



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: Lenana Road, Nairobi

City/Village: Nairobi

State/Province: Nairobi

Country: Kenya

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.

The National Spinal Injury Hospital is the only one of its kind in Eastern and Central Africa for the rehabilitation of those who have suffered a spinal cord injury. It has a maximum bed capacity of 40 with a waiting list of over 100 at any given time from its catchment area. The wait for a bed may be between 3 to 6 months. The hospital offers comprehensive medical services including an outpatient department, rehabilitation services, surgical/orthopaedic services and specialized counseling services. This matching grant will be used to provide the hospital with much needed equipment and supplies. The anticipated time to complete this project should be no longer than 1 year.

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

The local community and the Rotary Club of Muthaiga have formed the Friends Organization to support the essential services provided by the hospital and to improve the lives of the patients as much as possible. To help administer their fundraising efforts the National Spinal Injury Trust has been established.

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 host club is actively involved in arranging donations for much needed equipment and supplies for the hospital. They also work with the Board of the National Spinal Injury Hospital and liaise with the Kenyan Paraplegic Organization. They also work closely with the staff of the hospital to insure that appropriate equipment and supplies are obtained for the hospital. The international partners have had a representative from their club visit the National Spinal Injury Hospital and have maintained contact with the host club.

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: Muthaiga Club ID number (if known): 50448
District: 9200 Country: Kenya

Primary Contact:

Name: Geeta Manek Member ID: 3378071
Club: Muthaiga
Rotary Position: Assistant Governor
Address: P.O. Box 11582 - 00400
City: Nairobi
State/Province: N/A Postal code: N/A Country: Kenya
Email: market@nbi.ispkenya.com
Home phone: 254-20-4180223 Office phone: (254-20) 3873563 Fax: (254-20) 3875474

Project Contact #2:

Name: Sundeep Raichura Member ID: 3242521
Club: Muthaiga
Rotary Position: Past-President
Address: P.O. 52439 - 00200
City: Nairobi
State/Province: N/A Postal code: N/A Country: Kenya
Email: SRaichura@aforbis.co.ke
Home phone: _____ Office phone: (254) 20-216 986 Fax: (254) 20-221470

Project Contact #3:

Name: Jay Manek Member ID: 6154555
Club: Muthaiga
Rotary Position: President Elect
Address: 11582 - 00400
City: Nairobi
State/Province: N/A Postal code: N/A Country: Kenya
Email: mercheal@nbi.ispkenya.com
Home phone: 254-20-4180223 Office phone: 254-20-3743321 Fax: 254-20-3741231

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: San Diego Downtown Breakfast Club ID number (if known): 27568
District: 5340 Country: USA

Primary Contact:

Name: Mel Gallegos Member ID: 2009934
Club: San Diego Downtown Breakfast
Rotary Position: President-Elect
Address: 12686 Springbrook Dr., Unit E
City: San Diego
State/Province: CA Postal code: 92128-5080 Country: USA
Email: mel.gallegos@prodigy.net
Home phone: 858-705-1403 Office phone: 858-499-6060 Fax: 858-486-1794

Project Contact #2:

Name: Caroline Chen Member ID: 5979973
Club: San Diego Downtown Breakfast
Rotary Position: International Service Co-Chair
Address: 100 Tunapuna Lane
City: Coronado
State/Province: CA Postal code: 92118 Country: USA
Email: ccchen@san.rr.com
Home phone: _____ Office phone: 619-423-1512 Fax: _____

Project Contact #3:

Name: Leah Swearingen Member ID: 1896661
Club: San Diego Downtown Breakfast
Rotary Position: International Service Co-Chair
Address: 701 Kettner Blvd., No. 125
City: San Diego
State/Province: CA Postal code: 92101 Country: USA
Email: leah@swearingencom.com
Home phone: _____ Office phone: 619-231-8401 Fax: _____

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 Muthaiga	\$100			
International Rotary clubs or districts outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
Rotary Club of San Diego Downtown Breakfast	\$6,000			
District 5340 DDF		\$4,000		
Subtotal, Cash and DDF	\$6,100	\$4,000		
TOTAL Cosponsor contributions	\$10,100			
Total funds requested from TRF (must be at least US\$5,000)	\$7,050			
Additional outside funding (not matched by, or forwarded to, TRF)	-			
Total project financing (must equal budget on page 4)	\$17,150			

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Rotary Club of Muthaiga	\$100			
International Rotary clubs or districts outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
Rotary Club of San Diego Downtown Breakfast	\$6,000		SANDRA J. RIMER	<i>Sandra J Rimer</i>
District 5340 DDF		\$4,000		
Subtotal, Cash and DDF	\$6,100	\$4,000		
TOTAL Cosponsor contributions	\$10,100			
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Additional outside funding (not matched by, or forwarded to, TRF)	-			
Total project financing (must equal budget on page 4)	\$17,150			

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.

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

The National Spinal Injury Hospital

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

The National Spinal Injury Hospital

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

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.

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) for additional information.

AUTHORIZATION


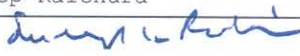
Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, 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, RVM: 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 checked="" type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input checked="" type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	Robert Foulser	Name	Mike Whitehurst
Title	Club President	Title	Club President
Rotary Club	Muthaiga	Rotary Club	San Diego Downtown Breakfast
District	9200	District	5340
Signature		Signature	
Date	21/July/2007	Date	

Primary Contact		Primary Contact	
Name	Geeta Manek	Name	Mel Gallegos
Signature		Signature	
Date	21/July/2007	Date	
Project Contact #2		Project Contact #2	
Name	Sundeep Raichura	Name	Caroline Chen
Signature		Signature	
Date	21/July/2007	Date	
Project Contact #3		Project Contact #3	
Name	Jay Manek	Name	Leah Swearingen
Signature		Signature	
Date	21/July/2007	Date	

AUTHORIZATION

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, RVM: 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 checked="" 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	Robert Foulser	Name	Mike Whitehurst
Title	Club President	Title	Club President
Rotary Club	Muthaiga	Rotary Club	San Diego Downtown Breakfast
District	9200	District	5340
Signature		Signature	<i>M. Whitehurst</i>
Date		Date	7-25-2007

Primary Contact		Primary Contact	
Name	Geeta Manek	Name	Mel Gallagos
Signature		Signature	<i>Mel Gallagos</i>
Date		Date	8/1/2007
Project Contact #2		Project Contact #2	
Name	Sundeep Raichura	Name	Caroline Chen
Signature		Signature	<i>Caroline Chen</i>
Date		Date	08/01/07
Project Contact #3		Project Contact #3	
Name	Jay Manek	Name	Lesly Swearingen
Signature		Signature	<i>Lesly Swearingen</i>
Date		Date	8/1/07

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: _____
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: Geeta Manek Signature: 
Rotary club: Muthaiga District: 9200

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: 5340 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: _____
 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: Geeta Manek Signature: _____
 Rotary club: Muthaiga District: 9200

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: *Daniel H. Gensler*
 District: 5340 Date: 8/7/07

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)?
- 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