



# The Rotary Foundation (TRF) Matching Grant Application Instructions

## What is Matching Grants?

Matching Grants support international humanitarian service projects. Rotary clubs or districts from two countries work collaboratively to implement a project.

## Who can apply?

Rotary clubs and districts from two countries may apply. The clubs or district must be in good standing with Rotary international. This includes payment of dues and being current on reporting for previous grants.

## What are the requirements of Matching Grant?

Matching Grants must involve a Rotary club or district in the project country (host) and a Rotary club or district in another country (international) implementing a humanitarian project. Partners are expected to:

- Maintain communication for the life of the project
- Establish a committee of at least three Rotarians to oversee the project
- Treat grant funds as a sacred trust
- Maintain clean and accurate accounting

All projects must have active Rotarian participation and oversight. Active participation can include:

- Managing project funds
- Visiting the project site on an-as-needed basis
- The international and host partners sharing information via correspondence
- The partners sharing expertise
- Purchasing, shipping, or distributing items purchased
- Publicizing the project to local media and the district

## What projects are eligible for a Matching Grant?

Matching Grants funds humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility if your project, please contact the Humanitarian Grant Coordinator for the project location.

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 service or upgrade facilities
Purchase 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

ELIGIBLE	INELIGIBLE
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	Project 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

### What are the funding limits?

Sponsors may request US \$5,000-\$150,000 from the Rotary Foundation, TRF matches \$0.50 for every \$1 of a cash contribution and \$1 for every \$1 from the District Designated Fund (DDF).

### How to apply?

Sponsors must complete a *Matching Grant Application* (141-EN) and submit it to TRF. Applications are accepted from 1 July to 31 March in any given Rotary year. If your project involves revolving loans or microcredit, the Revolving Loan Fund Supplement Form and Credit Group Plan must be included with the application. Requests of \$25,001-\$150,000 are considered on a competitive basis and must be received at TRF by 1 August for consideration at the October Trustees' meeting and 1 January for consideration at the April meeting. *The Guide to Matching Grants* (144-EN) is available to assist in developing the project and completing the application.

NOTE: Applications should be submitted single-sided and unbound and should be typed, not handwritten.

### What are the reporting requirements?

Reports are required at least every 12 months for the life of the project. A final report is due within two months of the completion of the project. Project partners must be up to date on reporting for previous projects, as failure to do so will result in all new applications being returned.

How to submit the application	Glossary of commonly-used terms
<p>Complete applications should be sent to:</p> <p>Humanitarian Grants Program The Rotary Foundation One Rotary Center 1560 Sherman Avenue Evanston, IL 60201-3698 USA Fax: 847-866-9759 E-mail: <a href="mailto:grants@rotary.org">grants@rotary.org</a></p>	<p>Beneficiary: the recipient of goods or services</p> <p>Cooperating organization: an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination.</p> <p>DDF : District Designated Fund</p> <p>DGSC : District Grants Subcommittee Chair</p> <p>DRFC : District Rotary Foundation Committee</p> <p>Host Partner : the Rotary Club or District in the project country</p> <p>International partner : the Rotary Club or District outside the project country</p> <p>Primary contact : member of partner club or district that serves as main point of contact between TRF and project partners</p> <p>Suppliers : the entity providing goods or services being purchased with grant funds</p>

NOTE: These instructions represent an overview of the Matching Grants process. Please be sure to review the Matching Grants section of the RI Web site at [www.rotary.org](http://www.rotary.org) for updates. It is beneficial to read *The Guide to Matching Grants* (144-EN) before submitting an application. This publication is available by download from the RI Web site and on request from Publications Order Services.



# 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 details 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	Water Filters for drinking water
City/Village	Sibang
State/Province	Bali
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

To provide clean drinking water to families. Each family will receive one water filter. The water in the wells contain harmful bacteria which causes skin and stomach infections and problems for pregnant women. In the village of Sibang there are 255 families each family consists of an average of 4 persons. To ensure all families have one water filter it will take about 12-16 months.

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

A RCC has been formed (and to be registered in RI) in the village of Sibang and it will monitor the project. 2 Formers (members of RCC Sibang) were sent by RCC Bali Seminyak to RC Lombok Mataram to learn the manufacturing, use and maintenance of the water filters. They propose to set up a unit to train other formers to manufacture maintain and use the water filters. They will charge a fee for this.

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 Partners: The local Rotarians will collect information on which area require clean drinking water, through the department of health. The local and International partners will promote the project in their area through the media and provincial government bodies.

The International Partners:

## 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	<u>ROTARY CLUB OF BALI SEMINYAK</u>	Club ID number (if known)	<u>58409</u>
District	<u>3400</u>	Country	<u>INDONESIA</u>

### Primary Contact:

Name	<u>ANITA LOCOCO</u>	Member ID	<u>5737310</u>
Club	<u>Rotary Club of Bali Seminyak</u>		
Rotary Position	<u>President Elect 207-2008</u>		
Address	<u>Jalan Lalu 7, Seminyak</u>		
City	<u>Bali</u>		
State/Province	<u>Bali</u>	Postal Code	<u>80000</u>
		Country	<u>Indonesia</u>
E-mail	<u><a href="mailto:anita@bali-tropical-villas.com">anita@bali-tropical-villas.com</a></u>		
House phone	<u>+62 8123800858</u>	Office phone	<u>n/a</u>
		Fax	<u>+62 361 732083</u>

### Project Contact #3:

Name	<u>SARITA KAUL</u>	Member ID	<u>6030547</u>
Club	<u>Rotary Club of Bali Seminyak</u>		
Rotary Position	<u>Immediate Past President / Community Service Director</u>		
Address	<u>Oberoi Hotel - Jalan Laksmana Seminyak</u>		
City	<u>Kuta</u>		
State/Province	<u>Bali</u>	Postal Code	<u>80361</u>
		Country	<u>Indonesia</u>
E-mail	<u><a href="mailto:saritakaul@yahoo.com">saritakaul@yahoo.com</a></u>		
House phone	<u>+62 816570527</u>	Office phone	<u>n/a</u>
		Fax	<u>+62 361 730791</u>

### Project Contact #3:

Name	<u>ROSMARIE ACKERMANN</u>	Member ID	
Club	<u>Rotary Club of Bali Seminyak</u>		
Rotary Position	<u>Community Service</u>		
Address	<u>Bahagia Park, Kerobokan</u>		
City	<u>Denpasar</u>		
State/Province	<u>Bali</u>	Postal Code	<u>80033</u>
		Country	<u>Indonesia</u>
E-mail	<u><a href="mailto:rosmarie@paradiseislandcorp.com">rosmarie@paradiseislandcorp.com</a></u>		
House phone	<u>+62 361 7918134</u>	Office phone	
		Fax	

## INTERNATIONAL PARTNER

**Explanation:** The international partner is the club or district outside the project country. A committee 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 \_\_\_\_\_  
House phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Contact #2

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
Club \_\_\_\_\_  
Rotary Position \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
E-mail \_\_\_\_\_  
House phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Contact #3:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
Club \_\_\_\_\_  
Rotary Position \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
E-mail \_\_\_\_\_  
House phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

## PROJECT BUDGET

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

Budget Items	Name of Supplier	Amount
New Mould		IDR 4.450.000,-
Filter Materials		IDR 70.035.000,-
Supervision/QC/Consultancy		IDR 5.700.000,-
Surveys/Health Checks		IDR 5.700.000,-
Publicity/Public Relations/Signed		IDR 4.450.000,-
Delivery of Filters		IDR 4.450.000,-
Containers for clean water		IDR 13.350.000,-
	<b>Subtotal</b>	IDR 108.135.000,-
	<b>Exchange rate used</b>	US \$1 = IDR 8.900,-
	<b>Total in US Dollars</b>	\$12,150.00

## 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 sponsor notifying them of approval and providing detailed instructions on how and where to submit their contributions.

<b>Host Rotary clubs or district inside the project country</b> (The primary host club or district must provide at least US \$100).	<b>Cash (US \$)</b>	<b>DDF (US \$)</b>	<b>DRFC Chair (Print name)</b>	<b>DRFC Chair Authorization</b>
RC Bali Seminyak D3400	100.00	1,000.00	PDG Ritje Rihatinah	
<b>International Rotary clubs or district outside the project country</b>	<b>Cash (US \$)</b>	<b>DDF (US \$)</b>	<b>DRFC Chair (Print name)</b>	<b>DRFC Chair Authorization</b>
District 9810		2,000.00		
RC Glen Waverley	4000			
<b>Subtotals, Cash and DDF</b>	3100			
<b>TOTAL Cosponsor contributions</b>	4000			
<b>Total funds requested from TRF</b> (must be at least US \$5,000)	5050			
<b>Additional outside funding</b> (not matched by, or forwarded to, TRF)				
<b>Total project financing</b> (must equal budget on page 4)	US \$12,150.00			

## PROJECT PLANNING

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

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

Water filter moulds have been donated to RCC by RC Bali Seminyak and water filters Sibang will be owned by the recipient families.

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

N/A

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

N/A

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

N/A

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.)?

N/A

## PROJECT PLANNING

**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 benefiting community after grant funds have been expended

Please refer to *The Guide to Matching Grants* (144-EN) and the RI Web site ([www.rotary.org](http://www.rotary.org)) for additional information.

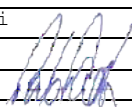
## AUTHORIZATIONS

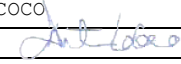

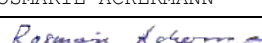
**Explanation:** Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club/district agrees to undertake this project as an activity of the club/district.
- We ensure all cash contributions (as detailed in Project Financing) will be forwarded to TRF or directly to the project account after Trustee approval of the grant.
- RI and TRF may use information contained in this application to promote the project by various means such as The Rotarian, the RI international convention, RVM: The Rotarian Video Magazine, etc.
- The partners agree to share information on best practices when asked, and TRF may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement).

Host Partner		International Partner	
<input checked="" type="checkbox"/> Club president (club-sponsored)		<input type="checkbox"/> Club president (club-sponsored)	
<input type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	PATRICK SCOTT	Name	
Title	President	Title	
Rotary Club	RC Seminyak Bali	Rotary Club	
District #	3400	District #	
Signature		Signature	
Date	12-6-2007	Date	

Primary Contact		Primary Contact	
Name	PE ANITA LOCOCO	Name	
Signature		Signature	
Date	12-6-2007	Date	
Project Contact #2		Project Contact #2	
Name	PP SARITA KAUL	Name	
Signature		Signature	
Date	12-6-2007	Date	
Project Contact #3		Project Contact #3	
Name	ROSMARIE ACKERMANN	Name	
Signature		Signature	
Date	12-6-2007	Date	

## COOPERATING ORGANIZATION

**Explanation:** A *cooperating organization* is an organization on 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

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Street Address

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City, State/Province

Postal Code

Country

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Office phone

Fax

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E-mail

Web address

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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 PP SARITA KAUL

Signature

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Rotary Club Bali Seminyak

District

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## 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 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 PP. Ninditarini D. Yutata

Signature 

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District 3400

Date

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## COMPLETION CHECKLIST

Before submitting your Matching Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the Humanitarian Grant Coordinator for the project location.

- Does the project meet **all** grant policies and guidelines (see *The Guide to Matching Grants* [144-EN] or the RI Web site at [www.rotary.org](http://www.rotary.org))?
- Does the project description clearly state how the project will assist those in need?
- Are the activities of the host and international partners clearly explained? Will the Rotarians be actively involved in the project?
- Have both the host and international partners created committees to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- Is a detailed, itemized budget included in the application?
- Are all partner contributions listed in the application, noting which contributions will be cash and which will be DDF?
- 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 the country
- If the project involves a revolving loan or microcredit, is the Revolving Loan Fund Supplement and Credit Group Plan included?
- If the grant requested 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](mailto:grants@rotary.org)