

# The Rotary Foundation (TRF) Matching Grants Application

*For grant requests of US\$ 5,000 to US\$ 150,000*

Rotarians may use this application and attach additional pages as needed or may answer the questions below on blank paper, on the condition that the answers follow the same order as the application. Rotarians using the electronic version of the application will find that table cells expand automatically as information is added. *Incomplete applications will be returned to the primary host partner with a brief explanation. See The Guide to Humanitarian Grants (144-EN) for instructions and eligibility and program requirements.*

**Note:** Applications for revolving loan projects and grant requests of US\$25,001 or more have additional requirements. See **The Guide to Humanitarian Grants (144-EN)**, [www.rotary.org](http://www.rotary.org), or contact TRF staff for more information.

## 1. PROJECT DESCRIPTION

### 1. What is the purpose of this project? Provide a brief description.

Install a computer lab with cost effective internet access at a college in Malawi. African Bible College (ABC) has been operating in Malawi since 1989 and currently has 175 students with full boarding services. It is the only degree granting college outside of the University of Malawi school system. ABC is self-supported by student tuition and general charitable donations. By offering a computer lab with broadband internet access to students the educational standards will be advanced significantly.

### 2. How will it meet the needs of the community?

Students will learn today's technology in their computer science courses. They will also utilize the computer lab for internet research as well as for typing papers and projects that are assigned in their other courses. Alumni working in the local community will also be granted access to the computer lab with internet access during the year to help them stay on top of their field as they continue to lead Malawi into the future. Being one of the poorest countries in the world access to this technology will open up a whole new world of information for many and train students to be the future leaders of their country in business, politics, education, humanitarian aid or wherever they are involved.

### 3. How will the host and international partners communicate and work together to implement this project? Please provide specific examples of activities.

The host partners will provide funding and technical consultation while the international partners will assist in equipment requisition, shipping and customs formalities as well as provide oversight during implementation. There has already been communication and cooperation between clubs in central and southern Malawi, Zimbabwe and multiple clubs in Southern California regarding funding arrangements. Many friendships from prior projects done in Malawi have been re-established.

## 2. COOPERATING ORGANIZATIONS

If this project involves a co-operating organization:

Provide the name of the organization below.

Attach a letter of participation from that organization that specifically states its responsibilities, how it will interact with Rotarians in this project, and the organization's agreement to cooperate in any financial review of activities connected with the project.

Attach a letter of endorsement of the organization from the Rotarians in the project country.

Name of organization \_\_\_\_\_

Is the letter of participation from the organizations attached (Yes / No) \_\_\_\_\_

Is the letter from the project country Rotarians attached (Yes / No) \_\_\_\_\_

## 3. RELATIONSHIP TO OTHER RI OR TRF PROJECTS (OPTIONAL)

Is this project related to, or has it resulted from, other Rotary International or TRF projects? (Yes / No):

If so, please identify those projects.

Program	Individual's Name and/or Project #	Program	Individual's Name and/or Project #
WCS Projects Exchange		Group Study Exchange	
Individual Grant		Ambassadorial Scholarships	
3-H Grant		District Simplified Grant	
Matching Grant		Other:	

Could this project benefit from an international volunteer? (Yes / No)	No
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#### 4. PRIMARY HOST PARTNER IN THE PROJECT COUNTRY

List the club or district *in the project country* that assumes joint responsibility for the project.

<b>Rotary Club of</b>	Blantyre	<b>Club ID #</b>	17301
<b>District</b>	9210	<b>Country</b>	Malawi

**Project Committee:** A committee of at least two Rotarians must be established by the primary host partner to oversee the project for its duration, even if the project continues into another Rotary Year.

Primary Contact (must be a member of the above club/district)		Additional Contact	
<b>Name</b>	Agnes Katsonga Phiri	<b>Name</b>	Peter Nkata
<b>Member ID #</b>	5703576	<b>Member ID #</b>	6087698
<b>Rotary Club of</b>	Blantyre	<b>Rotary Club of</b>	Blantyre
<b>District</b>	9210	<b>District</b>	9210
<b>Position/title</b>	ADG	<b>Position/title</b>	Director - International
<b>E-mail</b>	Agnes58@yahoo.com	<b>E-mail</b>	pjlnkata@globemw.net
<b>Street address</b>		<b>Street address</b>	
<b>City / state /postal code</b>	Private Bag 247 Blantyre	<b>City / state /postal code</b>	P.O. Box 435 Blantyre
<b>Country</b>	Malawi	<b>Country</b>	Malawi
<b>Home Tel</b>	265 1621 062	<b>Home Tel</b>	265 1 675 029
<b>Office Tel</b>	265 1 620 288	<b>Office Tel</b>	265 9 964 000
<b>Fax</b>	265 1 623 838	<b>Fax</b>	265 1 675 029
<b>Cellular</b>	265 9 952 109	<b>Cellular</b>	265 9 964 000

#### 5. PRIMARY INTERNATIONAL PARTNER OUTSIDE THE PROJECT COUNTRY

List the club or district *outside the project country* that assumes joint responsibility for the project.

<b>Rotary Club of</b>	Coronado	<b>Club ID #</b>	909
<b>District</b>	5340	<b>Country</b>	USA

**Project Committee:** A committee of at least two Rotarians must be established by the primary international partner to oversee the project for its duration, even if the project continues into another Rotary Year.

Primary Contact (must be a member of the above club/district)		Additional Contact	
<b>Name</b>	Daniel G. Gensler	<b>Name</b>	Bill Sandke
<b>Member ID #</b>	3133719	<b>Member ID #</b>	2191179
<b>Rotary Club of</b>	Coronado	<b>Rotary Club of</b>	Coronado
<b>District</b>	5340	<b>District</b>	5340
<b>Position/title</b>	President-Elect	<b>Position/title</b>	President
<b>E-mail</b>	Dan@genslergroup.com	<b>E-mail</b>	bill@crowncityphoto.com
<b>Street address</b>	520 West Ash Street	<b>Street address</b>	642 I Avenue
<b>City / state /postal code</b>	San Diego, CA 92101	<b>City / state /postal code</b>	Coronado, CA 92118
<b>Country</b>	USA	<b>Country</b>	USA
<b>Home Tel</b>	619-435-6114	<b>Home Tel</b>	619-435-7116
<b>Office Tel</b>	619-230-0545 x103	<b>Office Tel</b>	619-435-6822
<b>Fax</b>	619-374-7488	<b>Fax</b>	619-435-7257
<b>Cellular</b>	619-972-7290	<b>Cellular</b>	

## 6. PROJECT BUDGET

Include a complete itemized budget for the project and indicate which currency is used. Please answer the questions provided about purchase of equipment, materials, or supplies. Use separate pages if necessary. **Pro forma invoices, supplier price quotes, and/or other cost documentation may be required upon request.**

Item to be purchased	Name of supplier	Cost
See attached page		
<b>Total</b> (identify currency)		USD \$ 37,978.00
<b>Exchange rate used</b>		N/a
<b>US\$ Equivalent</b>		
<b>Note: To calculate the total automatically, place your cursor on the cell, click on Table, then Formula, then OK.</b>		

## 7. PURCHASE OF EQUIPMENT

- Who will own equipment and maintain, operate, and secure items purchased with grant funds? (Equipment cannot be owned by a Rotary Club or Rotarian)

African Bible College of Malawi

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

Yes, Windows XP and Microsoft Office are required and yes, they are both provided for in the budget.

- Will training in use and maintenance of technical equipment be provided?

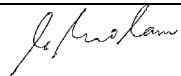
Yes, installation includes technical training and semester long courses will be offered.

- If budget items will be shipped, have arrangements been made for customs clearance?

Yes, items will be shipped and a Rotarian will handle all customs clearance requirements.

## 8. PROPOSED FINANCING

If *SHARE* District Designated Funds (DDF) are part of the funding for this Matching Grant, either attach a letter(s) from the **district Rotary Foundation committee (DRFC) chair(s)** authorizing the use of those funds and specifying the amount *or* have the DRFC chair(s) authorize the use of the *SHARE* funds by signing below. **Only the chair, on behalf of the DRFC, can authorize the use of *SHARE* DDF.** Please list all financing and indicate *cash* or **SHARE (DDF)** amounts.

Rotary Club / District	US\$ Amount Contributing	Cash /DDF	DRFC Chair Authorization
Rotary Club of Coronado	\$14,652	Cash	
Rotary Club of			
Rotary District # 5340	\$6,000	DDF	
Rotary District # 9210	\$2,000	DDF	
<b>Sub-total</b>	\$22,652		
Amount requested from TRF	\$15,326		
Additional funding from other sources			
<b>TOTAL</b>	\$37,978		<b>(Must be equal to budget)</b>
<b>Note: To calculate the subtotal and total automatically, place your cursor in the correct cell, click on Table, then Formula, then OK.</b>			

**9. COMMUNITY NEEDS ASSESSMENT (FOR GRANT REQUESTS OF US\$25 001 TO US\$ 150 000)**

If your grant request is for US\$ 25 001 or more, a community needs assessment must be included. This assessment should demonstrate how the proposed project:

- Is viable and can be maintained by the benefiting community after grant funding has been fully expended
- Involves the benefiting community, including its ownership of the project

Please refer to *The Guide to Humanitarian Grants (144-EN)* for additional information.

Community needs assessment attached (Yes / No)	<input type="checkbox"/>
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**10. PARTNERSHIP AUTHORIZATION**

All Rotary Clubs or districts involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and reporting on it. The partners' signatures confirm that they understand and accept responsibility for the project. Partners may either sign this page or submit a separate letter of commitment.

By signing below, we are agreeing to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all Matching Grant criteria as stated in *The Guide to Humanitarian Grants (144-EN)*.
- We will ensure all cash contributions (as detailed in item 8) will be forwarded to TRF **after** Trustee approval of a Matching Grant.
- We understand that if our club/district or our partner club/ district has overdue progress or final reports for any previously awarded Matching Grants, this application will be returned to the host partner.

HOST PARTNER		INTERNATIONAL PARTNER	
<input checked="" type="checkbox"/>	Club President (if club-sponsored)	<input checked="" type="checkbox"/>	Club President (if club-sponsored)
<input type="checkbox"/>	District Grants Subcommittee Chair (if district-sponsored)	<input type="checkbox"/>	District Grants Subcommittee Chair (if district-sponsored)
Name	Rosemary Mkandawire	Name	Bill Sandke
Title	Club President	Title	President
Rotary Club of	Blantyre	Rotary Club of	Coronado
District #	9210	District	5340
Signature		Signature	
Date	22 February 2006	Date	2/26/06

**11. DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION**

The Trustees strongly suggest that the district grants subcommittee chair from either the host or international district certify the application as complete. *If the application is not complete or eligible, it will be returned to the host partner with a brief explanation.*

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete and meets all TRF guidelines."

	5360
District Grants Sub-Committee Chair Signature	District

**12. REPORTS**

Although *both* partners are responsible for completing progress and final reports, the Trustees require that one partner take primary responsibility for submitting the reports to TRF.

"By signing below, our club/district accepts primary reporting responsibility."

Signature	Rotary Club of Blantyre	District 9210

**6. PROJECT BUDGET**

Include a complete itemized budget for the project and indicate which currency is used. Please answer the questions provided about purchase of equipment, materials, or supplies. Use separate pages if necessary. Pro forma invoices, supplier price quotes, and/or other cost documentation may be required upon request.

Item to be purchased	Name of supplier	Cost
See attached page		
<b>Total (identify currency)</b>		USD \$ 37,978.00
<b>Exchange rate used</b>		N/a
<b>US\$ Equivalent</b>		
<b>Note: To calculate the total automatically, place your cursor on the cell, click on Table, then Formula, then OK.</b>		

**7. PURCHASE OF EQUIPMENT**

1. Who will own equipment and maintain, operate, and secure items purchased with grant funds? (Equipment cannot be owned by a Rotary Club or Rotarian)

African Bible College of Malawi

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

Yes, Windows XP and Microsoft Office are required and yes, they are both provided for in the budget.

3. Will training in use and maintenance of technical equipment be provided?

Yes, installation includes technical training and semester long courses will be offered.

4. If budget items will be shipped, have arrangements been made for customs clearance?

Yes, items will be shipped and a Rotarian will handle all customs clearance requirements.

**8. PROPOSED FINANCING**

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Rotary District # 5340	\$6,000	DDF	Marge Cole
Rotary District # 9210	\$2,000	DDF	J. Peterson
<b>Sub-total</b>	\$22,652		
Amount requested from TRF	\$15,326		
Additional funding from other sources			
<b>TOTAL</b>	\$37,978		<b>(Must be equal to budget)</b>
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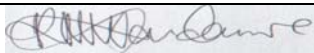
Community needs assessment attached (Yes / No)	
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**10. PARTNERSHIP AUTHORIZATION**

All Rotary Clubs or districts involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and reporting on it. The partners' signatures confirm that they understand and accept responsibility for the project. Partners may either sign this page or submit a separate letter of commitment.

By signing below, we are agreeing to the following:

- All information contained in this application is true and accurate, to the best of our knowledge.
- This application meets all Matching Grant criteria as stated in *The Guide to Humanitarian Grants (144-EN)*.
- We will ensure all cash contributions (as detailed in item 8) will be forwarded to TRF **after** Trustee approval of a Matching Grant.
- We understand that if our club/district or our partner club/ district has overdue progress or final reports for any previously awarded Matching Grants, this application will be returned to the host partner.

HOST PARTNER		INTERNATIONAL PARTNER	
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<input type="checkbox"/>	District Grants Subcommittee Chair (if district-sponsored)	<input type="checkbox"/>	District Grants Subcommittee Chair (if district-sponsored)
<b>Name</b>	Rosemary Mkandawire	<b>Name</b>	Bill Sandke
<b>Title</b>	Club President	<b>Title</b>	President
<b>Rotary Club of</b>	Blantyre	<b>Rotary Club of</b>	Coronado
<b>District #</b>	9210	<b>District</b>	5340
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>	22 February 2006	<b>Date</b>	

**11. DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION**

The Trustees strongly suggest that the district grants subcommittee chair from either the host or international district certify the application as complete. *If the application is not complete or eligible, it will be returned to the host partner with a brief explanation.*

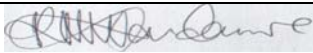
“On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete and meets all TRF guidelines.”

<b>District Grants Sub-Committee Chair Signature</b>	<b>District</b>

**12. REPORTS**

Although *both* partners are responsible for completing progress and final reports, the Trustees require that one partner take primary responsibility for submitting the reports to TRF.

“By signing below, our club/district accepts primary reporting responsibility.”

		
<b>Signature</b>	<b>Rotary Club of Blantyre</b>	<b>District 9210</b>

### 13. COMPLETION CHECKLIST

Before submitting your Matching Grants Application, please take a moment to review this checklist. If you have any questions or concerns, please contact TRF staff (see below).

- Are there written sponsorship confirmations from the club president(s)/district leadership who will be in office during the year of the funding request?
- Does the project meet all grant policies and guidelines (see *The Guide to Humanitarian Grants* (144-EN) or the RI Web site at [www.rotary.org](http://www.rotary.org))? Does the project description clearly state how the project will assist those in need?
- Have both the host and the international partner created committees to oversee the project? Are these individuals correctly listed on the application?
- Have the responsibilities of the project country partner and international partner been outlined? Do they meet the requirements of a Matching Grant project?
- Are there written commitments (or signatures on section 10 of the application) from each primary project partner? If SHARE District Designated Funds (DDF) are used, the current district Rotary Foundation committee chair must provide a written confirmation authorizing use of DDF (or signature on section 8 of the application).
- Is a co-operating organization involved? If so, are there letters from 1) the organization, specifically stating its responsibilities, how it will work with Rotarians, and its agreement to co-operate with any financial review of the project; and 2) the primary host partner, indicating that it has knowledge of the organization and endorses the co-operative effort?
- Does the project involve a revolving loan? If so, is appropriate documentation included?
- If your grant request is for US\$ 25 001 or more, is a community needs assessment attached.
- Has the district grants subcommittee chair certified your application as complete (see section 11 of the application)?

Have you made copies of all documents for your files prior to submitting them to TRF?

**Note:** You will receive a file number when the application is received at RI Headquarters. This does not indicate that the grant has been approved. You will receive an announcement packet if the Trustees approve your completed application. **The project cannot be started until the Matching Grant application has been approved by The Rotary Foundation Trustees.**

Send the completed application and all attachments to:

E-mail: [grants@rotaryintl.org](mailto:grants@rotaryintl.org)

OR

Fax: (847) 866-9759

OR

Matching Grants  
The Rotary Foundation  
One Rotary Centre  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Telephone: (847) 866 3000

