

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 Beni-Sueif Village
 City/Village Beni-Sueif Village
 State/Province _____
 Country Egypt

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.

The project will address the main problem of poverty and its consequences for the 600 girls and families .

The problem are identified by the literacy of the girls , un-acquired skills for work , lack of knowledge about health care and family planning / reproduction .

The aim of the project is to give the 600 girls new tools to help them through life to get jobs and support themselves and their future families .

The project covers three of six areas of focus :-

- **Basic education.**
- **Community development and**
- **Health care.**

The project offer literacy classes , vocational training while attending the classes, plus education on family planning .

The 600 girls will be divided into 30 classes; each class will encompass 20 girls and will run for 5 days

a week , 2 hours per day for 7 months .

The literacy education will be offered by specialist CLE teachers , while the vocational training and health awareness will be offered by community members and Rotarian . vocational training will cover : soap making , knitting and sewing , preparation of local perfumes .

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

A group of community members with Rotarians will work with the state to continue with offering basic education and vocational training to community members.

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.)

The hostess partner will do :-

- ❖ **Managing project funds**
- ❖ **Will visit the project site daily during the life of the project.**
- ❖ **Will share information with international partners.**
- ❖ **Publicizes the project and its benefices to the local media**

The international partner will do :-

- ❖ **Share the experience with the host partner.**
- ❖ **Visit the project site**
- ❖ **Maintain corresponding with the host partners during the life of the project to share the information.**

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 have an e-mail address to expedite communication. The primary contact will receive all official communication from TRF by e-mail and should be prepared to disseminate this information to the other committee members.

Primary Club/District

Club	RC/ Heliopolis	Club ID number (if known)	13387
District	2450	Country	Egypt

Primary Contact:

Name	Amir Edward Saba	Member ID	5189749
Club	Heliopolis		
Rotary position	PR in Rotary club of Heliopolis		
Address			
City	Cairo		
State/Province	Postal code	Country	Egypt
E-mail :-	scarab @link.net		
Home phone :-	02- 24174142	Office phone :-	02- 26202012 Fax 02- 26202013

Project Contact #2:

Name	Nader Nakhla Yassa	Member ID :-	8010761
Club	Heliopolis		
Rotary position	ROT		
Address	9 Omar Bakir St, Saint Fatima Sq. , Heliopolis		
City	Cairo		
State/Province	Postal code	Country	Egypt
E-mail :-	naderyassa@hotmail.com		
Home phone :-	02 22418005	Office phone :-	02 24183801 Fax :- 02 24183854

Project Contact #3:

Name	Mostafa Abdel Wahab Saleh	Member ID	1068549
Club	Heliopolis		
Rotary position	PR in Rotary club of Heliopolis		
Address	84 Al-Merghany St. , Heliopolis		
City	Cairo		
State/Province	Postal code	Country	Egypt
E-mail :-	mostafasaleh2000@hotmail.com		
Home phone	02 24186115	Office phone :+2	01222266738 Fax :- 02 22906882

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 have an e-mail address to expedite communication. The primary contact will receive all official communication from TRF by e-mail and should be prepared to disseminate this information to the other committee members.

Primary Club/District

Club RC München - Engl. Garten Club ID number (if known) 54424
 District 1840 Country Germany

Primary Contact:

Name Müller-Römer, Frank Member ID 1055093
 Club RC München - Englischer Garten
 Rotary position honorary member
 Address Tannenstr. 26
 City 85579 Neubiberg
 State/Province _____ Postal code D-85579 Country Germany
 E-mail frank-mueller-roemer@t-online.de
 Home phone ++498960669595 Office phone — Fax ++498960669596

Project Contact #2:

Name Jan van Toor Member ID _____
 Club RC München - Englischer Garten
 Rotary position Rotary Foundation
 Address Sulzkegelstr. 6
 City München
 State/Province _____ Postal code 81739 Country Germany
 E-mail jack.charlie@t-online.de
 Home phone ++498960011527 Office phone ++498960734918 Fax ++498960734917

Project Contact #3:

Name Leierseder, Ulrich Member ID _____
 Club RC München - Englischer Garten
 Rotary position International service
 Address Leuchtenbergstr. 239
 City München Ismaning
 State/Province _____ Postal code 85737 Country Germany
 E-mail ul@rae-leierseder.de
 Home phone ++498996207347 Office phone _____ Fax ++498999729370

PROJECT FINANCING

Explanation: Clearly list all financing in U.S. dollars (please use whole dollars as TRF does not match cents) 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 in either DDF or cash.

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
RC Heliopolis	1500		Farid Gebran	<i>[Signature]</i>	Kevork Mahdession	<i>[Signature]</i>
D2450		1500				
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
RC Munich-Englischer Garten	5700					
RC M - land	1300					
D 1840		2100	Schmaifeld	<i>[Signature]</i>	HEINZ	<i>[Signature]</i>
Subtotals, Cash and DDF	8500.00	3600				
TOTAL cosponsor contributions						
Total funds requested from TRF (must be at least US\$5,000)	7,850.00					
Additional outside funding (not matched by, or forwarded to, TRF) Please specify the source of this funding.						
Total project financing (must equal budget on page 4)	19,950.00					

HELPFUL HINT

One way to speed up the payment process for your Matching Grant is by financing your project solely with DDF. Submitting cash contributions to the Foundation for a Matching Grant can significantly slow down the payment process and the contributions will only receive a 50% match as opposed to a 100% match for DDF. Speak with your district leaders to see if there is a way to utilize DDF as opposed to cash contributions for your application.

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 and/or 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.)

community

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

not needed

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

N/A

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

All local purchases

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 and/or districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

N/A

Matching Grant funds can be used for international travel expenses of Rotarian volunteers who provide direct humanitarian service as part of a Matching Grant. Please note that you cannot utilize the Rotary International Travel Service (RITS) for arranging travel. If you are including international travel in your project budget, please include all travel fees and related expenses such as travel insurance, airfare, immunizations, visas, lodging, and food. Additionally, please attach to the application background information for **each** Rotarian traveler detailing his/her qualifications and role in the project's implementation. Have you completed all of these requirements and included travel insurance for all travelers?

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. Please submit your application by 1 August for the October Trustees meeting and 15 December for the April meeting.

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 website (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 and/or district agrees to undertake this project as an activity of the club and/or 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, *Rotary 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.
- The entire responsibility of TRF is expressly limited to the dollar amounts approved based on the application's budget. Additional costs due to changes in budget items, airfares, currency devaluations, etc., are the responsibility of sponsors or outside sources.
- 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 checked="" type="checkbox"/> Club president (club-sponsored)	
<input type="checkbox"/> District grants subcommittee chair (district-sponsored)*		<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	Amany Aly El-Badrbarry	Name	Paul Köster
Title	IP	Title	
Rotary Club	Heliopolis	Rotary Club	RC München - Engl. Garten
District #	2450	District #	1840
Signature		Signature	17.12.2012 Paul Köster
Date		Date	
Primary Contact		Primary Contact	
Name	Amir Edward Saba	Name	Frank Müller-Römer
Signature		Signature	
Date		Date	4.12.2012
Project Contact #2		Project Contact #2	
Name	Nader Nakhla Yassa	Name	Jan van Taar
Signature		Signature	
Date		Date	13.12.2012
Project Contact #3		Project Contact #3	
Name	Mostafa Dbdel Wahab Saleh	Name	Ulrich Leiereder
Signature		Signature	
Date		Date	

- * If international travel is included as part of the budget, please check the box at the left to indicate that the host club or district has extended a travel invitation, fully supports and approves Rotarian travelers, and verifies that international travel to the club and/or district is needed to implement the project.

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 website 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 pro-forma invoices attached for budget items over US\$10,000?
- 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:
 - A signed letter of endorsement from the host partner confirming that the cooperating organization is reputable and acts within the laws of the project country
 - A signed letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, its agreement to cooperate in any financial review of the project, and if applicable, the names of Rotarians on its Board of Directors and/or organizational governing body in addition to any senior management who are also Rotarians directly involved with the grant project
 - 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: 847-556-2151
 E-mail: contact.center@rotary.org

COOPERATING ORGANIZATION

Explanation: A *cooperating organization* is an entity directly involved in the implementation of a grant project, offering technical expertise and/or project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization. A cooperating organization is considered to be a Rotarian cooperating organization when one-third or more of its Board of Directors and/or governing body is comprised of Rotarians and/or senior management who are also Rotarians directly involved with the grant project

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization	n/a		
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:

- A letter of endorsement signed by the host club president confirming that the cooperating organization is reputable and acts within the laws of the project country
- A signed letter of participation from the cooperating organization that specifically states:
 - Its responsibilities and how it will interact with Rotarians to implement the grant project
 - The organization's agreement to cooperate in any financial review of the project
 - The names of Rotarians on its Board of Directors and/or organizational governing body in addition to any senior management who are also Rotarians and are directly involved with the grant project, if applicable

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.

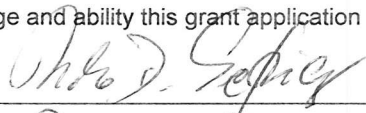
"By signing below, our club or district accepts primary reporting responsibility."

Print name	Amany El Barbary	Signature	
Rotary club	Heliopolis	District	2450

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 not be processed and the partners will be notified accordingly.

"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	UDO D. SEFEIG	Signature	
District	D 1840	Date	Dec 19, 2012