

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, rent for housing
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 PolioPlus 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 and when 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. It is recommended that the application be submitted as early as possible to avoid delays associated with submission of applications close to the 31 March deadline. 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 15 December 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 not being processed.

How to submit the application

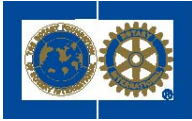
Complete applications should be sent to:

Humanitarian Grants Program
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Fax: 847-866-9759
E-mail: contact.center@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 who 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 Van equipped with wheel chair elevator to Bethesda Home for Handicapped
 City/Village Hualien City
 State/Province Hualien County
 Country Taiwan

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.

- 1) Bethesda Home for Huncicapped, located in east part of Taiwan(Hualien), take care of disabled and handicapped children. These children enter this institute at their age of 3 to 10 and grow up there. About half of these children suffered from spinal cord injury, cerebral palsy, myopathy and polio sequela.
- 2) Because of their disability, the transport of these children need a special van equipped with wheel chair elevator. With the elevator, the van can take these disabled children to any places they need.
- 3) Rotary Club of Hualien and all the partner clubs want to donate the special van to Bathesda Home for Handicapped. To complete this project need about 2 months.

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

- 1) These children in this institute need physical rehabilitation, occupational training, educational training, daily life care and life training, musical therapy and training and community adaptation training. This institute cannot cover all the training.
- 2) With the wheel chair elevator, the van can take the disabled children to:
 1. Hospital for special rehabilitation.
 2. Educational places : primary school. Junior and high school.
 3. Outdoor activity place for fun and laugh.
 4. Community : for adaptation training.
- 3) The transportation of these disabled children can keep on everyday by the completing of this project.

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.)

- 1) Our Rotarians will contact the Bethesda Home for Handicapped to understand their need.
- 2) The host club will use the newspapers as the publicity. The management of project fund and communication of our international partner clubs will be handled by the Rotary club of Hualien. RC of Shimonoseki North and RC of Takaoka West are our two sister clubs in Japan. We visited each other when anniversary ceremony comes. RC of Takaoka West joined our WCS project on 2006-07. RC of Tanglin is also our sister club in Singapore. RC of Tanglin joined our WCS project last year. We are very glad they can join us again this year!
- 3) We will invite the international partner clubs to Hualien on donation ceremony. If the international partner cannot attend the ceremony, we will send the copy of newspaper publicity to them. Also we will ask the partner clubs to publicize the project result in their community.

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. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the 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 Hualien</u>	Club ID number (if known)	<u>16422</u>
District	<u>3490</u>	Country	<u>Taiwan</u>

Primary Contact:

Name :	<u>LIN, TUNG-CHEN</u>	Member ID :	<u>3449504</u>
Club :	<u>Rotary Club of Hualien</u>		
Rotary position :	<u>President</u>		
Address :	<u>1F, No.8 Lane 115, Jungmei Rd.,</u>		
City :	<u>Hualien</u>		
State/Province :	<u>Hualien</u>	Postal code :	<u>97061</u>
		Country :	<u>Taiwan</u>
E-mail :	<u>hlrc@ms68.hinet.net</u>		
Home phone :	<u>03-8323822</u>	Office phone :	<u>03-8226006</u>
		Fax :	<u>03-8226007</u>

Project Contact #2:

Name :	<u>HSU, LAN-SHAN</u>	Member ID :	<u>6434253</u>
Club :	<u>Rotary Club of Hualien</u>		
Rotary position :	<u>Service projects</u>		
Address :	<u>1F, No.8 Lane 115, Jungmei Rd.,</u>		
City :	<u>Hualien</u>		
State/Province :	<u>Hualien</u>	Postal code :	<u>97061</u>
		Country :	<u>Taiwan</u>
E-mail :	<u>bms.qac@msa.hinet.net</u>		
Home phone :	<u>03-8228571</u>	Office phone :	<u>03-8226006</u>
		Fax :	<u>03-8226007</u>

Project Contact #3:

Name :	<u>CHANG, I-CHAO</u>	Member ID :	<u>2415302</u>
Club :	<u>Rotary Club of Hualien</u>		
Rotary position :	<u>World Community Service Chair</u>		
Address :	<u>1F, No.8 Lane 115, Jungmei Rd.,</u>		
City :	<u>Hualien</u>		
State/Province :	<u>Hualien</u>	Postal code :	<u>97061</u>
		Country :	<u>Taiwan</u>
E-mail :	<u>efs8567711@yahoo.com.tw</u>		
Home phone :	<u>03-8350085</u>	Office phone :	<u>03-8226006</u>
		Fax :	<u>03-8226007</u>

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. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the 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 Tanglin</u>	Club ID number (if known)	<u>21771</u>
District	<u>3310</u>	Country	<u>Singapore</u>

Primary Contact:

Name : Fabio Offredi	Member ID : 5109362
Club : Rotary Club of Tanglin	
Rotary position : President	
Address : 5Stevens Road	
City : Singapore	
State/Province : Singapore	Postal code : 257814 Country : Singapore
E-mail : fabio.offredi@philips.com	
Home phone : 65-6737-6061	Office phone : 65 6882 3986 Fax : 65 6254 1691

Project Contact #2:

Name : KEITH LIM	Member ID : 6162115
Club : Rotary Club of Tanglin	
Rotary position : President Elect 2008-09	
Address : 5Stevens Road	
City : Singapore	
State/Province : Singapore	Postal code : 257814 Country : Singapore
E-mail : keith@bioessentials.com.sg	
Home phone : 65-6737-6061	Office phone : 65-6749-5317 Fax : 65-6749-5322

Project Contact #3:

Name : ALF HOFSTETTER	Member ID : 6535641
Club : Rotary Club of Tanglin	
Rotary position : International Service Director	
Address : 5Stevens Road	
City : Singapore	
State/Province : Singapore	Postal code : 257814 Country : Singapore
E-mail : alf@zeppelin.sg	
Home phone : 65-6737-6061	Office phone : 65-6876-5688 Fax : 65-6476-4903

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 and the district governor. 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 sponsors notifying them of approval and providing detailed instructions on how and where to submit their contributions.

Host Rotary clubs or district inside the project country (The primary host club or district must provide at least US\$100.)	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	District Governor (Print Name)	District Governor Authorization
Rotary Club of Hualien/D.3490	2,000	5,500	HISANG CHEN, LIU		CHI JEA, YAO	
Rotary Club of Chian/D.3490	1,000					
Rotary Club of Hualien Southeast /D.3490	1,000					
Rotary Club of New Hualien/D.3490	1,000					
Rotary Club of Taipei North Gate /D.3480	1,000					
International Rotary clubs or district outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	District Governor (Print Name)	District Governor Authorization
Rotary Club of Tanglin /Singapore D.3310	2,000					
Rotary Club of Shimonoseki North /Japan D.2710	2,000					
Rotary Club of Takaoka West /Japan D.2610	2,000					
Subtotals, Cash and DDF	12,000	5,500				
TOTAL cosponsor contributions	0					
Total funds requested from TRF (must be at least US\$5,000)	11,500					
Additional outside funding (not matched by, or forwarded to, TRF)	0					
Total project financing (must equal budget on page 4)	29,000					

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.)

Bethesda Home for Handicapped will own the van equipped with wheel chair elevator and operate the car.

The Ford car company is responsible for the addition of wheel chair elevator and the following maintainance.

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

The Ford car company will provide training program.

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

NA

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

NA

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.)?

NA

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	LIN, TUNG-CHEN	Name	Fabio Offredi
Title	President	Title	President
Rotary Club	Hualien	Rotary Club	Tanglin
District #	3490	District #	3310
Signature		Signature	
Date	July 31, 2008	Date	

Primary Contact		Primary Contact	
Name	LIN, TUNG-CHEN	Name	Fabio Offredi
Signature		Signature	
Date	July 31, 2008	Date	
Project Contact #2		Project Contact #2	
Name	HSU, LAN-SHAN	Name	KEITH LIN
Signature		Signature	
Date	July 31, 2008	Date	
Project Contact #3		Project Contact #3	
Name	CHANG, I-CHAO	Name	ALF HOFSTETTER
Signature		Signature	
Date	July 31, 2008	Date	

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

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."

Print name **LIN, TUNG-CHEN**

Signature

Rotary club **Hualien**

District **3490**

DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

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."

Print name of DGSC : **CHIOU HAI, CHANG**

Signature

District **3490**

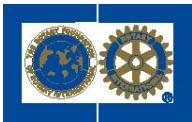
Date

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?
- Have the DRFC chair and the district governor provided their signatures 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 that country
- If the project involves a revolving loan or microcredit, is 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: contact.center@rotary.org