

THE GUIDE TO MATCHING GRANTS



“I can’t describe how much we appreciate what you have made here. Our children will grow up remembering the good deeds of Rotarians.”

— COMMUNITY LEADER STANIS BAI, ULAMONA, PAPUA NEW GUINEA, EXPRESSING GRATITUDE FOR A CLEAN WATER SYSTEM INSTALLED BY AUSTRALIAN AND JAPANESE ROTARIANS, AIDED BY A ROTARY FOUNDATION MATCHING GRANT

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 THE ROTARY FOUNDATION AND PROJECT PARTNERS

SUPPLIER: THE ENTITY PROVIDING GOODS OR SERVICES BEING PURCHASED WITH GRANT FUNDS

CONTENTS

CHAPTER 1	HOW TO INITIATE A MATCHING GRANT	
	What are Matching Grants?	2
	The Matching Grant process.....	2
	Matching Grants business cycle.....	3
	Competitive Matching Grant requests	3
	Matching Grants eligibility guidelines and criteria.....	3
	Matching Grants eligibility guidelines.....	3
	Rotarian involvement	5
	Partner contributions.....	5
	Reporting	5
	Time limits	6
	Cooperating organizations	6
	District Rotary Foundation Committee’s responsibilities	6
	District grants subcommittee chair’s responsibilities	6
	How to find a partner	7
	Stewardship	8
CHAPTER 2	HOW TO COMPLETE A MATCHING GRANT APPLICATION	
	Project description	10
	Host/international partner	11
	Project budget	12
	Project financing	13
	Project planning	14
	Competitive grants	15
	Authorizations	16
	Cooperating organization	17
	Final report	18
	District grants subcommittee chair certification	19
	Completion checklist	20
CHAPTER 3	WHAT HAPPENS AFTER A GRANT IS AWARDED?	
	Matching Grant Announcement Letter	22
	Matching Grant Agreement Form	23
	Matching Grant Payee Information Form	24
	Matching Grant partner contributions	25
	Spending plans for grant payments made in installments	26
	Implementing your project.....	27

CHAPTER 4	HOW TO COMPLETE A MATCHING GRANT REPORT	
	Project information	30
	Project narrative	31
	Rotarian involvement and oversight	32
	Community impact	33
	Financial statement	34
	Additional information	35
APPENDIXES		
A.	Policies of The Rotary Foundation	38
	Population Growth and Development	38
	Rotary Name and Emblem use guidelines	38
	Other Rotary Foundation policies	39
B.	Community Needs Assessment	40
C.	Independent Financial Review	42
D.	Revolving Loan Funds/Microcredit	43
E.	Sample Matching Grant Application	44
F.	Sample Matching Grant Report	53
G.	Matching Grants Resource List.....	57



HOW TO INITIATE A MATCHING GRANT

What are Matching Grants?

Matching Grants support the international humanitarian projects of Rotarians. Rotary clubs or districts in at least two countries (a partner outside of the project country and a partner within the project country) must work together to plan, implement, and complete the project. Matching Grants are designed to support relatively small, one-time-only humanitarian service projects. Grants are awarded for a wide variety of projects such as agriculture, water, medical care/equipment, combating diseases, projects to help the disabled, literacy and numeracy, and educational/occupational training. The projects must involve active personal Rotarian participation.

There are two categories of Matching Grants: Matching Grants and Competitive Matching Grants. Matching Grants are awards of US\$5,000 to \$25,000. Competitive Matching Grants are awards of \$25,001 to \$150,000. (See page 3 for more information about Competitive Matching Grants.)

Funding for Matching Grants is based on submission of contributions by the Rotarian project partners. The Foundation will provide a US\$0.50 match for every \$1 cash contribution and \$1 match for every \$1 DDF (*SHARE*) contribution.

The Matching Grant Process

The Matching Grant process involves the following steps.

Project Design

- Host partner identifies community needs. See page 10 for information about community needs assessments.
- Find international project partner (see page 7 for suggestions on how to find a partner).
- Project partners work together to design a project plan and budget.

Application

- Project partners submit complete Matching Grant Application to The Rotary Foundation.
- TRF acknowledges receipt of application and assigns it a number.
- Humanitarian Grants Program staff reviews application and contacts partners if additional information is needed.

Decision

- Humanitarian Grants Program staff forwards application to TRF Trustees for their review and decision.
- Project partners are informed of Trustees' decision. If approved, the primary project contacts will receive an announcement letter, which gives instructions about the payment process.

Implementation

- Project partners fulfill payment requirements.
- TRF releases grant funds.
- Project partners implement project.
- Project partners submit progress reports at least every 12 months until the project is completed.
- Project partners submit final report within two months of the project's completion.
- TRF closes Matching Grant file.

Submitting complete applications and all other requested information in a timely manner will expedite the processing of your request. Your district grants subcommittee can help you with this process.

Matching Grants Business Cycle

The Trustees established the following business cycle to create a systematic means for Rotary clubs and districts as well as TRF staff to process Matching Grants applications, grant awards, and reports.

1 July – 31 March: Rotary clubs and/or districts submit applications*

1 August – 15 May: TRF approves applications

**Any applications received after the 31 March deadline will be returned to sponsors, who can update the request and reapply the following Rotary year.*

Competitive Matching Grant Requests

Competitive Matching Grants are those requesting US\$25,001 or above from TRF. Competitive grant requests are reviewed twice a year at the October and April Trustees’ meetings.

Application deadline	Trustee decision
1 August	October/November Trustee meeting
1 January	March/April Trustee meeting

If your grant request is for US\$25,001 or above, a community needs assessment must be included. See page 40 for more information about community needs assessments. 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

Matching Grants Eligibility Guidelines and Criteria

Matching Grants Eligibility Guidelines

Matching Grants must help strengthen Rotary networks as clubs and districts from different nations work together to implement projects that have been initiated by a Rotary club in a project location, with the aim of providing sustainable development. The use of grant funds must

- Address a humanitarian condition that benefits a community in need
- Have significant Rotarian involvement and visible Rotary identification
- Benefit the recipient community as a whole
- Not directly benefit a Rotarian; an employee of a club, district, or other Rotary entity, or of Rotary International; or a spouse, lineal descendant (child or grandchild by blood or legally adopted child), a spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any living Rotarian or Rotary employee
- Exclude any liability to TRF or Rotary International except for the amount of the grant
- Not be used for excessive support of any one beneficiary, cooperating organization, or project

The table below lists those items that are eligible and ineligible for funding through Matching Grants.

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
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, expenses related to Rotary events such as district conferences or 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

Rotarian Involvement

Rotarians from both partner clubs or districts must be actively involved in each Matching Grant project and are responsible to TRF for the implementation of the project and for reporting on it. Rotarian activities in relation to the grant project must be reported to TRF. The required Rotarian activities are as follows:

Matching Grants (US\$5,000-25,000):

- Maintain communication and dialogue for the life of the project
- Establish a committee of at least three Rotarians for both host and international partners
- Jointly assess community needs and plan the project
- Provide a paragraph in the Matching Grant Application outlining all nonfinancial participation
- Visit the project site on an as-needed basis
- Manage grant funds and oversee the project

Competitive Matching Grants (US\$25,001-150,000): All of the above and

- Provide a community needs assessment
- Provide information indicating how the project is viable and will be maintained
- Provide evidence of community involvement and ownership

The following are suggested additional activities for both partner Rotary clubs/districts:

- Design or assist in design of the project
- Manage the project on-site
- Provide technical expertise in implementation of the project
- Form a Rotary Community Corps that supports aspects of the project
- Provide volunteer service and train volunteers
- Donate or seek out donations of money, goods, and services to continue or expand the project
- Liaise with government agencies and customs officials
- Provide representation on central project committee with cooperating organizations/ government agencies
- Promote the project to local media and at Rotary district and zone meetings
- Work with project community or share technology and expertise at project site

- Attend major project events and ceremonies
- Arrange shipping supplies, equipment, or materials to project country

Partner Contributions

The following information applies to all partner contributions:

- Matching Grant partner contributions are considered restricted giving to TRF and are not included in district contribution totals.
- Paul Harris Fellow (PHF) Recognition credit will only be granted for sponsor contributions sent to TRF or RI's office(s) or fiscal agent(s); PHF Recognition credit will not be granted for sponsor contributions sent directly to the project.
- Partner contributions above and beyond the amount specified in the Matching Grant Agreement and sent to TRF, RI's office(s), or its fiscal agent(s) will be credited as annual giving and will not be forwarded to the project. Such contributions will be included in district contribution totals.
- Contributions sent to TRF before Trustee approval of the Matching Grant may not be available for a specific grant.
- A significant portion of the contributions must come from outside the project country.
- Cash contributions are matched at 0.5:1; *SHARE*/DDF contributions are matched at 1:1.
- Project budgets can be supplemented by funds from non-Rotary sources; however, TRF cannot match such funds. TRF will only match funds contributed by Rotary clubs and districts. In addition, TRF will not match the value of any goods or services donated to the project.
- A minimum contribution of US\$100 (cash or DDF) is required for all host partners.
- If a grant is cancelled; cash contributions will be reallocated to the Annual Programs Fund.

Reporting

Progress reports are required at least every 12 months during the project's implementation, detailing the project's progress. Final reports are due within two months of the project's completion.

New applications will be returned to the host partner without processing if project partners have not provided progress reports for a current Matching Grant or have overdue final reports. This will affect both the international and host partners.

For grants of US\$25,001 or above, or where expressly requested, an annual independent financial review is required. (See page 42 for more information.)

Time Limits

TRF has established deadlines for the approval, payment, and implementation of Humanitarian Grants. Matching Grant applications must be complete and approved within six months of receipt at TRF. Payment requirements for approved Matching Grants must be completed within six months of approval of the grant. If a paid Matching Grant project is not implemented within 12 months, the grant may be cancelled.

Cooperating Organizations

A grant conducted in cooperation with another organization must meet the following conditions:

- The Rotary partner(s) must clearly demonstrate that the project is initiated, controlled, and conducted by the Rotary clubs or districts involved; Rotarians must participate in the project by giving their time, resources, and personal involvement to the project.
- The host Rotary club or district must have knowledge of the cooperating organization and provide a letter of endorsement for the organization which states that it is reputable and responsible, and that the organization is registered and acts within the laws of the project country.
- The cooperating organization must submit a letter stating that it agrees to participate and cooperate in any financial review of activities connected with the project.
- A limit of eight grants per Rotary year can be made in cooperation with another organization.

District Rotary Foundation Committee's Responsibilities

The district Rotary Foundation committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating, and inspiring Rotarians to participate in Foundation programs and fundraising activities in the district. The DRFC chair serves as the district expert in all matters related to the Foundation and acts as the primary liaison between TRF and club Rotarians.

Specifically in relation to Matching Grants the DRFC chair will:

- Work with DRFC members to determine the distribution of the District Designated Fund (DDF), provide the authorizing signature for the use of DDF, and maintain accurate records that reflect projects to which DDF have been allocated and grants approved
- Facilitate the submission of timely and complete reports to TRF for all Matching Grants sponsored by clubs in the district
- Serve with the members of the grants subcommittee in a district stewardship and oversight capacity to promote compliance with Humanitarian Grants Program requirements and ensure that any concerns are immediately reported to TRF

District Grants Subcommittee Chair's Responsibilities

The district grants subcommittee is responsible for assisting clubs to develop ways to participate in international service projects. The subcommittee guides Rotary clubs and districts about which grant types can help them implement their project. The subcommittee serves as a local resource for Rotarians wishing to participate in TRF grants by explaining criteria and submission deadlines and helping clubs to cultivate successful projects. The subcommittee chair's role is to guide and assist Rotary clubs through the Humanitarian Grant process — from application submission to project completion.

Specifically in relation to Matching Grants, the district grants subcommittee chair will:

- Review all grant applications sponsored by member clubs and the district itself, and certify that all applications are complete and accurate before submission to TRF by signing the application
- Authorize district-sponsored Matching Grants
- Maintain records of grant activity within the district
- Work with DRFC members to determine the distribution of DDF
- Encourage the highest levels of stewardship and transparency for the accounting of Matching Grant funds. This includes working in cooperation with the DRFC to encourage and support the timely submission of reports to TRF from sponsors of all approved grants.

How to Find a Partner

Rotarians frequently ask if TRF can help their Rotary club or district find a partner for their project. While TRF does not currently have a program to match interested partners, it has several suggestions that will help your club find a partner on its own.

- Brief your district governor-elect (DGE) on project proposals. The DGE will be attending the International Assembly and will have an opportunity to speak with other DGEs about the possibility of working together on a project.
- Inform Rotarians from your district who plan to attend the International Convention of potential projects for which your district or its clubs might be seeking partners. During the convention, your local Rotarians can discuss the possibilities for project collaboration with other convention participants.
- Your district has the opportunity to send a Group Study Exchange (GSE) team to another country. Supply team members with information about a potential project for which your club or district is seeking an

international partner. Team members can discuss the project with their host Rotarians. When your district hosts a GSE team, inform team members about potential projects so that when they return home, they can tell other Rotarians about them.

- You can find partners for service projects by registering the projects with the World Community Service (WCS) Projects Exchange, which facilitates project contacts between clubs and districts in different parts of the world. Clubs or districts can register a project by submitting a completed Project Data Form. Forms and other WCS information can be obtained from World Headquarters or RI's Web site, www.rotary.org. The Web site also houses the WCS Projects Exchange Database, which lists projects seeking assistance.
- You may also find partners for potential projects through business contacts or travel. When traveling abroad, Rotarians who attend make-up club meetings have a good opportunity to discuss their projects with Rotarians from other countries.

Rotarians often enquire about the eligibility of a particular Rotary club or district to participate in Matching Grants. If a club is overdue on reporting for a prior grant or has not paid its dues to Rotary International, it is ineligible to participate in Matching Grants. If you are interested in knowing whether a potential partner is able to participate, you should contact that club directly. If that club is unsure about its eligibility status, it may contact TRF for clarification.

Stewardship

The Trustees of The Rotary Foundation of Rotary International recognize that the funds received from Rotarians around the world are voluntary contributions reflecting their hard work and dedicated support. These Rotarians have entrusted The Rotary Foundation with their contributions with the faith and understanding that they will be used effectively and for the purposes for which they were given.

Therefore, the Trustees of The Rotary Foundation acting in their capacity as stewards of these funds, stress the importance of proper fiscal management in any activities associated with the programs of The Rotary Foundation. The Trustees rely on the integrity of clubs and districts and will promptly investigate any irregularities coming to their attention and take whatever action may be appropriate.

Matching Grant awardees are expected to

- Treat Rotary Foundation grant funds as a sacred trust to be constantly safeguarded from loss, misuse, or diversion and to be used only for the stated purpose that shall be strictly interpreted
- Exercise the highest attention to the prevention of even the appearance that Rotary Foundation funds are being used in an improper manner, whether such appearance may be in the eyes of Rotarians or the general

public. Such attention is expected to go beyond that afforded to the use of private or corporate funds.

- Assure competent and thorough oversight of the project with clear delineation of responsibility
- Conduct all financial transactions and project activity relating to the grant at least at the level of standard business practice and always in consonance with the Declaration of Rotarians in Businesses and Professions and in the full spirit of The Four Way Test
- Report immediately any irregularity in grant-related activity to The Rotary Foundation
- Implement projects as approved by the Trustees in their grant award. Any deviation from the agreed terms or changes in the implementation of the project must receive prior written authorization from The Rotary Foundation.
- Arrange for performance reviews and/or independent financial reviews in accordance with current Trustee policy and guidelines
- Report on both program and financial activities on a timely and detailed basis
- Be held accountable for appropriately addressing all concerns regarding project implementation for which notification has been sent



HOW TO COMPLETE A MATCHING GRANT APPLICATION

This chapter will explain step by step how to complete each section of a Matching Grant Application, answer frequently asked questions,

and provide helpful hints. The Matching Grant Application is only available for download on the RI Web site.

PROJECT DESCRIPTION

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 _____
 City/Village _____
 State/Province _____
 Country _____

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 project after grant funding has been fully expended.

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

Matching Grants support the humanitarian service projects of Rotary clubs and districts. In this section, you will describe in detail the humanitarian need your project will address, the intent of the project, and how the project will be implemented. You will also explain how Rotarians will be directly involved in the project. Active involvement is required of both the host and international partners. Please note that financial contributions to the project are not considered active involvement.

Answering the following questions will help you to clearly define your project:

1. What activities will take place?
2. Where will the project take place?
3. Who will benefit from the project?
4. How will the benefiting community maintain the project?

5. How will the Rotarians be involved in the project? What specific activities will they undertake?

FAQ

How do I know if we have chosen a good project?

Try to identify a project that meets a real need of the benefiting community and will incorporate the skills and interests of a wide variety of your members. If the project that you select is a new activity for your club, start small and keep it manageable. You can use the initial experience to build toward more involved projects in the future.

Our club will be raising funds to support our project. Does this count as “active participation?”

While contributing funds to a project is very important, this does not meet the Trustee requirement of active Rotarian participation. Both the host and international partner clubs must be actively involved in the project through planning, implementation, communication, and reporting.

The Trustees expect us to communicate with our project partners, but they live on the other side of the world and speak another language. How can we realistically do this?

Partners can use technology to help them communicate efficiently. E-mailing and/or faxing reports on a regular basis, quarterly conference calls, and site visits are excellent ways to keep your partners informed. It is also helpful to have someone on your project committee that speaks the language of your partner.

Did you remember...

1. To provide a complete idea of what you would like to accomplish?
2. To identify a population in need?
3. To make sure the project meets the Matching Grant criteria?
4. To allow sufficient time for processing the application?

HOST/INTERNATIONAL PARTNER

2

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 _____ 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 _____

3

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 _____ 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 _____

Explanation

Matching Grants are sponsored by a primary club or district in the project country (host partner) and a primary club or district outside of the project country (international partner). Both the host and international partners must establish a committee of at least three Rotarians to oversee the project from start to finish, even if it crosses Rotary years. The committees commit to maintaining contact with the other partner, keeping all records, helping to ensure proper stewardship of the grant, and serving as a liaison to TRF.

The project committees must be composed of members of the sponsor Rotary club(s) for club-sponsored projects or district(s) for district-sponsored projects. The primary project contacts must be members of the primary clubs. It is highly recommended that the primary project contact (who receives all information from TRF) have access to e-mail.

FAQ

Do the project contacts and committee members have to be Rotarians?

Yes. The grant should be sponsored and implemented by Rotarians. Rotarians, not members of cooperating organizations, should maintain contact with TRF.

Why can't the staff of a cooperating organization be the main contact between the cosponsoring Rotary clubs?

TRF entrusts grant funds to Rotary clubs and districts and Rotarians; they are expected to be directly involved in project implementation.

What if the project contacts do not know each other?

The project contacts should make sure they have established a good working relationship before submitting an application. Remember that one of the goals of Matching Grants is to develop understanding and peace, which can only be accomplished through communication. Using e-mail is a very cost-effective and easy way to keep in constant contact with your partner.

Did you remember...

1. To establish project committees in both the host and international countries of at least three members who are Rotarians?
2. To include complete, up-to-date, and accurate addresses, phone and fax numbers (with country and city codes), and e-mail addresses for all members?

PROJECT PLANNING

3

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 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 cannot be purchased with grant funds and must be funded with other sources. Have the sponsor club/district 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. They are reviewed twice a year at the October and April Trustee 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.

Explanation

Before an application is submitted to TRF, the project partners should discuss various planning details. The questions in this section are a guide to aid project planning. All applicable questions must be answered.

In this section you will explain who will own all materials and equipment purchased with grant funds. Keep in mind that grant purchases cannot be owned by a Rotary club, district, or Rotarian. You must explain who will be taking care of the maintenance and operating costs of all items purchased with grant funds. You must indicate who will provide training in the use of technical equipment and whether software is needed to operate the equipment. If the items are to be

purchased outside the country and shipped, you must indicate what arrangements have been made for customs clearance. Lastly, in this section you must confirm that if plumbing and electrification are needed, they will be funded by monies outside of grant funds.

FAQ

Isn't it obvious who will own the materials and equipment to be purchased?

Not always. TRF must have your confirmation of who will own and maintain the equipment. If the budget includes surgeries or other intangible items, please note who the project beneficiaries will be.

I don't know who will be responsible for maintaining the equipment or how we are going to arrange for customs clearance. What do I write in this section?

Please do not submit your Matching Grant Application until all the planning has been completed. Be sure to work closely with your partner, who may be able to help provide customs clearance.

Did you remember...

1. To indicate who will own the materials and equipment listed in your budget?
2. To state who will maintain the materials and equipment?
3. To arrange for customs clearance of any items to be shipped across international borders? Please make sure any in-country/custom clearance costs are included in your budget or that you have other resources available to cover those expenses.

COMPETITIVE GRANTS

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 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 cannot be purchased with grant funds and must be funded with other sources. Have the sponsor club/district 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. They 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 RWeb site (www.rotary.org) for additional information.

Explanation

Competitive grant requests are for US\$25,001 or above from TRF. (Please note that the \$25,001 limit refers to the award from TRF, not the total project cost.) Due to the larger project size, these applications require additional preplanning and have increased requirements. 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. A needs assessment allows the club or district to identify a community's most pressing

needs and to evaluate whether or not current efforts are successful or need to be modified. This assessment should demonstrate how the proposed project

- Involves the benefiting community, including ownership of the project
- Is viable and will be maintained by the benefiting community after grant funds have been expended

See page 40 for more information about community needs assessments.

FAQ

How does a club or district undertake a needs assessment?

General factors to consider in an assessment include:

- Strengths and assets of the community
- Short- and long-term needs of the community
- Services offered by governmental or community organizations
- Opportunities
- Challenges
- Available resources (financial and people)

Did you remember...

1. To provide a community needs assessment for a grant request of US\$25,001 or above?

AUTHORIZATIONS

7

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. Partners 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, *RIIR*, *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"/> 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)	<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	<input type="checkbox"/> District grants subcommittee chair (district-sponsored)
Name	Name	Name	Name
Title	Title	Title	Title
Rotary Club	Rotary Club	Rotary Club	Rotary Club
District #	District #	District #	District #
Signature	Signature	Signature	Signature
Date	Date	Date	Date
Primary Contact		Primary Contact	
Name	Name	Name	Name
Signature	Signature	Signature	Signature
Date	Date	Date	Date
Project Contact #2		Project Contact #2	
Name	Name	Name	Name
Signature	Signature	Signature	Signature
Date	Date	Date	Date
Project Contact #3		Project Contact #3	
Name	Name	Name	Name
Signature	Signature	Signature	Signature
Date	Date	Date	Date

Explanation

Authorizations ensure that both partners are aware of and interested in pursuing the described project. By providing their authorization in this section, the officers and committee members agree to the criteria listed and affirm their support of the project. Club presidents provide the authorization for club-sponsored projects.

District grants subcommittee chairs provide the authorization for district-sponsored projects. Authorizing signatures may be submitted electronically (scanned signatures), via fax, or in hard copy.

Keep in mind that any applications received at TRF with missing signatures will be returned to the project partners.

FAQ

My project partner lives 8,000 miles away. Are we supposed to sign the same piece of paper?

No. Signatures may be submitted on separate pages. However, it is important to ensure that all signature pages are submitted together with the complete application. All incomplete applications will be returned to the project partners.

Did you remember...

- To obtain the club president's authorization for a club-sponsored project?
- To obtain the district grants subcommittee chair's authorization for a district-sponsored project?
- To obtain the authorizations of all three committee members for both the host and international partners?

COOPERATING ORGANIZATION

3

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 beneficiary 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 _____ Signature _____
 Rotary club _____ District _____

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 _____ Signature _____
 District _____ Date _____

Explanation

If your Rotary club or district is working with another development or cooperating organization on this project, you will let us know in this section. A *cooperating organization* is directly involved in the implementation of the project, offering technical expertise and project coordination. A *beneficiary* is the recipient of goods or services and is not considered a cooperating organization. A *supplier* is the provider of goods or services.

The following must be included with the application for each cooperating organization participating in the project:

- A letter of participation from the cooperating organization that specifically states:
 - Its responsibilities and how it will interact with Rotarians
 - Its 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

FAQ

What is the difference between a beneficiary, a cooperating organization, and a supplier?

A beneficiary is the recipient of the goods and/or services a project provides (for example, a local school or hospital that receives equipment and supplies). A cooperating organization helps Rotarians implement the project by providing technical expertise and staff (for example, a medical relief organization that assists Rotarians in providing medical services and supplies to a refugee camp). A supplier is the entity providing goods or services being purchased with grant funds.

Can my club or district let the cooperating organization run the entire project?

No. A Matching Grant project is a Rotary project above all else. The cooperating organization is there to help you, not run the entire project for you. The project beneficiaries should also understand that this is a Rotary-sponsored effort.

Did you remember...

1. To provide a letter from the cooperating organization indicating how it will work with the Rotary clubs?
2. To provide a letter from the Rotary club or district in the project country endorsing the cooperating organization?

FINAL REPORT

8

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 _____ Signature _____

Rotary club _____ District _____

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 _____ Signature _____

District _____ Date _____

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. This section is intended to help the partners decide which one will take the lead in submitting reports and ensures that the matter was discussed before submitting the application. It is recommended that the club or district receiving the funds should take primary reporting responsibility.

FAQ

The host partner has agreed to submit the Final Report. Does this mean that we, the international partner, do not have to be involved in completing the report?

No. A condition of the Matching Grant award is the agreement from both partners that they will report to TRF on the success of their project. The input of both partners is needed to provide a complete report.

Does my project need an independent financial review?

Project partners requesting competitive Matching Grants of US\$25,001 or above are required to submit annual independent financial reviews. TRF also reserves the right to request an independent financial review for any approved grant. See page 42 for more information about independent financial reviews.

Did you remember...

1. To select which partner will take primary reporting responsibility?
2. To indicate that partner on the application?

DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

8

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 _____ Signature _____

Rotary club _____ District _____

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 _____ Signature _____

District _____ Date _____

FAQ

Does the district grants subcommittee have the authority to approve my grant?

No. The approval of all TRF grants resides with the Trustees. District leadership is there to guide the application process.

Why is the district grants subcommittee required to review my application prior to submission to TRF?

The Trustees expect that the district grants subcommittee will serve as a local resource to clubs and districts, helping them to ensure that their applications are accurate and complete.

Did you remember...

1. To have the district grants subcommittee from either the host or international partner certify the application as complete?

Explanation

The Trustees require that the district grants subcommittee chair 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.

COMPLETION CHECKLIST


9

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 DDFC 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
 1500 Sherman Avenue
 Evanston, IL 60201-3698 USA
 Fax: 847-866-9759
 E-mail: grants@rotary.org

141-EN--1060

FAQ

Is the checklist required?

No, but it is a useful guide. If something is not checked off, that is a good indication that some information is missing. Incomplete applications submitted to TRF will be returned.

I don't have all the information needed to complete the application, but I want to send it to TRF anyway to "get it in the pipeline." Is this a good idea?

No. Incomplete applications will be returned to the host partner with minimal explanation. Only complete applications should be submitted. The application checklist and your district grants subcommittee will help you to determine if your application is complete.

Did you remember...

1. To fulfill all items in the completion checklist?

Explanation

The completion checklist is intended to provide you with a tool to help ensure that your application is complete. Before submitting your application, please review the checklist and ensure that all items have been fulfilled.




WHAT HAPPENS AFTER A GRANT IS AWARDED?

Once your grant application has been approved by the Trustees, you may begin implementing your project. You may choose to start the project with your own funds or upon receipt of funds from TRF. Upon approval of your Matching Grant you will receive an information package via e-mail or post. This package contains the following information: Matching

Grant Announcement Letter, Matching Grant Agreement Form, Matching Grant Payee Form, and *Contribution Form* (123-EN). This chapter will allow you to familiarize yourself with these documents, walk you through the steps involved in obtaining your grant funds, and provide suggestions for successfully implementing your project.

MATCHING GRANT ANNOUNCEMENT LETTER

		<p>THE ROTARY FOUNDATION of Rotary International 1560 Sherman Avenue Evanston, IL 60201-3698 USA</p>
		16 November 2005
<p><i>Host Partner</i> Sam Appiah, Primary Contact Rotary Club of Accra Downtown, D9000 P.O. Box 23104 Accra GHANA Email: sappiah@email.com Fax: 233 21 555 555</p>	<p><i>International Partner</i> Mary Smith, Primary Contact Rotary Club of Evanston Downtown, D6010 3521 Central Street Evanston, IL 60201 USA Email: msmith@email.com Fax: 847 555 5555</p>	
<p>Ref: Matching Grant # 58101</p>		
<p>Dear Rotarians Wilson and Smith:</p> <p>Congratulations! Your Matching Grant application, submitted by the Rotary Club of Accra Downtown, D9000 and the Rotary Club of Evanston Downtown, D6010 for funding to provide equipment and materials for drying mangoes to the Good Life Women's Co-op in Accra, Ghana, has been approved by The Rotary Foundation (TRF). The award is in the amount of USD5,000.</p> <p>This letter serves as formal notification of approval and will help to identify what is needed to receive payment. For all grants, the primary partners must both sign the Agreement Form and ensure correct Payee Information is sent to TRF. Any additional information and/or sponsor contributions TRF requires in order to make grant payment are described in this letter and the Agreement Form.</p> <ol style="list-style-type: none"> Agreement Form. This document details the agreement between the primary clubs/districts involved in the grant and the Foundation. Be certain to refer to this document throughout the implementation of the project to ensure compliance with TRF requirements. <u>The Agreement Form should be signed and sent directly to The Rotary Foundation to the attention of the Grant Coordinator via e-mail, fax or mail.</u> Payee Information Form. This document must be completed and returned to TRF stating where and how funds should be sent to the project. Please coordinate with your partner to establish an appropriate payee. Contributions. <ol style="list-style-type: none"> Contribution form. This form is attached and should be used for all cash contributions sent to The Rotary Foundation for your project. The Matching Grant number <u>must</u> be stated on the form to ensure that your contributions are correctly received. Should you choose to send cash contributions directly to the project, or the contribution is in the form of DDF/Share funds, this form will <u>not</u> be needed. Funds Sent Directly. If cash contributions are being sent directly to the project account you must send confirmation that the contribution has been received for the project (a copy of the deposit slip, bank statement, paid invoice, etc.) NOTE: Paul Harris Fellow Recognition credit will <u>not</u> be awarded for contributions sent directly. 		

- Payment Contingency.** Payment of this grant is contingent upon receipt of confirmation that the co-op building has been constructed and is ready to receive the equipment.
- Closure contingency.** Closure of this grant is contingent upon submission of copies of receipts for all equipment purchased.

Note: There is a limit of 6 months from the date of this letter to submit all the information needed for payment. Should the required forms and contributions not be received within 6 months, the grant may be cancelled. It is extremely important to remain in constant contact with your partner to ensure the above requirements are completed.

Both partners are sent a copy of this letter and included forms. It is not necessary to have all authorizing signatures on the same document as they can be sent in separately. Keep a copy of the signed forms for your records before returning them to TRF. Faxes are acceptable, and originals are not required.

Additional information you will find helpful is included. (If you are receiving this document via e-mail, please see the accompanying e-mail message for links to the documents on the RT website.)

- Terms and Conditions of Matching Grant Award** is a document that details the guidelines for implementing your project. Read this document carefully, and refer to it when you have questions about TRF requirements.
- Report Form.** Reporting on your project is mandatory. Progress reports are due at least every twelve months, and a Final Report must be submitted within two months of your project's completion.
- Humanitarian Programs Promotional Guide** contains information about how to promote your project in the community and in the media.

If you have any questions, please contact me.

Sincerely,

William Smith
Grant Coordinator
Humanitarian Grants Program
The Rotary Foundation
Phone: (847) 866 3000
Email: william.smith@rotary.org
Fax: (847) 866 9759

cc: Mohamed Soumah, Governor, Rotary District 9000
Elizabeth Peterson, Governor, Rotary District 6010
Andrew Wilson, District Rotary Foundation Committee Chair, District 9000
John Dawson, District Rotary Foundation Committee Chair, District 6010
Jacqueline Coulibaly, District Grants Subcommittee Chair, District 9000
Peter Webb, District Grants Subcommittee Chair, District 6010

Enclosures: Matching Grant Agreement Form, Payee Information Form, Contribution Form, Terms and Conditions of Matching Grant Award, Report Form, Humanitarian Programs Promotional Guide

MG0658101 Staff Initials WS

Explanation

The announcement letter is the official notification that your Matching Grant Application has been approved. The letter is sent to the primary project contacts of the primary international partner outside the project country and of the primary host partner in the project country. The announcement letter explains the steps that you must take in order to receive the grant funds and contains information about any contingencies placed on the release of your grant funds by TRF or closure of your grant. A list of enclosures appears at the bottom of the letter. The district governor, district Rotary Foundation committee chair, and district grants subcommittee chair for both partner districts receive copies of the announcement letter.

FAQ


Where can I find information about any contingencies that have been placed on the release of my grant funds or closure of my grant?

This information can be found in bold type at the end of the announcement letter and in the agreement form.

Did you remember...

- To read the announcement letter carefully and check for any contingencies that must be satisfied before the grant can be paid or closed?

MATCHING GRANT AGREEMENT FORM



THE ROTARY FOUNDATION
of Rotary International
 1560 Sherman Avenue
 Evanston, IL 60201-3698 USA
 MATCHING GRANT AGREEMENT FORM
 MATCHING GRANT #58101

This Matching Grant Agreement ("Agreement") is entered into by and between Rotary Club of Accra Downtown, Rotary Club of Evanston Downtown ("The Partners") and The Rotary Foundation of Rotary International ("TRF"). TRF agrees to pay the Partners a Matching Grant in the total amount of USD5,000.00 to provide equipment and materials for drying mangoes to the Good Life Women's Co-op in Accra, Ghana. In consideration of receiving this Matching Grant from TRF, the Partners acknowledge and agree that:

- 1) The Partners have each received and read a copy of the Terms and Conditions of Matching Grant Award and will abide by all terms and conditions set forth therein.
- 2) Rotary Club of Evanston Downtown will coordinate the project internationally and will contribute USD2,000.00 to the project. Rotary Club of Accra Downtown will coordinate the project locally and will contribute USD1,000.00 to the project. The following districts will provide SHARE (DDF) Fund contributions: D-6010, USD2,000.00 and D-9000, USD1,500. Any amount received in excess of the aforementioned contributions will automatically be counted as general giving to The Rotary Foundation and will not be applied to Matching Grant #58101.
- 3) All Matching Grant funds provided by TRF for this project shall not be used for any purposes other than those approved by TRF. TRF shall be entitled to receive reimbursement for any and all funds deposited with, held by, or otherwise contributed to either or both of the Partners that are spent for unapproved purposes as well as any funds used to benefit a Rotarian or Rotary entity. In addition, TRF reserves the right to audit the project at any time and suspend any or all payments if in its sole discretion progress is not considered to be satisfactory.
- 4) The Partners will keep TRF informed on the project's progress by submitting progress reports every twelve months during the implementation of the project. The Partners will immediately inform TRF of any significant problems with the implementation of the project or deviations from the project, including deviations in the budget. The Partners will submit the final report with complete financial accounting within two months of the project's completion.
- 5) The Partners shall defend, indemnify, and hold harmless RI, TRF, their respective directors, trustees, officers, and employees (collectively "RI/TRF") from any and all damages, losses, judgments, costs, fines, awards, liabilities, or expenses, including without limitation reasonable attorney's fees and costs of litigation, asserted or recovered from RI/TRF, that result or arise directly or indirectly from the project including any acts or omissions of the Partners.
- 6) The entire responsibility of TRF is expressly limited to payment of USD5,000.00 plus all SHARE fund contributions. Neither RI nor TRF assumes any further responsibility in connection with this project.

- 7) TRF reserves the right to cancel this Agreement without notice upon the failure of either or both of the Partners to abide by terms set forth in this Agreement and the Terms and Conditions of Matching Grant Award. Upon cancellation, TRF shall be entitled to a refund of any Matching Grant funds, including any interest earned, that have not been expended pursuant to the terms and conditions of the approved Matching Grant project at the time of cancellation.
- 8) This Agreement will automatically terminate in the event of the failure of either or both of the Partners to comply with the Matching Grant Terms and Conditions or this Agreement due to an act of God, strike, war, riot, civil unrest, hurricane, earthquake or other natural disasters, acts of public enemies, or any reason beyond the reasonable control of the parties. In such an event, the Partners shall refund to TRF all unexpended Matching Grant funds within 30 days of termination.
- 9) This agreement is governed by the laws of the State of Illinois, USA. Any action brought in connection with this Agreement shall be filed in the County of Cook, State of Illinois, USA. The Partners agree to submit to the jurisdiction of the Circuit Court of Cook County for the State of Illinois.

10) Payment of this grant is contingent upon receipt of confirmation that the co-op building has been constructed and is ready to receive the equipment. Closure of this grant is contingent upon submission of copies of receipts for all equipment purchased.

By signing below, I certify that my Rotary club/district acknowledges and accepts the terms and conditions of this Agreement and the Matching Grant Award and Acceptance.

Dated this _____ day of _____ 20__

 President
 Rotary Club of Accra Downtown

 President
 Rotary Club of Evanston Downtown

Staff Initials WS

The partners do not have to sign the same copy of the Agreement Form. Both partners receive the same form and can send in their signed copies separately.

If another Rotary club or district is contributing funds to the project, but is not a primary sponsor, is it required to sign the Agreement Form as well?

No, only the primary partner Rotary clubs and/or districts are required to sign the Agreement Form and are held accountable for project implementation.

My club president and/or district grants subcommittee chair already signed the Matching Grant Application. Why do we have to sign again?

The Trustees want to ensure that the partners understand the Terms and Conditions of the grant before it is paid. Receipt of the signed Agreement Form is proof that the partners understand and agree to these Terms and Conditions. In addition, there might be a situation where the application was submitted in a prior Rotary year. Requiring renewed authorizing signatures ensures that the current officers are aware of and involved in the project.

Did you remember...

1. To carefully read through the Matching Grant Agreement Form?
2. To sign your copy of the Agreement Form and return it to TRF?
3. To check with your partner Rotary club or district to make sure it is sending its copy of the signed Agreement Form to TRF?

Explanation

The Matching Grant Agreement Form is a legal document stating the responsibilities of the partner Rotary clubs and/or districts and TRF. By signing this form, the partners are agreeing to the Terms and Conditions stated in the document, including the financing of the project as approved by the Trustees.

The Agreement Form must be signed by the following individuals and sent to TRF before payment for a Matching Grant can be authorized:

1. The president of the Rotary club of the primary host partner in the project country. If the primary host partner is a district, the district grants subcommittee chair must sign the form.
2. The president of the Rotary club of the international partner outside the project country. If the international partner is a district, the district grants subcommittee chair must sign the form.

FAQ

Can I send a copy of the signed Agreement Form to TRF via fax instead of post mail?

Yes. It can even be scanned and sent as an e-mail attachment.

Do we have to sign the same copy of the Agreement Form as our partner, or can we send the signed form separately?

MATCHING GRANT PAYEE INFORMATION FORM

PAYEE INFORMATION FORM FOR MATCHING GRANT #58101

Return this completed form along with the signed agreement to TRF for the release of funds.
 Please note the following:

- This form must be filled out completely or payment will be significantly delayed.
- The project bank account must be a Rotary club- or district-controlled account.
- Payments will not be made payable to an individual, cooperating organization, or beneficiary.
- Please provide the exact name on the account, which must be 35 characters or less.
- The form of payment will be based upon the geographic area. We recommend that all information necessary to facilitate sending funds via electronic funds transfer be provided.
- Please note that if payment is made via check, it will be sent directly to the project's Primary Contact.
- Payments that are misdirected due to incomplete or incorrect payee information will be the club or district's responsibility.

SECTION A: Project Bank Account

Bank Account Name:	
Complete Bank Account Number:	
<small>(Account number must include Bank code, Branch code, Account Number, Key code, & Sort code, if applicable.)</small>	
Account Currency (USD or local currency - specify):	
Receiving Bank Name:	
Receiving Bank Address/City/State or Province/Postal Code/Country:	
Receiving Bank Telephone Number/Fax Number:	
ABA Routing # (The ABA number is the routing code for U.S. based banks and is required for all electronic funds transfers within the U.S.):	
SWIFT BIC Code (The SWIFT Bank Identification Code (BIC) is the bank code required for all international transfers.):	
IBAN (The International Bank Account Number (IBAN) is required for all European Payments.):	
Other required bank code(s) (specify code):	

SECTION B: Intermediary/Correspondent Bank Information - For international US\$ electronic funds transfers, you must include your bank's U.S. Intermediary/Correspondent bank information. Please contact your bank to obtain this information and enter below.

U.S. Intermediary/Correspondent Bank Name:	
U.S. Intermediary/Correspondent Bank Address/City/State:	
U.S. Intermediary/Correspondent Bank Phone/Fax:	
U.S. Intermediary/Correspondent Bank ABA Routing #:	

SECTION C: Project Account Signatories
 Provide the names of two Rotarians who will be the signatories on the project account and responsible for receipt and disbursement of grant funds (They should be members of the primary club or district):

	Primary Signatory	Secondary Signatory
Name:		
Rotary ID:		
Title:		
Complete Address:		
Work Tel:		
Home Tel:		
Fax:		
Email:		

If you have questions about this form, please contact your program coordinator, William Smith, at Tel: (847) 866 3000, Fax: (847) 866 9759, OR E-mail: william.smith@rotary.org. Staff initials WS

FAQ

Can payment be issued in the name of a Rotary club account when it is impossible to open a special account for the project?

In countries where establishing a special account is very difficult, TRF may issue payment to a Rotary club account.

Should the host partner or international partner receive the funds?

The funds may be sent to either the host or international partner. The partners should decide together which would be the most logical place for funds to be sent.

How long does it take to receive a grant payment?

Once all payment requirements have been met and contributions have been received, it usually takes 2-4 weeks to receive the funds.

Did you remember...

1. To complete all required sections of the Payee Information Form?
2. That payment will not be issued to an individual, beneficiary, or cooperating organization?
3. To confirm payee information with your partner?

Explanation

The completed Matching Grant Payee Information Form provides TRF with instructions on how to issue payment for the Matching Grant. There are a number of guidelines to facilitate proper accounting of funds. To expedite the processing of your payment, make sure that you follow these guidelines:

- Establish a special club or district account for the project.
- Please limit the length of your account name to 35 characters, including spaces.

Payments will not be issued to an individual, beneficiary, or cooperating organization.

Sections A and C must be completed for all grants. Section B must be completed only if payment is to be made in U.S. dollars by wire transfer outside of the United States.

MATCHING GRANT PARTNER CONTRIBUTIONS

Explanation

Rotarians have two options when submitting their contributions for Matching Grants:

OPTION 1: Forward the funds directly to the project account. If the partners choose this option, they must provide documentation that the funds have been received in the project account, such as a bank statement. The partners will not receive Paul Harris Fellow Recognition if this option is chosen.

OPTION 2: Forward the funds to TRF, which may be sent via check, wire/bank transfer, or credit card. Be sure to include the grant number with contributions sent to TRF! If Option 2 is selected, Rotarians should complete the *Contribution Form* (123-EN) and attach it to the contribution. This form is available for download from the RI Web site.

Remember that contributions should NOT be submitted to TRF until the grant has been approved!

FAQ

Why would funds be sent to the project directly?

It takes TRF time to process donations. Sending the contributions directly to the project can speed up the payment process. However, the donors will not receive Paul Harris Fellow Recognition for contributions sent directly to the project.

If more than one Rotary club or district is contributing funds to the project, do they all need to submit separate Contribution Forms?

No. The primary club may gather the contributions from the various clubs or districts and submit one check and *Contribution Form*. The primary club may attach a separate sheet to the *Contribution Form* listing the donors and their respective contribution amounts.

Can I send multiple checks with one Contribution Form?

You can, but it is easier and faster for TRF to process your contribution when the total amount comes in one check.

Our district is contributing from DDF/SHARE. Does it need a Contribution Form?

No. The form is only for cash contributions.

How do we receive our DDF contributions?

The District Designated Fund is housed at TRF and is automatically debited from the district's account upon approval of the grant. The DDF contributions will be included in the grant payment.

Which exchange rate should be used when submitting contributions?

Contributions should be submitted using the exchange rate listed in the Matching Grant Agreement Form.

Can the international partner submit a contribution on behalf of the host partner?

No. The host partner is responsible for submitting its own contribution according to the original grant financing.

What happens to our contributions if the grant is cancelled?

Once the grant funds are returned to TRF, the club or district contributions are most often returned to the club or district's Annual Programs Fund account.

Did you remember...

1. To include the grant number on all checks and the *Contribution Form*?
2. If using Option 1, to attach evidence that the funds have been sent directly to the project?

SPENDING PLANS FOR GRANT PAYMENTS MADE IN INSTALLMENTS

For larger projects or those that will be implemented over a longer period of time, payment of the grant funds will be made in installments. These installments will be calculated according to a spending plan submitted by the project partners. A spending plan details how much money will be spent during each period of the project. The amount of time covered by each period will depend on the specific project, but a good rule of thumb is to think of a period as 6-8 months. A sample spending plan is included below.

Once an installment of funds has been fully spent (regardless of whether 12 months have elapsed) and the project partners are ready to receive their next installment, they must submit a progress report. Once the report has been reviewed and accepted, TRF will release the next installment of grant funds based on the spending plan. For some projects, it is important to have a continuous flow of grant money available. In such instances, the project partners may submit a report after having spent 75 percent of the previous installment.

Rotarians requesting US\$25,001 or above must include a spending plan with the grant application. For other larger projects, at the time of approval, payment of the grant funds may be made contingent upon receipt of a spending plan. This contingency will be found in the Matching Grant Announcement Letter and the Matching Grant Agreement Form.

Budget item	1st Period	2nd Period	3rd Period	Total Project Budget Amount
TOTAL				

IMPLEMENTING YOUR PROJECT

After your Matching Grant has been approved by the Trustees you may start implementing the project. While you are engaged in your project, please remember:

The two project committees should maintain frequent contact with each other.

Most problems that arise in implementing a project can be worked out easily between partners, especially if they are in regular communication with one another. Use telephone, fax, or e-mail to keep in touch with your partner.

Make sure there is Rotarian identification at the project site.

TRF encourages display of the RI gearwheel logo and TRF logo on equipment or signage associated with the project. Visible Rotary identification helps inform the community of Rotary's activities.

Keep careful financial records of all expenditures.

Be sure to use accepted accounting procedures in keeping your project account books. The money you are spending has been donated by Rotarians in your club or district and from all over the world, and as such should be considered as a sacred trust. It is given to you in good faith that you will complete an international service project. Remember, you must provide TRF with a complete financial accounting of the project in your Final Report. Keep all receipts and invoices for at least five years. Establish an inventory system for the control of equipment purchased with a Matching Grant.

Take photographs of your project.

TRF asks that you provide a photographic record of the project. These photos are often used in *The Rotarian* magazine, *Rotary World* newspaper, by the RI Public Relations Department, and by TRF for publicity or promotional purposes. TRF wants to share your success with other Rotarians around the world. The best photos show Rotarians and project beneficiaries in action. Photographic prints, slides, or digital photos of high resolution (at least 3 megapixels) are acceptable.

Submit regular reports to TRF.

Progress reports must be submitted at least every 12 months for the life of the project. Final reports are due within two months of the project's completion. See the next chapter on Matching Grant reports for more information.



HOW TO COMPLETE A MATCHING GRANT
REPORT

Reporting is an integral part of the Matching Grants process. Submitting regular and timely reports serves a number of purposes, including the following:

- Celebrates the success of your project
- Communicates your accomplishments to TRF
- Demonstrates that TRF funds were used appropriately and effectively
- Provides transparency in the use of TRF funds
- Meets legal requirements of host and international governments and TRF
- Offers an opportunity to reflect on lessons learned
- Keeps club/district in good standing with TRF

Progress reports must be submitted at least every 12 months following payment of the grant and at least every 12 months thereafter for the duration

of the project. A final report is due within two months of the project's completion. A copy of the Matching Grant report form is available for download from the RI Web site at www.rotary.org.

Both partners are held responsible for submitting reports. If at all possible, reports should be prepared jointly. If distance and communication pose difficulties, the partners should at least share copies of the report with each other.

Please note that in some countries, local governments have instituted additional reporting requirements to which Rotarians must adhere. If you have any questions about these requirements, please contact your RI office or Humanitarian Grant coordinator.

The next few pages will take you step-by-step through how to complete a Matching Grant report.

PROJECT INFORMATION

Matching Grants
Report to The Rotary Foundation

The Rotary Foundation
One Rotary Center
1560 Sherman Ave.
Evanston, IL 60201, USA
Fax: 847-866-9759
E-mail: grants@rotaryintl.org

The primary partner Rotary clubs/districts must submit Progress Reports every twelve months during project implementation. The Final Report is due two months after completing the project.

Project Information

Matching Grant Number _____ Project Country _____

Progress report Final report Reporting Period from _____ to _____

Host Partner Rotary Club: _____ District: _____

International Partner Rotary Club: _____ District: _____

Project Narrative

1. Briefly describe the project.

a. What were your original objectives?

b. What was actually accomplished?

c. When and where did the project take place, and who were the beneficiaries?

2. Scope change. If the project was changed, how and why was it changed?

Explanation

The first section of the Matching Grant report form asks you to provide the following information:

- Matching Grant number
- Project country
- Indication of whether the report is a progress or final report
- Reporting period
- Host and international partner club and district

It is important to include the reporting dates and indicate whether this report is a progress or final report. TRF staff relies on this information as they track when future reports are due.

FAQ


What dates should I use for the reporting period?

The initial reporting period begins as soon as the grant funds are received and project implementation begins. The reporting end date should be no later than 12 months after the beginning of the period. Subsequent reports should begin immediately after the prior report.

Did you remember...

1. To indicate whether the report is a progress or final report?
2. To include the reporting dates?

PROJECT NARRATIVE



Matching Grants
Report to The Rotary Foundation

The Rotary Foundation
One Rotary Center
1560 Sherman Ave
Evanston, IL 60201, USA
Fax: 847-866-9759
E-mail: grants@rotaryintl.org

The primary partner Rotary clubs/districts must submit Progress Reports every twelve months during project implementation. The Final Report is due two months after completing the project.

Project Information

Matching Grant Number _____ Project Country _____

Progress report Final report Reporting Period from _____ to _____

Host Partner Rotary Club: _____ District: _____

International Partner Rotary Club: _____ District: _____

Project Narrative

1. Briefly describe the project.

a. What were your original objectives?

b. What was actually accomplished?

c. When and where did the project take place, and who were the beneficiaries?

2. Scope change. If the project was changed, how and why was it changed?

1

FAQ

Why do I need to list the original objectives?

Comparing the project’s original objectives with its actual accomplishments can be a helpful measure of success. It also offers the opportunity to note any lessons learned in implementing the project.

Did you remember...

1. To explain the original objectives of the project, as listed in the grant application?
2. To explain in detail the actual project accomplishments?
3. To provide an explanation for any changes in scope?

Explanation

In the project narrative section of the report you will include the following information:

- Original project objectives
- Actual project accomplishments
- When and where the project took place
- Who the beneficiaries were
- Explanation of any changes in scope

When completing this section, it is helpful to refer back to the grant application. What was the original target? Remember to be specific and provide as much detail as possible when describing the actual project accomplishments.

In the course of implementing the project, if you found it necessary to change the scope of the project you must explain the change and its rationale in this section. Keep in mind that all changes must receive prior approval from TRF!

ROTARIAN INVOLVEMENT AND OVERSIGHT

Rotarian Involvement and Oversight

3. How did Rotarians manage and oversee the project? _____

4. How many Rotarians from the host partner club participated in the project? _____

5. In what way did the host Rotarians participate in the project? Please list all non-financial involvement. _____

6. How many Rotarians from the international partner club participated in the project? _____

7. In what way did the international Rotarians participate in the project? Please list all non-financial involvement. _____

Community Impact

8. How many people benefited from the project? _____

9. What was the impact of the project on the beneficiaries? _____

10. What are the expected long-term community impacts of the project? _____

Explanation

In this section you will explain how Rotarians managed and oversaw the project and how they actively participated in the project. Remember that both host and international Rotarians must participate *actively* in the project, such as visiting the project site, working with the beneficiaries to implement the project, and publicizing the project to the local media. Donating funds to the project does not constitute active involvement.

Provide detailed answers to the questions in this section. Be sure to include the number of host and international Rotarians who participated in the project.

FAQ

What is the difference between Rotarian oversight and management of a grant and Rotarian participation?

Rotarian oversight and management refers to the controls that Rotarians put into place while implementing the project, to ensure that Trustee-established criteria are met while proper stewardship is maintained. Rotarian participation is the voluntary involvement of the Rotarians to implement the project.

The international partner lives 8,000 miles away from the project location. Are they really expected to be actively involved in the project?

Yes. One of the goals of Matching Grants is to strengthen Rotary networks, as Rotarians from the host and international partner countries work together to implement the project. The international partner can be involved in the project in many ways, even if they live quite far from the project location. The international partner can help to plan the project, receive regular updates from the host partner, publicize the project in the international country, and much more.

Did you remember...

1. To explain how the Rotarians provided oversight and management of grant funds?
2. To explain how both the host and international Rotarians were actively involved in the project?
3. To list the number of host and international Rotarians who participated in the project?

COMMUNITY IMPACT

Rotarian Involvement and Oversight

3. How did Rotarians manage and oversee the project? _____

4. How many Rotarians from the host partner club participated in the project? _____

5. In what way did the host Rotarians participate in the project? Please list all non-financial involvement. _____

6. How many Rotarians from the international partner club participated in the project? _____

7. In what way did the international Rotarians participate in the project? Please list all non-financial involvement. _____

Community Impact

8. How many people benefited from the project? _____

9. What was the impact of the project on the beneficiaries? _____

10. What are the expected long-term community impacts of the project? _____

FAQ

How do I know what the long-term impact of the project will be?

Use your best judgment in answering this question. Based on the project’s immediate impact on the benefiting community, you can make an educated guess about the project’s long-term impact.

Did you remember...

1. To indicate the number of people who benefited from the project?
2. To explain the impact of the project on the beneficiaries?
3. To describe the expected long-term community impact of the project?

Explanation

This section of the Matching Grant report form asks you to provide quantitative and qualitative information about the impact of the project on the benefiting community. Please indicate the number of people who benefited from the project. You may include in this number people who benefited both directly and indirectly.

Make sure to clearly explain the project’s impact on the beneficiaries as well as its expected long-term impact on the community.

FINANCIAL STATEMENT

Financial Statement			
Currency Used: _____		Exchange Rate: _____ = 1 USD	
11. Income			
Sources of Income		Currency	Amount
1. TRF Matching Grant Award and Contributions			
2. Other Income (Identify):			
3. Other Income (Identify):			
4. Interest Income (if any):			
Total Income:			
12. Expenses (add rows as needed)			
Budget Items	Name of supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total Expenses:			
13. Bank Statement - A bank statement that supports the above statement of income and expenses <u>must</u> be attached to this report.			
Important – please read:			
<input type="checkbox"/> For final reports, if there is less than US\$200 remaining, please spend it on eligible items. If there is more than US\$200 remaining, it <u>must</u> be returned to The Rotary Foundation. (Note: In India, government rules require that all unutilized funds be returned to the Rotary International South Asia Office.)			
<input type="checkbox"/> For grant awards over US\$25,000, attach an Independent Financial Review to each progress report and the final report.			
<input type="checkbox"/> Keep all original receipts for at least three years, or longer if required by local law. Do not send receipts to TRF unless requested by staff.			
<input type="checkbox"/> If your project involves a revolving loan fund you will need to visit the Rotary website at: www.rotary.org to download the Report Supplement for Revolving Loan Grants.			
14. Certifying Signature – Either the Host or International Partner must certify the report. If the grant is club sponsored the <u>current club president</u> must certify the report and if the grant is district-sponsored the <u>district grants subcommittee chair</u> must certify the report.			
By signing this report, I confirm to the best of my knowledge that these Matching Grant funds were spent according to Trustee-approved guidelines and that all of the information contained herein is true and accurate. Original receipts for all expenses incurred will be kept on file for at least three years, or longer if required by local law, in case they are needed for auditing purposes.			
Print Name: _____		Signature: _____	
Rotary Title: _____		Club: _____	
		Date: _____	
		District: _____	
3			

Explanation

In the financial statement portion of the Matching Grant report, you will clearly list all income received by the project and all expenses incurred during the course of the project. You will list the currency used and the exchange rate. If an official RI exchange rate was established for the project, you should use this rate as you complete the financial statement. All items purchased during the course of the project should be clearly listed on this page in addition to the supplier names, currency, and amount.

Please remember that a bank statement that supports the financial statement *must* be included with all reports!

Be sure to include the certifying signature on the report. If the grant is club-sponsored, the current club president must certify the report. If the grant is district-sponsored, the district grants subcommittee chair must certify the report. Either the host or international partner may provide the certifying signature.

If the grant involved revolving loan funds or microcredit, the partners must complete and submit an additional report: Revolving Loan Fund Report Supplement. See page 43 for more information.

FAQ

Do I need to submit receipts with the report?

No. However, you must retain the original receipts along with copies of reports for at least five years from the date that TRF closes the grant. Your local laws may require that original receipts be kept for longer than five years. Receipts should be filed and appropriately cross-referenced with the statement of income and expense. TRF reserves the right to request copies of receipts or to conduct an audit at any time, which is why it is so important to retain all original receipts.

We have finished implementing the project, but grant funds remain. What should we do with the money?

If you have less than US\$200 in grant funds remaining, you are authorized to spend them on eligible items related to the project. If more than \$200 remain, those funds must be returned to TRF. Contact your Humanitarian Grant coordinator for guidance on where to send unused funds.

Do I need to submit an independent financial review with the report?

For grant awards of US\$25,001 or above, an independent financial review must be submitted with each progress and/or final report (see page 42 for more information).

Did you remember...

1. To list the currency used and the exchange rate?
2. To provide a detailed list of all income earned by the project and all expenses incurred?
3. To attach a bank statement that supports the financial statement?

ADDITIONAL INFORMATION

In our effort to improve our grant program, we'd appreciate your feedback on the following questions:

A. Rotary Impact –select all that apply

Our club or district's international Rotary connections are stronger as a result of this project.

Club membership has increased as a result of this project.

Visibility of Rotary in our community has increased.

Our club's awareness of the needs in our community has increased.

Volunteer activity in our club or district has expanded.

Our club or district is more active in pursuing Foundation grants and Rotary programs.

Awareness of the needs in our community has increased among Rotarians in other countries.

Participation in this Matching Grant has not changed our club or district in any significant way.

B. Project Sustainability – select all that apply

The project will continue to function without Foundation funds.

Equipment purchased with grant funds is being maintained with local materials and expertise.

If training was a component of the project, trainees are using their knowledge and skills.

This project has provided community members with the skills, knowledge, or institutions that will allow them to help themselves.

The community has initiated additional projects related to the same or similar problems.

The project has not been sustainable.

C. Suggestions

Given your experience, do you have suggestions to improve the Matching Grants program?

If your project clearly demonstrates Rotarian involvement and is worthy of publication, please complete an RI Newstip Form, available on the RI website at http://www.rotary.org/newstiproom/downloadcenter/pdf/mg_newstip.pdf

Report Checklist

Does your report include the following?

Time period of reporting

How and what the project accomplished

Rotarian participation, oversight and management

Rotary impact

Itemized report of income and expenses

~~A bank statement~~

Certifying signature

Independent Financial Review for grant awards of US\$25,001 or more

Have you done the following?

Made copies of the report for both the host and international partner

Returned surplus funds over US\$200 (except in India where all unutilized funds must be returned)

Made a file to store the report and receipt copies for three years or longer if required by local law

4

FAQ

Should I send photographs with the report?

Submission of action photographs of project implementation and beneficiaries is encouraged with both progress and final reports.

How can I publicize my project?

Please see the *Promotional Guide for Humanitarian Projects*, included with the Matching Grant Announcement Letter, for advice. The guide may also be downloaded from RI's Web site. If you have a good story to tell about your project, please share it with TRF, which is always looking for exciting new stories of grant projects.

Did you remember...

1. To provide information about the sustainability of the project and the impact of the project on Rotary?
2. To provide any suggestions you might have to improve the Matching Grants program?
3. To fill out the report checklist to ensure that the report is complete?

Explanation

This section of the Matching Grant report is optional. However, you are encouraged to complete this section, as your feedback is valuable to TRF.

If you feel that your project clearly demonstrates Rotarian involvement and is worthy of publication, please submit an RI Newstip form, which can be found on the RI Web site.

You are also encouraged to fill out the report checklist. The checklist is provided as a tool to assist you in completing the report.



APPENDIX A Policies of The Rotary Foundation

Population Growth and Development

The Rotary Foundation (TRF) supports the programs of Rotary International, including its aims and objectives with respect to RI’s statement on Population Growth and Development (approved August 1999).

TRF will favorably consider Humanitarian Grant proposals as they relate to education on population issues, access to family health care, adequate nutrition, improved education, and other tools necessary for the implementation of responsible child spacing and family planning decisions.

It is important to note that all grants will be considered in the same manner regardless of geographic origin. When necessary, qualified Rotarian volunteers may be consulted and asked to monitor certain projects. Such volunteers will help ensure TRF maintains its principles and appropriate equilibrium on projects relating to population issues.

Eligible Expenditures

Medical Expenses	Education and Training
<ul style="list-style-type: none"> • Prenatal medications/vitamins • Birthing medications • Newborn baby screenings • Surgical instruments to help with births • Prenatal screening • Ultrasound equipment (as long as is used for diagnosing and treating patients) 	<ul style="list-style-type: none"> • Public health education • Family planning training • Information on sexually transmitted diseases • Community health training • Balanced diet and nutrition awareness

Rotary Name and Emblem Use Guidelines

The following guidelines on the use of the Rotary name and emblem are RI policy. Please follow them when naming your project and in any literature you may develop.

A. Rotary Name:

1. The RI Board has determined that any use of the Rotary name without a further qualifier, such as the name of a Rotary club or a Rotary district, refers to the international association, RI.
2. New project names or programs *not* under the exclusive control of RI, when using the name *Rotary* must include the name of the participating Rotary club(s) or district(s) and should *not* use the name *International*.
3. If using the words *Rotary* and *Foundation* these words must not appear together, but must be separated by additional identifying information, such as the name of the participating Rotary club(s) or district(s).
4. Ongoing programs *not* under the exclusive control of RI and not conforming to these guidelines should be renamed to provide this additional identifying information (i.e., the name of the participating Rotary club(s) or district(s) must be included when using the name *Rotary*).
5. The naming of any project that does not conform to the guidelines must receive specific RI Board approval.

B. The Rotary Emblem:

1. The Rotary emblem, like the Rotary name, represents the international association, RI.
2. Whenever the Rotary emblem is used for a project, program, or activity not under the exclusive control of RI, the name of the participating club(s) or district(s) should also be used in addition to the emblem, should appear directly adjacent to the emblem, and be of a size of equal prominence to the emblem.

3. Any reproduction of the Rotary emblem must meet RI's proper emblem specifications. (See the *2004 Manual of Procedure*, chapter 17. Camera-ready art can be obtained through your Club and District Support representative.) No alterations, modifications, or obstructions of the Rotary emblem are permitted. The emblem must be faithfully reproduced and always appear in its entirety.

The RI Bylaws discourage any joint use of the RI emblem with the emblem or logo of another organization. ("The use of such name, emblem, badge, or other insignia in combination with any other name or emblem is not recognized by RI." *RI Bylaws, Article XVIII, 18.020.*)

Other Rotary Foundation Policies

Returning applications with overdue progress or final reports

The Rotary Foundation (TRF) processes new applications only when both partners have provided reports for their open grant projects. This means that if either the international or host partner has an overdue report, any new applications will be returned without processing. The partners are welcome to resubmit their application once all reporting requirements have been met.

The Trustees call attention to their commitment to the Stewardship Policies of The Rotary Foundation. Effective stewardship includes meeting all reporting expectations. Progress reports are required at least *every 12 months* from the time the grant is paid, and final reports are required *two months after* completion of the project. The reports must clearly demonstrate that both partners played a considerable role in planning and implementing their projects. A copy of the Matching Grant report form is available for download from the RI Web site at www.rotary.org.

Dehydrated food

The partners of grants involving dehydrated food must confirm that there is adequate, potable water to successfully implement the project before payment will be issued.

Water safety

In some areas of the world, water tables have become affected by arsenic. For that reason, grants involving water projects must provide confirmation that the water supply is not contaminated before grant payment is made.

Payment contingencies

- In some cases the structure that will house items to be purchased with the grant is not completed. Grant payment will not be made until it is confirmed that the structure is finished.
- Please note that projects also being funded by the Canadian Rotary Committee for International Development (CRCID) will not be paid until TRF receives confirmation that CRCID has approved the Rotarians' grant request from that organization.

APPENDIX B Community Needs Assessment

Matching Grant applications requesting US\$25,001 or above (Competitive Grants) must complete a community needs assessment. Information gathered during the assessment should be included on the Community Needs Assessment form and submitted with the grant application. This form is available by download from the RI Web site. The following information will assist you in conducting a community needs assessment.

FAQ

What is a community needs assessment?

It is a way of gathering information about a community's opinions, needs, challenges, and assets used to determine which project(s) will meet the real needs of the community.

How should a community needs assessment be conducted?

Your club should begin by appointing an assessment committee. This committee should comprise knowledgeable Rotarians who are familiar with the community and will be able to dedicate the time and resources necessary to assess the community's needs. In conducting the assessment, the committee will work with community leaders and members at large. The following are some community needs assessment tools:

- **Interviews** — Collect information from community members who are in a position to know community needs. These people might be community leaders, professionals, or other individuals who have affiliations with particular organizations or agencies.
- **Public forum** — Bring a wide range of community members together at public meetings to gather information via group discussions.
- **Focus group** — Obtain opinions and ideas from a small, targeted group of community members.
- **Survey** — Use a formal survey or questionnaire to collect information from a wide range of community members.

- **Secondary data analysis** — Review and analyze data that has already been collected about community issues and needs.
- **Asset mapping** — Gather information about existing community assets and resources.

Some factors that might influence the type of assessment selected include time, cost, target audience, and available manpower. Ideally, a community needs assessment should include a combination of tools.

What are the steps involved in conducting a community needs assessment?

Here are the basic steps:

- Form a community needs assessment committee
- Determine the community to be assessed
- Select a community needs assessment tool(s)
- Develop a plan for the assessment (who, what, when, where, how)
- Implement the assessment using the selected tool(s)
- Analyze the results
- Prepare report detailing the results
- Use report to determine club intervention(s)

What type of information should be gathered?

This will depend on the individual community and its specific needs. However, the following information should be gathered in all community needs assessments:

- Description of the community and applicable statistics
- Needs identified by community leaders and members
- Current action being taken to meet community needs
- Local resources available to help meet community needs
- Opportunities for projects
- Challenges to projects
- Involvement of the community in the project
- Long-term sustainability of the project by the community

What should be done with the information once it is gathered?

The information should be analyzed, compiled into a report, and shared with the club's board, all project partners, and community members who were particularly involved in providing information for the assessment. In an effort to assist Rotarians, TRF has prepared a Community Needs Assessment form that provides a template for recording information gathered during the assessment. This form is available for download from the RI Web site and should be completed and attached to the Matching Grant Application for grant requests of US\$25,001 or above.

How does a community needs assessment assist clubs in selecting a project?

Based on the needs identified during the assessment, clubs can select areas where they would like to become involved. The selection of a project should be based on the needs of a community as well as the resources available to the club and its partners.

APPENDIX C Independent Financial Review

All grant recipients are encouraged to have an independent financial review. For grants of US\$25,001 or above, or where expressly requested, an independent financial review is required. An Independent Financial Review Form is available for download from the RI Web site.

Independent financial reviews must be carried out by an appropriately licensed, chartered, or certified accountant or accounting firm that has no direct links with the project to be examined. The appointment of such an independent accounting firm or accountant must be made by the governor of the district where the funds were sent. TRF reserves the right to appoint the independent annual reviewer as necessary.

The agreed-upon procedures for the independent annual review must include:

- An examination and certification of the opening and closing balances of all project funds
- A determination of whether the funds received for the project were expended for the intended purpose and if not, why not
- An examination of the accounts for all funds received and expended to determine if they were maintained according to standard business practices, including a standard set of accounts that records all receipts and disbursements by date, amounts, and purpose as well as a determination to ensure funds were expended in a manner consistent with the Terms and Conditions of the grant award
- A determination of whether an inventory of all assets has been maintained
- An examination of expenditures to ensure funds are used for intended purpose, proper records are maintained, and a system of controls over expenditure is in place, i.e., whether there are at least two signatories on each account; receipts are maintained for all expenditures over US\$25; purchasing procedure is identified (competitive bidding is encouraged where appropriate); and that all project activities, including the conversion of funds, are in accordance with local laws and regulations

- A determination of whether the accounts were reconciled in a timely manner and certification of the opening and closing balances of all project funds and bank statements

The independent annual review must be submitted to The Rotary Foundation no later than 15 months after the first payment is received and every 12 months thereafter, until the project partners are notified that the grant period of the project is officially completed.

The partner clubs or districts will maintain detailed, accurate, and complete financial records throughout the life of the grant and for a period of five years after the grant closure date. These financial records include copies of receipts, canceled checks, invoices, etc.

The responsibility for annual independent financial reviews for all grants rests with the primary partners, the cost of which may be shared among all sponsor Rotary clubs, Rotary districts, or other grantees. For those grants above US\$25,001, if the grantees cannot provide for these costs, they may apply in the original grant application for up to \$500 per year for the life of the project for this purpose.

APPENDIX D Revolving Loan Funds/Microcredit

Revolving loan projects, also called microcredit or village banking, organize low-income persons, usually women, to borrow money, animals, or equipment to facilitate small economic self-help enterprises. Rotary uses the term *revolving loan* because the funds continue to revolve; funds are loaned to beneficiaries, repaid, and loaned again, hopefully in perpetuity. Grant projects that involve the establishment of a revolving loan fund must include training, not only in basic business principles but also in vocations.

Grant funds may be used for revolving loan capital up to US\$10,000 per credit group. One grant may support multiple credit groups. Also called a village bank, a credit group includes 10 to 30 borrowers, usually women, organized, educated, and trained in the rudiments of saving, credit, and entrepreneurship, who cross-guarantee each others' loans to ensure repayment to the fund. If the Rotarian project sponsors decide to discontinue the revolving loan fund, the loan capital is to be returned to TRF.

Matching Grant applications for revolving loan or microcredit projects must include the standard Matching Grant Application as well as the Revolving Loan Fund Supplement Form and the Revolving Loan Fund Credit Group Plan (one for each credit group). These documents are available for download from RI's Web site.

Before review by the Trustees, all revolving loan fund or microcredit grant applications will undergo an initial review by a member of the Humanitarian Grants Program Cadre of Technical Advisers. The cadre is a group of Rotarians with relevant experience, appointed by the trustee chair, who review applications for technical soundness and long-term viability.

FAQ

May we use a cooperating organization to help implement our revolving loan project?

Cooperating organizations can assist Rotary clubs and districts working with microcredit and revolving loan funds, but supervision and control of the project must rest with the club or district. TRF will not consider any grant applications for microcredit or revolving loan funds involving cooperating organizations until those organizations can demonstrate their ability to meet the requirements of TRF and significantly involve Rotarians in these activities.

Are there additional reporting requirements for revolving loan fund or microcredit projects?

Yes. In addition to completing the Matching Grant Report, Rotarians must complete the Report Supplement for Revolving Loan Grants, available for download from RI's Web site.

May we use grant funds to cover administrative expenses?

Under the standard Humanitarian Grants Policies and Guidelines, TRF grant funds may be used for Rotary club and district start-up costs to support revolving loan projects until the loan fund is self-sustaining. In addition, interest and fees generated by revolving loan fund capital from TRF may be used for ongoing administrative expenses that support the revolving loan project.

May we use funds to guarantee bank loans?

Per Trustee decision, TRF does not fund loan guaranty systems.

Appendix E Sample Matching Grant Application



Matching Grant Application The Rotary Foundation (TRF)

1

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 Good Life Women's Co-op
 City/Village Accra
 State/Province _____
 Country Ghana

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.

Through this project, we will provide equipment and materials for drying mangoes to the Good Life Women's Co-op in Accra, Ghana. There are approximately 50 women who belong to the co-op. These women are quite poor and have large families that they must support. Outside of their involvement in the co-op, these women have no regular source of income. The women will be trained in the use and maintenance of the equipment. The host Rotarians will work with the co-op members to develop local markets for the sale of the mangoes. Once the mangoes are dried and packaged, they will be sold at kiosks in markets throughout Accra. All proceeds will benefit the co-op members. The women will be able to use the income to support their families, paying for school fees, clothing and food. Once the grant is approved, we anticipate that it will take approximately 2 months to order and receive the equipment. It will take another couple of weeks to install the equipment and train the co-op members.

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

Because the women will be trained in how to maintain the equipment, they will be able to maintain the project with no outside technical assistance. The proceeds from the sale of the mangoes will return to the co-op, the majority of which will transfer directly to the members. The remaining proceeds will be used to purchase the supplies needed to continue the project. The co-op members will continually work to develop new markets for the sale of the mangoes, ensuring ongoing income.

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 host club has worked with the women's co-op to identify the equipment needed for drying mangoes. They will assist in purchasing and installing the equipment. They will also assist the co-op members to develop local markets for selling the dried mangoes. The international club will assist with project planning and will maintain weekly communication with the host sponsor. Communication will be in the form of e-mails and regular reports. The international club also plans to visit the project. Both the host and international clubs will promote the project in their communities in order to broaden the market for selling the dried mangoes.

2

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 Accra Downtown Club ID number (if known) 6576
 District 9000 Country Ghana

Primary Contact:

Name Sam Wilson Member ID 2310459
 Club Accra Downtown
 Rotary position President
 Address 1234 Accra Way
 City Accra
 State/Province _____ Postal code _____ Country Ghana
 E-mail swilson@email.com
 Home phone 233 21 555 555 Office phone 233 21 555 554 Fax 233 21 555 556

Project Contact #2:

Name Francis Appiah Member ID 7683829
 Club Accra Downtown
 Rotary position Treasurer
 Address P.O. Box 85
 City Accra
 State/Province _____ Postal code _____ Country Ghana
 E-mail fappiah@email.com
 Home phone 233 21 555 545 Office phone 233 21 555 544 Fax 233 21 555 546

Project Contact #3:

Name Robert Owusu Member ID 29384938
 Club Accra Downtown
 Rotary position Past President
 Address 3000 Ghana Avenue
 City Accra
 State/Province _____ Postal code _____ Country Ghana
 E-mail rowusu@email.com
 Home phone 233 21 555 535 Office phone 233 21 555 534 Fax 233 21 555 546

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 Evanston Downtown Club ID number (if known) 4235
 District 6010 Country USA

Primary Contact:

Name John Doe Member ID 7382729
 Club Evanston Downtown
 Rotary position Treasurer
 Address 300 Main Street
 City Evanston
 State/Province IL Postal code 60202 Country USA
 E-mail jdoe@email.com
 Home phone 847 555 5555 Office phone 847 555 5554 Fax 847 555 5556

Project Contact #2:

Name Mary Smith Member ID 2718738
 Club Evanston Downtown
 Rotary position President
 Address 1200 Central Street
 City Evanston
 State/Province IL Postal code 60201 Country USA
 E-mail msmith@email.com
 Home phone 847 555 5545 Office phone 847 555 5544 Fax 847 555 5546

Project Contact #3:

Name Thomas Johnson Member ID 2837281
 Club Evanston Downtown
 Rotary position Club Member
 Address 3050 Central Park Avenue
 City Evanston
 State/Province IL Postal code 60201 Country USA
 E-mail tjohnson@email.com
 Home phone 847 555 5535 Office phone 847 555 5534 Fax 847 555 5536

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 districts inside the project country <small>(The primary host club or district must provide at least US\$100.)</small>	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
RC Accra Downtown	\$1,000			
District 9000		\$1,500	Nana Akua Ofori	<i>Nana Akua Ofori</i>
International Rotary clubs or districts outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
RC Evanston Downtown	\$2,000			
District 6010		\$2,000	Matthew Stanford	<i>Matthew Stanford</i>
Subtotals, Cash and DDF	\$3,000	\$3,500		
TOTAL Cosponsor contributions		\$6,500		
Total funds requested from TRF <small>(must be at least US\$5,000)</small>		\$5,000		
Additional outside funding <small>(not matched by, or forwarded to, TRF)</small>		0		
Total project financing <small>(must equal budget on page 4)</small>		\$11,500		



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 equipment will be owned, maintained, operated and secured by the Good Life Women's Co-op.

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

The members of the co-op will be trained in use and maintenance of the equipment. This training will be provided by the equipment supplier.

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

No software is necessary to operate the equipment.

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

The equipment will be purchased locally, so there is no need to make arrangements for customs clearance.

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.)?

Plumbing and electrification are already in place in the co-op building.

COMPETITIVE GRANTS

Explanation: Competitive grants are grants requesting US\$25,001 or above from TRF. They 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 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	Sam Wilson	Name	Mary Smith
Title	President	Title	President
Rotary Club	Accra Downtown	Rotary Club	Evanston Downtown
District #	9000	District #	6010
Signature	<i>Sam Wilson</i>	Signature	<i>Mary Smith</i>
Date	1 July 2006	Date	15 July 2006
Primary Contact		Primary Contact	
Name	Sam Wilson	Name	John Doe
Signature	<i>Sam Wilson</i>	Signature	<i>John Doe</i>
Date	1 July 2006	Date	15 July 2006
Project Contact #2		Project Contact #2	
Name	Francis Appiah	Name	Mary Smith
Signature	<i>Francis Appiah</i>	Signature	<i>Mary Smith</i>
Date	1 July 2006	Date	15 July 2006
Project Contact #3		Project Contact #3	
Name	Robert Owusu	Name	Thomas Johnson
Signature	<i>Robert Owusu</i>	Signature	<i>Thomas Johnson</i>
Date	1 July 2006	Date	15 July 2006

8

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 N/A

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 Sam Wilson Signature Sam Wilson

Rotary club Accra Downtown District 9000

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 Elizabeth Kpodo Signature Elizabeth Kpodo

District 9000 Date 5 July 2006

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

141-EN—(806)

APPENDIX F Sample Matching Grant Report



Matching Grants Report to The Rotary Foundation

The Rotary Foundation
One Rotary Center
1560 Sherman Ave.
Evanston, IL 60201, USA
Fax: 847-866-9759
E-mail: grants@rotary.org

The primary partner Rotary clubs/districts must submit Progress Reports every twelve months during project implementation. The Final Report is due two months after completing the project.

Project Information

Matching Grant Number 42361 Project Country Ghana

Progress report Final report Reporting Period from 1 October 2003 to 1 October 2004

Host Partner Rotary Club: Accra Downtown District: 9000

International Partner Rotary Club: Evanston Downtown District: 6010

Project Narrative

1. Briefly describe the project.

a. What were your original objectives?

The original objectives were to provide mango-drying equipment to the Good Life Women's Co-op in Accra, Ghana. In addition to providing the equipment, the original objectives included providing training for the members of the co-op on how to use the equipment.

b. What was actually accomplished?

This project provided mango-drying equipment to the Good Life Women's Co-op in Accra, Ghana. As part of the project, the members of the co-op were trained in the use of the equipment.

c. When and where did the project take place, and who were the beneficiaries?

The project took place between November 2006 and January 2007. The grant funds arrived in November 2006, and we placed the order for the equipment shortly thereafter. In late December, the equipment arrived at the Good Life Women's Co-op in Accra, Ghana and the members were subsequently trained. The 50 members of this co-op are the beneficiaries of the project.

2. Scope change. If the project was changed, how and why was it changed?

The scope of the project did not change from what was originally planned.

Rotarian Involvement and Oversight

- 3. How did Rotarians manage and oversee the project?
 Rotarians were in charge of every aspect of this project from the planning stages through to the very end. Rotarians developed the project, received grant funds from The Rotary Foundation, oversaw all project expenditures and maintained detailed financial records. Rotarians ensured that all reporting requirements were met.

- 4. How many Rotarians from the host partner club participated in the project? 25

- 5. In what way did the host Rotarians participate in the project? Please list all non-financial involvement.
 Rotarians from the host club worked with the Women’s Co-op to determine the type of equipment that was needed. They researched equipment prices and worked with the local supplier to see that the equipment was delivered and installed in the co-op. Host Rotarians made arrangements for international Rotarians to visit the co-op. The host Rotarians also helped the women to develop local markets in which to sell the dried mangoes. Together, the host and international Rotarians participated in training the women on how to use the equipment.

- 6. How many Rotarians from the international partner club participated in the project? 12

- 7. In what way did the international Rotarians participate in the project? Please list all non-financial involvement.
 International Rotarians participated in the planning of the project through communication and a visit to the co-op before the project began. Once the equipment was installed, international Rotarians traveled to Accra to participate in the equipment training. Throughout the life of the project, the international Rotarians communicated regularly with the host partner.

Community Impact

- 8. How many people benefited from the project? 350

- 9. What was the impact of the project on the beneficiaries?
 With the receipt of this equipment, the members of this co-op have been able to generate income needed to support their families. They are able to feed their children and pay for their school fees. Along with increased income has come increased self-confidence. These women recognize themselves as productive members of society and feel proud that they are able to provide for their families in such a tangible way.

- 10. What are the expected long-term community impacts of the project?
 In the long-term we expect that this entire community will continue to improve itself as the women who belong to the co-op are able to generate much needed income. Community members will have sufficient funds to obtain health better health services, more children will be able to attend school and the standard of living will continue to improve.

Financial Statement

Currency Used: GHC Exchange Rate: GHC9,150 =1 USD

11. Income

Sources of Income	Currency	Amount
1. TRF Matching Grant Award and Contributions	GHC	105,225,000
2. Other Income (identify):	---	
3. Other Income (identify):	---	
4. Interest Income (if any)	---	
Total Income	GHC	105,225,000

12. Expenses (add rows as needed)

Budget Items	Name of supplier	Currency	Amount
1. Mango drier	#1 Fruit Drying, Accra	GHC	77,775,000
2. 50 drying racks	#1 Fruit Drying, Accra	GHC	9,150,000
3. 500 litres of mango preservative	#1 Fruit Drying, Accra	GHC	9,150,000
4. Plastic packaging	Ghana Plastics Company	GHC	4,575,000
5. Warranty	#1 Fruit Drying, Accra	GHC	4,575,000
Total:		GHC	105,225,000

13. **Bank Statement**-A bank statement that supports the above statement of income and expenses must be attached to this report.

Important – please read:

- For final reports, if there is less than US\$200 remaining, please spend it on eligible items. If there is more than US\$200 remaining, it must be returned to The Rotary Foundation.
[Note: In India, government rules require that all unutilized funds be returned to the Rotary International South Asia Office.]
- For grant awards over US\$25,000, attach an Independent Financial Review to each progress report and the final report.
- Keep all original receipts for at least three years, or longer if required by local law. Do not send receipts to TRF unless requested by staff.

By signing this report, I confirm to the best of my knowledge that these Matching Grant funds were spent according to Trustee-approved guidelines and that all of the information contained herein is true and accurate. Original receipts for all expenses incurred will be kept on file for at least three years, or longer if required by local law, in case they are needed for auditing purposes.

14. **Certifying Signature** – Either the Host or International Partner must certify the report. If the grant is club sponsored the current club president must certify the report and if the grant is district-sponsored the district grants subcommittee chair must certify the report.

Print Name: Sam Wilson Signature: *Sam Wilson* Date: 1 Feb 2007

Rotary title: President Club: Accra Downtown District: 9000

As part of our efforts to improve our grant program, we'd appreciate your feedback on the following questions:

A. Project Sustainability – select all that apply

- The project will continue to function without Foundation funds.
- Equipment purchased with grant funds is being maintained with local materials and expertise.
- If training was a component of the project, trainees are using their knowledge and skills.
- This project has provided community members with the skills, knowledge, or institutions that will allow them to help themselves.
- The community has initiated additional projects related to the same or similar problems.
- The project has not been sustainable.

B. Rotary Impact –select all that apply

- Our club or district's international Rotary connections are stronger as a result of this project.
- Club membership has increased as a result of this project.
- Visibility of Rotary in our community has increased.
- Our club's awareness of the needs in our community has increased.
- Volunteer activity in our club or district has expanded.
- Our club or district is more active in pursuing Foundation grants and Rotary programs.
- Awareness of the needs in our community has increased among Rotarians in other countries.
- Participation in this Matching Grant has not changed our club or district in any significant way.

C. Suggestions

Given your experience, do you have suggestions to improve the Matching Grants program?

If your project clearly demonstrates Rotarian involvement and is worthy of publication, please complete an RI Newstip Form, available on the RI website at http://www.rotary.org/newsroom/downloadcenter/pdfs/mg_newstip.pdf

Report Checklist

Does your report include the following?

- Time period of reporting
- How and what the project accomplished
- Rotarian participation, oversight and management
- Rotary impact
- Itemized report of income and expenses
- A bank statement
- Certifying signature
- Independent Financial Review for grant awards of US\$25,001 or more

Have you done the following?

- Made copies of the report for both the host and international partner
- Returned surplus funds over US\$200 (except in India where all unutilized funds must be returned)
- Made a file to store the report and receipt copies for three years or longer if required by local law

APPENDIX G Matching Grants Resource List

Publications and Documents

Promotional Guide for Humanitarian Projects
(250-EN)

Matching Grant Application

Terms and Conditions of Matching Grant Award

Matching Grant Report Form

Internet

Matching Grants: www.rotary.org/foundation/grants/matching

Rotary Leaders

Regional Rotary Foundation coordinator

District Rotary Foundation committee chair

District grants subcommittee chair

Humanitarian Grants Program

TRF Staff (Staff territories sheet is listed on
RI Web site at www.rotary.org)

E-mail: grants@rotary.org

TOP 10 MATCHING GRANT PITFALLS

1. BUDGET DOES NOT EQUAL FINANCING.
2. ROTARIAN PARTICIPATION CONSISTED ONLY OF CONTRIBUTING FUNDS.
3. CONTRIBUTIONS WERE SENT TO TRF BEFORE GRANT APPROVAL.
4. APPLICATION IS SUBMITTED IN PIECEMEAL FASHION.
5. PARTNERS ARE DELINQUENT ON REPORTING.
6. APPLICATION IS MISSING SIGNATURES.
7. COMMUNICATION BETWEEN PARTNERS IS WEAK.
8. PROJECT DOES NOT MEET REAL NEEDS OF COMMUNITY.
9. PARTNER CLUBS ARE NOT IN GOOD STANDING WITH RI.
10. PARTNERS CHANGED PROJECT SCOPE WITHOUT OBTAINING PRIOR APPROVAL FROM TRF.

“This project demonstrates much of what is so great about Rotary and its ability to bridge cultural differences and bring people around the world together.”

— RANDY LICKEY, PAST GOVERNOR OF DISTRICT 7600 (VIRGINIA, USA), DESCRIBING A MATCHING GRANT EFFORT THAT HELPED EQUIP A CENTER IN LEBANON FOR CHILDREN WITH CEREBRAL PALSY



The Rotary Foundation
of Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org