

# District 5580 World Community Service (WCS) Matching Grant Application Instructions

## **What is a Matching Grant?**

Matching Grants support international humanitarian service projects. Rotary clubs or districts from two countries work collaboratively to implement a project.

## **Who can apply?**

Rotary clubs from District 5580 may apply. The Rotary clubs or districts must be in good standing with District 5580 and TRF (The Rotary Foundation). This includes payment of dues and being current on reporting for previous grants.

## **What is the reason for the grant request form change?**

Money donated by Rotarians for World Community Service (WCS) projects deserves the same level of stewardship that money donated to The Rotary Foundation does.

Therefore, the grant application has been changed to match that of a grant form requesting money from The Rotary Foundation.

## **What are the requirements of a WCS Matching Grant?**

WCS Matching Grants must involve a (host) Rotary Club or Rotary District or established NGO (Non-Governmental Organization) in the project country (host) and a Rotary club in District 5580 implementing a humanitarian project. Partners are expected to:

- ÉMaintain communication for the life of the project

- ÉEstablish a committee of at least three Rotarians to oversee the project

- ÉTreat grant funds as a sacred trust

- ÉMaintain clear and accurate accounting

***All projects must have active Rotarian participation and oversight. Active participation can include:***

- ÉManaging project funds

- ÉVisiting the project site on an as-needed basis

- ÉThe international and host partners sharing information via correspondence

- ÉThe partners sharing expertise

- ÉPurchasing, shipping, or distributing items purchased

- ÉPublicizing the project to local media and the district

## **What projects are eligible for a WCS Matching Grant?**

Matching Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items/activities are not funded through the program. The chart below gives a general eligibility outline. Because WCS funds are District 5580 funds only, construction projects are allowed. This is about the only variable from Matching Grants of The Rotary Foundation. If you are unsure of the eligibility of your project, please contact the District 5580 Grants Subcommittee chair.

<b>Projects that are NOT eligible include:</b>	<b>Projects that ARE eligible include:</b>
Establishment of a foundation, permanent trust, or long-term interest-bearing account	Revolving loans/microcredit Short-term rent or lease of buildings Purchase of land or buildings.
Salaries for individuals working for another organization Administrative expenses for project activities Operating or administrative expenses of another organization	<i>Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures. Construction or renovation of any structure in which individuals live, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities Purchase of equipment or appliances Provision of plumbing or electrification inside buildings ***</i>
Domestic travel, International travel	
Land mine removal	
Transportation of vaccines or immunizations by hand over national borders	
Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed	
Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination	Short-term and/or contracted labor for project implementation Primary and secondary education, tuition and transportation.
Unspecified or cash donations to beneficiaries or cooperating organizations	Detailed, itemized expenses Contingencies, miscellaneous expenses Assistance to land mine victims
Fundraising activities or expenses related to Rotary events such as District conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect	Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service Rotary signage
Projects that support purely religious functions at churches and other places of worship	Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization
	New Rotary-sponsored projects not already in progress or completed Maternal and prenatal health and education Budgeted and itemized humanitarian goods Humanitarian or service activities benefiting a community in need Secular, nonreligious activities that benefit a community in need

\*\*\*Those projects that include building and repairing schools and other structures are projects that are Specifically funded by the District 5580 World Community Service

Fund. This is the difference between TRF grants and the WCS grants. This fund is meant to be used mainly for structures that would not be funded by TRF grants.

### **What are the funding limits?**

Sponsors may request US\$ from The District 5580 WCS Fund. WCS matches \$1 for every \$1 of a cash contribution from Rotary Clubs of District 5580 or from individual contributions. Each year the WCS collects roughly \$33,000 from District members based on an annual member assessment. Unused funds roll forward year to year and are available until the WCS funds are depleted.

### **How to apply**

Sponsors must complete a District 5580 **World Community Service Matching Grant Application** and submit it to District 5580. Applications are accepted throughout the year and acted on every other month by the Grants subcommittee.

**NOTE:** Applications must be in English and should be submitted single-sided and unbound and should be typed, not handwritten. *Applications should be submitted electronically.*

### **What are the reporting requirements?**

**Interim** reports are required at least every 6 months for the life of the project. A **final** report is due within two months of the completion of the project. Project partners must be up to date on all reporting for previous projects, as failure to do so will result in all new applications being returned. The District 5580 Rotary Club must be in charge of the project from a timing perspective. From the time the grant is approved, the project must be completed within two years and a final report turned in within two months.

### **How to submit the application**

Completed applications (must be in English) should be sent to:

#### **District 5580 Grants Subcommittee Chair**

As listed on the District Website: [www.clubrunner.ca/5580](http://www.clubrunner.ca/5580)

The Grants subcommittee is available to answer questions and to assist with the Grant application process as needed.

### ***Additional inclusions needed with the application are:***

- 1) Letter of Request from the Host Club or NGO
- 2) A detailed map or GPS coordinates
- 3) An itemized budget for the project
- 4) Floor plans or blueprint (if building is involved).
- 5) Explanation of Land Ownership (if there is a question here).

# District 5580 World Community Service (WCS) Matching Grant Application

**FOR DISTRICT 5580 USE ONLY (once Grant is approved)**

**District Grant No. WCS-**\_\_\_\_\_ **Date Approved**\_\_\_\_\_

**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 of both the host and international partners).

The project is to build an elementary school in the village of Mabureh in Sierra Leone. There is presently a High school and Junior High school in the area, however the less privileged and orphaned children have to be educated in homes or not at all. Our club will be working with an NGO òFriends of Maburehö (FoM), which has members in Thunder Bay and Sierra Leone. We are also requesting the Rotary club of Freetown, in Sierra Leone to assist us in on site implementation and organization.

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 Mabureh village, Waterloo Rural area, off main motor road.**

City/Village: Mabureh

State/Province: **Western Area**

Country: **Sierra Leone**

GPS coordinates (if no map) \_\_\_\_\_

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

**The Property has been donated to the school by local chief and is under the supervision of FoM the NGO with whom we will be working**

Provide a blueprint/ detailed drawing of the proposed structure (Please attach a drawing).

\_\_\_\_\_

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.

**Mabureh is a village affected by years of civil war and the children, many of them orphaned have no access to education. This facility will provide a modern school and help solve the educational crisis in Mabureh. These children and indeed the entire village will be the beneficiaries.**

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

We anticipate completing this project within about 12 months from the start date. Start date: November 10, 2010. End date: November 10, 2011

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 NGO already has a presence in the village. They have successfully built a junior high school, and will oversee manage the organization of the school. They are involved with other fund raising to ensure the sustainability of the school.

Describe specific activities of the host and international partners in implementing the project.

The FoM and hopefully the Freetown Rotary club will oversee the construction, and recruit volunteers to assist in the work. They will ensure accurate record keeping and correct billing for materials and equipment.

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.) It is anticipated that members from partner clubs will visit the site and provide volunteer labour, as well as ensure accountability and progress is maintained. They will also ensure funds are used for the purpose intended and provide a report back to our members.

**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 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 District 5580 information will be sent to this address. It is highly recommended that the primary contact (who receives all information from District 5580) have an e-mail address to expedite communication.

**Primary Rotary Club/District/ or NGO**

Club: Name and Number and/or:

NGO: Friends of Mabureh Organization

District: Port Loko Country: Sierra Leone

**Primary Contact:**

Name: Maxwell Kargbo

Member ID:

Club

Position: Director  
Address: 4 Upper Easton Street, Off Kissy Road  
City: Freetown  
State/Province Postal code Country: Sierra Leone  
E-mail: [kargbomaxwell@yahoo.com](mailto:kargbomaxwell@yahoo.com)  
Home phone Office phone: 011232 76 766 889

**Project Contact #2:**

Name: Anthony P S Mackotie  
Member ID  
Club  
Position: Associate Director  
Address: Staff Quarters, Port Loko Teachers College  
City: Port Loko Town  
State/Province Postal code Country: Sierra Leone  
E-mail  
Home phone Office phone: 011232 76 782 059

**Project Contact #3:**

Name: Mrs. Jane B Kabia  
Member ID  
Club  
Position: Secretary  
Address: 6B Fisher Lane Step-behind Jay Matter, Kissy Dockyard  
City: Freetown  
State/Province Postal code Country: Sierra Leone  
E-mail  
Home phone: 011232 76 314 883

**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 or District 5580. 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 District 5580 information will be sent to this address. It is highly recommended that the primary contact (who receives all information from District 5580) have an e-mail address to expedite communication.

**Primary Club/District**

Club: Freetown Rotary Club  
Club ID number: 9100  
District: Freetown  
Country: Sierra Leone

**Primary Contact #1:**

Name: Sheila Jones  
Member ID  
Club  
Rotary position: President  
Address  
City  
State/Province Postal code Country: Sierra Leone  
E-mail  
Home phone Office phone: 011232 76 697 469  
Fax

**Project Contact #2:**

Name  
Member ID  
Club  
Rotary position  
Address  
City  
State/Province Postal code Country  
E-mail  
Home phone Office phone  
Fax

**Project Contact #3:**

Name  
Member ID  
Club  
Rotary position  
Address  
City  
State/Province Postal code Country  
E-mail  
Home phone Office phone  
Fax

***Explanation:** Official exchange rates can be found at [www.rotary.org/newsroom/downloadcenter/support/rates.html](http://www.rotary.org/newsroom/downloadcenter/support/rates.html) (Please use the most recent rate)*

**ITEMIZED BUDGET TO BE FILLED OUT BELOW:**

Budget item	Units	Amount each	Subtotal
PLEASE REFER TO ATTACHED BUILDING PROPOSAL.			

Subtotal all items in country currency: Le **26,740,000** (Sierra Leone currency)  
Exchange rate used US\$1=

Total in U.S. dollars: **8,000.00**

**Explanation:** Clearly list all financing in U.S. dollars noting which funds will be contributed in cash and which will be contributed from District 5580 WCS funds. Use of WCS must be approved by the Grants Subcommittee and authorized by the district Rotary Foundation committee 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 are in the fund, the WCS grant matching funds will be sent directly to the project bank account.*

**Host Club (project country) cash donation:**  
**D5580 Rotary Club(s) or District outside the project country**



**Cash (US\$): 8000**

**Subtotals, Cash: 8000**

**TOTAL Cosponsor contributions: 8000**

**Total funds requested from District 5580 WCS fund: 8000**

**Additional outside funding:** The overall amount of the building project is \$28,100, and the organization presently have a total of US \$ 4000 in the bank and a donation of US\$ 2300 is on the way from Fifth Avenue Presbyterian Church in New York. PA Rotary Club will be part of the total budget. There are also series of fundraising events planned.

(not matched by WCS fund)

**Total project financing: US\$ 28,100**

(must equal budget on page 4)

**Explanation:** Before an application is submitted to District 5580, 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.)

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

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 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?

**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 District 5580 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:

ÉAll 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.

ÉThe club/district agrees to undertake this project as an activity of the club/district.

ÉWe ensure all cash contributions (as detailed in Project Financing) will be forwarded to the project 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 5580 website, the district newsletter and other publications of the district.

ÉThe partners agree to share information on best practices when asked, and District 5580 may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.

ÉTo 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 District 5580 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 District 5580 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 District 5580. (NOTE: Any and all exceptions must be explained in an attached statement.)

#### **Host Partner**

President (club-sponsored)  
District grants subcommittee  
Chair (district sponsored)  
Port Arthur Rotary Club  
Name:(print) David Silliman  
Title: President  
Rotary Club or NGO: PA Rotary  
District #: 5580

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

#### **International Partner**

Club president (club-sponsored)  
District Grants subcommittee chair  
(district sponsored)  
Name:(print) Sheila Jones  
Title: President  
Rotary Club: Freetown Rotary Club  
District #: 9100

Signature: \_\_\_\_\_  
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 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:** Friends of Mabureh Organization (NGO) Freetown Sierra Leone  
**Street Address:** 18 Circular Road  
**City, State/Province Postal code Country:** Port Loko, Northern Province, Sierra Leone  
**Office phone:** 011232 76 766 889

E-mail: [kargbomaxwell@yahoo.com](mailto:kargbomaxwell@yahoo.com)

Web address if available: [www.friendsofmabureh.org](http://www.friendsofmabureh.org)

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

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

ÉLetter of participation from cooperating organization that specifically states:

ó Its responsibilities and how it will interact with Rotarians

ó 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, District 5580 requires that one partner take primary responsibility for submitting the final report to District 5580. It is recommended that the primary project club in District 5580 take that responsibility.

**“By signing below, our club accepts primary reporting responsibility.”**

Print name:

Signature:

Rotary club:

District:

***Before submitting your Matching Grant 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?

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 the structure will be located on included?

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 partner 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

Has the District Grants Subcommittee chair from District 5580 certified the application as complete and eligible?

**\*\*\*Have the partners made copies of all documents for their files prior to submitting them to District 5580?**

**\*\*\*Complete applications should be sent to:**

Grants Subcommittee Chair, District 5580

Contact information on District 5580 Website: [www.clubrunner.ca/5580](http://www.clubrunner.ca/5580)





## **Friends of Mabureh Organization**

218 Heron Street, Thunder Bay, Ontario

P7C 2M4 Canada

Tel.: (807) 621 6500

[www.friendsofmabureh.com](http://www.friendsofmabureh.com)

To Whom It May Concern:

Dear Sir/Madam,

### Re: Request for funding toward the Mabureh Community Elementary School Building

On Behalf of the entire board of Friends of Mabureh here in Canada, I am sincerely requesting for support of \$Can 8000 funding toward the elementary school building project in Mabureh, Sierra Leone. Sierra Leone is a country in West Africa that had been through 11 years of civil war. The war officially ended in 2002.

Friends of Mabureh Organization is an NGO registered in Sierra Leone/West Africa and have board of directors managing the affairs of the organization on behalf of Friends of Mabureh in Canada. The director of the organization in Sierra Leone is Maxwell Kargbo. Maxwell is a friend and someone I know to be competent, discipline, organized and transparent. He has proved his capability by managing the junior high school building and managing the operation of the school

Friends of Mabureh organization was founded in January 2009. The organization is locally based in Thunder Bay, Ontario, Canada. The aim of the organization is to raise funds to help the Mabureh community in the East of Freetown in Waterloo/Sierra Leone, West Africa. The funds raised are to build schools, technical institute to help orphans and less fortunate children within the community and its surrounding villages achieve their dreams of a better education and practical skills.

**Since education is the key and hope for every country, our goals include the following:**

- 1. Empower children through education to fight against poverty**
- 2. Create awareness on health by providing safe and clean drinking water**
- 3. Encourage volunteers to visit Mabureh and share their expertise and friendship**

Friends of Mabureh have successfully built a junior high school building in Mabureh that was opened in December 18, 2009. The project at hand is the construction of the elementary school building which we hope to start in November 10, 2010 and finished in November 2011

We appreciate your time and interest toward the approval of our funding application.

Thank you,

  
Bassie Kargbo

July 29, 2010



# Blue Prints School Mahbureh, Sierra Leone

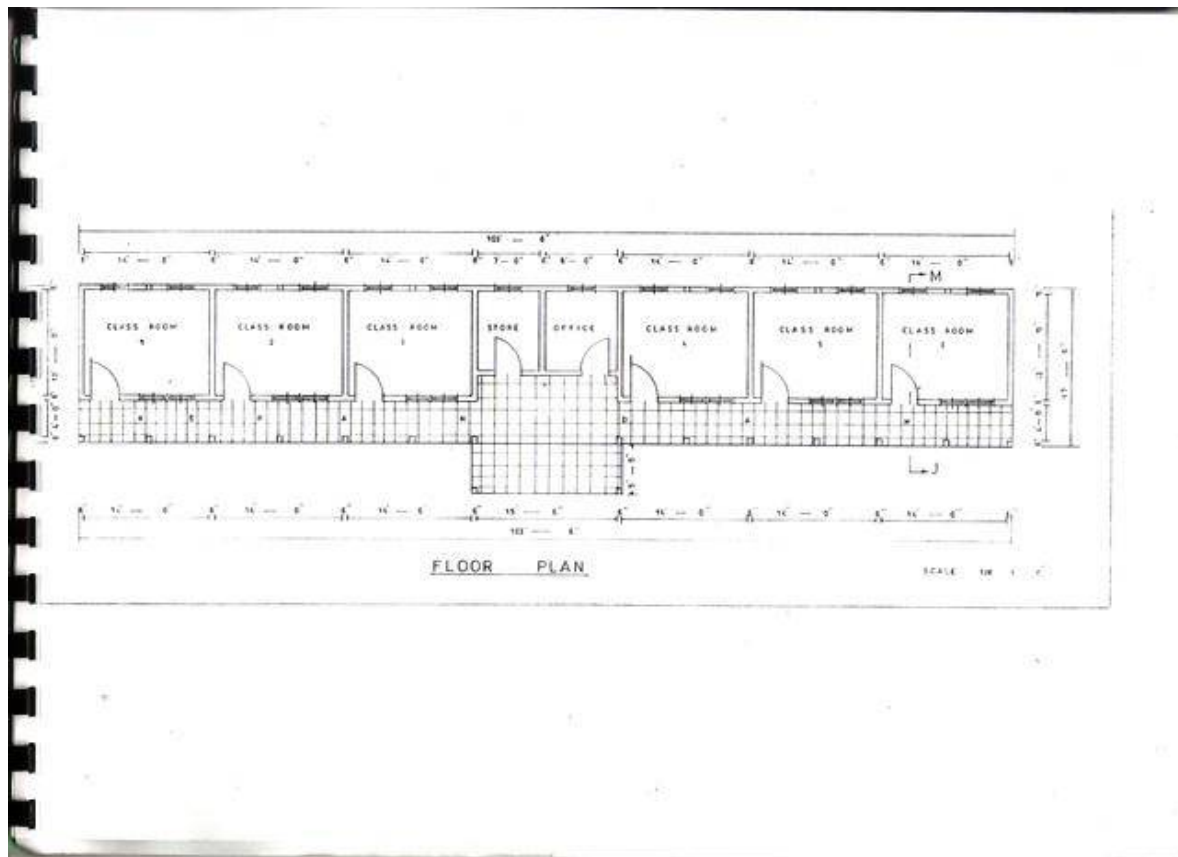
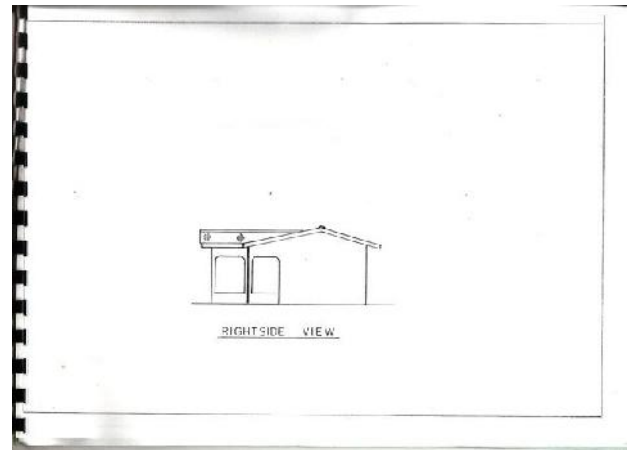
## Project of RC Thunder Bay (Port Arthur)

**CLIENT:** MAMUREH COMMUNITY PRIMARY SCHOOL  
MABURAH KOYA WATERLOO RURAL DISTRICT

**PROJECT/LOCATION**  
SCHOOL TO BE ERECTED AT  
MABUREH VILLAGE

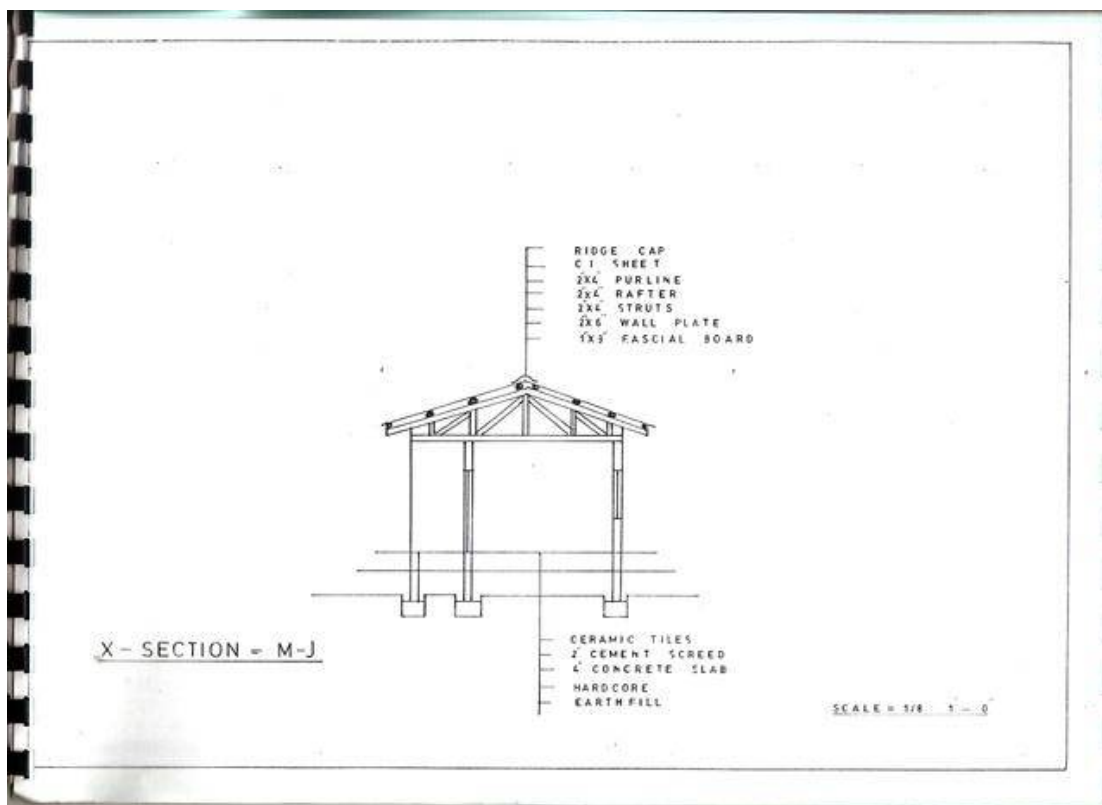
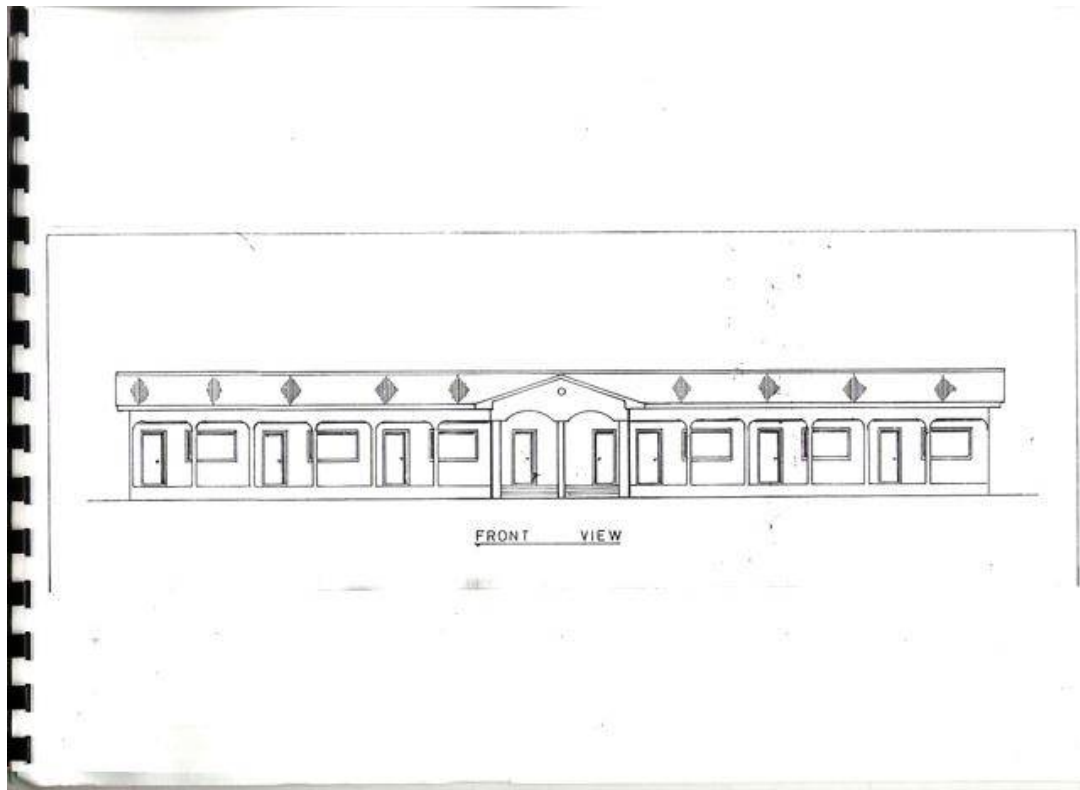
**TITLE:**  
001. Floor Plan  
002. Front Plan  
003. Right Side Elevation

**SCALE:** 1:8 = 1' - 0' Date: DRAWN BY:





**Blue Prints School Mahbureh, Sierra Leone**  
**Project of RC Thunder Bay (Port Arthur)**



- We ensure all cash contributions (as detailed in Project Financing) will be forwarded to the project 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 5580 website, the district newsletter and other publications of the district.

- The partners agree to share information on best practices when asked, and District 5580 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 District 5580 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 District 5580 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 District 5580. (NOTE: Any and all exceptions must be explained in an attached statement.)

#### Host Partner

President (club-sponsored)  
District grants subcommittee  
Chair (district sponsored)  
Port Arthur Rotary Club  
Name:(print) David Silliman  
Title: President  
Rotary Club or NGO: PA Rotary  
District #: 5580

Signature: David Silliman  
Date: July 28, 2009

#### International Partner

Club president (club-sponsored)  
District Grants subcommittee chair  
(district sponsored)  
Name:(print) Sheila Jones  
Title: President  
Rotary Club: Freetown Rotary Club  
District #: 9100

Signature: Signature Pending  
Date: July 29, 2010

**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 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:** Friends of Mabureh Organization (NGO) Freetown Sierra Leone

**Street Address:** 18 Circular Road

**City, State/Province Postal code Country:** Port Loko, Northern Province, Sierra Leone

**Office phone:** 011232 76 766 889