

**The Rotary Foundation of Rotary International - Donor Advised Fund  
Haiti Earthquake Relief Fund  
Project Request and Acceptance Form (October 2010)**

Date of Request \_\_\_\_\_

District Number/Club Name: \_\_\_\_\_

Project Coordinator/Contact Person: \_\_\_\_\_

Rotary Club in Haiti \_\_\_\_\_

Prior projects between Rotary Clubs and/or project \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Recipient 501(c)(3) Entity To Receive Funds:** \_\_\_\_\_

Tax Identification Number: EIN # \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Scope: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Individuals served: \_\_\_\_\_ Amount of request: \$ \_\_\_\_\_

Date needed: \_\_\_\_\_ Disbursement description: \_\_\_\_\_  
\_\_\_\_\_

**Please attach a one page summary of the project**

**Local Approval for Project – printed name:** \_\_\_\_\_

\_\_\_\_\_  
Signature

Haiti Task Force approval: Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature

District Governor/Club President or designee: Print name \_\_\_\_\_

\_\_\_\_\_  
Signature

\*\*\*\*\*Complete and return this form to: [barryjras@yahoo.com](mailto:barryjras@yahoo.com)\*\*\*\*\*

And copy PDG Richard McCombe: [rmccombe@gussiema.org](mailto:rmccombe@gussiema.org)



Below to be completed by the Haiti Earthquake Relief Fund – TRF DAF

Amount approved:\$ \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Project number: \_\_\_\_\_

Modifications to the above request: \_\_\_\_\_

Description of approved distribution method: \_\_\_\_\_

Disbursements: \_\_\_\_\_

Stewardship Report due date: \_\_\_\_\_ Photos: \_\_\_\_\_

### **Criteria for Haiti Earthquake Relief DAF:**

1. Local clubs in Haiti need/must be involved wherever possible. The Haiti Task Force may assign a local club if necessary.
2. A request should be for a minimum of \$5,000 and a maximum of \$100,000
3. Matching requests would be favorable wherever possible. (They have the first \$5,000 and the DAF will match it.) Not necessarily one for one.
4. The DAF may start a project but will search for other partners to finish it.
5. The DAF recommends local and international clubs to partner on the projects so it becomes more than just a dollar donation but a development of relationships wherever possible.
6. The DAF will include the Task Force in all requests. They may not always agree but at least they are always involved in the process so they are aware of all projects.
7. The DAF approval process needs three out of four to agree on each project.
8. Agreement can be reached by email.
9. Any questions must be answered prior to approval but an approval in principle may be provided pending certain additional information.
10. E-mail signatures may be accepted.
11. The DAF will work projects by phase and distribute dollars as needed during the phase.
12. The next phase only gets disbursement once a report of the first phase is submitted and acceptable.
13. Projects can originate locally or internationally.
14. The DAF want to know of any prior involvement between the clubs and between the clubs and the project.
15. We will ask Clubs/Districts to adopt the schools for three years with a commitment of at least \$5,000 per year
16. We will encourage projects that also enhance the economy in Haiti.
17. All applications with supporting data will be submitted to PRID Barry Rassin who will do the due diligence with the Haiti Task Force and then submit to the DAF Account Holders for consideration.
18. Records will be kept on all submissions whether approved or not approved.

The Task Force Priorities are schools and children, Prosthetics and then sustainable housing but projects to assist those affected by the earthquake will be considered.