



Matching Grant Application The Rotary Foundation (TRF)

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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 Hohidial
City/Village Tobelo
State/Province Halmahera
Country Indonesia

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

The project provides for the purchase & supply of hospital equipment, an ambulance, water supply including water wells, & toilet blocks with associated septic system to the Hohidial hospital. This humanitarian & water project responds to a critical need in a district whose population has suffered 5 years of conflict resulting in family disruption, loss of basic facilities & relocation. A Clinic, set up & operated by Peter & Esther Scarborough (trained nurse) treats a broad range of cases: TB, Malaria, Leprosy, major burns & everything from coughs & colds to cancer & childbirth.

District 9820 has begun a multi pronged project to establish a 16 bed hospital ward with specialist facilities - encompassing Rotary programs for building project & overseas volunteers (now a regd RAWCS project & in progress with site works, footings & slab floor in place); this matching grant application for equipment, water supply & toilets; a Donations in Kind program (the first container is en route); & a proposal to make this a RAM site. *

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

The existing clinic is managed by Peter and Esther Scarborough and includes several buildings which they have constructed and which they continue to maintain. To do this they have engaged a workforce of locals who have been trained in basic building construction and maintenance activities. The Scarboroughs have trained, and continue to train the locals in the use of basic medical equipment and have engaged a full time Indonesian doctor who is familiar with the use and care of more complex medical equipment.

As part of the Hohidial project, the new hospital building works will be constructed using Rotary volunteers (the project is an approved RAWCS project). Part of the role of Rotary volunteers will be to train this local workforce in the use of hand and power tools with a view to ensuring their ability to continue to maintain these facilities into the future. In addition, the Scarboroughs have a history of establishing water wells in the district and have, up to now manufactured small water tanks for local villages.

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.)

Participating host and international partners will oversee the building and fitting out of the hospital ward by local construction workers. Additional roles for Rotarians will be to introduce safe work practices to the local workforce, equipping and training them in safe work practices. Furthermore the project will purchase hand and power tools appropriate to the work in hand and train the local workforce in their use. All the tools purchased for the project will be left at the site following completion to be used for maintenance and future projects. The partner club will participate in this process and in addition will assist in the purchase of equipment. They will also provide a local bank account and assist in preparation to regular reports back to foundation.

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	Rotary Club of Bali - Seminyak	Club ID number (if known)	58409
District	3400	Country	Indonesia

Primary Contact:

Name	Patrick Scott	Member ID	5924781
Club	Bali - Seminyak		
Rotary position	President		
Address	Villa Puri Indah, Jl. Padma Utara, Legian		
City	Kuta		
State/Province	Bali	Postal code	80361
		Country	Indonesia
E-mail	president@rotaryseminyak.org		
Home phone	+6281338438565	Office phone	+62361756098
		Fax	+62361756098

Project Contact #2:

Name	Andrew Charles	Member ID	5737192
Club	Bali - Seminyak		
Rotary position	Secretary		
Address	Puri Indraprastha, Jl. Raya Batu Bolong, Br.Canggu - Desa Canggu,		
City	Kuta Utara		
State/Province	Bali	Postal code	80361
		Country	Indonesia
E-mail	secretary@rotaryseminyak.org		
Home phone	+62816580422	Office phone	+62361736800
		Fax	

Project Contact #3:

Name	Peter Erni	Member ID	5737294
Club	Bali - Seminyak		
Rotary position	Treasurer		
Address	Villa Eden 1, Jl. Umalas Lestari, Gg. Jepun, Kerobokan,		
City	Kuta Utara		
State/Province	Bali	Postal code	80361
		Country	Indonesia
E-mail			
Home phone	+62811294647	Office phone	+62361752607
		Fax	+62361750350

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 Berwick Club ID number (if known) 18390
 District 9820 Country Australia

Primary Contact:

Name Terry Carmichael Member ID 3332523
 Club Rotary Club of Berwick Inc
 Rotary position President
 Address 64 Whiteside Rd
 City Officer
 State/Province Victoria Postal code 3809 Country Australia
 E-mail terry.carmichael@crescent-pss.com
 Home phone (03) 97699516 Office phone (03) 95442900 Fax _____

Project Contact #2:

Name Gary Evans Member ID _____
 Club Berwick
 Rotary position Past President/International Committee
 Address 59 Peel St
 City Berwick
 State/Province Victoria Postal code 3806 Country Australia
 E-mail gje@melbpc.org.au
 Home phone (03) 9707 3775 Office phone _____ Fax _____

Project Contact #3:

Name Rob Taylor Member ID _____
 Club Berwick
 Rotary position Past President/International Committee
 Address 8 Hood St
 City Berwick
 State/Province Victoria Postal code 3806 Country Australia
 E-mail rtall135@bigpond.net.au
 Home phone 03 97072052 Office phone _____ Fax _____

PROJECT BUDGET

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

Budget item	Name of supplier	Amount
Ambulance	ISOS (AEA)	20,000
Water wells x 2 and external water supply system	Wilson Alexander, Tobelo	18,100
Water filtration and storage	Toko Usaha, Tobelo	4,850
Hospital laundry equipment	Bangunan Plaza, Manado	2,500
Whitegoods (incl stove, ward freezers, microwave)	Toko Usaha, Tobelo	3,900
Ward Equipment	PT Libriany, Manado	6,340
Toilets: sanitary ware, disabled equip**	Bangunan Plaza, Manado	9,600
Septic tank and external drainage only	Toko Usaha, Tobelo	1,260
<p>** The request for equipment for the toilet blocks is in accordance with matching grant guidelines. In that funds will be used for purchase of sanitary and specialised toilet equipment, included rails and supports for the disabled, but not for their installation (i.e no plumbing in of elec connections)</p>		
Subtotal		66,550

Exchange rate used US\$1 = AUD1.25

Total in U.S. dollars 53,240

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 (The primary host club or district must provide at least US\$100.)	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
Rotary Club of Bali, Seminyak	\$100			
International Rotary clubs or districts outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
Dist 9820 participating clubs	\$6,400			
District 9820		\$21,750		
Subtotals, Cash and DDF	\$6,300	\$21,750		
TOTAL Cosponsor contributions		\$28,250		
Total funds requested from TRF (must be at least US\$5,000)		\$25,000		
Additional outside funding (not matched by, or forwarded to, TRF)		0		
Total project financing (must equal budget on page 4)		\$25,000		

PROJECT PLANNING

Explanation: Before an application is submitted to TRF, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club/district or Rotarian may not own anything purchased with grant funds.

Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)

Elcik Kobidiat, North Kalimantan, Indonesia managed by Peter and Esther Scarborough

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

Rotarians will provide training in use of construction and maintenance equipment
ISOS will provide training in use of medical equipment

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

Software for medical equipment will be provided by ISOS

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

All items will be purchased within Indonesia

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 electrical fitout is being provided as a separate project for the erection of the hospital building using direct Club funding.

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.

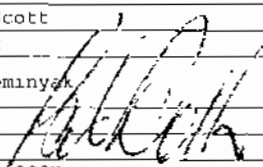
AUTHORIZATIONS

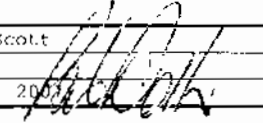
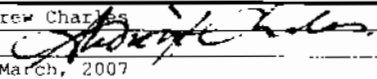
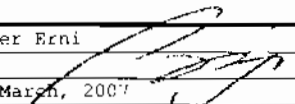
Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, 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 type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	Patrick Scott	Name	
Title	President	Title	
Rotary Club	Bali - Seminyak	Rotary Club	
District #	3400	District #	
Signature		Signature	
Date	23 March, 2007	Date	

Primary Contact		Primary Contact	
Name	Patrick Scott	Name	
Signature		Signature	
Date	23 March, 2007	Date	
Project Contact #2		Project Contact #2	
Name	Andrew Charles	Name	
Signature		Signature	
Date	23 March, 2007	Date	
Project Contact #3		Project Contact #3	
Name	Peter Erni	Name	
Signature		Signature	
Date	23 March, 2007	Date	

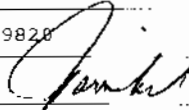
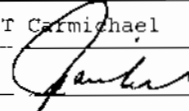
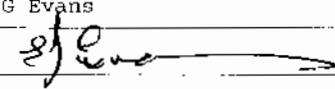
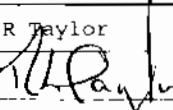
AUTHORIZATIONS

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- The club/district agrees to undertake this project as an activity of the club/district.
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- The partners agree to share information on best practices when asked, and TRF may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)

Host Partner		International Partner	
<input type="checkbox"/> Club president (club-sponsored)		<input type="checkbox"/> Club president (club-sponsored)	
<input type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name		Name	T Carmichael
Title		Title	President
Rotary Club		Rotary Club	Berwick
District #		District #	9828
Signature		Signature	
Date		Date	23 March 2007
Primary Contact		Primary Contact	
Name		Name	T Carmichael
Signature		Signature	
Date		Date	23 March 2007
Project Contact #2		Project Contact #2	
Name		Name	G Evans
Signature		Signature	
Date		Date	23 March 2007
Project Contact #3		Project Contact #3	
Name		Name	R Taylor
Signature		Signature	
Date		Date	23 March 2007

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 Terry Carmichael _____ Signature  _____

Rotary club Berwick _____ District 9820 _____

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 _____

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