



# Matching Grants 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: Tijuana

City/  
Village: Tijuana

State/  
Province: Mexico

Country: Mexico

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.

Purpose of grant is to provide medical care for children in the vicinity of St Francis Hospital in the southern part of Tijuana. These funds will only be used for families who would be unable to pay. Sometimes because of the lack of medicine at the hospital, some would be turned away. The sisters at the hospital will administer and account to the Rotary clubs for the use of these funds

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

These funds will assist the hospital in caring for sick children in poor families. This will add to their ability to help the poor. They do not depend on us for their survival.

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.)

The Rotarians from Shelter Island have met with Sister Elizabeth to access her needs and feel this to be a worthy cause for Rotarian support. Rotarians from Siglo XXI have also met with Sister Elizabeth from St. Francis hospital and will be involved in overseeing that funds are used properly. Rotarians from San Diego will be responsible for all paperwork and reporting required by The Rotary Foundation

**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. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs for club-sponsored projects or 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 (who receives all information from TRF) have an e-mail address to expedite communication.

**Primary Club/District**

Club: Oeste Club ID number (if known): \_\_\_\_\_

District: 4100 Country: Mexico

**Primary Contact:**

Name: Miguel Vasconcelos Member ID: \_\_\_\_\_

Club: Oeste

Rotary Position: President

Address: Blvd Fundadores 6409

City: Tijuana

State/Province: Baja Ca. Postal code: 22180 Country: Mexico

Email: vasconcelosma@hotmail.com

Home phone: 011-52-664-637-6599 Office phone: 011-52-664-637-6599 Fax: 011-52-664-637-6599

**Project Contact #2:**

Name: Santiago Santana Member ID: \_\_\_\_\_

Club: Oeste

Rotary Position: International Service

Address: Calle Tercera #7964

City: Tijuana

State/Province: Baja Ca Postal code: 22000 Country: Mexico

Email: sdpapel@hotmail.com

Home phone: \_\_\_\_\_ Office phone: 011-52-664-685-6533 Fax: 011-52-664-685-0541

**Project Contact #3:**

Name: Sofia S Vega Member ID: \_\_\_\_\_

Club: Oeste

Rotary Position: International Service

Address: [539 Telegraph Canyon Rd 919](#)

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City: [Chula Vista](#)

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State/  
Province: [Ca](#)

Postal code: [91910](#)

Country: [USA](#)

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Email: [sofiasvega@yahoo.com](mailto:sofiasvega@yahoo.com)

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Home phone: [011-52-664-680-7054](#)

Office phone: [323-988-5687](#)

Fax: [323-988-5699](#)

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**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. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs for club-sponsored projects or 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 (who receives all information from TRF) have an e-mail address to expedite communication.

**Primary Club/District:**

Club TIJUANA OESTE Club ID number (if known) 6902  
 District 4100 Country MEXICO

**Primary Contact:**

Name MIGUEL A. VASCONCELOS Member ID \_\_\_\_\_  
 Club TIJUANA OESTE  
 Rotary position INTERNATIONAL SERVICE  
 Address BLVD. FUNDADORES 6409 M. POB. I  
 City TIJUANA  
 State/Province BAJA CALIFORNIA Postal code 22180 Country MEXICO  
 E-mail vasconcelosma@hotmail.com  
 Home phone (664) 637-0599 Office phone (664) 638-8316 Fax (664) 637-5760

**Project Contact #2:**

Name SANTIGO SALTANA Member ID \_\_\_\_\_  
 Club TIJUANA OESTE  
 Rotary position INTERNATIONAL SERVICE  
 Address CALLE TERCERA #7904, ZONA CENTRO  
 City TIJUANA  
 State/Province BAJA CALIFORNIA Postal code 22000 Country MEXICO  
 E-mail so papel@hotmail.com  
 Home phone \_\_\_\_\_ Office phone 0152-664-655 Fax 323-52664-615-6541

**Project Contact #3:**

Name Sofia S Vega Member ID \_\_\_\_\_  
 Club Tijuana Oeste  
 Rotary position Rotary Foundation and International Service  
 Address 539 Telegraph Canyon Rd 919  
 City Chula Vista  
 State/Province CA Postal code 91910 Country USA  
 E-mail Sofia S. Vega@yahoo.com  
 Home phone 6152-664-680254 Office phone 323-988-5687 Fax 323-988-5699

**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. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs for club-sponsored projects or 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 (who receives all information from TRF) have an e-mail address to expedite communication.

**Primary Club/District**

Club: Shelter Island Club ID number (if known): \_\_\_\_\_

District: 5340 Country: \_\_\_\_\_

**Primary Contact:**

Name: Keith Vance Member ID: \_\_\_\_\_

Club: Shelter Island

Rotary Position: Secretary

Address: 215 Church Ave

City: Chula Vista

State/Province: Ca Postal code: 91910 Country: USA

Email: keithvance@cox.net

Home phone: 619-850-1646 Office phone: 619-427-7774 Fax: 619-427-7878

**Project Contact #2:**

Name: Pauline Lim Member ID: \_\_\_\_\_

Club: Shelter Island

Rotary Position: Program Chair

Address: 1021 Scott St. #263

City: San Diego

State/Province: ca Postal code: 92106 Country: usa

Email: paulinelim@prusd.com

Home phone: 619-995-3663 Office phone: 619-222-0555 Fax: 619-226-6649

**Project Contact #3:**

Name: Brian Zimmerman Member ID: \_\_\_\_\_

Club: Shelter Island

Rotary Position: Treasurer

Address: 3160 Camino Del Rio S. #300

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City: san Diego

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State/  
Province: Ca

Postal code: 92108

Country: USA

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Email: bzimmerman@libertypfs.com

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Home phone: 858-692-2890

Office phone: 619-326-5936

Fax: 619-326-5939

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**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. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary club for club-sponsored projects or 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 (who receives all information from TRP) have an e-mail address to expedite communication.

**Primary Club District**

Club SHELTER ISLAND ROTARY CLUB Club ID number (if known) \_\_\_\_\_  
District 5340 Country USA

**Primary Contact**

Name KEITH A VANCE Member ID \_\_\_\_\_  
Club SHELTER ISLAND ROTARY CLUB  
Rotary position CLUB SECRETARY  
Address 215 CHURCH AVE  
City CHULA VISTA  
State/Province CA Postal code 91910 Country USA  
E-mail ~~keith.vance@audits.sdcoxmail.com~~ keith.vance@audits.sdcoxmail.com  
Home phone 619 850 1646 Office phone 619 477774 Fax 619 477 7878

**Project Contact #1**

Name Pauline Lim Member ID \_\_\_\_\_  
Club Shelter Island Rotary Club  
Rotary position ~~CLUB SECRETARY~~ PROGRAM CHAIR  
Address 1021 Scott Street # 263  
City San Diego  
State/Province CA Postal code 92106 Country USA  
E-mail pauline.lin@prusd.com  
Home phone 619 995 3663 Office phone 619 222 0555 Fax 619 226 6669

**Project Contact #2**

Name BRIAN ZIMMERMAN Member ID \_\_\_\_\_  
Club SHELTER ISLAND ROTARY CLUB  
Rotary position CLUB TREASURER  
Address 3160 Camino del Rio S #300  
City San Diego  
State/Province CA Postal code 92108 Country USA  
E-mail BZimmerman@libertyps.com  
Home phone 619-692-2890 Office phone 619-326-5936 Fax 619-326-5939





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**Subtotal**

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**Exchange rate used**

US\$1 =
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**Total in U.S. dollars**

\$20,000
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**PROJECT FINANCING**

**Explanation:** Clearly list all financing in U.S. dollars 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. 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.

**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.

Host Rotary clubs or districts inside the project country (The primary host club or district must provide at least US\$100.)	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
Rotary Club of Oeste	\$1,000			
International Rotary clubs or districts outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
Rotary Club of Shelter Island	\$9,667			
District 5340 DDF		\$2,000	Marge Cole	Marge Cole
<b>Subtotal, Cash and DDF</b>	\$10,667	\$2,000		
<b>TOTAL Cosponsor contributions</b>	\$12,667			
<b>Total funds requested from TRF (must be at least US\$5,000)</b>	\$7,333			
<b>Additional outside funding (not matched by, or forwarded to, TRF)</b>	-			
<b>Total project financing (must equal budget on page 4)</b>	\$20,000			

## 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/district or Rotarian may not own anything purchased with grant funds.

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Identify who will own equipment and maintain, operate, and secure items purchased with grant funds. (A Rotary club or Rotarian cannot own equipment.)

N/A

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

N/A

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

N/A

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

All items purchased in Mexico

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/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

N/A

## COMPETITIVE GRANTS

**Explanation:** Competitive grants are grants requesting US\$25,001 or above from TRF. Additionally, all revolving loan or microcredit grants are competitive, regardless of the requested amount. Competitive grants are reviewed twice a year at the October and April Trustees' meetings.

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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

If your project involves revolving loans or microcredit, additional information must be provided:

- Revolving Loan Fund Supplement Form
- Revolving Loan Fund Credit Group Plan

Please refer to *The Guide to Matching Grants* (144-EN) and the RI Web site ([www.rotary.org](http://www.rotary.org)) for additional information.

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**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/district agrees to undertake this project as an activity of the club/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, *RVI: The Rotarian 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.
- 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"/> District grants subcommittee chair (district-sponsored)	<input type="checkbox"/> Club president (club-sponsored)	<input type="checkbox"/> District grants subcommittee chair (district-sponsored)
Name	LUIS TORRES LEAL	Name	
Title	PRESIDENT	Title	
Rotary Club	OESTE	Rotary Club	
District #		District #	
Signature		Signature	
Date	10/13/2006	Date	
Primary Contact		Primary Contact	
Name	MIGUEL VASQUEZ	Name	
Signature		Signature	
Date	10/13/2006	Date	
Project Contact #2		Project Contact #2	
Name	SANTIAGO SANTANA	Name	
Signature		Signature	
Date	10/13/2006	Date	
Project Contact #3		Project Contact #3	
Name	Olivia S. Vega	Name	
Signature		Signature	
Date	9-6-06	Date	

**AUTHORIZATIONS**

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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/district agrees to undertake this project as an activity of the club/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, *RVA: The Rotarian 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.
- 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 checked="" 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	SHELTER ISLAND
District #		District #	5340
Signature		Signature	<i>Cheryl Sullivan</i>
Date		Date	10/13/06
Primary Contact		Primary Contact	
Name		Name	KEITH A VANCE
Signature		Signature	<i>Keith Vance</i>
Date		Date	10/13/06
Project Contact #2		Project Contact #2	
Name		Name	PAULINE LIM
Signature		Signature	<i>Pauline Lim</i>
Date		Date	10/13/06
Project Contact #3		Project Contact #3	
Name		Name	Betha Zymaras
Signature		Signature	<i>Betha Zymaras</i>
Date		Date	10/12/06

Application Form - Project D-630

**COOPERATING ORGANIZATION**

**Explanation:** A cooperating organization is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A benefiting entity is the recipient of goods or services and is not considered a cooperating organization.

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/

Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

Province: \_\_\_\_\_

Office phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Web address: \_\_\_\_\_

In addition to the above, the following must be attached:

- Letter of participation from cooperating organization that specifically states:
  - Its responsibilities and how it will interact with Rotarians
  - The organization's agreement to cooperate in any financial review of the project
- A letter of endorsement from the host partner confirming that the cooperating organization works within that country's laws

**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/district accepts primary reporting responsibility."

Print name: \_\_\_\_\_

MIKE MASCARI

Signature: \_\_\_\_\_

MJ Mascari

Rotary club: \_\_\_\_\_

MISSION VALLEY

District: \_\_\_\_\_

5340

**DISTRICT GRANTS SUBCOMMITTEE CHAIR REVIEW**

**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 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, meets all TRF guidelines, and is eligible for funding."

Print name of DGSC: Dan Gensler \_\_\_\_\_

Signature: \_\_\_\_\_

District: 4100 \_\_\_\_\_

Date: \_\_\_\_\_

## COOPERATING ORGANIZATION

**Explanation:** A *cooperating organization* is an organization that is directly involved in the implementation of the project, offering technical expertise and project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization.

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:

- Letter of participation from cooperating organization that specifically states:
  - Its responsibilities and how it will interact with Rotarians
  - The organization's agreement to cooperate in any financial review of the project
- A letter of endorsement from the host partner confirming that the cooperating organization works within that country's laws

## FINAL REPORT

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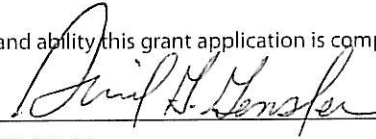
"By signing below, our club/district accepts primary reporting responsibility."

Print name \_\_\_\_\_ Signature \_\_\_\_\_  
 Rotary club \_\_\_\_\_ District \_\_\_\_\_

## DISTRICT GRANTS SUBCOMMITTEE CHAIR REVIEW

**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 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, meets all TRF guidelines, and is eligible for funding."

Print name of DGSC Daniel Gensler Signature   
 District 5340 Date 10/17/2006

## 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 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 Web site 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 all partner contributions listed in the application, noting which contributions will be cash and which will be DDF?

Has the DRFC chair provided his/her signature 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:

Letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, and agreeing to cooperate in any financial review of the project

Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country

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?

### Send the completed application and all attachments to:

Humanitarian Grants Program  
The Rotary Foundation  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Fax: 847-866-3698  
Email: [grants@rotary.org](mailto:grants@rotary.org)

