



## GLOBAL GRANT APPLICATION TEMPLATE

The following pages outline the questions you will be asked on the online global grant application. You can use this document for planning purposes. Find the actual grant application at [www.rotary.org/grants](http://www.rotary.org/grants).

### PLANNED ACTIVITIES

In a few short sentences, tell us your objectives for this global grant.

Facilitate the access to micro-credits with sustainable approach to groups of women of the rural area participants of the project of coffee that it is developing in the municipalities of San Juan Comalapa, San Jose Poaquil and San Martin Jilotepeque.

To promote the entrepreneurial women anxious to initiate or expand their family or individual business offering to them the opportunity to stand out diversifying their income in community business orientated to the following activities: poultry, community trades (typical suits, shops and hand crafts), vegetables among others.

To increase the women's participation in the business of production and commercialization of coffee in the zone, working with leading women of the rural areas at three municipalities.

To stimulate the rural development by means of the active participation of the women, developing an important role inside of productive activities and in the community decisions to achieve improving the quality of life of their families.

Who will benefit from this global grant? Provide the estimated number of direct beneficiaries.

Direct beneficiaries will be around 300 Kakchiquel women and their families (about 1200 people including all family members)

Which of the following activities will this global grant fund?

Humanitarian project focusing on sustainable rural development.

### HUMANITARIAN PROJECT

Where will your project take place?

The project will take place in the municipalities of San Juan Comalapa, San José Poaquil and San Martin Jilotepeque, Guatemala.

When do you anticipate your project will take place?

From: \_\_\_\_\_ Until: \_\_\_\_\_

Outline your project implementation schedule. (Add additional lines as needed)

No.	Activity	Duration
1	Presentación y promoción del programa de micro-créditos en las comunidades. Presentation and promotion of microcredit program among communities	30 days
2	Conformación y selección de grupos interesados en el proyecto. Selection of interested women groups	30 days
3	Socialización de Políticas y procedimientos de crédito. Socialization of credit policies and procedures	7 days
4	Elaboración de documentos de crédito: manual de créditos reglamento interno y reglamento de créditos. Document processing credit: credit manual, internal rules and regulations of credit.	15 days
5	Elaboración del cronograma para otorgamientos de créditos. Elaboration of the timetable for grants of credits.	30 days
6	Llenado de la solicitud para aplicar a un micro crédito. Filling the application to apply for a micro credit.	15 days
7	Recolección y revisión de papelería de posibles beneficiarios. (socialización de doc.) Information collection and review of potential beneficiaries. (socialization of doc.)	60 days
8	Firmas de convenio por parte de las beneficiarias finales. Agreement signatures by the final beneficiaries.	7 days
9	Elaboración de un cronograma de capacitaciones orientadas al uso eficiente del micro crédito adquirido. Developing a training schedule aimed at efficient use of microcredit acquired.	7 days
10	Capacitaciones y seguimiento a emprendimientos Training and monitoring projects	Ongoing

11	Desarrollo de intercambio de experiencias entre socias.  Development of exchange of experience between partners.	Quarterly
12	Análisis de los logros e impactos obtenidos mediante la implementación del programa de micro-créditos.  Analysis of the achievements and impacts obtained through the implementation of micro -credits program.	At the end of the project
13	Medición del alcance y desarrollo obtenido mediante la ejecución del proyecto en las tres comunidades.  Measuring the extent and development achieved through the implementation of the project in the three communities	At the end of the project
14	Evaluación final del proyecto (actualizar metas para proyectos futuros y socializar las mejores experiencias positivas)  Final evaluation of the project (upgrade goals for future projects and socialize the best success stories)	At the end of the project

What community needs will your project address and how were these needs identified? Provide any relevant data or survey results.

Limited access to credit and rural micro-enterprise assistance programs, especially for productive activities to small scale.

Low participation of women in decision-making micro business.

Lack of strategies of capital for productive and commercial activities at the individual and organizational level.

Low productivity.

The needs mentioned above were identified during the rural assessment carried out by the Fundation Hanns R. Neumann in the framework of his project of sustainable coffee cultivation in the region. This was carried out at the beginning of December 2015.

The dynamic has always been listen, observe, and better understand the environment based on the socialization of new forms of participatory rural development approach with strong focus to the participation of women in the rural areas.

Detail how your project will address these community needs.

With the microcredit fund, one expects to inject the capital to existing and new business (business related to the coffee, vegetables, trades, neighborhood' shops, hand crafts, imitation jewelry, etc.) to contribute to the improvement of the living conditions of the families.

The groups of women will be organized, prioritizing needs and diverse opportunities to offer access to micro-credits helping them with group and personalized training and technical advising.

There will be stimulated the participation of the women of the rural area in the search of alternatives to solving the community problems, departing from the role of leadership of the same ones and from the experience acquired to promote the sustainability.

How were members of the local community involved in planning the project? Does your project align with any current or ongoing local initiatives?

The microcredit project is a complementary initiative to the project of caficultura sustainable implemented by the Foundation Hanns R. Neumann. In meetings with women producing coffee, there was done a study of the needs, as well as of the financial offer and training. Their contributions were taken in account for the formulation of the project.

Describe any training, community outreach, or educational programs, if applicable, and who will conduct them. How will recipients be selected?

The training program in coffee, productive diversification and business organizational processes will be carried out by the technical team of the Foundation Hanns R. Neumann. Con fondos de los Rotarios will be contracted a person who will provide specific training in entrepreneurship, and will follow-up the business with the support of the team of the Foundation Hanns R. Neumann and the producers' organizations.

The microcredit project will be promoted in organizations and groups served by the Project of the Foundation Hanns R. Neumann. Women interested in accessing the microcredit under the conditions of the program (joint credit or credito mancomunado) can sign up, presenting their project for which they wish financing so that the credit committee with the coaching of the person to be contracted for the supervision, they analyze the viability and decide on the credit amount to granting. The project is opened to all women who want to organize themselves and are willing to conform to the rules of the Microcredit Fund.

Note: If the project includes microcredit activities, a completed [Application Supplement for Microcredit Projects](#) must be submitted with the application.

## VOCATIONAL TRAINING TEAM

Identify the vocational training team(s): (Add additional lines as needed)

No.	Team Name	Type	Location of	Departure	Return
-----	-----------	------	-------------	-----------	--------

			training		

What training needs will the team(s) address and how were these needs identified? Provide any relevant data or survey results.

Detail the specific objectives for the training, including expected positive changes in recipient knowledge, abilities, and/or skills.

How were members of the local community involved in planning the training? Does the training align with any current or ongoing local initiatives?

How will you support training recipients so that skills received through training are kept up-to-date?

**Note: A completed [VTT Itinerary](#) must be submitted with the application.**

VOCATIONAL TRAINING TEAM MEMBER APPLICANTS WILL ANSWER THE FOLLOWING QUESTIONS:

How does your educational and professional experience relate to the selected area of focus?

What is your role in this training? Describe how you will participate.

## SCHOLARSHIP – TO BE DETERMINED

What are the scholarship candidate's estimated travel dates?

How did you select this candidate?

In what ways is this candidate qualified to receive a global grant scholarship?

SCHOLAR APPLICANTS WILL ANSWER THE FOLLOWING QUESTIONS:

List the two educational institutions you have most recently attended:

Provide the following information about the academic program you plan to attend:

Matriculating educational institution (including city and country):

Language of instruction:

Website:

Academic program:

Academic program start date:

Academic program end date:

List the classes you plan to take and provide any relevant links to information about the program.

How does your educational, professional, or volunteer experience align with Rotary's goals in the selected area of focus?

What are your plans immediately after the scholarship period?

How do your long-term professional goals align with Rotary's goals in the selected area of focus?

## AREAS OF FOCUS

Select the applicable area(s) of focus and goal(s) that your activity will support:

It is a Project of human development.

The goal is facilitating access to micro credits with sustainable approach to groups of women who are involved in projects of coffee, in an indirect manner.

One of the purposes is to improve the level of human development with the active participation of women in the three municipalities of Chimaltenango.

The proposal raised the capitalization option for every woman involved with Q2, 000.00 maximum amounts (\$263.00) and a minimum of Q500.00 (\$66.00), the monthly amortization of microcredit will be made through deposits in a bank account and with a combined scheme that guarantees the recovery of credit, promote high accountability and financial discipline that allows in the future being identified as

groups and people eligible for funding from banks or credit.

The communities need development, water and sanitation, education, literacy and food. This is a war torn region where 1000s of people were killed and they are struggling to make the communities sustainable

This project will impact.

- domestic violence
- peace in the villages
- self-sufficiency
- basic literacy for the women
- overall community economic development

Which goals will your activity support?

Through

Training on microcredit management, by addressing issues related to: investment, the difference between spending and investment, how to determine profit, how to build equity, etc.

Follow up to the enterprises.

Designing business plans and marketing strategies for the production.

Search for viable alternatives for investment advice.

How will you meet these goals?

Through grouping the women in Chimaltenango (San Juan Comalapa, San José Poaquil and San Martín Jilotepeque) in micro regions. Will be key an organizational structure with roles in leadership and empowerment to promote constructive and purposeful leaders to take forward the rural communities where they come from.

How will you measure your impact? (More information about measures can be found in the [Global Grant Monitoring and Evaluation Supplement](#).)

No.	Measure	Measurement Method	Measurement Schedule	Target
1:	300 women participating in the Microcredit program and receiving training.	Make questionnaires in the trained subjects. Event pictures	Observation, assistance checklist, questionnaires verification.	80% of participants trained in the program of microcredit.

2:	Grouping of participants in 22 micro-regions to facilitate their monitoring.	Report of the Group of 22 communities involved in the program	Grouped Beneficiaries list	100% of the participants receive better information and assistance in a decentralized manner
3:	Beneficiaries share experiences with young daughters to create an informative chain and training from family.	Communities and leaders report the form of socialization of experiences with family	Observation and verbal and written questions to the participants	Encourage 80 % of new generations of young people to be part in family activities.
4	Project participants have better production and marketing strategies for their products and services that will open doors to better opportunities.	Analysis of production and marketing of products according the productions' cycles (short and medium-term)	Reportes de ventas y registro de gastos por periodo.	Improve the condition of life of the beneficiaries, looking for yields higher than 22% in each productive activity

Who will be responsible for collecting information for monitoring and evaluation?

The Foundation Hans R. Neumann Chimaltenango team with the women groups.

## COOPERATING ORGANIZATION

Identify any cooperating organization participating in your project.

Currently no one, but the institutions mentioned below are present in the area and can become entities that cooperate in any line of action for the development of micro-credit project:

Credit union COPECOM

Credit union Intercop.

Agricultural Cooperative San Juan .

Ministry of Agriculture, Livestock and Food MAGA

Describe your process for selecting this organization. What resources or expertise will this organization contribute?



The selection process was based on the work experience of each one in the area, programs that have been developed, cases of successful groups, the experience on the development of credit projects and growth in community coverage.

COPECOM and ITERCOP financial organizations possess experience and facilitate training on the implementation of policies, procedures and regulations to manage the credit resources granted to the beneficiaries.

The Ministry of agriculture, livestock and food MAGA has experience in community development, and socialize experiences of training, and peasant group, the implementation of food security programs and productive programs to achieve a viable rural economic development.

Comprehensive agricultural cooperative San Juan with over 40 years of work in the agricultural area has experience and ties to the Federation of agricultural cooperatives, being this a link to facilitate the marketing of horticultural products and basic grains (corn, beans), etc.

**Note: A Cooperating Organization MOU must be completed for each participating organization.**

## VOLUNTEER TRAVELER(S)

Identify any Rotarian or non-Rotarian whose international travel will be funded by this global grant.

Identify the responsibilities of the volunteer traveler(s) and the specific tasks that each individual will complete.

## PARTNERS

List any additional partners who will participate and identify their responsibilities. This may include Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.

## ROTARIAN PARTICIPATION

Describe the role of the host Rotarians in this activity and list their specific responsibilities.

Describe the role of the international Rotarians in this activity and list their specific responsibilities.

Describe the role that members of the local community will play in implementing your project. What incentives (e.g., compensation, awards, certification, promotion) will you provide to encourage local participation?

Identify any individuals in the local community who will be responsible for monitoring outcomes and ensuring continuity of services. How will you support these individuals to help them take on this leadership role?

## BUDGET

Local currency: Quetzales Exchange rate to 1 USD: 7.62

(Add lines as necessary)

No.	Description	Supplier	Category*	Local cost (GTQ)	Cost in USD
1:	Training and workshops to women beneficiaries in the project over three years (includes M & E)	Fundation HNRS/ Rotary clubs, other advisers	Training M&E	114,300.00	15,000.00
2:	Financing beneficiaries for 3 years of the project	Rotarians	Loans	228,600.00	30,000.00
3:	Transportation, meetings, overhead, administration. bank fees, public relations	Rotarians	Operations	38,097.00	5,000.00
Total budget:				380,997.00	50,000.00

\*The budget categories are selected from a drop down list. The options are Accommodations, Equipment, Monitoring/evaluation, Operations, Personnel, Project management, Publicity, Signage, Supplies, Training, Travel and Tuition

Describe the process for selecting these budget items. Do you plan to purchase any items from local vendors? Have you performed a competitive bidding process to select vendors? Do these budget items align with the local culture and technology standards?

3 earlier related budget items owing to the nature of the project that basically consists of the empowerment of women, the bottom of microcredit as well as some operating expenses have been selected.

Purchases will not be held, but will be awarded credits in cash to women

If for any eventuality arrive the need to make a purchase, will be followed the purchase process of the Hanns R. Neuman Foundation which requires at least 3 quotes, to compare them and justify the purchase.

How will the beneficiaries maintain these items? If applicable, confirm that spare or replacement parts are readily available and that the beneficiaries possess the skills to operate equipment.

N/A as we don't plan to purchase anything

Who will own the items purchased with grant funds at the end of the project, including equipment, assets, and materials? Note that items cannot be owned by a Rotary club or Rotarian.

N/A as we don't plan to purchase anything

## FINANCING

To determine the World Fund match for your global grant, list all sources of funding, specifying contributions from cash, DDF, and other sources. Non Rotarian contributions with no match from TRF can be included in the grant financing if they are being used to purchase grant budget items. These contributions should not be sent to TRF. The total financing must be equal to the total budget of your activity. Note: Project sponsors will now have to contribute an additional 5 percent for cash contributions made to The Rotary Foundation for global grant applications submitted on or after 1 July, to offset processing and administrative costs. The additional 5 percent is not required for contributions sent directly to a project's bank account. (Add rows as necessary)

Funding Method	Organization	Amount (USD)	Extra support	Contribution plus Extra support

DDF contributions:	
Cash contributions:	
World Fund match (maximum):	
World Fund match (requested):	
Financing subtotal (matched contributions + World Fund):	
Total financing:	
Total budget:	

Have you identified a local funding source to ensure long-term project outcomes? Will you introduce practices to help generate income for ongoing project funding?

Source of local resources can be financial institutions as BANRURAL that could constitute a local actor, to promoting saving and strategic capitalization with banking mechanisms feasible.

Will be strategies designed for recapitalization and reinvestment assuming the minimum of risks to ensure recovery, this will be feasible through the strategic alliance with banks as BANRURAL and others, favoring a microcredit project.