

The Rotary Foundation (TRF) Matching Grant Application Instructions

What is a Matching Grant?

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

Who can apply?

Rotary clubs and districts from two countries may apply. The clubs or districts 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 a 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 clear and accurate accounting

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

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

What projects are eligible for a Matching Grant?

Matching Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of 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 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 Polio Plus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders

ELIGIBLE	INELIGIBLE
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 or expenses related to Rotary events such as district conferences, 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

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

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

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 TRF and project partners

Supplier: the entity providing goods or services being purchased with grant funds

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 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 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 D.I.Khan, Lakki Marwat, Karak and Tank.

City/Village Southern District of NWFP

State/Province NWFP

Country PAKISTAN

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.

AFTER THE COMPLETE SURVEY IN THE SOUTHERN DISTT. KARAK, LAKKI MARWAT ,D.I.KHAN AND WAZIRISTAN/TANK THE FIRST PRIORITY OF THE PEOPLE IS THE BASIC NEED WHICH IS CLEAN DRINKING WATER AND THIS AREA IS NEAR TO PAK AFGHAN BORDER.

PEOPLE OF PAK-AFGHAN BORDER IS FACING A VERY DRASTIC SITUATION FROM THE LAST 30 YEARS OF THE HISTORY. DURING WAR WITH WARLORDS AND IN THE TALIBAN REGIME PEOPLE OF PAK-AFGHAN BORDER FACED SO MANY TROUBLES, ATROCITIES, AND BRUTALITIES ETC.

RC HAYATABAD IS PLANNING TO INSTALL 30 LARGE SIZE COMMUNITY WATER HANDPUMPS IN THE MOST EFFECTED AREAS IN PAK-AFGHAN BORDER, IN THIS REGARD. IT WILL BE THE BEST PROJECT FOR LOCAL POOR COMMUNITY IN PAK-AFGHAN BORDER. THIS AREA IS CALLED TRIBAL AREA BETWEEN PAKISTAN AND AFGHANISTAN, THERE IS VERY LESS DEVELOPING ACTIVITIES IN THIS AREA.

THIS AREA CONSISTS OF AFGHAN REFUGEES AND INTERNAL DISPLACE PERSONS CAMPS. THE WATER WELLS ARE PLANNED TO BE INSTALLED FEW INSIDE THE CAMP AND REST OF IT WOULD BE IN DIFFERENT VILLAGES. IN THESE AREAS THE WATER LEVEL IS ROUND ABOUT 500 – 700 FEET, SO THE BORING PROCESS WILL BE UP TO 650 FEET. NOW A DAY THE COMMUNITY OF THIS AREA IS USING DONKEY CARTS FOR THE PROVISION OF DRINKING WATER FOR NEARBY TOWNS. THE COMMUNITY INVOLVEMENTS IN THIS PROJECT WILL 100% BECAUSE WATER IS THE NEED OF HUMAN LIFE AND THIS WAS THE PRELIMINARY AND THE BASIC NEED OF THE COMMUNITY.

THE PROJECT WILL TAKE ROUND ABOUT 5 MONTHS APPROX. BECAUSE THE PROJECT WILL DEPEND ON THE LAW AND ORDER SITUATION OF THE AREA. CURRENTLY PAKISTAN ARMY HAS LAUNCHED MILITARY OPERATION IN THESE AREAS AGAINST TERRORISTS.

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

THE PROJECT WILL CONTRIBUTE TO INCREASE AWARENESS IN SOUTHERN DISTRICTS OF NWFP PROVINCE TOWARDS ROTARY'S CONTRIBUTION AGAINST CLEAN DRINKING WATER AND THE NECESSITY OF THESE COMMUNITY LARGE SIZE HANDPUMPS. THESE BENEFICIARIES WILL BE FOLLOWED-UP BY THE WATER MANAGEMENT ENGINEERS. IN ADDITION, NEW DONORS AND THE HEALTH AUTHORITIES WILL BE MOTIVATED TO ALSO ADDRESS NEW DEMANDS ARISING AMONG THE NEEDY POPULATION.

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.)

PARTNERS WILL COMMUNICATE THROUGH EMAIL TO KEEP EACH OTHER INFORMED OF PROJECT'S PROGRESS.

ROTARIANS FROM THE HOST SPONSOR CLUB (RC HAYATABAD PESHAWAR) WILL:

1. OVERSEE THE PROJECT
2. VISIT THE PROJECT SITE ON A REGULAR BASIS
3. MEET BENEFICIARIES AS AND WHEN NEEDED
4. PROVIDE WIDE PUBLICITY TO THE PROJECT
5. TRY TO PROVIDE LOGISTIC ASSISTANCE WHENEVER POSSIBLE

INTERNATIONAL ROTARIAN CO-SPONSORS WILL:

1. MAINTAIN ACTIVE COMMUNICATION WITH RC HAYATABAD PESHAWAR
2. IF POSSIBLE, VISIT THE PROJECT SITE IN THE COURSE OF THE PROJECT
3. PROVIDE WIDE PUBLICITY TO THE PROJECT IN INTERNATIONAL AND REGIONAL CONFERENCES AND MEETINGS

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>HAYATABAD PESAWAWAR</u>	Club ID number (if known)	<u>62001</u>
District	<u>3270</u>	Country	<u>PAKISTAN</u>

Primary Contact:

Name:	<u>MUHAMMAD USMAN KHAN</u>	Member ID:	<u>Mention ID here</u>
Club:	<u>HAYATABAD PESHAWAR</u>		
ROTARY POSITION:	<u>DEPUTY GOVERNOR (2009-10)</u>		
Address:	<u>59, STREET-05,SECTOR K-5, PHASE-3, HAYATABAD PESHAWAR</u>		
City:	<u>PESHAWAR</u>		
State/Province:	<u>NWFP</u>	Postal code:	<u>PAKISTAN</u>
E-mail:	<u>frdp_2000@yahoo.com</u>		
Home phone:	<u>(92 91) 5822266</u>	Mob:	<u>(92 333) 9101810</u>
		Fax:	<u>(92 42) 6667031</u>

Project Contact #2:

Name: DR. HIKMAT ULLAH JAN

Member ID: **Mention ID here**

Club: HAYATABAD PESHAWAR

Rotary position: PRESIDENT (2009-10)

Address: 13, STREET-10, SECTOR C-2, PHASE-5, HAYATABAD PESHAWAR

City: PESAHWAR

State/Province: NWFP

Postal code:

Country: PAKISTAN

E-mail: Hayatabadrc@yahoo.com

Home phone: (92 91) 5828448

Cell Phone: (92 345) 9086282

Fax: N/A

Project Contact #3:

Name: MUHAMMAD ISHAQ

Member ID: **Mention ID here**

Club: HAYATABAD PESHAWAR

Rotary position: PRESIDENT ELECT (20010-11)

Address: 39, STREET-2, SECTOR H-1, PHASE-2, HAYATABAD PESHAWAR

City: HAYATABAD PESHAWAR

State/Province: NWFP

Postal code:

Country: PAKISTAN

E-mail:

Home phone: (92 91)-5829797

Cell phone: (92 333) 9144669

Fax:

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

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.

Item to be purchased	Name of supplier	Cost
30-LARGE HAND PUMPS	KSB ENGINEERING WORKS	558,000
30-4"PIPE BLAND 100 FEET	KSB ENGINEERING WORKS	210,000
30-6"FILTER 30 FEET	KSB ENGINEERING WORKS	45,000
30-CONCRETE&CIVIL WORK	KSB ENGINEERING WORKS	90,000
30-INSTALL&MECHANICAL	KSB ENGINEERING WORKS	60,000
30-BOARING CHARGES	KSB ENGINEERING WORKS	1200,000
30-SHIPPING/UN-LOADING	LOCAL LABOR	360,000
SITE ENGINEER	LOCAL LABOR	37,500
WATCHMAN/PEON	LOCAL LABOR	12,000
DRIVER	LOCAL LABOR	16,000
RENT-STORAGE BUILDING	LOCAL, DEPENDING UPON VILLAGE	18,000
Total (identify currency)	PKR	2,606,500
Exchange rate used		83
US\$ Equivalent		31403.614
Budget item	Name of supplier	Amount
30 LARGE SIZE COMMUNITY HAND PUMPS @ 224.096 \$ / Pump	KSB ENGINEERING WORKS	US\$ 31403.614
	Subtotal	
	Exchange rate used	US\$1= PKR 83
	Total in U.S. dollars	31403.614

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.)

NOT APPLICABLE – 30 LARGE SIZE COMMUNITY HANDPUMPS WILL BE INSTALLED TO THOSE AREAS WHERE DIRINKING WATER IS NOT AVAILABLE.

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

RC HAYATABAD WILL TRAIN THE UNSKILLED LABOR FROM THE COMMUNITY IN THE PROJECT AREA FOR PARTICULAR TRAINING IN THE REPORT TECHNICAL SIDE FOR EXAMPLE MASONRY, BORING AND DIGGING OF WELLS, THEN HIRED THEM ON PER DAY WAGES. THIS PROVIDED THEM SOME LIVELIHOOD. AFTER THE COMPLETION THEY WOULD BE ABLE TO WORK IN THEIR OWN AND WOULD BE ABLE ALSO TO MAKE THEIR OWN WAY OF LIFE.

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

NOT APPLICABLE

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

NOT APPLICABLE. WILL BE ARRANGED LOCALLY.

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.)?

NOT APPLICABLE

COMPETITIVE GRANTS

Explanation: Competitive grants are grants requesting US\$25,001 or above from TRF. 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. 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.




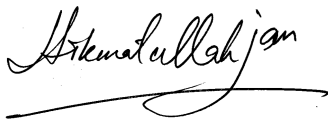
AUTHORIZATIONS

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 checked="" type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	DR. HIKMAT ULLAH JAN	Name	Mention Name here
Title	PRESIDENT	Title	PRESIDENT
Rotary Club	HAYATABAD PESHAWAR	Rotary Club	Mention Club name here
District #	3270	District #	Mention District # here
Signature		Signature	Include signature here
Date	December 1, 2009	Date	Mention Date here
Primary Contact		Primary Contact	
Name	MUHAMMAD USMAN KHAN	Name	Mention Name here
Signature		Signature	Include signature here
Date	December 1, 2009	Date	Mention Date here
Project Contact #2		Project Contact #2	
Name	MUHAMMAD ISHAQ KHAN	Name	Mention Name here
Signature		Signature	Include signature here
Date	December 1, 2009	Date	Mention Date here
Project Contact #3		Project Contact #3	
Name	DR. HIKMAT ULLAH JAN	Name	Mention Name here
Signature		Signature	Include signature here
Date	December 1, 2009	Date	Mention Date here

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: NOT APPLICABLE

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."

Signature



Print name: MUHAMMAD USMAN KHAN

Rotary club: HAYATABAD PESHAWAR

District: 3270

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."

Signature:



Print name of Dpty Gov: MUHAMMAD USMAN KHAN

District: 3270

Date: December 1, 2009

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?
- N/A 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, are 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