

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).

These funds will be used to construct a ramp and bathroom facilities to make classrooms accessible for disabled students. Students will be attending a school where English language will be taught and where community service is emphasized. Construction will be overseen by Rotarians in Kambarka, Russian Federation. At least one of the construction projects will have participants from Rotarians in D-5580 in summer 2011. These construction projects are part of a more comprehensive project to create the school which was funded by D-5580 under a DDF grant in May, 2010 (grant number 72683). An interim report on that grant is attached.

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. Attached**

List multiple locations, if applicable.

Project site **Public School #2**

City/Village **Kambarka**_____

State/Province **Udmurtia**_____

Country **Russian Federation**_____

GPS coordinates (if no map) **See map**_____

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

Public School # 2 in Kambarka, Russian Federation

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

Will be provided_____

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.

Some students in this language school have physical disabilities. These projects will make the classrooms accessible to them.

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

Three months

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.

Public school #2 will maintain the ramp and bathroom after it is constructed; letter from school administrator will be provided.

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

Kambarka Rotarians will design the project and procure equipment and materials. They will be responsible for construction and will be assisted in at least one project by Rotarians from D-5580 in the summer of 2011.

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.)

Rotarians from D-5580 will travel to Kambarka in July, 2011 and assist in hands on construction activities on at least one project.

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: Rotary Club of Duluth

NGO

District ____5580__ Country____USA__

Primary Contact:

Name **Robert T. Sherman, Jr.**

Member ID **6719821**

Club **Rotary Club of Duluth**

Position **Vice Chair, International Service Committee**

Address **713 W. Marble St.**

City **Duluth**

State/Province **Minnesota** Postal code **55811** Country **USA**

E-mail **rtshermanjr@gmail.com**

Home phone Office phone Fax **Home 218-464-0772**

Project Contact #2:

Name **Tricia Buntten**

Member ID **5124332**

Club **Rotary Club of Duluth**

Position **Chair International Service Committee**

Address **Swenson College of Science & Engineering, UMD, 102 Engineering Bldg.,
1303 Ordean Court**

City **Duluth**

State/Province **MN** Postal code **55812** Country **USA**

E-mail **tbuntten@d.umn.edu**

Home phone **218-391-7995** Office phone Fax

Project Contact #3:

Name **Tania McVean**

Member ID **6618881**

Club **Rotary Club of Duluth**

Position Immediate **Past Chair, International Service Committee**

Address **5952 Lavaque Road**

City **Duluth**

State/Province **MN** Postal code **55811** Country **USA**

E-mail **tmcvean@mbc.org**

Home phone **218-721-4028** Office phone **218-591-3001** Fax

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 **Rotary Club of Kambarka**

Club ID number to be provided

District **2220**

Country **Russian Federation**

Primary Contact #1:

Name **Anna Khramova**

Member ID to be provided

Club **Rotary Club of Kambarka**

Rotary position **President**

Address **4 Ostrovskoi St.**

City **Kambarka**

State/Province **Udmurtia** Postal code **427950** Country **Russia**

E-mail **annahramova@mail.ru**

Home phone **73415331149** Office phone **79127598607**

Fax

Project Contact #2:

Name **Larisa Bochkaryova**

Member ID to be provided

Club **Rotary Club of Kambarka**

Rotary position **Member**

Address **32 Suvorova St. flat 49**

City **Kambarka**

State/Province **Udmurtia** Postal code **427950** Country **Russia**

E-mail **dina.gladkova@mail.ru**

Home phone **79508136582** Office phone **73415330725**

Fax

Project Contact #3:

Name **Oxana Mymrina**

Member ID to be provided

Club **Rotary Club of Kambarka**

Rotary position **Member**

Address **89a-1 Sverdlova St.**

City **Kambarka**

State/Province **Udmurtia** Postal code **427950** Country **Russia**

E-mail **novgod7@yandex.ru**

Home phone **79043146007** Office phone **73415331550 (ad. 688)**

Explanation: Official exchange rates can be found at 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
A. Bathroom renovations for accessibility by disabled students	1	47,000 Rubles See details below	
Toilet	1	5,000 R	
Wash basin	1	2,000 R	
Tap	1	2,000 R	
Contract labor		6,000 R	
Wiring		4,000 R	
Floor covering		6,000 R	
Wall materials		20,000 R	
Door		2,000 R	
Miscellaneous materials and supplies		5,000 R	
			52,000 R
B. Addition of ramp for accessibility by disabled students	1	10,000 R Construction materials	
		2,000 R Miscellaneous supplies	
			12,000 R

Subtotal all items in country currency: 64,000 R_____

Exchange rate used US\$1= 30 Rubles_____

Total in U.S. dollars: \$2,133_____

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: __\$100__
D5580 Rotary Club(s) or District outside the project country
Cash (US\$) __\$1,033__
Subtotals, Cash __\$1,133__
TOTAL Cosponsor contributions __\$1,133__
Total funds requested from District 5580 WCS fund __\$1,000__

Additional outside funding: __0__
(not matched by WCS fund)
Total project financing: __\$2,133__
(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:

- 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 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)

Name:(print)_Roni Salo _____

Title:____President_____
Rotary Club or NGO:____25_____
District #:____5580_____

Signature: page attached _____
Date:____November 1, 2010_____

International Partner

Club president (club-sponsored)
District Grants subcommittee chair
(district sponsored)

Name:(print)____Anna Khramova____

Title:____President_____
Rotary Club:____Kambarka_____
District #:____2220_____

Signature: to be provided _____
Date:____November 1, 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: _____

Street Address: _____

City, State/Province Postal code Country: _____

Office phone Fax: _____

E-mail: _____

Web address if available: _____

Also, have the project contacts 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, 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: ____Roni Salo_____

Signature: see page attached

Rotary club: ____Rotary Club of Duluth_____

District: ____5580_____

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?

12

2008-01-28

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

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.

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Host Partner

President (club-sponsored)
District grants subcommittee
Chair (district sponsored)

Name:(print) Roni Salo

Title: President

Rotary Club or NGO: 25

District #: 5580

X Signature: Roni A. Salo
Date: November 1, 2010

International Partner

Club president (club-sponsored)
District Grants subcommittee chair
(district sponsored)

Name:(print) Anna Khramova

Title: President

Rotary Club: Kambarka

District #: 2220

Signature: _____
Date: November 1, 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.

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City, State/Province Postal code Country: _____

Office phone Fax: _____

E-mail: _____

Web address if available: _____

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Host Partner

President (club-sponsored)
District grants subcommittee
Chair (district sponsored)

Name:(print)_Roni Salo _____

Title:____President_____
Rotary Club or NGO:____25_____
District #:____5580_____

Signature:_____
Date:____November 1, 2010_____

International Partner

Club president (club-sponsored)
District Grants subcommittee chair
(district sponsored)

Name:(print)__Anna Khramova____

Title:____President_____
Rotary Club:____Kambarka_____
District #:____2220_____

Signature:_____
Date:____November 1, 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.

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Office phone Fax: _____

E-mail: _____

Web address if available: _____

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

Print name: Roni Salo

X Signature: Roni A. Salo
Rotary club: Rotary Club of Duluth
District: 5580

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?

Министерство образования и науки РФ
Министерство образования и науки УР
Муниципальное общеобразовательное
учреждение средняя общеобразовательная
школа № 2 г. Камбарка:
427950 г. Камбарка, ул. Первомайская, д. 237
ИНН 1310002248
от 03.11.2010. № 140
На № _____ от _____

November 3, 2010

Ms. Koni Salo
President
Rotary Club of Duluth
Duluth, MN

Subject: Facilities for Disabled Children

Dear Ms. Salo:

We are pleased that the Rotary Club of Kambarka is working with your Rotary Club to create a school for the study of English language to be located at our school. We understand that the new school will include students with disabilities. To make the school more accessible for those students, a ramp and bathroom facilities will be constructed. When they are constructed by Rotarians and others, Public School #2 agrees to maintain the new facilities in good working condition.

If you have questions, please contact me through Rotarian Anna Khamova.

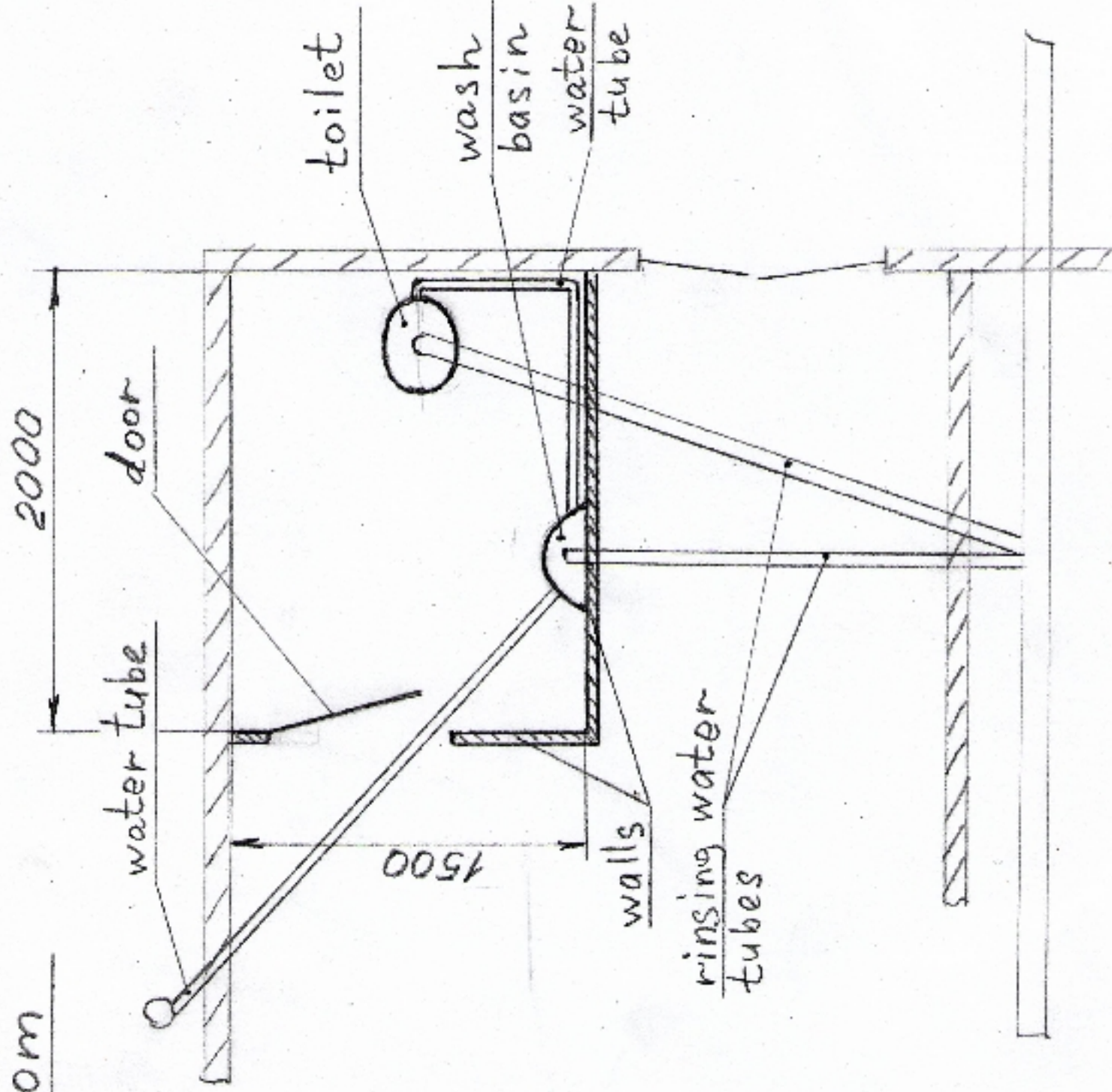
With best wishes, Ramzila Shagalleva, director of school №2, Kambarka

03.11.2010.

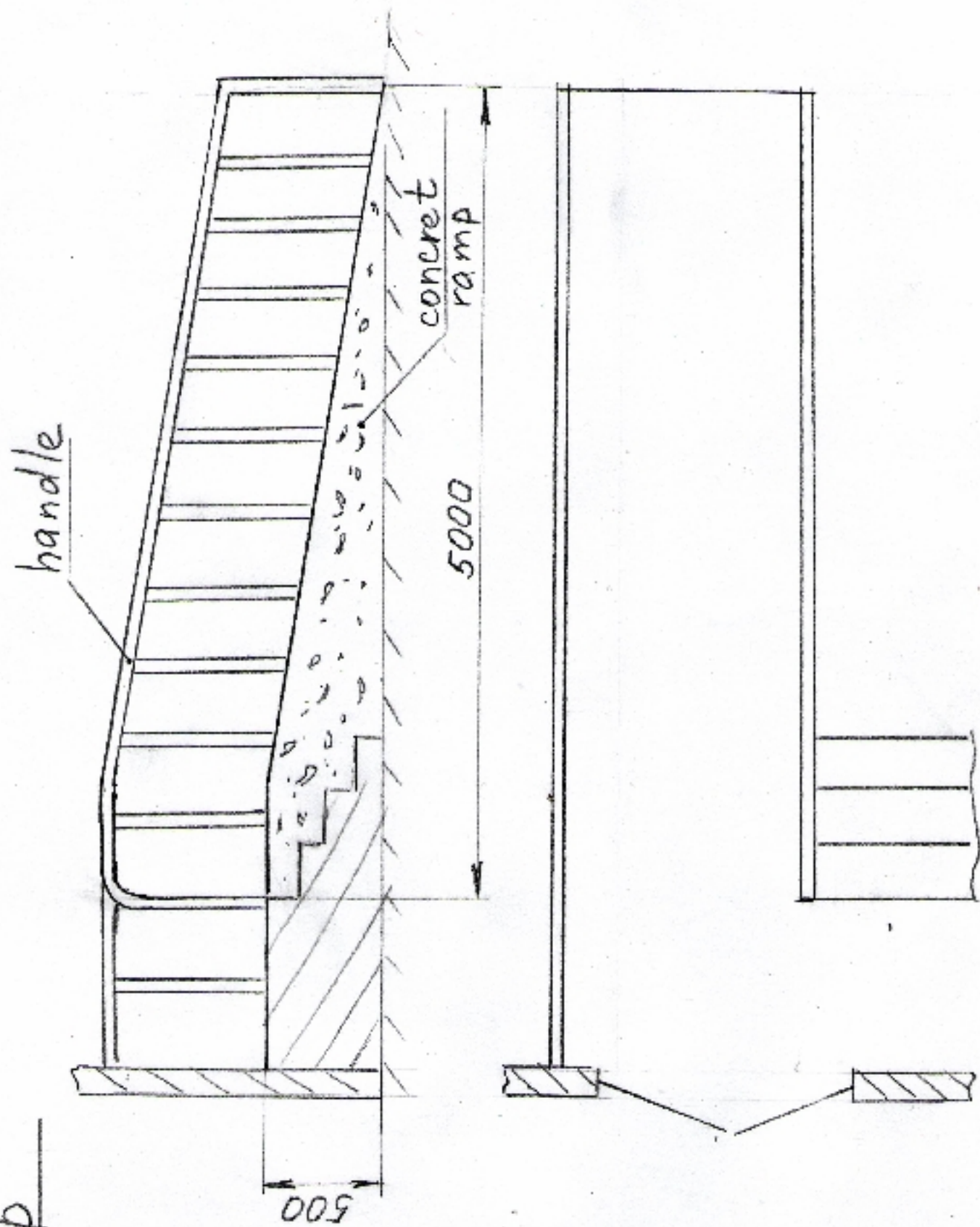
Shagalleva



Bathroom



Ramp





Matching Grants
Report to The Rotary Foundation
Interim Report to District 5580

The Rotary Foundation
One Rotary Center
1560 Sherman Ave.
Evanston, IL 60201-3698, USA
Fax: 847-556-2151
E-mail: contact.center@rotary.org

The primary partner Rotary clubs/districts must submit Progress Reports every twelve months during project implementation. The Final Report is due two months after completing the project.

Project Information

Matching Grant Number 72683 Project Country Russia

☒ Progress report ☐ Final report Reporting Period from: May 2010 to November 2010

Host Partner Rotary Club: Kambarka District: 2220

International Partner Rotary Club: Rotary Club of Duluth District: 5580

Project Narrative

1. Briefly describe the project.

a. What were your original objectives?

Create a school for English language instruction that serves both “mainstream” and disabled students. Emphasize community service working with local Rotarians.

b. What was actually accomplished? (Photographs can help to tell your story. Please submit any action photos that you have that show beneficiary participation and demonstrate Rotarian involvement in the project. Please also indicate the name of the photographer.)

Russian government has approved nonprofit organization that will own the school.

Approximately \$51,000 in funding has been raised.

Curriculum advisor Olga Golubkova has been retained and visited Kambarka twice

Teacher interviews and selection are underway.

Books and other teaching materials have been selected.

Site for the school has been selected.

School is expected to start operation in early 2011.

c. When and where did the project take place, and who were the beneficiaries?

Kambarka, Russian Federation. We expect 10-20 students to enroll the first year and approximately 30 students per year thereafter.

2. Scope change. If the project was changed, how and why was it changed?

Site of school was changed from local art institute to public school #2 in order to provide better facilities for students.

Rotarian Involvement and Oversight

3. How did Rotarians manage and oversee the project?

Duluth area Rotarians are responsible for raising money in the U.S. and Canada. Kambarka Rotarians are responsible for raising money in District 2220. Kambarka Rotarians are overseeing creation of the school, curriculum design, procurement of materials and equipment, teacher training, and oversight of the school.

4. How many Rotarians from the host partner club participated in the project? 4 to date

5. In what way did the host Rotarians participate in the project? Please list all non-financial involvement.

Kambarka Rotarians are responsible for raising money in District 2220. Kambarka Rotarians are overseeing creation of the school, curriculum design, procurement of materials and equipment, teacher training, and oversight of the school.

6. How many Rotarians from the international partner club participated in the project? At least 12 to date

7. In what way did the international Rotarians participate in the project? Please list all non-financial involvement.

Fundraising in the U.S. and Canada, advice to Kambarka Rotarians on creation of the school and curriculum, project oversight. In 2011 District 5580 Rotarians will travel to Kambarka to participate in hands-on community service working with local Rotarians and students in school.

Community Impact

8. How many people benefited from the project? Development underway

9. What was the impact of the project on the beneficiaries?

To be described in final report.

10. What are the expected long-term community impacts of the project?

Students who participate for multiple years in the school are expected to improve English language capability significantly. Scores on TOEFL test for university admissions are expected to improve substantially. Students will learn the benefit of community service working with local and international Rotarians. Students will make connections with international students via the internet.

Financial Statement

Currency Used: Rubles Exchange Rate: 29 to 1 = 1 USD

11. Income

Sources of Income	Currency	Amount
1. TRF Matching Grant Award and Contributions	USD	\$30,750
2. Other Income (identify): Rotary club and Rotarian contributions	USD	20,000
3. Other Income (identify):		
4. Interest Income (if any):		
Total Income:		\$50,750

12. Expenses (add rows as needed)

Budget Items	Name of supplier	Currency	Amount
1. See original project budget			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Total Expenses:			\$62,000

13. Bank Statement - A bank statement that supports the above statement of income and expenses must be attached to this report. **Will be furnished with 12-month interim report.**

Important – please read:

- ☐ For final reports, if there is less than US\$200 remaining, please spend it on eligible items. If there is more than US\$200 remaining, it must be returned to The Rotary Foundation.
[Note: In India, government rules require that all unutilized funds be returned to the Rotary International South Asia Office.]
- ☐ For grant awards over US\$25,000, attach an Independent Financial Review to each progress report and the final report.
- ☐ Keep all original receipts for at least five years, or longer if required by local law. Do not send receipts to TRF unless requested by staff.
- ☐ If your project involves a revolving loan fund you will need to visit the Rotary website at: 'www.rotary.org' to download the Report Supplement for Revolving Loan Grants.

14. Certifying Signature – Either the Host or International Partner must certify the report. If the grant is club sponsored the current club president must certify the report and if the grant is district-sponsored the district grants subcommittee chair must certify the report.

By signing this report, I confirm to the best of my knowledge that these Matching Grant funds were spent according to Trustee-approved guidelines and that all of the information contained herein is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF. **Club president will certify upon completion of project.**

Print Name: Robert T. Sherman, Jr. Signature: _____ Date: 11-1-10
 Rotary Title: Vice Chair, International Club: 25 District: 5580

In our effort to improve our grant program, we'd appreciate your feedback on the following questions:

A. Rotary Impact – select all that apply

- ☒ Our club or district's international Rotary connections are stronger as a result of this project.
- ☐ Club membership has increased as a result of this project.
- ☒ Visibility of Rotary in our community has increased.
- ☒ Our club's awareness of the needs in our community has increased.
- ☒ Volunteer activity in our club or district has expanded.
- ☒ Our club or district is more active in pursuing Foundation grants and Rotary programs.
- ☐ Awareness of the needs in our community has increased among Rotarians in other countries.
- ☐ Participation in this Matching Grant has not changed our club or district in any significant way.

B. Project Sustainability – select all that apply

- ☒ The project will continue to function without Foundation funds.
- ☒ Equipment purchased with grant funds is being maintained with local materials and expertise.
- ☒ If training was a component of the project, trainees are using their knowledge and skills.
- ☒ This project has provided community members with the skills, knowledge, or institutions that will allow them to help themselves.
- ☐ The community has initiated additional projects related to the same or similar problems.
- ☐ The project has not been sustainable.

C. Suggestions

Given your experience, do you have suggestions to improve the Matching Grants program?

To be submitted with final report.

If your project clearly demonstrates Rotarian involvement and is worthy of publication, please complete an RI Newstip Form, available on the RI website at www.rotary.org. Please attach action photos showing the beneficiaries or showing active Rotarian involvement and indicate the name of the photographer.

Report Checklist

Does your report include the following?

- ☐ Time period of reporting
- ☐ How and what the project accomplished
- ☐ Rotarian participation, oversight and management
- ☐ Rotary impact
- ☐ Itemized report of income and expenses
- ☐ A bank statement To be provided with 12-month interim report.
- ☐ Certifying signature
- ☐ Independent Financial Review for grant awards of US\$25,001 or more

Have you done the following?

- ☐ Made copies of the report for both the host and international partner
- ☐ Returned surplus funds over US\$200 (except in India where all unutilized funds must be returned)
- ☐ Made a file to store the report and receipt copies for five years or longer if required by local law