



## DISTRICT 5110 GLOBAL GRANT PRE-APPLICATION -- REQUEST FOR DDF

**December 11, 2019**

**Submitted by: Rotary Club of Bend, RC**

Step 1: Basic information

**What's the name of your project?**

Botswana Ghanzi District School Library Books Project

**What type of project are you planning? (humanitarian project, vocational training, scholarship)**

Humanitarian project – Basic Education and Literacy

**Select the primary host and international contacts for this project.**

Primary Host Sponsor Contact: William McLellan, Rotary Club of Gaborone (RD 9400)  
E-Mail: [rtn.bill@gmail.com](mailto:rtn.bill@gmail.com)  
Cell: +267 71302909

Primary International Sponsor Contact: Michael Dillard, Rotary Club of Bend (RD 5110)  
E-Mail: [mdillard@bendcable.com](mailto:mdillard@bendcable.com)  
Cell: 541-408-7094

Step 2: Committee members

**Who will serve on the grant's host committee?**

William McLellan, Casmir Jongman and Humphrey Chawafambira-- Rotary Club of Gaborone

**Who will serve on the grant's international committee?**

Michael Dillard, Shelley Rotondo and Peter Deuel – Rotary Club of Bend

**Do any of these committee members have potential conflicts of interest? If so, please briefly explain.**

No conflicts of interest.

### Step 3: Project overview

#### **Tell us a little about your project. What are the main objectives of the project, and who will benefit from it?**

The main objective of the Project is to deliver badly needed early reading and fiction library books to impoverished students in the primary and secondary schools in the rural, economically depressed Ghanzi District of Botswana,

An additional objective of the Project is to provide

training for Ghanzi District teachers in library management, methods of improving child literacy and ways to promote a culture of reading.

Another objective of the Project is to furnish needed bookshelves and library furniture to Ghanzi District schools.

The primary beneficiaries of the Project will be the Ghanzi District school children, who will have access to good quality early reading and fiction/leisure books that they otherwise would not have. The families of the students will also benefit as the books are brought home on loan.

Additional beneficiaries will be Ghanzi District teachers who will receive training to support their efforts to improve their students' literacy and to introduce their students to the world of pleasure reading.

In this Project the Host sponsor and International Rotary clubs will be partnering with three cooperating organizations:

- 1. Books for Africa (“BFA”)** is a nonprofit charitable organization headquartered in St. Paul, MN, dedicated to collecting, sorting, and shipping good quality used and new books to Africa.
- 2. Botswana Book Project (“BBP”)** is a volunteer led non-profit in Botswana, which facilitates the donation of books and literacy materials to schools, community libraries and other institutions in Botswana.
- 3. Ministry of Basic Education of Botswana (“MOBE”)**, is the governmental agency which operates the public schools in Botswana.

### Step 4: Area of focus

#### **Which area of focus will this project support?**

Select at least one area.

- Peacebuilding and conflict prevention
- Disease prevention and treatment
- Water, sanitation, and hygiene
- Maternal and child health
- Basic education and literacy
- Community economic development

## Step 5: Measuring success

### Which goals of this area of focus will your project support?

1. Supporting activities and training to improve education for children and literacy for children and adults.
2. Supporting programs that strengthen a community's ability to provide basic education and literacy to all.

### How will you measure your project's impact?

Measure	Collection Method	Frequency	Beneficiaries
Number of schools that received library books from the project.	Grants records and reports Direct observation	Once, when books are delivered by Project to schools	All students and teachers at the schools.
The quantity of books delivered by the Project to the individual schools,	Grants records and reports Direct observation	Once, when books are delivered to schools	All students and teachers at the schools.
Number of schools that allow students to check out books and take them home to read.	School's records Direct observations	Semi-annual	Students who checked out books, and their families
Number of times that students checked out library books during a school year.	School's records Direct observations	Annually	Students who checked out books, and their families
Number of teachers receiving training.	Grant records and reports Direct observation	Once, following teacher training session.	Teachers who received training and their students
Number of schools that received bookshelves or library furniture from the Project.	Grant records and reports Direct observation	Once, six months after books delivered to schools.	All students and teachers at the schools.

## Do you know who will collect information for monitoring and evaluation?

Botswana Book Project in cooperation with the Ministry of Basic Education, Ghanzi District Education Office and officials of individual Ghanzi District schools.

## Step 6: Location and dates

### Humanitarian project

#### Where and when will your project take place?

Our Project will take place in the Ghanzi District in western Botswana.

Our Project, including follow-up monitoring and evaluation, will take place during a three-year period, 2020 through 2023.

## Step 7: Participants

### Cooperating organizations

Provide the name, website and location of each cooperating organization.

Name	Website	Location
Books for Africa	<a href="http://www.booksforafrica.org">www.booksforafrica.org</a>	370 Selby Ave. Ste.305 Saint Paul, MN 55102
Botswana Book Project	<a href="http://botswanabookproject.org">botswanabookproject.org</a> <a href="https://www.facebook.com/botswanabookproject">www.facebook.com/botswanabookproject</a>	Plot 12222 Extension 2 - Selemelo Gaborone, Botswana  PO Box 301483 Tlokweng, Botswana
Ministry of Basic Education of Botswana	<a href="http://www.gov.bw/en/Ministries--Authorities/Ministries/Ministry-of-Education-and-Skills-Development/About-Us/Departments/Basic-Education1/">www.gov.bw/en/Ministries--Authorities/Ministries/Ministry-of-Education-and-Skills-Development/About-Us/Departments/Basic-Education1/</a>	Government Enclave Block 6 Gaborone Botswana  Private Bag 297 Gaborone, Botswana

### Why did you choose to partner with this organization and what will its role be?

Books for Africa (“BFA”)	BFA is a highly rated nonprofit charitable organization headquartered in St. Paul, MN, dedicated to collecting, sorting, and shipping good quality used and new books to Africa. BFA will provide a shipping container of approximately 55,0000 high quality books to the Project, <u>at no cost</u> , except for the Project’s payment of the ocean and overland shipping costs.
Botswana Book Project (“BBP”)	BBP is a volunteer led non-profit in Botswana, devoted to facilitating the donation of books and literacy materials to schools, community libraries and other institutions in Botswana. BBP, primarily through its director, Andrea Malenya, has a longstanding working relationship with the Ministry of Basic Education of Botswana, which operates all public schools in Botswana. BBP will provide critical in country coordination and management for the Project. Over several decades, BBP has worked with many other donation sources, to fund the provision of library books to schools in Botswana.
Ministry of Basic Education of Botswana (“MOBE”)	The Ministry of Basic Education of Botswana (“MOBE”), which operates the public-school system for all of Botswana, is an essential partner for this Project. With coordination and management provided by BBP, our Project will work with MOBE and school officials in the Ghanzi District regarding:  (1) completing specific needs assessment for individual schools,  (2) planning and conducting teacher training,  (3) planning and completing the provision of book shelves, furniture, etc. to schools, that need them, and  (4) transporting and delivering the library books to the schools and holding hand-over ceremonies.

### Partners

Partners may include other Rotary clubs, Rotaract clubs, Rotary Community Corps, or individuals.

### List any other partners that will participate in this project.

In our Project, with the help of our partners BBP and the MOBE, we will work to obtain participation by the following additional partners in the villages and rural areas where the Ghanzi District schools are located.

School Heads and PTA's	Involving school heads and PTA's in promoting establishment and utilization of school libraries will enhance the success of this Project.
Local Chiefs ("Kgosi")	Involving local village chiefs in promoting establishment and utilization of school libraries will enhance the success of this Project.
Village Development Committees ("VDC")	A VDC is a 10-member elected committee that works with people in their village area to address their needs. BBP will explore working with VDCs to have out-of-school unemployed youths to build bookshelves.
A possible Rotary Community Corp in Ghanzi village.	With the help of Host Rotarians from the Gaborone Rotary Club, we will explore the possible creation of a Rotary Community Corp in Ghanzi village, to build bookshelves for the Ghanzi District schools. Project funds could be used to provide the materials.

### **Rotarian participants**

**The Rotary Host Sponsor Club is the Rotary Club of Gaborone, District 9400**

**The Rotary International Sponsor Club is the Rotary Club of Bend, District 5110**

These two sponsoring clubs have agreed to partner on this Project. The International Sponsor Club, the Bend Rotary Club, is applying for DDF funding from its District, No. 5110, and if District approval for the Project is received, the International Sponsor Club will file and pursue the Global Grant application for the Project with TRF.

The two sponsoring clubs have had preliminary communications regarding the respective roles of the clubs in the Project, but at this early stage the specific allocation of roles and responsibilities have not been determined. The specific allocation will be determined by the clubs as the Project proceeds.

### **Describe the role that international Rotarians will have in this project.**

The international Rotarians from the Bend Rotary Club expect to have responsibility for managing the Project grant funds and to have primary responsibility for grant reporting to TRF. The international Rotarians also expect to have primary responsibility for working with the principal cooperating organization, BBP, to coordinate the work of all of the cooperating organizations (BBP, BFA, MOBE and the two sponsoring Rotary clubs) on Project planning and implementation. A contingent of the international Rotarians will also travel to Botswana to participate jointly with host Rotarians in the hands-on Project activities of delivering the books, book shelves, etc. to schools in Ghanzi District and participating in the book hand-over ceremonies at the schools.

### **Describe the role that host Rotarians will have in this project.**

The in-country host Rotarians of the Gaborone Rotary Club have expressed a desire for hands-on involvement in the Project, thereby promoting fellowship and the opportunity to serve. It is anticipated

that the hands-on participation of the host Rotarians, and their local knowledge and connections will contribute greatly to the success of the Project.

## Step 8: Budget

### What local currency are you using in your project's budget?

U.S. Dollar ("USD")

### What is the U.S. dollar (USD) exchange rate?

Project expenses in Botswana will be paid in Botswanan Pula ("BWP") Exchange rate: 1 USD = 10.8 BWP

### What is the budget for this grant?

List each item in your project's budget. Remember that the project's total budget must equal its total funding, which will be calculated in step 9. Every global grant includes a match of at least \$15,000 from The Rotary Foundation's World Fund. Project budgets, including the World Fund match, must be at least \$30,000.

#	Category*	Description	Supplier	Cost in local currency	Cost in USD
1	Shipping	Ocean and overland shipping costs			\$19,000
2	Equipment	Bookshelves and library furniture			\$5,000
3	Training	Training teachers			\$5,000
4	Program Management	Books delivery, training, handovers management			\$2,000
5	Monitoring and Evaluation	Follow-up monitoring and evaluation			\$,2000
6	Contingency				\$3,000
Total budget:					\$36,000

## Step 9: Funding

### Tell us about the funding you've secured for your project.

We'll use the information you enter here to calculate your maximum possible funding match from the World Fund. List all of your funding, including cash contributions and District Designated Funds (DDF). (Add rows as needed.)

#	Source	Details	Amount (USD)	Support	Total
1.	District 5110	DDF	\$12,000		\$12,000
2	Rotary Club of Bend	Cash	\$5,000	\$150	\$5,150
3	*District 5100 RC or multiple RCs	Cash	\$3,000	\$150	\$3,150

\*Presently we do not have commitments for cash contributions from any other Rotary clubs. We hope to obtain the additional \$3,000 of cash contributions from other RC 5100 clubs prior to, or at, the upcoming District Grant Committee meeting.

### How much World Fund money would you like to use on this project?

\$16,000

## Step 10: Sustainability

### Humanitarian projects – Project planning

#### Describe the community needs that your project will address.

- 1. The need for library books in the Ghanzi District schools.** The primary schools within the Ghanzi District do not have libraries and the students no access to reading books or books outside of the curricula text. The students do not have any access to books at home. The poor families in this region cannot afford to buy books, which are very expensive in Botswana. Library early reading and leisure books, which the students can check out and take home, is realistically the only way students in this area will have the ability to read such books.
- 2. The Ghanzi region has a great need for improved child and adult literacy.** The Ghanzi region has one of the lowest literacy rates in the country. The schools teach in English, but for most of the students in this region English is their second or third language. Having access to English library books will increase English literacy levels and reading comprehension.
- 3. The Ghanzi Region Teachers Need Training** Teachers in these schools are often first-time teachers because these sites are considered hardship sites. This means that most of the teachers in the Ghanzi District need training in library management and teaching skills to improve literacy and promote a culture of reading among the students.



### **How did your project team identify these needs?**

Our Project partner, BBP, through its Director, Andrea Malenya, has identified the needs as stated above. She did so based on her personal knowledge of the need for library books in regions within Botswana and most specifically on a very recent discussion with the MOBE Director of Primary Education.

In a recent meeting with the MOBE Director of Primary Education told Ms. Malenya that the Ghanzi District is currently MOBE's top priority for pursuit of school improvement. He told Ms. Malenya that the Ghanzi District is MOBE's preferred focus region for our school library books Project because the Ministry's school improvement plans for Ghanzi District do not include funding for libraries. Ms. Malenya has confirmed that none of the Ghanzi primary schools have libraries. She was also told that the few libraries at secondary schools are "ill-equipped and stocks of books are old, outdated and not appropriate for the student body."

Additionally, in her discussions with the MOBE Director of Primary Education, Ms. Malenya confirmed that training in teaching literacy and early reading skills is much needed for the teachers in the Ghanzi District primary schools.

Ms. Malenya also identified bookshelves and library furniture, as additional needs of the schools in the Ghanzi District.

### **How were members of the benefiting community involved in finding solutions?**

Through the preliminary community assessment conducted by Ms. Malenya of BBP, we have identified the needs in the Ghanzi District schools, as stated above. However, we have not yet involved the members of the Ghanzi District benefiting community (i.e. the teachers, local schools' officials, etc.) in finding solutions. But we will plan to do so through further community assessment to be conducted by Ms. Malenya, with the cooperation of MOBE. The additional CA will focus on determining the specific needs of the individual schools in the Ghanzi District.

Ms. Malenya has confirmed that the District Education Officer will provide access to the schools and introductions to the school heads, allowing Ms. Malenya and others on her BPP team to speak with the school directors, the PTAs and the appropriate teaching staff to understand their site needs and how to best address them.

In the villages, BBP will also speak with the local Kgosi (chief) and Village Development Communities who all have a key stake in the schools and are necessary to coordinate and communicate with in order to follow proper protocol and involve the community. The School Heads will assist in these introductions as they all work closely together. Everyone mentioned will be involved in the identification of who will receive training and its content and also with the coordination of the handovers.

### **How were community members involved in planning the project?**

As already stated, our community assessment for this Project is ongoing. The completed community assessment for this Project will drive the project plan and will be conducted with the District Education Officer, the school heads of each school and the librarian or senior English teacher at the junior and senior schools. Ms. Malenya (with input from us and others), is currently developing a community assessment survey. The survey will include an introduction letter from the MOBE District Education Officer. BBP will review and compile the survey data and will consult with the District Education Officer to ensure that our final Project plan aligns with the specific needs and priorities of the schools in the Ghanzi District.

## **Humanitarian projects – Project implementation**

**Summarize each step of your project's implementation.**

Do not include steps related to fundraising, applying, or reporting.

#	Activity	Duration
	Further community assessment to identify specific needs of individual schools and to design the training program.	Approx. 6 months
	Order books from Books for Africa	10 weeks prior to first handover ceremonies
	Identify out-of-school unemployed youth in Ghanzi district to build bookshelves and have bookshelves installed.	2 months
	Receive and sort books in Gaborone and store until distribution.	undetermined
	Work with District Education Office to arrange for handovers and obtain publicity of handovers throughout the District.	undetermined
	Transport books to Ghanzi District for distributions.	undetermined
	Concurrently work with District Education Office on training development and identify best time and location for training.	undetermined
	Conduct training for teachers and identified staff.	undetermined
	Conduct books handover ceremonies with students, school officials, community leaders and community members.	undetermined

**Will you work in coordination with any related initiatives in the community? If yes, briefly describe the other initiatives and how they relate to this project. If no, please explain. Are local initiatives not addressing these needs? Or, if they are, why did you decide not to work with them?**

In a sense, the answer is yes. As described above, this Project will be carried out in cooperation and coordination with the Ministry of the Basic Education. The MOBE's Director of Primary Education recently told Ms. Malenya that the Ghanzi District is currently a top priority the Ministry for pursuit of school improvement. So, it can be said that MOBE's initiative to improve the schools in the Ghanzi District and our Project to improve student literacy by providing library books the Ghanzi District schools are related initiatives.

**Please describe the training, community outreach, or educational programs this project will include.**

As an educational program, this Project will include the training that will be provided to Ghanzi District teachers in library management and teaching skills to improve literacy and promote a culture of reading among the students.

In addition, this Project will work with the District education officer, school staffs, and PTAs to help plan and coordinate the further community assessment, plan the training program, plan and conduct the books distribution, plan and conduct the handover ceremonies, and plan and conduct follow up monitoring and evaluation.

**How were these needs identified?**

Please see the response to “How did your project team identify these needs” question above.

**What incentives (for example, monetary compensation, awards, certification, or publicity), will you use, if any, to encourage community members to participate in the project?**

None.

**List any community members or community groups that will oversee the continuation of the project after grant-funded activities conclude.**

None.

**Budget**

**Will you purchase budget items from local vendors? Explain the process you used to select vendors.**

The largest budget item, by far, for this Project will be the cost for the ocean and overland shipment of shipping container of the Books for Africa books from the U.S. to Gaborone, Botswana. Fortunately, our partner “cooperating organizations, BFA (Books for Africa) and BBP (Botswana Book Project), have extensive experience arranging, and negotiating the cost, of shipping the BFA books to Africa and specifically to Gaborone, Botswana. We expect to rely on them for arranging the shipping.

The Project will have other budget items for services and some materials in Botswana, warehouse storage of the books in Gaborone, transport of the books from Gaborone to the schools in the Ghanzi District, materials and parts of bookshelves, etc. Here, our local Botswanan project partners, BBP and Host Sponsor Rotarians will be able to assist us in selection of the Botswanan vendors.

**Did you use competitive bidding to select vendors? If no, please explain.**

Currently we do not expect to use competitive bidding to select vendors. Our thinking at this time is that the only budget item that would be high enough in cost to warrant consideration of competitive bidding would be the ocean and overland shipping costs, and we currently plan to rely on the experience and competence of BFA and BBP to select the shipping vendors.

**Please provide an operating and maintenance plan for the equipment or materials you purchased for this project. This plan should include who will operate and maintain the equipment and how they will be trained.**

Not applicable.

**Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?**

Not applicable.

**If the grant will be used to purchase any equipment, will the equipment be culturally appropriate and conform to the community's technology standards? If yes, please explain. If no, describe how the project team will help community members adopt the technology.**

Not applicable.

**After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary district, club, or member.**

Our expectation at this time is that the library books and any bookshelves or library furniture provided by the Project to the schools in the Ghanzi District, will be owned by the Botswana Ministry of Basic Education. We expect that to be clarified as part of the Project MOU with MOBE.

### **Funding**

**Have you found a local funding source to sustain project outcomes for the long term? If yes, please describe this funding source.**

While we do not know of a funding source that would be certain to sustain our Project outcomes for the long term, we do believe that there is a good probability that our local cooperating organization BPB, will in the future work hard to continue to fund and facilitate the delivery of new library books to needy schools in the Ghanzi District of Botswana. BPB has existed since 1998 and in the years since has raised funds from a variety of donors and facilitated donating of over 1 million books to schools and libraries in Botswana.

**Will any part of the project generate income for ongoing project funding? If yes, please explain.**

NO.