				
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
WANGJEON ROTARY & PARTNERS DISTRICT 5580	5,000	15,000				
<b>Subtotals, Cash and DDF</b>	10,000	20,000				
<b>TOTAL cosponsor contributions</b>	30,000					
<b>Total funds requested from TRF (must be at least US\$5,000)</b>	20,000					
<b>Additional outside funding (not matched by, or forwarded to, TRF)</b>	—					
<b>Total project financing (must equal budget on page 4)</b>	50,000					

**PROJECT FINANCING**

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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
JANG HEUNG Co.						
YEosu ROTARY	5,000					
DISTRICT 3610		5,000				
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
WANPETUN RC	9,300					
DISTRICT 5580		9,300				
<b>Subtotals, Cash and DDF</b>	14,300	14,300				
<b>TOTAL cosponsor contributions</b>	28,600					
<b>Total funds requested from TRF (must be at least US\$5,000)</b>	21,400					
<b>Additional outside funding (not matched by, or forwarded to, TRF)</b>						
<b>Total project financing (must equal budget on page 4)</b>	50,000					

## 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.)

*Will be maintained and operated by Jang Heung County.*

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

*Will be operated by emergency medical personnel so no training will be required.*

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.

*Will be purchased inside country.*

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.)?

## 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](http://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"/> Club president (club-sponsored)	
<input type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name		Name	<i>Todd Bluff</i>
Title		Title	<i>President</i>
Rotary Club		Rotary Club	<i>W. G. W. Rotary</i>
District #		District #	<i>5950</i>
Signature		Signature	<i>T. Bluff</i>
Date		Date	<i>11-14-08</i>

Primary Contact		Primary Contact	
Name		Name	<i>Richard L. Gelsehart</i>
Signature		Signature	<i>R. Gelsehart</i>
Date		Date	<i>11-14-08</i>
Project Contact #2		Project Contact #2	
Name		Name	<i>Dawn Pehl</i>
Signature		Signature	<i>Dawn Pehl</i>
Date		Date	<i>11-14-08</i>
Project Contact #3		Project Contact #3	
Name		Name	<i>Jay Lies</i>
Signature		Signature	<i>Jay Lies</i>
Date		Date	<i>11-14-2008</i>

**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	RICHARD GEISELHART	Signature	
Rotary club	WAHPELON ROTARY	District	5580

**DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION**

**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."

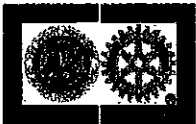
Print name of DGSC	Signature
District	Date

## 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](http://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?
- Have the DRFC chair and the district governor provided their signatures 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: [contact.center@rotary.org](mailto:contact.center@rotary.org)