

District 5580 World Community Service (WCS) 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 from District 5580 may apply. The Rotary clubs or districts must be in good standing with District 5580 and TRF (The Rotary Foundation). This includes payment of dues and being current on reporting for previous grants.

What is the reason for the grant request form change?

Money donated by Rotarians for World Community Service (WCS) projects deserves the same level of stewardship that money donated to The Rotary Foundation does. Therefore, the grant application has been changed to match that of a grant form requesting money from The Rotary Foundation.

What are the requirements of a WCS Matching Grant?

WCS Matching Grants must involve a (host) Rotary Club or Rotary District or established NGO (Non-Governmental Organization) in the project country (host) and a Rotary club in District 5580 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 WCS 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. Because WCS funds are District 5580 funds only, construction projects are allowed. This is about the only variable from Matching Grants of The Rotary Foundation. If you are unsure of the eligibility of your project, please contact the District 5580 Grants Subcommittee chair.

Projects that are NOT eligible include:	Projects that ARE eligible include:
Establishment of a foundation, permanent trust, or long-term interest-bearing account	Revolving loans/microcredit Short-term rent or lease of buildings Purchase of land or buildings.
Salaries for individuals working for another organization Administrative expenses for project activities Operating or administrative expenses of another organization	<i>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, 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 ***</i>
Domestic travel, International travel	
Land mine removal	
Transportation of vaccines or immunizations by hand over national borders	
Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed	
Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination	Short-term and/or contracted labor for project implementation Primary and secondary education, tuition and transportation.
Unspecified or cash donations to beneficiaries or cooperating organizations	Detailed, itemized expenses Contingencies, miscellaneous expenses
	Assistance to land mine victims
Fundraising activities or expenses related to Rotary events such as District conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect	Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service
	Rotary signage
Projects that support purely religious functions at churches and other places of worship	Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization
	New Rotary-sponsored projects not already in progress or completed
	Maternal and prenatal health and education
	Budgeted and itemized humanitarian goods
	Humanitarian or service activities benefiting a community in need
	Secular, nonreligious activities that benefit a community in need

***Those projects that include building and repairing schools and other structures are projects that are Specifically funded by the District 5580 World Community Service

Fund. This is the difference between TRF grants and the WCS grants. This fund is meant to be used mainly for structures that would not be funded by TRF grants.

What are the funding limits?

Sponsors may request US\$ from The District 5580 WCS Fund. WCS matches \$1 for every \$1 of a cash contribution from Rotary Clubs of District 5580 or from individual contributions. Each year the WCS collects roughly \$33,000 from District members based on an annual member assessment. Unused funds roll forward year to year and are available until the WCS funds are depleted.

How to apply

Sponsors must complete a District 5580 **World Community Service Matching Grant Application** and submit it to District 5580. Applications are accepted throughout the year and acted on every other month by the Grants subcommittee.

NOTE: Applications must be in English and should be submitted single-sided and unbound and should be typed, not handwritten. *Applications should be submitted electronically.*

What are the reporting requirements?

Interim reports are required at least every 6 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 all reporting for previous projects, as failure to do so will result in all new applications being returned. The District 5580 Rotary Club must be in charge of the project from a timing perspective. From the time the grant is approved, the project must be completed within two years and a final report turned in within two months.

How to submit the application

Completed applications (must be in English) should be sent to:

District 5580 Grants Subcommittee Chair

As listed on the District Website: www.clubrunner.ca/5580

The Grants subcommittee is available to answer questions and to assist with the Grant application process as needed.

Additional inclusions needed with the application are:

- 1) Letter of Request from the Host Club or NGO
- 2) A detailed map or GPS coordinates
- 3) An itemized budget for the project
- 4) Floor plans or blueprint (if building is involved).
- 5) Explanation of Land Ownership (if there is a question here).

District 5580 World Community Service (WCS) Matching Grant Application

FOR DISTRICT 5580 USE ONLY (once Grant is approved)

*District Grant No. WCS-*_____ *Date Approved*_____

*District Grant Subcommittee Chair Signature*_____

*District Rotary Foundation Chair Signature*_____

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. **Provide a detailed map of the area or provide GPS (Global Positioning Site) coordinates.**

List multiple locations, if applicable.

Project site _____

City/Village _____

State/Province _____

Country _____

GPS coordinates (if no map) _____

Provide name of ownership of property that structure is to be built on.

Provide a blueprint/ detailed drawing of the proposed structure (Please attach a drawing).

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.

Describe how the benefiting community will maintain this structure or project (financing of maintenance, etc) after grant funding has been fully expended and who will be responsible for sustainability of the structure.

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.)

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 club or NGO 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 District 5580 information will be sent to this address. It is highly recommended that the primary contact (who receives all information from District 5580) have an e-mail address to expedite communication.

Primary Rotary Club/District/ or NGO

Club: Name and Number and/or:

NGO

District _____ Country _____

Primary Contact:

Name

Member ID

Club

Position

Address

City

State/Province Postal code Country

E-mail

Home phone Office phone Fax

Project Contact #2:

Name

Member ID

Club

Position

Address

City

State/Province Postal code Country

E-mail

Home phone Office phone Fax

Project Contact #3:

Name

Member ID

Club

Position

Address

City

State/Province Postal code Country

E-mail

Home phone Office phone Fax

Explanation: The international partner is the club or district outside the project country. In this case, the international partner would be a club in District 5580 or District 5580.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 District 5580 information will be sent to this address. It is highly recommended that the primary contact (who receives all information from District 5580) have an e-mail address to expedite communication.

Primary Club/District

Club
Club ID number
District
Country

Primary Contact #1:

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

Host Club (project country) cash donation: _____
D5580 Rotary Club(s) or District outside the project country
Cash (US\$) _____
Subtotals, Cash _____
TOTAL Cosponsor contributions _____
Total funds requested from District 5580 WCS fund _____

Additional outside funding: _____
(not matched by WCS fund)
Total project financing: _____
(must equal budget on page 4)

Explanation: Before an application is submitted to District 5580, 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 training in use and maintenance of technical equipment be provided? If so, who will provide training?

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

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

Provision of plumbing and electrification to structures where people live or work may be funded with WCS funds. Have plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.) been considered and funded?

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 District 5580 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 the project bank account after approval of the grant.

District 5580 may use information contained in this application to promote the project by various means such as the 5580 website, the district newsletter and other publications of the district.

- The partners agree to share information on best practices when asked, and District 5580 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 District 5580 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 District 5580 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 District 5580. (NOTE: Any and all exceptions must be explained in an attached statement.)

Host Partner

President (club-sponsored)
District grants subcommittee
Chair (district sponsored)

Name:(print)_____

Title:_____

Rotary Club or NGO:_____

District #:_____

Signature:_____

Date:_____

International Partner

Club president (club-sponsored)
District Grants subcommittee chair
(district sponsored)

Name:(print)_____

Title:_____

Rotary Club:_____

District #:_____

Signature:_____

Date:_____

Explanation: A *cooperating organization* (for example, an NGO) 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 if available: _____

Also, have the project contacts provide the Project Contact information as listed above.

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.

Explanation: Although both partners are responsible for completing the interim and final reports, District 5580 requires that one partner take primary responsibility for submitting the final report to District 5580. It is recommended that the primary project club in District 5580 take that responsibility.

“By signing below, our club accepts primary reporting responsibility.”

Print name:

Signature:

Rotary club:

District:

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?
- 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?
- How will 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?
- Is ownership of the property the structure will be located on included?
- Is a blueprint/detailed drawing of the structure included?
- Are all partner contributions listed in the application noting which are from the WCS fund?
- Have the club presidents from the host and international partner 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

Has the District Grants Subcommittee chair from District 5580 certified the application as complete and eligible?

*****Have the partners made copies of all documents for their files prior to submitting them to District 5580?**

*****Complete applications should be sent to:**

Grants Subcommittee Chair, District 5580

Contact information on District 5580 Website: www.clubrunner.ca/5580