



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 **Municipal Sector Elementary School**

City/Village **Calauag**

State/Province **Quezon**

Country **Philippines**

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.

Thousands of primary school children (ages between 5-8), in the town of Calauag, Quezon, Philippines walk long distances, some as far as 5 kilometers, just to get to school. They have to do this even during the 6-month long rainy season thereby exposing them to sickness like respiratory ailments, flu, fever and colds. They do not have raincoats or school bags to carry their books. There are children of poor farmers and fishermen who cannot afford to buy them their basic needs for school.

The project will take 3-4 months from the release of funds from The Rotary Foundation to the distribution.

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

The raincoats and school bags will be distributed to Primary Level school children aged between 5-8 in various Public Elementary Schools in the town of Calauag, Quezon, Philippines. Since they will own these raincoats and school bags, they will be responsible for them.

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 Calauag will implement and manage the project on site. The Foreign Partner(s) will provide funding and can visit the project site. The Host Partner will send regular reports to the Foreign Partner(s) and The Rotary Foundation (TRF). Both partners will conduct Public Relations campaigns about the project and Rotary in their respective communities. Both partners will form Project Committees to monitor the progress of the project implementation and to determine what public relations activities and programs to undertake to advertise the positive effects on the beneficiaries and the community.

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	Calauag	Club ID number (if known)	16953
District	3820	Country	Philippines

Primary Contact:

Name	Vincent Eleazar	Member ID	5121284
Club	Calauag		
Rotary position	Director for International Service		
Address	Arandela Apts., Rizal St., Brgy. 5		
City	Calauag		
State/Province	Quezon	Postal code	4318
		Country	Philippines
E-mail	vincenteleazar@gmail.com		
Home phone	63423017812	Office phone	63423017812
		Fax	

Project Contact #2:

Name	Jose Aguilar	Member ID	6256538
Club	Calauag		
Rotary position	President		
Address	c/o Calauag Central College, Rizal corner Arguelles Sts., Brgy. 4		
City	Calauag		
State/Province	Quezon	Postal code	4318
		Country	Philippines
E-mail	joseaguilariii@yahoo.com.ph		
Home phone	63423017039	Office phone	63423017260
		Fax	63423018404

Project Contact #3:

Name	Anacleto Limcuando	Member ID	6688471
Club	Calauag		
Rotary position	Secretary / President-elect		
Address	c/o Quezon Capital Rural Bank Calauag Branch, Rizal corner Arguelles Sts., Brgy. 4		
City	Calauag		
State/Province	Quezon	Postal code	4318
		Country	Philippines
E-mail	toylimcuando@yahoo.com		
Home phone	63423018044	Office phone	63423017896
		Fax	63423017896

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 _____ Club ID number (if known) _____
 District _____ Country _____

Primary Contact:

Name _____ Member ID _____
 Club _____
 Rotary position _____
 Address _____
 City _____
 State/Province _____ Postal code _____ Country _____
 E-mail _____
 Home phone _____ Office phone _____ Fax _____

Project Contact #2:

Name _____ Member ID _____
 Club _____
 Rotary position _____
 Address _____
 City _____
 State/Province _____ Postal code _____ Country _____
 E-mail _____
 Home phone _____ Office phone _____ Fax _____

Project Contact #3:

Name _____ Member ID _____
 Club _____
 Rotary position _____
 Address _____
 City _____
 State/Province _____ Postal code _____ Country _____
 E-mail _____
 Home phone _____ Office phone _____ Fax _____

PROJECT BUDGET

Explanation: For detailed information on what TRF funds, please see *The Guide to Matching Grants* (144-EN). Official RI exchange rates can be found at www.rotary.org. Please use the most recent rate.

Budget item	Name of supplier	Amount
1,000 pcs. Raincoat @PhP250.00 per piece	Citas Dry Goods and General Merchandize	PhP250,000.00
1,000 pcs. School Bags @ PhP250.00 per piece	Citas Dry Goods and General Merchandize	PhP250,000.00
Subtotal		PhP500,000.00
Exchange rate used		US\$1=PhP45.00
Total in U.S. dollars		11,111.11

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
RC Calauag	100.00					
RI District 3820		2,000.00				
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
RC _____	1,000.00					
RI District _____		2,731.00				
Subtotals, Cash and DDF	1,100.00	4,731.00				
TOTAL cosponsor contributions	5,831.00					
Total funds requested from TRF (must be at least US\$5,000)	5,281.00					
Additional outside funding (not matched by, or forwarded to, TRF)	None					
Total project financing (must equal budget on page 4)	11,112.00					

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 raincoats and school bags will be distributed to Primary Level school children aged between 5-8 in various Public Elementary Schools in the town of Calauag, Quezon, Philippines. Since they will own these raincoats and school bags, they will be responsible for them.

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

There is no need for training.

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

No software is necessary.

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

No customs clearances are necessary.

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.)?

No plumbing and electrification are necessary.

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.

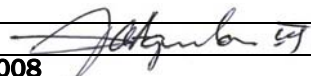
AUTHORIZATIONS

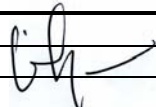

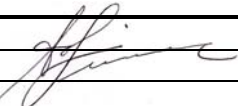
Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, 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"/> Club president (club-sponsored)	
<input type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	Jose Aguilar III	Name	
Title	President	Title	
Rotary Club	Calauag	Rotary Club	
District #	3820	District #	
Signature		Signature	
Date	September 21, 2008	Date	

Primary Contact		Primary Contact	
Name	Vincent Eleazar	Name	
Signature		Signature	
Date	September 21, 2008	Date	
Project Contact #2		Project Contact #2	
Name	Jose Aguilar III	Name	
Signature		Signature	
Date	September 21, 2008	Date	
Project Contact #3		Project Contact #3	
Name	Anacleto Limcuando	Name	
Signature		Signature	
Date	September 21, 2008	Date	

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 **Not Applicable**

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 **Vincent Eleazar**

Signature



Rotary club **Calauag**

District **3820**

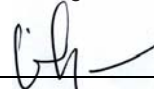
DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

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 **Vincent Eleazar**

Signature



District **3820**

Date **September 21, 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?
- 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