



The Rotary Foundation Matching Grants Application

Please complete all sections of this application. Rotarians may use this form and attach additional pages as needed or may answer the questions below on blank paper, on the condition that the answers follow the same order as the application. *Incomplete applications will not be considered.*

See *A GUIDE TO MATCHING GRANTS FOR INTERNATIONAL HUMANITARIAN PROJECTS (144-EN)* for instructions, and eligibility and program requirements.

1. PROJECT DESCRIPTION

Please describe the project, its objectives, and how they will be attained. **Note:** *The project cannot be started until the Matching Grant application is approved by The Rotary Foundation.*

Estimated start date of project _____ Estimated completion date of project _____

2. OTHER NON-ROTARY ORGANIZATIONS

If this project involves a cooperating organization: 1) Provide the name of the organization below; 2) attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in this project, and 3) attach a letter of endorsement of the organization from the Rotarians in the project country.

Name of organization _____

Letter of participation from organization attached Letter from project country Rotarians attached

3. REVOLVING LOANS

If the project involves the establishment of a revolving loan fund, a *Revolving Loan Fund Agreement* must be included with the application. Please refer to page 21 of *A Guide to Matching Grants*.

Revolving Loan Fund Agreement form attached (signed by both club presidents/district governors)

4. RELATIONSHIP TO OTHER RI OR ROTARY FOUNDATION PROJECTS (OPTIONAL)

Is this project related to or has it resulted from other Rotary International or Rotary Foundation projects? If so, please identify those projects.

Program	Individual's Name and/or Project Number	Program	Individual's Name and/or Project Number
WCS Projects Exchange		GSE Team	
Discovery Grant		Ambassadorial Scholar	
3-H Grant		3-H Planning Grant	
Matching Grant		Other:	

Could this project benefit from an international volunteer? Yes No

5. COORDINATING COSPONSOR IN THE PROJECT COUNTRY

List the club or district *in the project country* which assumes joint responsibility for the project.

club	club ID number (if known)	district	country
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Project Committee: A committee of at least two Rotarians must be established in the project country. It is the committee's responsibility to coordinate the project locally, monitor funds, and provide financial accounting to the primary international sponsor committee and The Rotary Foundation *for the duration of the project*.

Primary Contact

Name _____
member ID number (if known) _____

Rotary position/title _____

E-mail _____

Address _____
street address

city/state/postal code

country

Telephone _____
home

office

Fax _____

Additional Contact

Name _____
member ID number (if known) _____

Rotary position/title _____

E-mail _____

Address _____
street address

city/state/postal code

country

Telephone _____
home

office

Fax _____

6. PRIMARY INTERNATIONAL SPONSOR OUTSIDE THE PROJECT COUNTRY

List the club and/or district *outside the project country* which will coordinate principal funding for the project and which will assume joint responsibility for the project.

club	club ID number (if known)	district	country
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Project Committee: A committee of at least two Rotarians must be established by the primary international sponsor to oversee the project for the project's duration, even if it continues into another Rotary year.

Primary Contact

Name _____
member ID number (if known) _____

Rotary position/title _____

E-mail _____

Address _____
street address

city/state/postal code

country

Telephone _____
home

office

Fax _____

Additional Contact

Name _____
member ID number (if known) _____

Rotary position/title _____

E-mail _____

Address _____
street address

city/state/postal code

country

Telephone _____
home

office

Fax _____

11. ACTIVE ROTARIAN PARTICIPATION AND AUTHORIZATION

SPONSORSHIP AUTHORIZATION

All Rotary clubs or districts involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and for reporting on it. The signature at the bottom of this page confirms that the sponsors understand and accept responsibility for the project. Sponsors may either sign this page or submit a separate letter of commitment.

Please use the following list to identify the activities demonstrating the active involvement of Rotarians in this project. If the list does not adequately describe the activities your club/district will undertake, please attach a description on a separate sheet of paper.

A. Activities of Rotarians from outside the project country (at least one of the suggested activities below is required):

Suggested

- Travel to work with project community or share technology and expertise at project site
- Donate or seek out donations of money beyond the matching amount, or goods and services
- Visit the project site
- Promote the project to local media and at Rotary district or zone meetings
- Attend major project events and ceremonies, where feasible
- Contact local Rotary cosponsor monthly
- Have involvement in project design
- Share expertise and technology via correspondence
- Arrange shipping supplies, equipment, or materials to project country
- Maintain a relationship with the project country Rotarians

B. Activities of Rotarians in the project country supporting this Matching Grant project (at least two of the suggested activities listed below are required):

Suggested

- Manage the project on site
- Provide funds
- Form Rotary Community Corps which supports aspects of the project
- Provide volunteer service and train volunteers
- Donate or seek out donations of money, goods, and services to continue or expand project
- Act as liaison with government agencies and customs officials
- Provide representation on central project committee with cooperating organizations/government agencies
- Frequently visit project sites
- Manage grant funds
- Promote the project to local media and at Rotary district and zone meetings
- Provide technical expertise in implementation of project
- Design or assist in design of project

By signing below, we are agreeing to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all Matching Grant criteria as stated in *A Guide to Matching Grants*.
- The club/district has agreed to undertake this project as an activity of the club/district.
- We understand and will comply with the required Rotarian activities and reporting requirements as stated in *A Guide to Matching Grants*.
- We will ensure all contributions (as detailed in item 9) will be forwarded to TRF **after** Trustee approval of the Matching Grant application.
- We understand that if our club/district has overdue progress reports for any previously awarded Matching Grants, this application will be returned without processing. We agree that *interim reports* will be submitted *every six months* from the time the grant is paid, and *final reports* will be provided *two months after* the completion of the project.

Club president/district governor (outside project country)

Club president/district governor (in project country)

please print name

signature

please print name

signature

title

date

title

date

club/district

club/district

12. FINAL REPORT

Although both coponents are ultimately responsible for completing progress and final reports, the Trustees require that one cosponsor take primary responsibility for submitting the reports to The Rotary Foundation as indicated below:

cosponsor signature

name of club/district

13. COMPLETION CHECKLIST

Before submitting your Matching Grant (MG) application, please take a minute to review this checklist and make sure that it is complete. If you have any questions or concerns, please contact The Rotary Foundation staff (see information at the end of the application).

- Are there written funding confirmations from the club president(s)/district governor(s) who will be in office during the year of the funding request?
- Does the project meet **all** MG criteria (see pages 2-3 of *A Guide to Matching Grants for International Humanitarian Projects* [144-EN] or the RI Web site at www.rotary.org)? How are you going to assist those in need?
- Have both the project country and the international sponsor created committees to oversee the project? Are these individuals correctly listed on the application?
- Have the responsibilities of the project country sponsor and international sponsor been outlined? Do they meet the requirements of an MG project?
- Are there written commitments (or signatures on section 11 of the application) from each project sponsor? If *SHARE* District Designated Funds (DDF) are used, the current district governor of the funds must provide a written confirmation authorizing use of DDF (or signature on section 10 of the application).
- Is there a pro forma invoice (cost estimate) from the supplier for each item valued at a cumulative cost of US\$1,000 or more? If a written price quote is not available, please provide the name of the supplier, the date contacted, and the amount or cost that was verbally provided.
- Is a cooperating organization involved? If so, are there letters from 1) the organization, which specifically states how the organization will work together and how Rotarians will be involved and interact; 2) from the Rotary club/district in the project country indicating that it has knowledge of the organization and endorses the cooperative effort?
- Does the project involve a revolving loan? If so, is a loan agreement included?
- Have you made copies of all documents for your files prior to submitting them to The Rotary Foundation?

NOTE: You will receive a file number when the application is received at RI Headquarters. This does not indicate that the grant has been approved. You will receive an announcement packet if the Trustees approve your completed application.

Send the completed application and all attachments to:

**Matching Grants, The Rotary Foundation
One Rotary Center, 1560 Sherman Avenue
Evanston, IL 60201-3698 USA
telephone: (847) 866-3000
fax: (847) 328-8554
e-mail: grantsm@rotaryintl.org**





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