



District 5450 District Grant for 2016-2017 Effective January 1, 2017

What is a District Grant?

District Grants are grants awarded to support Rotary Club sponsored humanitarian service projects, either local or international. District 5450 administers these grants, which are funded by the Rotary Foundation (TRF), based on giving to the Foundation by Clubs in the District three years earlier.

Direct involvement of District 5450 Rotarians required

A committee of at least two (2) Rotarians from the sponsoring Club must oversee the Project and the expenditure of grant funds. They are responsible for:

1. Assessment of community needs and development of a Project plan
2. Project implementation
3. Financial stewardship of Grant funds
4. Promotion of the Project through Rotary signage and publicity.

The Grant Application Process

Any Club in District 5450 may submit an application for a District Grant to Diane Messamore, Grants Co-Chair, at cdmessamore@gmail.com. She can be reached at 303-910-9355. The project will be reviewed by the Grant Committee to confirm that it meets The Rotary Foundation (TRF) and District guidelines (see checklist on page 2).

Before final acceptance, the grant sponsor must:

- Be qualified (see below for qualification requirements)
- Make revisions to the application requested by the Grant Committee
- Provide written documentation of financial support from all participating clubs, including District Match (DDF).

Qualification Requirements

- Club President or appointee attendance at grant training seminar
- Signed MOU submitted to District
- Proof of current filed IRS Form 990 for the Club (not the Club's Foundation) submitted to District
- All reporting on Rotary grants up to date
- Club per capita giving to TRF Annual Fund must be at least \$50 in the year prior to the grant year. Special provisions for new clubs and for clubs with significant satellite club members.

A chart showing the qualification status of all clubs is on the District website under "Grants."

How much will the District contribute to the Project and what limits apply?

District 5450 will match \$1 for each dollar contributed by a District 5450 Club to a District Grant, subject to availability, up to certain limits. The limits for 2017-18 are:

- \$3,500 total DDF for each club; this limit applies separately for local and international grants.
- Maximum DDF per project:
 - \$3,500 with one participating club
 - \$4,500 with two participating club
 - \$6,000 with three or more participating clubs.
- A club may request \$500 in DDF in return for sweat equity in lieu of cash: Club members' participation in another Club's District Grant. Describe the sweat equity efforts in the application, including the number of hours expected to be spent. Each District Grant is limited to 2 sweat equity contributions (\$1,000 in DDF).

Satellite Groups

Satellite Groups can sponsor District Grants under the same rules as if they were a free standing Rotary Club. The Satellite Group's sponsoring Rotary Club must be qualified in order to apply.

Checklist for District Grants

The Project

- Meets a need identified by an underserved community
- Includes a plan for sustainability
- Has hands-on involvement by the sponsoring Rotarians at the project site or, in the case of an international project, hands-on involvement by a partner Rotary Club in the project area
- Is a Rotary project, with signage and publicity; not the project of another organization
- Is not connected to fundraising activities
- Is implemented within the vicinity of the sponsoring club (for Local Grants)
- Is designed to be completed by the end of the Rotary year.

Conflict of Interest

- No Rotarian connected to another involved organization may be named in the Grant application.

Construction/Renovation

- Renovations, building additions, infrastructure can be included
- No construction of a building is allowed

Financial Controls

- **Grant funds can be deposited into either a Club-sponsored Grant account or the Club's regular account.**
- Upon grant approval, the sponsoring Club will send to the District the amount of cash that is being matched by DDF. The District will then send a check to the identified club account.
- Once the grant is approved, the project can begin (even before funding is received.) Expenses incurred before the Grant is approved are not eligible.
- Funds must be under control of Rotarians:
 - The beneficiary organization may be given funds for specific purchases if that is more efficient
 - Partial payments in advance are permitted with clear documentation of expenditures
 - Documentation of all expenditures is required.

Other Limitations

- The District encourages grants that are used to help clubs initiate new projects. Any international project is encouraged to be a pilot project for a future Global Grant.
- No funds are available for vocational teams, microcredit projects, project assessment travel, scholarships or RYLA.
- No funding for multiple grants for the same project.

Project completion and reporting requirements

A report on the project is due by April 30, 2017. If the project is not complete, progress reports are due every three months, with a final report by two months after the project is complete. The final report **MUST** include receipts for all expenses paid with Grant Funds and a bank statement showing all grant transactions.

Additional Information

More information, including details regarding eligibility of projects and stewardship requirements, is available on the District website at rotary5450.org under Grants.

Note that expenditures incurred before the date that the Grant is approved are not eligible expenses under the Grant.



District Grant Application District 5450: 2016-2017 Rotary Year Effective January 1, 2017

This application form is for the Rotary Year July 1, 2016 through June 30, 2017. **It may be submitted as early as May 2, 2016** to the District for consideration for the 2016-17 year. The latest day to submit the application is May 31, 2017. Please submit this application to Diane Messamore, Grants Co-Chair, at cdmessamore@gmail.com

PROJECT DESCRIPTION

Club Name	Boulder Valley Rotary Club	Project Champion	Tinbet Tinstman
Project Title	Adopt A Future – Educating a Generation of Refugee Children	Champion Phone Number	646 239 4766
Project Location	Dadaab Refugee Complex, Kenya	Start/End Dates*	As soon as funded – December 31, 2018

***Note that no expenses incurred before the grant application is approved will be reimbursed.**

Please keep all responses brief.

- Describe the Project and specifically what the Rotarians will do.** Also include information about the community, the need being addressed and how the community was involved in defining the project? How will you show that the project will make a positive impact on the community?

The Hagadera Refugee Camp in Kenya is part of the Dadaab complex of refugee camps stationed in south-eastern Kenya. The Dadaab settlement is the second largest refugee complex in the world. More than 245,000 refugees live in Hagadera and according to the United Nations High Commission on Refugees (UNHCR), over 50% of refugees worldwide are under the age of eighteen.

An uneducated child is a vulnerable child at risk of exploitation. The UNHCR is working to prevent a lost generation by giving refugee children the education they need to build a better future and the Boulder Valley Rotary Club is embarking on an international pilot project which leverages resources from multiple partners while gathering information for a systemic Global Grant.

This grant application brings together partners who each have the same goals and objectives, yet complementary funding opportunities, which when brought together can multiply impact on the ground in a significant manner. The successful funding of this grant will make an impact in the lives of the school-aged children in Hagadera while providing a needs assessment to maximize future projects.

The United Nations Association of Boulder County (UNA-BC) has accepted the Adopt-A-Future challenge issued by UNHCR to raise funds to sustain a classroom and provide supplies for refugee children living in the Bidii school district (889 males & 733 females eligible for primary education at Bidii). This grant application will provide the funding to equip the schools being built by the UNHCR and also fund capacity building and training for teachers and partnerships on the ground for on-going sustainability.

There are three components of the entire initiative, and while each component can stand alone, funding of all three will build a model for future partnerships around the globe, provide the necessary information to pursue a global grant and leverage funding from a wide spectrum of resources to build and strengthen each component. The three components include:

- The Adopt a Future Initiative (\$30,000) to build classrooms in the Hagadera Refugee Camp – funding for this component will be raised by UNA-BC from individual donors and fundraisers, and the funds will be handled by the United Nations High Commission on Refugees. An additional note is that all of these funds will be matched by Her Highness Sheikha Moza bent Nassar of Qatar.
- D-5450 Rotary District Grant (\$29,000) to equip the identified classrooms being built by the United Nations Association of Boulder County and to build capacity on the ground by training teachers to train incoming teachers and

to build on-the-ground partnerships between local NGOs and Rotarians in Kenya (to lay the groundwork and outline the partnerships necessary for a Global Grant).

3. Needs Assessment (\$10,000). The needs assessment will involve Rotarians from the US meeting with Rotarians and local NGOs in Kenya to develop a needs assessment training in order to gather relevant information for a Global Grant and to build the capacity in Kenya for future needs assessments that the on-the-ground team will be equipped to conduct. The funding for this will come from private individuals, and other organizations who are interested in supporting this project.

Each of these components work together to leverage each and every dollar donated, while complying with the various restrictions within each entity. While each component will accomplish impact in and of itself, the magnification of all three of the components working together is significant.

2. If the project is international, identify the Rotary Club or other organization in the project country that will work with you in implementing the project. Describe the ways in which this partnership will enhance the project.

The UNHCR administers funds and provides supervision of local contractors and school officials in the Hagadera refugee camps. The United Nations Association of Boulder County (UNA-BC) will work through the national UN Association and the UNHCR to see that the objectives of this grant are achieved. With their on-the-ground contacts UNHCR offers the essential oversight for implementation of this education project. Through the UNHCR Public Information Officer in Nairobi, Marco Lembo, we have been in contact with AVSI (Associazione Volontari per lo Sviluppo Internazionale), which is UNHCR's leading education implementing partner in Dadaab.

During the process of securing funding for this project, we have become aware of The Lutheran World Federation's interest in working as an on-the-ground partner for this project, The LWF Kenya-Djibouti-Somalia Program has extensive experience actively working and supporting disaster-affected communities in Africa and has provided valuable feedback on this proposal to increase efficacy and impact. As a result of the conversations that the organizing group has had with LWF, we are making slight modifications to the original proposal without changing the scope of the project. Although not necessary for a District Grant, LWF has submitted an MOU outlining how we might work together, Please see attached.

In addition, we have contacted Rotary Clubs in Kenya to enlist their support for this project. In particular, we have initiated communication with Rotarian Laura Lemunyete in Eastern Kenya and are exploring the possibility of engaging her club in our effort. Because of the substantial distance and effort required to participate in this kind of project, we have included some funds to offset the personal expenses that our on-the-ground Rotarians would have to incur out of pocket to assist in the implementation and assessment of the grant.

During the process of securing funding for this project, we have become aware of the Thick Rotary Club in Nairobi, Kenya which has agreed to work with our on-the-ground team and is interested in partnering with us in the next phase of this pilot project – a Global Grant. The assessment team will meet with both the Thick Rotary Club and The Lutheran World Federation face to face while in Kenya to begin outlining and assessing the role, responsibilities and action steps for the Global Grant.

3. How will this project be sustainable? Please describe your plan to transition support from Rotary to the community or other donors.

UNA-BC has committed to raising \$30,000 for Adopt-A-Future independent of grants from Rotary International. These funds will be matched by the Queen of Qatar, providing sufficient funding to build classrooms and to cover educational expenses for as long as ten years. UNHCR will continue to provide administrative support and oversight for this project into the foreseeable future.

The District Grant provides funding for training for the teachers which provides sustainability by equipping staff on the ground with the tools and resources to train others. These leave-behind skills reduce the reliance on outside intervention and increase the long-term viability of the project.

Additionally, the District Grant provides funding for on-the-ground Rotarians to connect and build partnerships with the local NGOs while monitoring the implementation of the grant. This partnership and relationship development on the ground increases the fidelity of the current project as well as strengthens the viability of a Global Grant.

The needs assessment component also builds sustainability by increasing tools and skills of the on-the-ground partnerships to be more focused in articulating needs and defining the resources that can respond to the specific identified needs. While this particular component is not included in the grant request, there are Rotarians and Rotarian

friends who support these kind of sustainability initiatives because it reduces the reliance on outside funding and strengthens our partnerships.

And finally, inherently, this grant provides sustainability through education.

4. Describe the specific ways in which this will be seen as a Rotary project. **Include the publicity plan and the signage** that will be used to identify the project as funded by Rotary.

Part of the proposed project is the purchase of locally based books that adhere to the curriculum being taught in the schools. The Lutheran World Federation is confident that they will be able to acquire the necessary books and deliver them to Hagadera, where a plaque will be prominently displayed recognizing the participating Rotary Clubs as well as the District and TRF. Other durable supplies and equipment, such as school desks, benches, and chalkboards will also feature the Rotary name on plaques. School books will be stamped with the Rotary logo.

One of the most difficult issues related to capacity building and training teachers and building partnerships is that we cannot put our logo or signage on people. We can however, provide those who have completed the training a Rotary pin a Rotary shirt and consider giving Paul Harris Fellows to our on the ground partners. The backpacks can be stamped with the Rotary logo as well. This particular piece needs to be conducted with great care and with the input of the on the ground Rotarians.

5. List at least two specific activities that your club's Rotarians will do to help implement this project, excluding fundraising. Direct hands-on involvement is required in every project; if the project is international, hands-on involvement by the local Rotary Club Rotarians meets this requirement. Please describe their participation.

Tinbet Tinstman of the Boulder Rotary Club plans to visit Dadaab with local Kenyan Rotarians to secure their commitment to this project. Boulder Valley Rotarians will make follow-up visits to monitor the progress and achievements of the project, in collaboration with local Kenyan Rotarians.

On the ground Rotarians will oversee the implementation of the grant and will be given the resources to take photos and post updates about the progress. It is anticipated that the on-the-ground Rotarians will develop a partnership agreement with the local NGOs (The Lutheran World Federation and others) about implementation, needs assessment and reporting.

The information that is provided to the D-5450 Rotarians will be shared throughout the community and District to increase awareness and updates about the successes and challenges faced within the refugee camps. As trusted individuals, Rotarians have the opportunity to raise awareness about the facts and realities related to life in the camps.

This 3 components project is being developed as a potential model for other communities in the US to build partnerships with complimentary projects to leverage resources. This model will be developed, articulated and shared in order to increase opportunities for other Rotary Clubs and Districts who want to make a significant impact through capacity building and partnerships. The Rotarians involved in these project will create presentations to share with other communities.

Several Rotarians will be involved in the training components, negotiations with the purchasing of books and supplies on the ground, and ensuring that the multiple pieces of the grant are coordinated at the US end, while communicating with the on the ground partners to bring them together.

Rotarians working on this project will continue to look toward a Global Grant and will be involving others in the community to raise awareness in the importance of developing partnerships to work more comprehensively to combat complex issues and to deliver education to those who are in need, especially within refugee camps.

6. If sweat equity is provided by another Club for additional DDF matching funds, describe in detail what the contributing club will do in support of the project. Include the number of hours that will be spent by each Club requesting sweat equity DDF. Sweat equity is limited to \$500 per club and \$1,000 per District Grant.

The primary role of local Rotarians will be on site monitoring of the project. During the first two years of the project two local Rotarians will make four site visits to see that facilities and schooling supplies are being provided, to interview school administrators and teachers about their needs, and to examine the evidence of learning achievement by the pupils. Each visit will require eight person-days of sweat equity, including preparation, transportation, on-site activities, and writing reports.

7. If an organization other than the Club is involved in the project, will that organization make the purchase of items for the project? Or will the club make all purchases? Please explain the purchasing process.

The UN High Commission on Refugees (UNHCR) runs the refugee camps in the Dadaab region of Kenya, and they have the ultimate responsibility for all operations in the camps, including education. UNHCR contracts with local and international organizations for implementation of education projects in the camps, including procurement. The local UNHCR will coordinate with the Lutheran World Federation, on the ground Rotarians and the visiting Rotarians in purchasing teaching materials and school supplies. The visiting Rotarians from the Boulder Valley Rotary Club will bring an HP printer, power converter and paper to make all necessary copies of invoices of purchased goods and will provide training in scanning of reports and additional materials to comply with record keeping requirements.

SPONSORING CLUB

A committee of at least two Rotarians from the sponsor (primary) club must be established to oversee the Project for the duration of the project. **Any person affiliated with the benefitting entity, a vendor, or a cooperating organization for the grant may not be a committee member.**

Sponsor Club: Boulder Valley Rotary Club **District 5450**

Primary Contact:

Name Tinbet Tinstman

Rotary position

E-mail tinbet57@aol.com

Phone 646 239 4766

The primary Project Contact agrees to assume personal responsibility for submission of any interim reports and the final report, which must be filed upon completion of the Project.

Project Contact #2:

Name Kathy Stutzman

Rotary position

E-mail kastutzm@smig.net

Phone 507-219-0912

President of the Sponsoring Club during the implementation year

By signing below the Club president confirms that the Club supports this project and commits the cash and DDF shown in the Financing Section.

Name

Signature:

E-mail

Phone

PROJECT BUDGET

Explanation: For detailed information on the activities and items that can be funded, see the Application instructions.

Budget item	Name of supplier	Amount
<p><i>Books and School Supplies - \$11,300</i></p> <ul style="list-style-type: none"> • <i>Arrange for the in-country transportation and distribution of books and school supplies \$2,000</i> • <i>Locally purchase books \$6,900</i> • <i>Purchase writing materials, notebooks and backpacks for children to carry their school supplies home from school (10/child) x 240 children - \$2,400</i> 		\$11,300
<i>Equip Classrooms with Teaching Materials -</i>	<i>Associazione Volontari per lo</i>	

<p><i>\$2,500 to equip 5 new classrooms*</i></p> <ul style="list-style-type: none"> • <i>Chalkboards</i> • <i>Teaching materials, chalk, calculators, writing materials, notebooks</i> • <i>Desks</i> • <i>Benches</i> <p><i>*The new classrooms are being built through the UNHCR & UNA Boulder County Adopt-A-Future Initiative</i></p>	<p><i>Sviluppo Internazionale (AVSI)</i></p> <p><i>AVSI is the primary provider of educational services and materials for UNHCR education projects in the Dadaab region.</i></p>	<p><i>\$2,500</i></p>
<p><i>Teacher Capacity Building - \$12,000</i></p> <ul style="list-style-type: none"> • <i>Teacher training - trained by UNHCR contractor \$1,800/teacher x 5 new classroom teachers</i> • <i>Laptops for teachers \$3,000</i> 	<p><i>Associazione Volontari per lo Sviluppo Internazionale (AVSI)</i></p>	<p><i>\$12,000</i></p>
<p><i>Implementation and Monitoring \$3,200</i></p> <ul style="list-style-type: none"> • <i>Transportation and accommodation costs for on-the ground monitoring by identified on-the-ground partners (4 trips x 2 people/trip) \$2,000</i> • <i>Communications for reporting by on-the-ground partners \$1,200</i> 	<p><i>Local Kenyan Rotarians</i></p>	<p><i>\$3,200</i></p>
Total in U.S. dollars		\$29,000

All purchases should be made with the goal of getting the best value at the lowest cost. This can be done through comparison pricing, negotiating discounts or competitive bidding. Describe how the vendors or suppliers were selected.

The Lutheran World Federation has extensive experience procuring school supplies and teaching materials on a large scale – enough that they can leverage an economy of scale and are confident in their ability to secure the best prices. They have attached an MOU outlining their experience and methods and will continue to update their progress once the grant has been approved and complete funding has been secured. Additionally as a back-up, we are also working with Associazione Volontari per lo Sviluppo Internazionale (AVSI)

AVSI is the primary provider of educational services and materials for UNHCR education projects in the Dadaab region of Kenya. According to Marco Lembo, External Relations Officer, UNHCR Representation in Kenya, AVSI has been the leading education services provider to UNHCR for many years. We secured this recommendation through Doris Kleffner of the UNHCR office in Geneva.

The response to this question is important because it is an element of the Grant review done by RI. Please explain your process for selecting the vendors for grant purchases.

The process for selecting these organizations was conducted with much diligence, checking references, talking with other projects to determine the local on the ground supporters and those with the best expertise and those willing to work within the parameters of Rotary as described to them by Tinbet Tinstman personally. Ms. Tinstman conducted many, many interviews with potential vendors and on-the ground partners on the phone, via e-mail and by connecting with dozens of agencies and organizations across the world. Connecting with Rotarians and organizations in Europe, Africa and North America – Tinbet left no stone unturned in the search for partners and vendors who would both rise to the level of fidelity required and the level of professionalism desired.

Additionally, Ms. Tinstman is personally going to Kenya to meet face to face with the identified partners and on the ground vendors to oversee the purchasing of the materials and to outline expectations and role and responsibilities while at the same time developing relationships to write and implement a successful Global Grant.

PROJECT FINANCING

NOTE 1: Please attach written confirmation of cash contributions and DDF (District Designated Funds) for all clubs supporting the grant, including the host club.

NOTE 2: No funds should be sent to the District prior to official approval with payment instructions from the Grant Committee. **Grant funds no longer need to be held in a separate Club account. They can now be deposited into the Club operational account as long as there is a clear tracking of the Grant transactions, including the receipt of the Grant funds.**

Rotary Clubs	Cash (US\$)	DDF allocation
Boulder Valley Rotary Club	3,500.00	3,500.00
Boulder Rotary Club	1,500.00	1,500.00
Thompson Valley Rotary Club	2,750.00	
Totals		

TOTAL Rotary Club Cash Contributions	\$
TOTAL funds requested from District (DDF)	\$
Additional outside funding (not matched by District 5450)	\$
Total Project financing (must equal budget on previous page)	\$

RECORDKEEPING

The Rotary Club must retain an inventory of the items purchased with Grant funds. Keep receipts and photographs if possible. For large or expensive items, documentation should include serial numbers, make and model.

Who will own and maintain the equipment? (*Note that a Rotary Club may not own anything purchased with grant funds.*)

The school supplies and teaching equipment will be owned and maintained by UNHCR and its local contractors.

COOPERATING ORGANIZATION

If an organization of any size is involved in the planning or implementation of a Project, then it should be considered a cooperating organization. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization. See the Conflict of Interest information on the District website for further guidance.

If this Project involves a cooperating organization, (neither a Rotary Club nor the project beneficiary) provide the following:

The Lutheran World Federation

Street Address Gitanga Road, Lavington (P.O. Box 40 870, GPO 00100 Nairobi, Kenya

Office phone +254 732 818 818 / +254 723 115 737

E-mail

Please attach 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.

Attach a list of all Rotarians associated with the Cooperating Organization.