

District 5580 World Community Service (WCS) Matching Grant Application

FOR DISTRICT 5580 USE ONLY (once Grant is approved)

District Grant No. WCS -13.2.09 **Date Approved:** [Click here to enter a date.](#)

District Grant Subcommittee Chair Signature: _____

District Rotary Foundation Chair Signature: _____

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 by both the Host Club and International Partnering Club).

This project will focus on the continuing education of the poor children in the Municipality of Sansare, El Progreso, Guatemala. Less than 50% of the Guatemalan children complete the 6th grade. In many Aldeas (small villages) no education is available beyond the 6th grade. A growing trend is to start Tele-secundrias. The secondary schools provide the opportunity for the children to attend the 7th, 8th & 9th grades. This project will help equip the schools with the equipment and tools needed to use Televisions and DVDs with the lessons. In addition it will provide a desk top computer to the Director in Rio Grande Abajo as well as the Vocational Schools Secretary and a Digital Projector for the municipal library which can be checked out by the schools on an as needed basis. It will also provide scholarships to 4 children from families too poor to pay for this continued education. The requested materials and scholarships will be personally delivered by Rotarians representing District 5580 & hopefully a Rotarian from the Vandenberg Village Rotary in California Purchasing of the materials and fund transfers will be through collaboration with the Vista Hermosa Rotary in Guatemala City.

Please provide the name of the project site, the city or village, state or province, and country. Provide a detailed map of the area or provide GPS (Global Positioning Site) coordinates.

List multiple locations, if applicable.

Project Site: Sansare & Aldeas, El Progreso, Guatemala

City/Village: Sansare, El Juez & Rio Grande Abajo

State/Province: El Progreso

Country: Guatemala

GPS coordinates (if no map is provided): [Click here to enter text.](#)

Provide name of ownership of property that structure on which structure is to be built.

[Click here to enter text.](#)

Provide a blueprint/detailed drawing of the proposed structure as an attachment.

Describe the project and the need it will address, including the intended beneficiaries and how the project will benefit the community in need.

It will supply two Tele-Secundarias with TVs, DVD players, (the Ministry of Education will record the lessons for all three grades), a computer and a digital projector for Rio Grande Abajo. A replacement computer for the Secretary for the Vocational school and a digital projector for the Municipal Library It will also provide 4 scholarships to students from families too poor to pay for their continued education. Two scholarships from the two 7th graders given scholarships in 2012 providing they maintained a 80% (B) scholastic average during their 7th grade. They will then be able to attend the 8th grade and Rotary will give two new students Scholarships to attend the 7th grade. In total we will need 6 32" TVs, 6 DVD Players, 2 Digital projectors 2 desktop computers and 4 scholarships.

Provide the estimated length of time needed to complete the project.

Upon arrival it will take less than 1 week to purchase the equipment, deliver it to the two Aldeas and bestow the 4 Scholarships.

Describe how the benefiting community will maintain this structure or project (financing of maintenance, etc.) after grant funding has been fully expended and who will be responsible for sustainability of the structure.

The equipment will be placed in the local school directed either by the Ministry of Education or Padres del Familia (Fathers of the Families). A secure place will be selected (Director's office) to store the equipment. Funds for the Scholarships will be deposited in the local Bank (Guyacan) and overseen by Patty Merlos, our local contact.

Describe specific activities of the Host and International Partners in implementing the project.

Funds will be transferred to the Vista Hermosa Rotary. They will assist District 5580 Rotarians in purchasing the supplies and transfer funds to Guyacan to fund the scholarships. District 5580 Rotarians will personally visit each Tele-secundaria and deliver the equipment as well as bestow the Scholarships to the 4 recipients.

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. (Refer to ***Matching Grant Application Instructions*** for suggestions.) They will manage the logistics of the funds, and help in the purchasing of the equipment,

Explanation: The **Host Partner** is the **Club or District in the project country**. A committee of at least **three (3) 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 sponsoring Rotary Club or NGO 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 D5580 information will be sent to this address. It is **required** that the primary contact (who receives all information from D5580) have an email address to expedite communication.

Primary Rotary Club/District or NGO:

Club: Name and Number and/or NGO: Click here to enter text.

District: Click here to enter text.

Country: Click here to enter text.

Primary Contact:

Name: Click here to enter text.

Member ID (if known): Click here to enter text.

Club Name: Click here to enter text.
Position: Click here to enter text.
Street Address: Click here to enter text.
City/State or Province/Postal Code: Click here to enter text.
Phone: Click here to enter text.
Email Address (**Required**): Click here to enter text.

Project Contact #2:

Name: Click here to enter text.
Member ID (if known): Click here to enter text.
Club Name: Click here to enter text.
Position: Click here to enter text.
Street Address: Click here to enter text.
City/State or Province/Postal Code: Click here to enter text.
Phone: Click here to enter text.
Email Address (**Required**): Click here to enter text.

Project Contact #3:

Name: Click here to enter text.
Member ID (if known): Click here to enter text.
Club Name: Click here to enter text.
Position: Click here to enter text.
Street Address: Click here to enter text.
City/State or Province/Postal Code: Click here to enter text.
Phone: Click here to enter text.
Email Address (**Required**): Click here to enter text.

Explanation: The **International Partner** is the Club or District outside the project country. In this case, **the International Partner would be a Club in District 5580**. A committee of at least three (3) Rotarians must be established to oversee the project. The primary contact must be a member of the primary Club identified below. The project committee must be composed of members of the sponsoring Rotary Club(s) for Club-sponsored projects or 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 D5580 information will be sent to this address. It is **required** that the primary contact (who receives all information from D5580) have an email address to expedite communication.

Primary Club/District:

Club or District Name: Click here to enter text.
Club ID Number: Click here to enter text.
District #: 5580
Country: USA CAN

Primary Contact:

Name: Click here to enter text.
Member ID (if known): Click here to enter text.
Club Name: Click here to enter text.
Position: Click here to enter text.

Street Address: Click here to enter text.
 City/State or Province/Postal Code: Click here to enter text.
 Phone: Click here to enter text.
 Email Address (**Required**): Click here to enter text.

Project Contact #2:

Name: Click here to enter text.
 Member ID (if known): Click here to enter text.
 Club Name: Click here to enter text.
 Position: Click here to enter text.
 Street Address: Click here to enter text.
 City/State or Province/Postal Code: Click here to enter text.
 Phone: Click here to enter text.
 Email Address (**Required**): Click here to enter text.

Project Contact #3:

Name: Click here to enter text.
 Member ID (if known): Click here to enter text.
 Club Name: Click here to enter text.
 Position: Click here to enter text.
 Street Address: Click here to enter text.
 City/State or Province/Postal Code: Click here to enter text.
 Phone: Click here to enter text.
 Email Address (**Required**): Click here to enter text.
Explanation: Official Exchange Rates can be found at:
www.rotary.org/newsroom/downloadcenter/support/rates.html. Please use the most recent rate.

NOTE: The host club/district contributions are NOT matched by D5580.

ITEMIZED BUDGET TO BE COMPLETED BELOW:

Budget Item	# Units	Amount Each	Subtotal
Scholarships	4	Q975.00	Q3,900.00
32" Television	6	Q3,640.00	Q21,840.00
DVD players	6	Q470.00	Q3,666.00
Digital Projector	2	Q3,600.00	Q7,200.00
Desk top Computer	2	Q4,900.00	Q9,800.00

Total

Q46,406.00

Subtotal all items in country currency: \$Q46,406, \$5,949.49

Exchange rate used US \$1 = \$Q7.8

Explanation: Clearly list all financing in US dollars in the section below, noting which funds will be contributed in cash and which will be contributed from D5580 WCS funds. Use of WCS must be approved by the Grants Subcommittee and authorized by the District Rotary Foundation Chair. **The Host Club or District must provide at least \$100 in cash**, and it is highly recommended that they match as much as possible with “in kind” donations of sweat equity whenever possible.

Note: *A project bank account must be established in District 5580 or Host Country before WCS Grant Funds will be distributed. When established and total club/cash contributions have been deposited into the account, the WCS Grant matching funds will be sent directly to the project bank account.*

Host Club (Project Country) cash donation: \$100

D5580 Rotary Club(s) or District outside the Project Country:

Cash (US\$): \$2925

Subtotals, Cash: \$3,025

Total Cosponsor Contributions: \$0

Total Funds requested from D5580 WCS Fund: \$2,925

Additional outside funding not matched by WCS fund: \$2,925

Total Project Financing (Must equal budget): \$5950

Explanation: Before an application is submitted to D5580, project partners should discuss various planning details. The questions and statements 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. **The equipment will be owned and maintained by the school and governing body.**
- Will training in use and maintenance of technical equipment be provided? If so, who will provide such training? **No Training will be required. The Ministry of Education will record the lessons on the blank DVDs. The scholarships will be managed in country by Patty Merlos who lives in Sansare. The computer for the Vocational school and the digital projector will be maintained by the Municipality.**
- Is software necessary to operate any items? **No software is required.** 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. **Materials will be purchased in Guatemala and transported by Rotary Team Members.**
- Provision of plumbing and electrification to structures where people live or work may be funded with WCS funds. Have plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.) been considered and funded? **Electricity is existing in both schools, the Vocational school and the library.**

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 Chair for District-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the projects.

All Rotary Clubs, Districts and Rotarians involved in this project are responsible to D5580 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 the proper bank account after approval of the grant.
- District 5580 may use information contained in this Application to promote the project by various means, such as the D5580 Website, the District Newsletter and other publications of the District.
- The partners agree to share information on the best practices when asked, and D5580 may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and believe, 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 D5580 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 D5580 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 D5580. (**NOTE:** Any and all exceptions must be explained in an attached statement.)

Host Partner

President (Club-sponsored)

District Grants Subcommittee Chair (District-sponsored)

Name (print): Click here to enter text.

Title: Click here to enter text.

Rotary Club Name or

NGO: Click here to enter text.

District #: Click here to enter text.

Signature: _____

Date: Click here to enter a date.

International Partner

Club President (Club-sponsored)

District Grants Subcommittee Chair (District-sponsored)

Name (print): Click here to enter text.

Title: Click here to enter text.

Rotary Club: Click here to enter text.

District 5580

Signature: _____

Date: Click here to enter a date.

Explanation:

A *cooperating organization* (for example, an NGO) 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 cooperation organization. If this project involves a cooperating organization (neither a Rotary Club nor the beneficiary of the project), provide the following:

Name of Organization: Click here to enter text.

Street Address: Click here to enter text.

City, State/Province, Postal Code, Country: Click here to enter text.

Office Phone: Click here to enter text.

Email Address: Click here to enter text.

Web Address: Click here to enter text.

Also, have the project contact provide the Project Contact information as listed above.

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.

Explanation: Although both partners are responsible for completing the Interim and Final reports, *D5580 requires that one (1) partner take primary responsibility for submitting the Final Report to D5580. It is recommended that the primary project Club in D5580 takes this responsibility.*

By signing below, our Club accepts Primary Reporting responsibility.

Print Name: Click here to enter text.

Signature: _____

Rotary Club Name: [Click here to enter text.](#)
District 5580

Before submitting your Matching Grant Application, please take a moment to review this checklist.

- ✓ Does the project meet all grant policies and guidelines?
- ✓ 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?
- ✓ How will 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?
- ✓ Is ownership of the property on which the structure will be located clearly stated?
- ✓ Is a blueprint/detailed drawing of the structure included?
- ✓ Are all partner contributions listed in the application, noting which are from the WCS fund?
- ✓ Have the Club Presidents from the host and international partners provided their authorizing signatures?

If a cooperating organization is involved, please make sure the following letters are 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.
- ✓ Has the District Grants Subcommittee Chair of D5580 certified that the Application is complete and eligible?

***** Have the partners made copies of all documents for their files prior to submitting them to D5580?**

***** Completed Applications should be sent to:**

- ✓ District 5580 Office: bigfish@uslink.net
- ✓ Grants Subcommittee Chair (See Member Roster on Grants Website)

If you have any questions or concerns, please contact the Grants Subcommittee Chair.



7a. avenida 3-74 zona 9. Guatemala, Guatemala 01009
Teléfonos: (502) 2334-0082/83

October 28, 2012

Mr.
Larry Ornberg
President
Fargo-Moorhead AM Rotary Club

Dear Larry:

As President of Guatemala Vista Hermosa Rotary Club, I would like to invite you and your club of Fargo-Moorhead AM, our sister club, to help us with a project that will focus on the continuing education of poor children in Sansare, El Progreso, Guatemala.

The project will provide the following:

- Key equipment and tools needed to use TV and DVD's for school lessons at schools providing distance education for 7th, 8th and 9th graders
- A desktop computer to the Principal of the school at Rio Grande Abajo.
- A digital projector for the Municipal Library, which can be checked out by schools as they need it
- Scholarships for 4 children from families living in extreme poverty.

This project will definitely help to improve educational conditions at Sansare and surrounding villages.

Your support for the project will be highly appreciated and we will be grateful for all the assistance and support you can give us to give children in school age a better chance for education. Our club is and will continue to be fully committed to serve in Sansare and the surrounding area.

Hoping to hear from you soon, I remain.


Martin Garcia
President 2012-2013
Club Rotario Guatemala Vista Hermosa