



# The Rotary Foundation Matching Grants Application

Be sure to fill out all sections of this application completely and to include any additional information/pages as necessary. To apply for a Matching Grant, Rotarians may use this form and attach additional pages as needed or they 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. Consult the checklist found on the back of this application to ensure that it has been properly completed. See "A GUIDE TO MATCHING GRANTS FOR INTERNATIONAL HUMANITARIAN PROJECTS" (publication 144) for instructions, eligibility and program requirements.*

## 1. PROJECT DESCRIPTION

Please describe the project, its objectives and how they will be obtained.

Estimated start date of project \_\_\_\_\_ Estimated completion date of project \_\_\_\_\_

*NOTE: Project cannot be started until the grant is approved.*

## 2. COORDINATING CO-SPONSOR IN PROJECT COUNTRY

club \_\_\_\_\_ district \_\_\_\_\_ country \_\_\_\_\_

### Primary Contact

Name \_\_\_\_\_

Rotary Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
street address/city/state/postal code \_\_\_\_\_ country \_\_\_\_\_

Telephone \_\_\_\_\_  
home \_\_\_\_\_ office \_\_\_\_\_ fax \_\_\_\_\_

### Project Committee

A committee of at least three individuals (including primary contact listed above) 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 sponsor committee.

Committee Member Name \_\_\_\_\_ Rotary Position/Title \_\_\_\_\_

Committee Member Name \_\_\_\_\_ Rotary Position/Title \_\_\_\_\_

### 3. PRIMARY INTERNATIONAL SPONSOR OUTSIDE THE PROJECT COUNTRY

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

club \_\_\_\_\_ district \_\_\_\_\_ country \_\_\_\_\_

#### Primary Contact

Name \_\_\_\_\_

Rotary Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
street address/city/state/postal code \_\_\_\_\_ country \_\_\_\_\_

Telephone \_\_\_\_\_  
home \_\_\_\_\_ office \_\_\_\_\_ fax \_\_\_\_\_

#### Project Committee

A committee of at least three individuals (including primary contact listed above) must be established to oversee the project for the *duration* of the project, even if it continues into another Rotary year.

Committee Member Name \_\_\_\_\_ Rotary Position/Title \_\_\_\_\_

Committee Member Name \_\_\_\_\_ Rotary Position/Title \_\_\_\_\_

### 4. OTHER NON-ROTARY ORGANIZATIONS

If this project involves a cooperating organization, please provide the name of the organization below and attach a letter of participation from that organization that specifically states its responsibilities and how Rotarians will interact with the organization in this project. The Rotary club in the project location must include its written endorsement of the organization.

Name of Organization \_\_\_\_\_

### 5. RELATIONSHIP TO OTHER RI OR TRF PROJECTS

Is this project related to other Rotary International or Rotary Foundation projects? If so, please identify them.

WCS Projects Exchange Number \_\_\_\_\_ GSE Team \_\_\_\_\_

Discovery Grant \_\_\_\_\_ Ambassadorial Scholarship \_\_\_\_\_

3-H Grant \_\_\_\_\_ Planning Grant \_\_\_\_\_

Matching Grant \_\_\_\_\_ Other \_\_\_\_\_

Could this project benefit from an international volunteer? \_\_\_\_\_

### 6. PURCHASE OF EQUIPMENT

1. Who will own equipment? (cannot be owned by a Rotary club or Rotarian)
2. Who will be responsible for maintenance and operating cost of the equipment?
3. If equipment will be shipped, have arrangements been made for customs clearance?

**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 and zone meetings
- Attend major project events and ceremonies, where feasible
- Contact local Rotary co-sponsor 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

***Other***

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**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 Village 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 and government agencies
- Frequently visit project sites
- Manage grant funds
- Promote the project to local media and at Rotary district or zone meetings
- Provide technical expertise in implementation of project
- Design project or assist in design of project

***Other***

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**9. PROJECT BUDGET**

Include a complete itemized budget for the entire project. **Pro forma invoices, supplier price quotes and/or other cost documentation must be attached for all items valued at a total cumulative cost of US\$1,000 or more. The value of donations-in-kind cannot be matched.**

TOTAL \$ \_\_\_\_\_

**10. PROPOSED FINANCING**

At least half the total sponsor contributions must come from those sponsors outside the project country. Please list all financing including DDF amounts. If a district is using *SHARE* District Designated Funds, please see item 11.

DO NOT SEND FUNDS TO THE ROTARY FOUNDATION UNTIL THE GRANT IS APPROVED.

	<b>Amount Contributing</b>
<b>Primary International Sponsor Rotary Club/District</b>	
_____	\$ _____
<b>Other Rotary Clubs/Districts</b>	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>SUBTOTAL</b>	\$ _____
<b>Amount Requested from The Rotary Foundation</b>	\$ _____
<b>Other Sources</b>	
Name of non-Rotary organization _____	\$ _____

All Rotary Foundation funds *and* all matching contributions *must* be used for purposes eligible under program criteria. If the budget in item 9 includes any ineligible costs, they must be financed either by non-Rotary sources or by additional non-matched club/district contributions.

TOTAL \$ \_\_\_\_\_

All clubs and districts providing funds to support the project must provide written confirmation of their contributions signed by the club president or district governor.

## 11. SHARE DISTRICT DESIGNATED FUNDS

Are *SHARE* District Designated Funds part of the funding for this Matching Grant? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, *either* attach a letter from the district governor authorizing the use of those funds and specifying the amount, or have the district governor authorize the use of the *SHARE* funds by signing below.

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district governor signature

date

district

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please print name

amount authorized

## 12. SPONSORSHIP AUTHORIZATION

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

### International Sponsor

“As the sponsor, I understand and accept this responsibility and hereby affirm that all information included in this application is true and accurate, to the best of my knowledge, and that this application meets all Matching Grants criteria as stated in *A Guide to Matching Grants for International Humanitarian Projects*, including the required Rotarian activities and reporting requirements.

“If this is a club project, I hereby affirm that the club has voted to undertake this project as an activity of the club.”

*Club president/district governor*

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please print name

signature

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title

date

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club/district

### Co-Sponsor in Project Country

“As the co-sponsor in the project country, I understand and accept this responsibility and hereby affirm that all information included in this application is true and accurate, to the best of my knowledge, and that this application meets all Matching Grants criteria as stated in *A Guide to Matching Grants for International Humanitarian Projects*, including the required Rotarian activities and reporting requirements.

“If this is a club project, I hereby affirm that the club has voted to undertake this project as an activity of the club.”

*Club president/district governor*

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please print name

signature

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title

date

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club/district

**Send this application to:**  
**Matching Grants, The Rotary Foundation**  
**One Rotary Center, 1560 Sherman Avenue**  
**Evanston, Illinois 60201 USA**  
**telephone: (847) 866-3000**  
**fax: (847) 328-8281**

# Matching Grants Application Checklist

Before submitting your Matching Grant (MG) application, take a minute to review this checklist and ensure that all of its points are met. It will save time and energy along the way if complete information is provided. If you have questions or concerns about Matching Grants and the application, feel free to contact Rotary Foundation staff at (847) 866-3000 and ask for the Matching Grants section.

- \_\_\_\_\_ Does the project meet ALL MG criteria [see pages 2-3 of *A Guide to Matching Grants for International Humanitarian Projects* (publication 144)]? 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 12 of the application) from each organization which is providing support to the project? 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 11 of the application).
  
- \_\_\_\_\_ Is there a pro forma invoice (cost estimate) from the supplier for all items in the budget which are 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 organizations will work together and how Rotarians will be involved and interact; 2) from the Rotary club/district in the project country indicating that they have knowledge of the organization and endorse 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 when the Trustees review and approve your completed application.



**The Rotary Foundation**  
**One Rotary Center**  
**1560 Sherman Avenue**  
**Evanston, Illinois 60201 USA**