



# The Rotary Foundation (TRF) Matching Grant Application Instructions

## What is a Matching Grant?

Matching Grants support international humanitarian service projects. Rotary clubs or districts from two countries work collaboratively to implement a project.

## Who can apply?

Rotary clubs and districts from two countries may apply. The clubs or districts must be in good standing with Rotary International. This includes payment of dues and being current on reporting for previous grants.

## What are the requirements of a Matching Grant?

Matching Grants must involve a Rotary club or district in the project country (host) and a Rotary club or district in another country (international) implementing a humanitarian project. Partners are expected to:

- Maintain communication for the life of the project
- Establish a committee of at least three Rotarians to oversee the project
- Treat grant funds as a sacred trust
- Maintain clear and accurate accounting

All projects must have active Rotarian participation and oversight. Active participation can include:

- Managing project funds
- Visiting the project site on an as-needed basis
- The international and host partners sharing information via correspondence
- The partners sharing expertise
- Purchasing, shipping, or distributing items purchased
- Publicizing the project to local media and the district

## What projects are eligible for a Matching Grant?

Matching Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items and activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the Humanitarian Grant Coordinator for the project location.

ELIGIBLE	INELIGIBLE
Revolving loans/microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings, rent for housing
Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures	Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities
Purchase of equipment or appliances	Provision of plumbing or electrification inside buildings
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization
Administrative expenses for project activities	Operating or administrative expenses of another organization
Primary and secondary education, tuition, transportation	Postsecondary education activities, research, or personal or professional development
Domestic travel for beneficiaries and professional staff needed to implement the project	Domestic travel expenses for opening ceremonies or to report on a project
International travel for qualified Rotarians to implement a project. Eligible costs include airfare, travel insurance, immunizations, visas, lodging, food, and other ancillary expenses.	International travel for non-Rotarians or Rotarians that do not have a professional qualification needed to implement the project. Additionally, grant funds cannot be used for Rotarian travel to initiate, promote, or evaluate projects.
Detailed, itemized expenses	Contingencies, miscellaneous expenses
Assistance to land mine victims	Land mine removal
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Rotary signage
Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders

ELIGIBLE	INELIGIBLE
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed
Maternal and prenatal health and education	Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination
Budgeted and itemized humanitarian goods	Unspecified or cash donations to beneficiaries or cooperating organizations
Humanitarian or service activities benefiting a community in need	Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect
Secular, nonreligious activities that benefit a community in need	Projects that support purely religious functions at churches and other places of worship

### What are the funding limits?

Sponsors may request US\$5,000-\$200,000 from The Rotary Foundation. TRF matches \$0.50 for every \$1 of a cash contribution and \$1 for every \$1 from the District Designated Fund (DDF).

### How and when to apply

Sponsors must complete a *Matching Grant Application* (141-EN) and submit it to TRF. Applications are accepted from 1 July to 31 March in any given Rotary year. It is recommended that the application be submitted as early as possible to avoid delays associated with submission of applications close to the 31 March deadline. If your project involves revolving loans or microcredit, the Revolving Loan Fund Supplement Form and Credit Group Plan must be included with the application. Requests of \$25,001-\$200,000 are considered on a competitive basis and must be received at TRF by 1 August for consideration at the October Trustees meeting and 15 December for consideration at the April meeting. *The Guide to Matching Grants* (144-EN) is available online to assist in developing the project and completing the application.

NOTE: Applications should be submitted single-sided, unbound, and should be typed, not handwritten.

### What are the reporting requirements?

Reports are required at least every 12 months for the life of the project. A final report is due within two months of the completion of the project. Project partners must be up to date on reporting for previous projects as any incomplete or overdue reports will prevent a new application from being processed.

### Helpful hints to speed up the Matching Grant process

1. Read through the entire application to ensure that all needed information is completed and submitted at one time.
2. Verify that all officer signatures on the application are from current year officers.
3. Finance your Matching Grant solely with DDF. Submitting cash contributions to the Foundation for a Matching Grant can significantly slow down the payment process. When cash contributions are submitted to TRF, they must be converted from over a hundred international currencies and booked to the individual grant account. Tax receipts must be issued and all recognition credit must be tallied. Matching Grants that are completely funded by DDF and matched by the World Fund are paid out significantly faster than grants that are fully or partially paid with cash contributions.

### How to submit the application

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](mailto:contact.center@rotary.org)

### Glossary of commonly-used terms

**Beneficiary:** the recipient of goods or services

**Cooperating organization:** an entity that is directly involved in the implementation of a grant project, offering technical expertise and/or project coordination

**DDF:** District Designated Funds

**DGSC:** district grants subcommittee chair

**DRFC:** district Rotary Foundation committee

**Host partner:** the Rotary club or district in the project country

**International partner:** the Rotary club or district outside the project country

**Primary contact:** member of partner club or district who serves as main point of contact between TRF and project partners

**Rotarian cooperating organization:** an entity in which 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

**Supplier:** the entity providing goods or services being purchased with grant funds

NOTE: These instructions represent an overview of the Matching Grants process. Please be sure to review the Matching Grants section of the RI website at [www.rotary.org](http://www.rotary.org) for updates. It is beneficial to read *The Guide to Matching Grants* (144-EN) before submitting an application. This publication is available by download from the RI website and on request from Publications Order Services.



# 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 \_\_\_\_\_

City/Village \_\_\_\_\_

State/Province \_\_\_\_\_

Country \_\_\_\_\_

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.

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

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.)

## 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 \_\_\_\_\_ Club ID number (if known) \_\_\_\_\_  
 District \_\_\_\_\_ Country \_\_\_\_\_

### Primary Contact:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Contact #2:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Contact #3:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ 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 \_\_\_\_\_ Club ID number (if known) \_\_\_\_\_  
 District \_\_\_\_\_ Country \_\_\_\_\_

### Primary Contact:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Contact #2:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_

### Project Contact #3:

Name \_\_\_\_\_ Member ID \_\_\_\_\_  
 Club \_\_\_\_\_  
 Rotary position \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Postal code \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Office phone \_\_\_\_\_ Fax \_\_\_\_\_



**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.

<b>Host Rotary clubs or district inside the project country</b> (The primary host club or district must provide at least US\$100.)	<b>Cash (US\$)</b>	<b>DDF (US\$)</b>	<b>DRFC Chair (Print Name)</b>	<b>DRFC Chair Authorization</b>	<b>District Governor (Print Name)</b>	<b>District Governor Authorization</b>
<b>International Rotary clubs or district outside the project country</b>	<b>Cash (US\$)</b>	<b>DDF (US\$)</b>	<b>DRFC Chair (Print Name)</b>	<b>DRFC Chair Authorization</b>	<b>District Governor (Print Name)</b>	<b>District Governor Authorization</b>
<b>Subtotals, Cash and DDF</b>						
<b>TOTAL cosponsor contributions</b>						
<b>Total funds requested from TRF</b> (must be at least US\$5,000)						
<b>Additional outside funding</b> (not matched by, or forwarded to, TRF) Please specify the source of this funding.						
<b>Total project financing</b> (must equal budget on page 4)						

**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.)

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

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

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

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.)?

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](http://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 type="checkbox"/> Club president (club-sponsored)*		<input 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		Name	
Title		Title	
Rotary Club		Rotary Club	
District #		District #	
Signature		Signature	
Date		Date	
Primary Contact		Primary Contact	
Name		Name	
Signature		Signature	
Date		Date	
Project Contact #2		Project Contact #2	
Name		Name	
Signature		Signature	
Date		Date	
Project Contact #3		Project Contact #3	
Name		Name	
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.

## 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 \_\_\_\_\_

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 \_\_\_\_\_ Signature \_\_\_\_\_

Rotary club \_\_\_\_\_ District \_\_\_\_\_

## 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 \_\_\_\_\_ Signature \_\_\_\_\_

District \_\_\_\_\_ Date \_\_\_\_\_

## 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](http://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](mailto:contact.center@rotary.org)