

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	EGYPT
City/Village	Qalyoub Extension VILLAGE
State/Province	QALYOUB GAVERNORATE
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.

A small village situated near the city of Qalyoub as its farm side extension which is only 20Km north of Cairo-Egypt!. Although the village is in the vicinity of Cairo, the capital of Egypt, yet it is without fresh drinking water supplies, and the inhabitants walk a long distance (going & back) to bring water or use local underground pumps bringing unhealthy water. The village consists of 300 primitive brick homes where around 2500 People live .

The Project scope will cover the cost of constructing the water underground network from the main water source which is 1500-2000 meters outside the village borders. This will be done by digging and installing 160 mm diameter (6" inner diameter), and 110 mm diameter P.V.C (4" inner diameter) pipes. The second step of the project will cover the cost of connecting the village new system to the outside of each home of the village. Each home will be responsible for handling the connection themselves with the aid and supervision of the Government local authority; The project will take 4-7 month to be fully operational.

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

All project phases will be done under the supervision of the government local office supervising the water systems. After the Project is finished, it will become a part of the infrastructure of the Qalyoub City, and the local water authority will be responsible for maintaining the system.

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.)

Rotarians from RC. Horus Heliopolis will do the following:

- A club committee formed of:
 - PP Adel Iskander as project Technical coordinator
 - Rtn Faten Kamesh as the project financial coordinator,
 - Rtn Fayez Tadros as project coordinator,,
 - Rtn Maha Taher as the project PR
 - P. Magda Girgis Host club primary contact

Will be supervising the ongoing steps of the project and be responsible of:

- Developing and signing a protocol with Qalyoubia Governorate.
- Participating in setting up the specifications of the water network utilizing the specs provided by the local authority outlines, regulations, and supplies list.
- Participating in Purchasing the equipment and supplies.
- Participating in issuing bids to contractors who have been identified as being part of the bidding process, the project will be put out to bid.
- Assuring quality of work until accomplished (engineers who are club members will provide their expertise)
- Reporting to the international partner about the project progress.
- Fund management
- Publicizing the project, the Rotary efforts in the water and sanitation services area.

B-The International Partner will cover:

- May provide information through progress reports .
- May Share expertise of international club members.
- May Visit the project site on an as-needed basis (at individual's expense)
- Will Share with RC Horus Heliopolis publishing to the local and international .
- Their share of the project fund.

Participating Members Of Host club

Participation	Name
Project Planning. Primary contact of Host club Fund financial management Technical coordinator& Project coordinator PR coordinator	Dr. Magda Aziz Girgis (President) PP. Dr. Adel M. Iskander Accountant Faten Kamesh (Treasurer) Dr. Fayez Shafik Tadros Dr. Maha Ahmed Taher

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	<u>R.C. HORUS HELIOPOLIS</u>	Club ID number (if known)	<u>62575</u>
District	<u>2450</u>	Country	<u>EGYPT</u>

Project Contact #1:

Name	<u>DR : ADEL MAURICE ISKANDER</u>	Member ID	<u>6190192</u>
Club	<u>HORUS HELIOPOLIS</u>		
Rotary position	<u>AG 2012-13, PP 2008-09</u>		
Address	<u>1 Naguib Hashad st. El Nozha, Heliopolis</u>		
City	<u>Cairo</u>	EGYPT	
State/Province	<u>Cairo</u>	Postal code	Country <u>Egypt</u>
E-mail	<u>dradel@gmail.com</u>		
Home phone	<u>+202 26881515</u>	Office phone	<u>22754594</u> Fax <u>22753984</u>

Primary Contact#2:

Name	DR: FAYEZ SHAFIK TADROS	Member ID	6536428
Club	HORUS HELIOPOLIS		
Rotary position	VICE PRESEDENT AND BOARD MEMBER		
Address	27C BAGHDAD ST. EL KORBA CENTER HELIOPOLIS		
City	EGYPT		
State/Province	HELIOPOLIS	Postal code	11341 Country CAIRO / HELIOPOLIS
E-mail	FAYEZ.SHAFIK@YAHOO.COM		
Home phone	02-24187868	Office phone	02-2455720 Fax 02-24517999

Project Contact #3:

Name	MAGDA GUIRGIS	Member ID	5960102
Club	HORUS HELIOPOLIS		
Rotary position	President 2012-13		
Address	52 Abdel Rahman Rafie st, Elnozha		
City	Heliopolis		
State/Province	Cairo	Postal code	Country Egypt
E-mail	maggygirgis@hotmail.com		
Home phone	+20226240532	Office phone	22907017 Fax

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 - Englischer Garten	Club ID number (if known)	54424
District	1840	Country	Germany

Primary Contact:

Name	Ulrich Leierseder	Member ID	
Club	RC München – Englischer Garten		
Rotary position	Internationaler Dienst		
Address	Leuchtenbergstraße 23 a		
City	Ismaning		
State/Province	Postal code	Country	
	D-85537	Germany	
E-mail	ul@realeierseder.de		
Home phone	Office phone	Fax	
++498996201347	++498999729320	++498996206670	

Project Contact #2:

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

Project Contact #3:

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

PROJECT BUDGET

Explanation: For detailed information on what TRF funds, please see *The Guide to Matching Grants* (144-EN). Official RI exchange rates can be found at www.rotary.org. Please use the most recent rate. Please provide pro-forma invoices for budget items over US\$10,000 or when all budget items will be purchased from the same supplier.

Budget item	Name of supplier	Amount (EGP)	
PVC pipes 110 mm (4") (2300 m) + 2" PVC pipes 56 mm (2") (800 m)	Qalyobia Governorate is responsible for the tender preparation, assigning the contractor.	2000 m x 70 = 140000 400 m x 30 = 12000	
Valve diameter 6" (160mm) (4)		4 x 1000 = 4000	
8 valves diameter 4 " (8)		8 x 500 = 4000	
300 valves 2" diameter (300)		300 x 30 = 9000	
Special joints cast iron 3 kg (30kg)		= 4000	
Sealing on 6" pipes		= 2000	
Sealing on 4" pipes		= 3000	
Sealing on 2" pipes		= 4000	
Connecting existing PVC lines with new PVC line 6 "		= 1600	
Assembling old PVC line with new PVC line 4 "		=1200	
Inspection Ditch 1.25m X 1.25m X 1.25m		=2500	
Surcharges, assorted accessories, etc.		=3813	
Subtotal		189,113.00 EGP	
Exchange rate used by RI		US\$1 = 6.73	
Total in U.S. dollars		28,100.00	

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
Horus Heliopolis 62575	1600				Kevork Mahdessian	
District 4250		2000	FARIN GEBRAGH OLIVANIS		↓	R. Mahdessian
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
M-Englischer Garten 54424	2300					
M-Friedensengel 11615	2300					
M-Königsplatz 28225	2300					
München 100 79622	2300					
District 1840		3950	H. Schmalfeld		T. HESLATE	
Subtotals, Cash and DDF	10800 USD	5950 USD				
TOTAL cosponsor contributions	16750 USD					
Total funds requested from TRF (must be at least US\$5,000)	11350 USD					
Additional outside funding (not matched by, or forwarded to, TRF) Please specify the source of this funding.	0					
Total project financing (must equal budget on page 4)	28100 USD					

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 FINANCING

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.)

THE PROJECT AND ALL EQUIPMENT WILL BECOME PART OF THE INFRASTRUCTURE OF THE VILLAGE AND THE GOVERNORATE WATER SYSTEM AUTHORITY AND ARE RESPONSIBLE FOR THE PROJECT MAINTINANCE.

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

No Training is necessary

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

NONE NEEDED

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

LOCAL PURCHASED EQUIPMENT AND MATERIAL

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.)?

QALYUBIA GOVERNORATE WATER AUTHORITY WILL BE RESPONSIBLE FOR MAINTAINING THE WATER SYSTEM AFTER THE INSTALLATION.

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?

NO TRAVEL EXPENCES WERE ADDED. ALL CLUB TEAM SUPERVISING THR PROJECT WILL USE THEIR OWN TRANSPORTATION. THE CONTRACTOR WILL BE RESPONSIBLE FOR HIS OWN TRANSPORTATION.

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 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	Dr. Magda Guirgis	Name	Paul Kössler
Title	President	Title	Club President
Rotary Club	Horus Heliopolis	Rotary Club	München - Englischer Garten
District #	2450	District #	1840
Signature	<i>MAG Guirgis</i>	Signature	<i>Paul Kössler</i>
Date	March 1, 2013	Date	2013/03/15

Primary Contact		Primary Contact	
Name	Dr. Fayed Shafik Tadros	Name	Ulrich Leierseder
Signature	<i>Dr. Fayed Shafik Tadros</i>	Signature	<i>Ulrich Leierseder</i>
Date		Date	March 20th, 2013
Project Contact #2		Project Contact #2	
Name	Dr. Adel Iskander	Name	Jan van Toor
Signature	<i>Dr. Adel Iskander</i>	Signature	<i>Jan van Toor</i>
Date		Date	2013/03/10
Project Contact #3		Project Contact #3	
Name	Account Faten Kamesh	Name	Frank Müller-Römer
Signature	<i>Faten Kamesh</i>	Signature	<i>Frank Müller-Römer</i>
Date		Date	March, 2013, 08.

- * 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.



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 Girgis, Magda Aziz Signature *Magda Aziz*

Rotary club Horus Heliopolis, Cairo, Egypt 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."

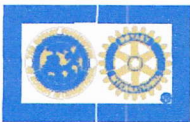
Print name of DGSC Sefzig Signature *Walter D. Sefzig*

District 1840 Date 12 Mar, 2013

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