



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: Mombasa

City/Village: Mombasa

State/Province: Coast Province

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.

To install hand pumps to 22 existing and new wells.

Presently water is drawn by a pulley and rope system. The hand pump would increase the quantity of water drawn, thus serving more people living in the area. The present rope and pulley is difficult to use, time consuming and impractical.

The Afridev hand pump is a proven hand pump used all over the world which works well and requires low maintenance. The pump would benefit a larger population; provide easier access to water, hygienic and safe, especially to children who usually tend to be around while the women draw the water.

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

Over the years Rotary has managed to dig 30 Water wells in the South and North Coast and other areas. Water continues to be a problem in most areas and the villagers only source of water is from a well or distant mains water line. Recently, some of the wells were inspected and were found to be serving the villagers well, except they had to work hard to draw the water with the rope and pulley system.

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 partner will be in charge of managing the project on-site and grant funds, and provide technical expertise in implementation of project. Photos will be taken at various stages and sent to the international partners. The international partners will keep the Rotarians in their clubs informed of the project status with frequent announcements/presentations. Press releases will be sent. The international partners have also travelled to the project site multiple times in the past.

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: Mombasa Club ID number (if known): 17260
District: 9200 Country: Kenya

Primary Contact:

Name: Musti Mamujee Member ID: 1737862
Club: Mombasa
Rotary Position: International Service
Address: P.O.Box 90600
City: Mombasa
State/Province: _____ Postal code: _____ Country: Kenya
Email: office@mamujeebrothers.com
Home phone: 254 41 2491224 Office phone: 254 41 2316754/5 Fax: 254 41 2230323

Project Contact #2:

Name: Talib Sheikh Member ID: _____
Club: Mombasa
Rotary Position: Director Community Service
Address: P.O.Box 80822
City: Mombasa
State/Province: _____ Postal code: _____ Country: Kenya
Email: md@eselttd.com
Home phone: 254 41 2227667 Office phone: 254 41 2226394 Fax: 254 41 2314260

Project Contact #3:

Name: Mukesh Shanghvi Member ID: _____
Club: Mombasa
Rotary Position: International Service
Address: P.O.Box 86800
City: Mombasa
State/Province: _____ Postal code: _____ Country: Kenya
Email: allied@africaonline.co.ke
Home phone: 254 41 2493256 Office phone: 254 41 3434175 Fax: 254 41 3433183

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: Torrey Pines (La Jolla) Club ID number (if known): 942
District: 5340 Country: USA

Primary Contact:

Name: Philippe Lamoise Member ID: 2272156
Club: Torrey Pines (La Jolla)
Rotary Position: District Governor 2006-07
Address: 816 Ida Avenue
City: Solana Beach
State/Province: CA Postal code: 92075 Country: USA
Email: philippe@lamoise.biz
Home phone: 858-792-6619 Office phone: 619-300-6060 Fax: 858-225-3436

Project Contact #2:

Name: Bernard Streiff Member ID: 3290342
Club: Torrey Pines (La Jolla)
Rotary Position: President 2006-07
Address: 2002 Sonett Street
City: El Cajon
State/Province: CA Postal code: 92019-4151 Country: USA
Email: ranchobernard@yahoo.com
Home phone: 619-440-6511 Office phone: 619-670-7425 Fax: _____

Project Contact #3:

Name: Don Yeckel Member ID: 855851
Club: Torrey Pines (La Jolla)
Rotary Position: Peace Chair
Address: 1616 Nautilus Street
City: La Jolla
State/Province: CA Postal code: 92037 Country: USA
Email: donaldg@san.rr.com
Home phone: 858-459-4573 Office phone: _____ Fax: 858-456-4586

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 Mombasa	\$1,000			
District 9200 DDF		\$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 Torrey Pines (La Jolla)	\$19,667			
District 5340 DDF		\$6,000		
Subtotal, Cash and DDF	\$20,667	\$7,000		
TOTAL Cosponsor contributions	\$27,667			
Total funds requested from TRF (must be at least US\$5,000)	\$17,333			
Additional outside funding (not matched by, or forwarded to, TRF)	-			
Total project financing (must equal budget on page 4)	\$45,000			

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Rotary Club of Mombasa	\$1,000			
District 9200 DDF		\$1,000	VARINDER SUR	
International Rotary clubs or districts outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
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Additional outside funding (not matched by, or forwarded to, TRF)	-			
Total project financing (must equal budget on page 4)	\$45,000			

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.

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

The local village community will manage

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

Not necessary

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

Not applicable

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

Not applicable

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.)?

Not applicable

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	Kurbanhusein Mulla Karimbhai	Name	Bernard Streiff
Title	Club President	Title	Club President
Rotary Club	Mombasa	Rotary Club	Torrey Pines (La Jolla)
District	9200	District	5340
Signature		Signature	
Date		Date	

Primary Contact		Primary Contact	
Name	Musti Mamujee	Name	Philippe Lamoise
Signature		Signature	
Date		Date	
Project Contact #2		Project Contact #2	
Name	Talib Sheikhh	Name	Bernard Streiff
Signature		Signature	
Date		Date	
Project Contact #3		Project Contact #3	
Name	Mukesh Shanghvi	Name	Don Yeckel
Signature		Signature	
Date		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 completion 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 according to 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 have 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 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 an 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	Kurbanhusein Mulla Karimbhai	Name	Bernard Streiff
Title	Club President	Title	Club President
Rotary Club	Mombasa	Rotary Club	Torrey Pines (La. Jolla)
District	9200	District	5340
Signature		Signature	
Date	22.1.07	Date	MAR 14 2007

Primary Contact		Primary Contact	
Name	Musti Mamjee	Name	Philippe Lamoise
Signature		Signature	
Date	22.1.07	Date	03/14/07
Project Contact #2		Project Contact #2	
Name	Talib Sheikh	Name	Bernard Streiff
Signature		Signature	
Date	22.1.07	Date	MAR 14 2007
Project Contact #3		Project Contact #3	
Name	Mukesh Shanghvi	Name	Don Yeckel
Signature		Signature	
Date	22.01.07	Date	03/14/07

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: Not applicable

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: Musti Mamujee Signature: _____

Rotary club: Mombasa 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 information:

Name of organization: Not applicable
Street address: _____
City, State/Province: _____ Postal code: _____ Country: _____
Office phone: _____ Fax: _____
Email: _____ Web address: _____

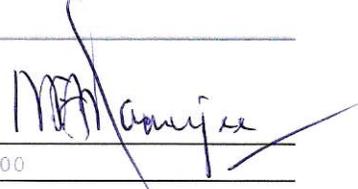
In addition to the above, the following must be attached:

- 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 each partner take primary responsibility for submitting the final report to TRF. It is recommended that the club or district receiving funds should take primary responsibility.

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

Print name: Musti Mamujee Signature: 
Rotary club: Mombasa 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 _____

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
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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 _____

Signature _____

Rotary club _____

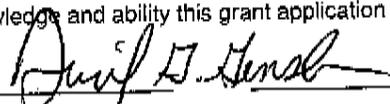
District _____

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 Dan Gensler _____

Signature 

District 5340 _____

Date 3/5/2007 _____

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