

## The Rotary Foundation

1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Fax: 1-847-866-9759

## Rotary Foundation (India)

Thapar House (Central Wing)  
124, Janpath, New Delhi - 110 001, India  
Fax: 91-11-52250191/192, Email: rfi@rotaryintl.org

20 December 2005

### Host Cosponsor

Harish Singla  
Rotary Club of Ludhiana Central (D - 3070)  
116, Atam Nagar  
Ludhiana, Punjab 141 003 India  
harishsingla123@yahoo.com

### International Cosponsor

Philippe Lamoise  
Rotary Club of Torrey Pines (La Jolla) (D - 5  
816 Ida Ave.  
Solana Beach, CA 92075 USA  
philippe@lamoise.biz

### Ref: Matching Grant #57495

Dear Rotarians Singla and Lamoise,

Congratulations! Your Matching Grant application, submitted by Rotary Club of Ludhiana Central and Rotary Club of Torrey Pines (La Jolla) for funding to help provide modern diagnosis x-ray machines at a charitable hospital in Ludhiana, India, has been approved by Rotary Foundation (India) ("RF(I)") and The Rotary Foundation ("TRF"). The award is in the amount of INR215,000.00 equivalent to US\$5,000. The total grant budget for the project is INR645,000.00 equivalent to US\$15,000.00.

This letter is your formal notification and describes the enclosed forms. In all cases, the primary partners must both sign the **Agreement Form** and ensure correct **Payee Information** is sent to RF(I) and TRF. Any additional information and/or sponsor contributions that RF(I) and TRF requires in order to make grant payment are described in the Agreement Form and the **Sponsor Contributions Form**.

- A. **Agreement Form**. Be certain to refer to this document throughout the implementation of the project to help ensure compliance with RF(I) and TRF requirements.
- B. **Sponsor Contributions Form**. This form gives instructions for sending cash (non-SHARE/DDF) contributions to RF(I) and TRF. It is not included if your project is financed solely through SHARE/DDF contributions.
- C. **Payee Information Form**. Coordinate with your partner to establish an appropriate payee. Complete and return the form to inform RF(I) and TRF where the grant payment should be sent.

Each partner is sent a copy of the forms. The same document need not be signed by all partners. Keep a copy of the signed forms for your records before returning the forms to TRF. Faxes are acceptable, and originals are not required. It is extremely important to remain in constant contact with your partner to ensure the above requirements are completed.

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 RI website.)

1. **Terms and Conditions of Matching Grant Award for Projects in India.** Read this document carefully, and refer to it when you have questions about RF(I) and TRF requirements.
2. **Report Form.** Reporting on your project is mandatory. Progress reports are due every 12 months, and a Final Report must be submitted within two months of your project's completion. For India specific grants, please ensure that all reports **must** be sent to RF(I) for the periods ending 30 September and 31 March, with reports due by 30 November and 31 May. Audited accounts are mandatory with Final Reports and 31 March Report. Along with the Final Report and 31 March Report, original financial documents including receipts and vouchers must be included in the reports. In order to ensure closure of grant files by RF(I) and TRF, all requirements must be met as stipulated by RF(I)
3. **Humanitarian Programs Promotional Guide** has information about how to promote in your community and in the media. A promotional plan is required before payment will be issued for grant awards of Indian Rupees equivalent to US\$25,001 or more.
4. **Paul Harris Fellow Recognition/Contribution Form** can be used to receive Paul Harris Fellow (PHF) credit for cash contributions sent to RF(I) and TRF.

**The Rotary clubs and districts in India have been granted exemption under Section 6 of the FCRA act by the Central Government for a period of one year, i.e., from 30 January 2003 till 29 January 2004. This exemption is subject to the condition that RF(I) shall assume full responsibility, on behalf of Rotary Clubs and districts in India for the proper utilization of the Foreign Contributions and submission of full accounts of its utilization. Since the exemption is only for a year, TRF and RF(I) encourage Rotary clubs/districts of India to be registered under FCRA, so that their future programs do not suffer in case the FCRA authorities do not grant an extension. Please note the RF(I) exemption does not include trusts/societies.**

If you have any questions, please contact us.  
Sincerely,

*Stephanie Hansen*

Stephanie Hansen  
Grant Coordinator  
Humanitarian Grants Staff  
The Rotary Foundation  
Phone: (847) 424-5267  
Fax: (847) 866-9759  
Email: HansenS@rotaryintl.org

Sanjay Parmar  
Authorized Signatory  
Rotary Foundation (India)  
Phone: 91-11-52250101 to 05  
Fax: 91-11-52250191/192  
Email: Parmars@rotaryintl.org

cc: Kailash Gupta, President, Rotary Club of Ludhiana Central (D - 3070), RI  
George A. Hayes III, President, Rotary Club of Torrey Pines (La Jolla) (D - 5340), RI  
Surendra Seth, DGSC, District 3070, RI  
Daniel Gensler, DGSC, District 5340, RI

Enclosures: Matching Grant Agreement Form, Sponsor Contributions Form (if applicable), Payee Information Form, Terms and Conditions of Matching Grant Award for Projects in India, Report Form, Humanitarian Programs Promotional Guide, Paul Harris Fellow Recognition Form, and Making Your Sponsor Contributions form (if applicable).

## MATCHING GRANT AGREEMENT FORM

### MATCHING GRANT #57495

This Matching Grant Agreement ("Agreement") is entered into by and between Rotary Club of Ludhiana Central, Rotary Club of Torrey Pines (La Jolla) ("The Partners"), Rotary Foundation (India) ("RF(I)") and The Rotary Foundation of Rotary International ("TRF"). RF(I) and TRF agrees to pay the Partners a Matching Grant in the total amount of INR215,000.00 equivalent to US\$5,000. In consideration of receiving this Matching Grant from RF(I) and 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 Torrey Pines (La Jolla) will coordinate the project and will contribute INR 215,000 equivalent to US\$5,000 to the project. Rotary Club of Ludhiana Central will coordinate the project locally and will contribute INR215,000.00 equivalent to US\$5,000 to the project. 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 # 57495.
- 3) All Matching Grant funds provided by RF(I) and TRF for this project shall not be used for any purposes other than those approved by RF(I) and TRF. RF(I) and 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, RF(I) and 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 RF(I) and TRF informed on the project's progress by submitting progress reports for the periods ending September and March every year. The Partners will immediately inform RF(I) and 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.

For India specific grants, please ensure that all reports **must** be sent to RF(I) for the periods ending 30 September and 31 March, with reports due by 30 November and 31 May. Audited accounts are mandatory with Final Reports and 31 March Report. Along with the Final Report and 31 March Report, original financial documents including receipts and vouchers must be included in the reports. In order to ensure closure of grant files by RF(I) and TRF, all requirements must be met as stipulated by RF(I)

5) The Partners shall defend, indemnify, and hold harmless RI, TRF, RF(I) their respective directors, trustees, officers, and employees (collectively "RI/TRF/RF(I)") 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/RF(I), that result or arise directly or indirectly from the project including any acts or omissions of the partners.

6) The entire responsibility of RF(I) and TRF is expressly limited to payment of INR 215,000.00 equivalent to US\$5,000 plus all SHARE fund contributions. Neither RI nor TRF nor RF(I) assumes any further responsibility in connection with this project.

7) RF(I) and 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 for Projects in India. Upon cancellation, RF(I) and 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 for Projects in India 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 RF(I) and TRF all unexpended Matching Grant funds within 30 days of termination.

**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 Ludhiana Central

\_\_\_\_\_  
President, Rotary Club of Torrey Pines (La Jolla)

Staff Initials SP  
Authorized Signatory of Rotary Foundation (India)

Staff Initials SH  
Authorized Signatory of The Rotary Foundation

MATCHING GRANT No. MG #57495

SPONSOR CONTRIBUTIONS FORM FOR the Rotary Club of Torrey Pines (La Jolla)

This form indicates what method of payment your club will use in contributing to your Matching Grant project.

As a Sponsor of Matching Grant #57495, the Rotary Club of Torrey Pines (La Jolla) will contribute INR 215,000 equivalent to US\$5,000 which represents the Rotary Club of Torrey Pines (La Jolla)'s portion of the funding for this project.

Name of person completing this form: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

There are four options of contributing toward a project. Please choose one and follow the steps below.

- OPTION 1 Forwarding the funds to the project account
- OPTION 2 Check
- OPTION 3 Wire/Bank Transfer
- OPTION 4 Credit Card

Please note that:

- The average processing time for contributions is three to six weeks, unless they are forwarded directly to the project.
- If contributions were forwarded to The Rotary Foundation prior to the approval date of this grant, those funds may not be available for this project.

For Paul Harris Fellow Recognition, please also send a completed copy of the Paul Harris Fellow (PHF) Contribution Form. (Funds forwarded directly to a project account, as described under Option One, are ineligible for PHF Recognition.) The PHF Recognition Form is available on the RI website at <http://www.rotary.org/newsandinfo/downloadcenter/pdfs/123en.pdf>

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- OPTION ONE: Forwarding the contribution to the project account

Please note:

- No Paul Harris Fellow Recognition credit will be awarded for the contribution.
- You must send confirmation that the contribution has been received for the project (a letter from the project beneficiary, copy of deposit slip or paid invoice, etc.) to:

Stephanie Hansen  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

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OPTION TWO: Check

Please send your *agreement form*, and *payee information form* to:

Stephanie Hansen  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

**Please see the attached appendix or [www.rotary.org](http://www.rotary.org) for geographic specific instructions for submitting your contribution via a Check.**

\*\*\*\*\*Please remember to write **MG #57495** on check.\*\*\*\*\*

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OPTION THREE: Wire/Bank Transfer

Please send your *agreement form*, and *payee information form* to:

Stephanie Hansen  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

**Please see the attached appendix or [www.rotary.org](http://www.rotary.org) for geographic specific instructions for submitting your contribution Wire/Bank Transfer.**

\*\*\*\*\*Please indicate **MG #57495** in wire/bank transfer remitter area.\*\*\*\*\*

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OPTION FOUR: Credit Card

Please complete this section, and return to The Rotary Foundation, One Rotary Center  
1560 Sherman Avenue, Evanston, IL 60201-3698 USA, or fax to (847) 866-9759.

Please process my contribution of US\$\_\_\_\_\_

**Designation: Matching Grant #57495**

Please charge my \_\_Visa, \_\_Master Card, \_\_Discover, \_\_Diners Club, \_\_American Express

Account#: \_\_\_\_\_ Expiration Date: (\_\_\_\_\_/\_\_\_\_\_)  
Month Year

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name (as it appears on the credit card): \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Zip Code/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

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Staff Initials SH

MATCHING GRANT No. MG #57495

SPONSOR CONTRIBUTIONS FORM FOR the Rotary Club of Ludhiana Central

This form indicates what method of payment your club will use in contributing to your Matching Grant project.

As a Sponsor of Matching Grant #57495, the Rotary Club of Ludhiana Central will contribute INR 215,000 equivalent to US\$5,000 which represents the Rotary Club of Ludhiana Central's portion of the funding for this project.

Name of person completing this form: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

There are three options of contributing toward a project. Please choose one and follow the steps below.

- OPTION 1 Forwarding the funds to the project account
- OPTION 2 Bank Draft
- OPTION 3 Credit Card

Please note that:

- The average processing time for contributions is three to six weeks, unless they are forwarded directly to the project.
- If contributions were forwarded to The Rotary Foundation prior to the approval date of this grant, those funds may not be available for this project.

For Paul Harris Fellow Recognition, please also send a completed copy of the Paul Harris Fellow (PHF) Contribution Form. (Funds forwarded directly to a project account, as described under Option One, are ineligible for PHF Recognition.) The PHF Recognition Form is available on the RI website at <http://www.rotary.org/newsandinfo/downloadcenter/pdfs/123en.pdf>

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- OPTION ONE: Forwarding the contribution to the project account

Please note:

- No Paul Harris Fellow Recognition credit will be awarded for the contribution.
- You must send confirmation that the contribution has been received for the project (a letter from the project beneficiary, copy of deposit slip or paid invoice, etc.) to:

Rotary Foundation (India)  
Thapar House (2nd Floor, Central Wing)  
124, Janpath, New Delhi-110001  
India

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**OPTION TWO:** Bank Draft

Please send your *agreement form*, and *payee information form* to:

Rotary Foundation (India)  
Thapar House (2nd Floor, Central Wing)  
124, Janpath, New Delhi-110001  
India

**Please see the attached appendix or [www.rotary.org](http://www.rotary.org) for geographic specific instructions for submitting your contribution via a Check.**

\*\*\*\*\*Please remember to write MG #57495 on check.\*\*\*\*\*

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**OPTION THREE:** Credit Card

Please complete this section, and return to The Rotary Foundation (India), Thapar House (2nd Floor, Central Wing) 124, Janpath, New Delhi-110001, India or fax to: 91-11-23340895 AND 23340896

Please process my contribution of US\$\_\_\_\_\_

Designation: Matching Grant MG #57495

Please charge my \_\_ Visa, \_\_ Master Card, \_\_ Discover, \_\_ Diners Club, \_\_ American Express

Account#: \_\_\_\_\_ Expiration Date: (\_\_\_\_\_/\_\_\_\_\_)  
Month Year

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

I, Mr/Mrs. \_\_\_\_\_ s/o \_\_\_\_\_ authorize

(Name of the card issuer bank) \_\_\_\_\_ to debit an amount of

Indian Rupees \_\_\_\_\_ towards (nature of payment) \_\_\_\_\_ as per details given.

Name (as it appears on the credit card): \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_



<b>PAYEE INFORMATION FORM FOR MATCHING GRANT MG #57495</b>
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Return this completed form along with the Agreement Form to Rotary Foundation (India) and TRF for the release of funds.

*Please note the following:*

- 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 40 characters or less.
- Payments that are misdirected due to incomplete or incorrect payee information will be the club or district's responsibility.

**SECTION A: Project Bank Account**

Project Bank Account Name (Account Holder Name): \_\_\_\_\_

Project Complete Bank Account Number: \_\_\_\_\_

Account Currency (local currency): INR \_\_\_\_\_

Project Bank Name: \_\_\_\_\_

Project Bank Street Address: \_\_\_\_\_

\_\_\_\_\_

Bank Telephone / Fax Numbers: \_\_\_\_\_

\_\_\_\_\_

*Please Note: If the club is registered with FCRA agencies in India, please provide a copy of the FCRA registration documents with account number along with this form.*

**SECTION B: 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:

Name:		
Title:		
Address:		
Telephone		
Fax:		
Email:		

**IF YOU HAVE QUESTIONS ABOUT THIS FORM, PLEASE CONTACT ROTARY FOUNDATION (INDIA), THAPAR HOUSE (2nd FLOOR, CENTRAL WING) 124, JANPATH, NEW DELHI - 110001, INDIA AT TEL: 91-11-52250101 to 05 FAX: 91-11-52250191/192 OR YOUR PROGRAM COORDINATOR Stephanie Hansen, AT TEL: (847) 424-5267, FAX: (847) 866-9759, OR E-MAIL: HansenS@rotaryintl.org.**

Staff Initials (SP)  
 Authorized Signatory for Rotary Foundation (India)

Staff Initials SH  
 Authorized Signatory for The Rotary Foundation