

Dear Rotarian _____,

Thank you for your interest in the Haiti Earthquake Relief Donor Advised Funds (Haiti DAF). Below is a list steps outlining how to request that Haiti Donor Advised Funds be used for your Haiti disaster recovery Matching Grant application:

1. In order to receive funds for your Matching Grant, the Haiti DAF account holders must recommend that The Rotary Foundation (TRF) allocate the Donor Advised Funds to your specific project. A request letter (see below) must be sent to me asking that the Haiti DAF Account Holders recommend a specific amount of funds towards your Haiti disaster recovery Matching Grant application.
2. Once the request is received, I will send a letter of intent, to be included in your Haiti disaster recovery Matching Grant application to The Rotary Foundation. This letter will state the Haiti DAF account holder's intention to recommend a specific amount of funds to your Matching Grant. Please note that these Donor Advised Funds are eligible to be matched at 50% by TRF to help augment your project budget.
3. Upon approval of the grant, the project sponsors must email/fax a copy of the announcement letter from the Foundation communicating that the grant has been approved and informing the Haiti DAF account holders of the grant number. Please note that the Foundation will not communicate grant approval to the Haiti DAF account holders so no Haiti Earthquake Relief Donor Advised Funds will be transferred until the sponsors of the grant communicate approval directly to me.
4. Once the approval letter is received the account holders will recommend that the agreed amount from the Haiti DAF be awarded to the Matching Grant project account at the Foundation.

I hope that this has answered your questions. Please feel free to contact me with any further questions or concerns you may have.

Sincerely,

Barry Rassin
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REF: Haiti Earthquake Relief DAF -Request Letter

Dear PRID Rassin,

The Rotary Club of _____, District _____ and the Rotary Club of _____, District _____ will be applying for a Rotary Foundation Matching Grant to support a disaster recovery project in Haiti. Attached is a one page description of the project that we intend to pursue for your review.

The clubs and districts involved would like to request that the Haiti Earthquake Relief Donor Advised Funds (Haiti DAF) account holders recommend a US\$ _____ award towards the project.

If the account holders agree to recommend an award from the Haiti DAF to help fund our project please email or fax the letter of intent to my attention at:

Name: _____
E-mail: _____
Fax: _____

Sincerely,

(Name)

(Phone)