



THE ROTARY FOUNDATION
of Rotary International
1560 Sherman Avenue
Evanston, IL 60201-3698 USA

28 January 2013

Host Cosponsor

Amir Edward Saba, Project Contact
Rotary Club of Heliopolis (D - 2450)
1 Dr. Yousef Mourad St., 3rd Flr
Hegaz Sq., Heliopolis
11351 Cairo, Cairo Egypt
scarab@link.net

International Cosponsor

Jan Toor van, Project Contact
Rotary Club of München-Englischer Garten
(D - 1840)
Sulzkogelstrasse 6
81739 München Germany
jack.charlie@t-online.de

Ref: Matching Grant #78511

Dear Rotarians Saba and Toor van,

Congratulations! Your Matching Grant application, submitted by Rotary Club of Heliopolis and Rotary Club of München-Englischer Garten for funding to help provide literacy education, vocational training and health awareness for the 600 girls and families of Beni Sueif Village, Egypt, has been approved by The Rotary Foundation (TRF). The award is in the amount of US\$7,850.00 (EGP 47,885.00).

This letter serves as formal notification and will help to identify what is needed to receive payment. For all grants, the primary partners must both sign the **Agreement Form** and ensure correct **Payee Information** is sent to TRF. Any additional information and/or sponsor contributions TRF requires in order to make grant payment are described in this letter and the Agreement Form.

1. **Agreement Form.** This document details the agreement between the primary clubs/districts involved in the grant and the Foundation. Be certain to refer to this document throughout the implementation of the project to ensure compliance with TRF requirements. The Agreement Form should be signed and sent directly to The Rotary Foundation to the attention of the Grant Coordinator via e-mail, fax, or mail.
2. **Payee Information Form.** This document must be completed and returned to TRF stating where and how funds should be sent to the project. Please coordinate with your partner to establish an appropriate payee.
3. **Contributions.**
 - a. **Contribution form.** This form is attached and should be used for all cash contributions sent to The Rotary Foundation for your project. The Matching Grant number must be stated on the form to ensure that your contributions are correctly received. Should you choose to send cash contributions directly to the project, or the contribution is in the form of DDF/Share funds, this form will not be needed.
 - b. **Funds Sent Directly.** If cash contributions are being sent directly to the

project account you must send confirmation that the contribution has been received for the project (a copy of a deposit slip, bank statement, paid invoice, etc.) NOTE: Paul Harris Fellow Recognition will not be awarded for contributions sent directly.

Both partners are sent a copy of this letter and included forms. It is not necessary to have all authorizing signatures on the same document as they can be sent to TRF separately. Keep a copy of the signed forms for your records before returning the forms. Faxes are acceptable, and originals are not required.

Additional information you will find helpful is included. Please see the accompanying e-mail message for links to the documents on the RI website.

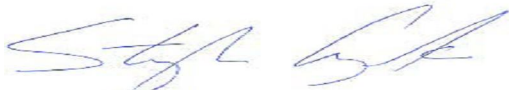
1. Terms and Conditions of Matching Grant Award. Read this document carefully, and refer to it when you have questions about TRF requirements.

2. Report Form. Reporting on your project is mandatory. Progress reports are due every twelve months, and a Final Report must be submitted within two months of your project's completion. Failure to fulfill reporting requirements will suspend your club/district from participation in Matching Grants and can result in club/district termination.

3. Humanitarian Programs Promotional Guide. This guide has information about how to promote Humanitarian Programs in your community and in the media. A promotional plan is required before payment will be issued for grant awards of US\$25,001 or more.

If you have any questions, please contact me.

Sincerely,



Stephen Copek
Grant Coordinator
Humanitarian Grants Staff
Phone: (847) 866-3339
Fax: (847) 556-2151
Email: Stephen.Copek@rotary.org

cc: Amany Ali Hassan El Barbary, President, Rotary Club of Heliopolis (D - 2450), RI
Paul Kössler, President, Rotary Club of München-Englischer Garten (D - 1840), RI
Doros Jeropoulos, DGSC, District 2450, RI
Udo D. Sefzig, DGSC, District 1840, RI

Enclosures: Matching Grant Agreement Form, Payee Information Form



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MATCHING GRANT AGREEMENT FORM

MATCHING GRANT #78511

This Matching Grant Agreement ("Agreement") is entered into by and between Rotary Club of Heliopolis, Rotary Club of München-Englischer Garten ("The Partners") and The Rotary Foundation of Rotary International ("TRF"). TRF agrees to pay the Partners a Matching Grant in the total amount of US\$7,850.00 (EGP 47,885.00) to help provide literacy education, vocational training and health awareness for the 600 girls and families of Beni Sueif Village, Egypt. In consideration of receiving this Matching Grant from TRF, the Partners acknowledge and agree that:

- 1) The Partners have each received and read a copy of the Terms and Conditions of Matching Grant Award and will abide by all terms and conditions set forth therein.
- 2) Rotary Club of München-Englischer Garten will coordinate the project internationally and will contribute US\$5,700.00 (EUR 4,389.00) to the project. Rotary Club of Heliopolis will coordinate the project locally and will contribute US\$1,500.00 (EGP 9,150.00) to the project. In addition, the Partners will ensure that the following contributions are submitted: Rotary Club of München-Land, US\$1,300.00 (EUR 1,001.00). The following districts will provide SHARE (DDF) Fund contributions: D-1840, US\$2,100.00; and D-2450, US\$1,500.00. Any amount received in excess of the aforementioned contributions will automatically be counted as general giving to The Rotary Foundation and will not be applied to Matching Grant #78511.
- 3) All Matching Grant funds provided by TRF for this project shall not be used for any purposes other than those approved by TRF. TRF shall be entitled to receive reimbursement for any and all funds deposited with, held by, or otherwise contributed to either or both of the Partners that are spent for unapproved purposes as well as any funds used to benefit a Rotarian or Rotary entity. In addition, TRF reserves the right to audit the project at any time and suspend any or all payments if in its sole discretion progress is not considered to be satisfactory.
- 4) The Partners will keep TRF informed on the project's progress by submitting progress reports every twelve months from the date of payment during the implementation of the project. The Partners will immediately inform TRF of any significant problems with the implementation of the project or deviations from the project, including deviations in the budget. The Partners will submit the final report with complete financial accounting within two months of the project's completion.

5) The Partners shall defend, indemnify, and hold harmless RI, TRF, their respective directors, trustees, officers, and employees (collectively "RI/TRF") from any and all damages, losses, judgments, costs, fines, awards, liabilities, or expenses, including without limitation reasonable attorney's fees and costs of litigation, asserted or recovered from RI/TRF, that result or arise directly or indirectly from the project including any acts or omissions of the Partners.

6) The entire responsibility of TRF is expressly limited to payment of US\$7,850.00 plus all SHARE fund contributions. Neither RI nor TRF assumes any further responsibility in connection with this project.

7) TRF reserves the right to cancel this Agreement without notice upon the failure of either or both of the Partners to abide by terms set forth in this Agreement and the Terms and Conditions of Matching Grant Award. Upon cancellation, TRF shall be entitled to a refund of any Matching Grant funds, including any interest earned, that have not been expended pursuant to the terms and conditions of the approved Matching Grant project at the time of cancellation.

8) This Agreement will automatically terminate in the event of the failure of either or both of the Partners to comply with the Matching Grant Terms and Conditions or this Agreement due to an act of God, strike, war, riot, civil unrest, hurricane, earthquake or other natural disasters, acts of public enemies, or any reason beyond the reasonable control of the parties. In such an event, the Partners shall refund to TRF all unexpended Matching Grant funds within 30 days of termination.

9) This agreement is governed by the laws of the State of Illinois, USA. Any action brought in connection with this Agreement shall be filed in the County of Cook, State of Illinois, USA. The Partners agree to submit to the jurisdiction of the Circuit Court of Cook County for the State of Illinois.

By signing below, I certify that my Rotary club/district acknowledges and accepts the terms and conditions of this Agreement and the Matching Grant Award and Acceptance.

Dated this _____ day of _____ 20 _____

President
Rotary Club of Heliopolis

President
Rotary Club of München-Englischer
Garten

Staff Initials sc