



The Rotary Foundation Matching Grants Application

Be sure to include complete information for all sections of this application and *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. 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 attained.

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

2. COORDINATING CO-SPONSOR IN PROJECT COUNTRY

club _____ country _____ district _____

Primary Contact

Name _____ E-mail _____

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 (#2) _____

Rotary Position/Title _____

Committee Member Name (#3) _____

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 _____ country _____ district _____

Primary Contact

Name _____ E-mail _____

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 (#2) _____

Rotary Position/Title _____

Committee Member Name (#3) _____

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. Also attach an endorsement of the organization from the Rotarians in the project location.

Name of Organization _____

5. RELATIONSHIP TO OTHER RI OR TRF PROJECTS (OPTIONAL)

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

Program	Name/Number	Program	Name/Number
WCS Projects Exchange		GSE Team	
Discovery Grant		Ambassadorial Scholar	
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? (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?

7. 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*).

8. ACTIVE ROTARIAN PARTICIPATION

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 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.

“As a 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. I agree to complete all required activities of a Matching Grant as outlined on page 9 of *A Guide to Matching Grants*.”

In the following list, please identify those activities which demonstrate the involvement of the Rotarians in this project. If the list does not allow for an adequate description of Rotarian activities, please include a separate sheet of paper to include the information.

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

Club president/district governor

please print name signature

title date

club/district

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 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

Club president/district governor

please print name signature

title date

club/district

9. PROJECT BUDGET

ATTACH A COMPLETE ITEMIZED BUDGET FOR THE ENTIRE PROJECT. Pro forma invoices, supplier price quotes and/or other cost documentation *must also 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. **THE APPLICATION WILL NOT BE EVALUATED IF A COMPLETE BUDGET IS NOT INCLUDED.**

TOTAL US\$ _____

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.

Funding Request is for Rotary year _____

	Amount Contributing
Primary International Sponsor Rotary Club/District	_____
Other Rotary Clubs/Districts	_____
_____	_____
_____	_____
_____	_____
SUBTOTAL	_____

Amount Requested from The Rotary Foundation _____

Other Sources

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 Amount US\$ _____
 No

Alternatively, a letter from the district governor authorizing the use of a specific amount of DDF may be included with the application.

_____ date _____ district _____

_____ amount authorized _____

Send this application to:
Matching Grants, The Rotary Foundation
One Rotary Center, 1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Telephone: (847) 866-3000
Fax: (847) 328-8281

