



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

## What are the requirements of a Matching Grant?

Matching Grants must involve a Rotary club or district in the project country (host) and a Rotary club or district in another country (international) implementing a humanitarian project. Partners are expected to:

- Maintain communication for the life of the project
- Establish a committee of at least three Rotarians to oversee the project
- Treat grant funds as a sacred trust
- Maintain clear and accurate accounting

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

- Managing project funds
- Visiting the project site on an as-needed basis
- The international and host partners sharing information via correspondence
- The partners sharing expertise
- Purchasing, shipping, or distributing items purchased
- Publicizing the project to local media and the district

## What projects are eligible for a Matching Grant?

Matching Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items and activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the Humanitarian Grant Coordinator for the project location.

ELIGIBLE	INELIGIBLE
Revolving loans/microcredit	Establishment of a foundation, permanent trust, or long-term interest-bearing account
Short-term rent or lease of buildings	Purchase of land or buildings, rent for housing
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, work, or engage in any gainful activity. This includes buildings, 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
Short-term and/or contracted labor for project implementation	Salaries for individuals working for another organization
Administrative expenses for project activities	Operating or administrative expenses of another organization
Primary and secondary education, tuition, transportation	Postsecondary education activities, research, or personal or professional development
Domestic travel for beneficiaries and professional staff needed to implement the project	Domestic travel expenses for opening ceremonies or to report on a project
International travel for qualified Rotarians to implement a project. Eligible costs include airfare, travel insurance, immunizations, visas, lodging, food, and other ancillary expenses.	International travel for non-Rotarians or Rotarians that do not have a professional qualification needed to implement the project. Additionally, grant funds cannot be used for Rotarian travel to initiate, promote, or evaluate projects.
Detailed, itemized expenses	Contingencies, miscellaneous expenses
Assistance to land mine victims	Land mine removal
Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service	Rotary signage
Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization	Transportation of vaccines or immunizations by hand over national borders
New Rotary-sponsored projects not already in progress or completed	Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, or projects already completed

ELIGIBLE	INELIGIBLE
Maternal and prenatal health and education	Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination
Budgeted and itemized humanitarian goods	Unspecified or cash donations to beneficiaries or cooperating organizations
Humanitarian or service activities benefiting a community in need	Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect
Secular, nonreligious activities that benefit a community in need	Projects that support purely religious functions at churches and other places of worship

### What are the funding limits?

Sponsors may request US\$5,000-\$200,000 from The Rotary Foundation. TRF matches \$0.50 for every \$1 of a cash contribution and \$1 for every \$1 from the District Designated Fund (DDF).

### How and when to apply

Sponsors must complete a *Matching Grant Application* (141-EN) and submit it to TRF. Applications are accepted from 1 July to 31 March in any given Rotary year. It is recommended that the application be submitted as early as possible to avoid delays associated with submission of applications close to the 31 March deadline. If your project involves revolving loans or microcredit, the Revolving Loan Fund Supplement Form and Credit Group Plan must be included with the application. Requests of \$25,001-\$200,000 are considered on a competitive basis and must be received at TRF by 1 August for consideration at the October Trustees meeting and 15 December for consideration at the April meeting. *The Guide to Matching Grants* (144-EN) is available online to assist in developing the project and completing the application.

NOTE: Applications should be submitted single-sided, unbound, and should be typed, not handwritten.

### What are the reporting requirements?

Reports are required at least every 12 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 reporting for previous projects as any incomplete or overdue reports will prevent a new application from being processed.

### Helpful hints to speed up the Matching Grant process

- 1) Read through the entire application to ensure that all needed information is completed and submitted at one time.
- 2) Verify that all officer signatures on the application are from current year officers.
- 3) Finance your Matching Grant solely with DDF. Submitting cash contributions to the Foundation for a Matching Grant can significantly slow down the payment process. When cash contributions are submitted to TRF, they must be converted from over a hundred international currencies and booked to the individual grant account. Tax receipts must be issued and all recognition credit must be tallied. Matching Grants that are completely funded by DDF and matched by the World Fund are paid out significantly faster than grants that are fully or partially paid with cash contributions.

### How to submit the application

Complete applications should be sent to:

Humanitarian Grants Program  
The Rotary Foundation  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Fax: 847-556-2151  
E-mail: [contact.center@rotary.org](mailto:contact.center@rotary.org)

### Glossary of commonly-used terms

**Beneficiary:** the recipient of goods or services

**Cooperating organization:** an entity that is directly involved in the implementation of a grant project, offering technical expertise and/or project coordination

**DDF:** District Designated Funds

**DGSC:** district grants subcommittee chair

**DRFC:** district Rotary Foundation committee

**Host partner:** the Rotary club or district in the project country

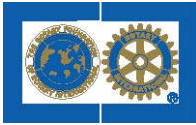
**International partner:** the Rotary club or district outside the project country

**Primary contact:** member of partner club or district who serves as main point of contact between TRF and project partners

**Rotarian cooperating organization:** an entity in which one-third or more of its Board of Directors and/or governing body is comprised of Rotarians and/or senior management who are also Rotarians directly involved with the grant project

**Supplier:** the entity providing goods or services being purchased with grant funds

NOTE: These instructions represent an overview of the Matching Grants process. Please be sure to review the Matching Grants section of the RI website at [www.rotary.org](http://www.rotary.org) for updates. It is beneficial to read *The Guide to Matching Grants* (144-EN) before submitting an application. This publication is available by download from the RI website and on request from Publications Order Services.



# Matching Grant Application The Rotary Foundation (TRF)

## PROJECT DESCRIPTION

**Explanation:** Matching Grants support the humanitarian service projects of Rotary clubs and districts. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of both the host and international partners.

Please provide the name of the project site, the city or village, state or province, and country. List multiple locations, if applicable.

Project site Jusku Molle Agricultural Reservoir  
 City/Village Jusku Molle  
 State/Province Municipality of Punata  
 Country Bolivia

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project.

Over 3,000,000 of Bolivia's 9,400,000 citizens live in rural areas. The vast majority of rural residents eke out a meager living as subsistence farmers, raising crops and a few domestic animals on 1 - 2 acre plots, and earning an average income of \$200 - \$300 yearly - less than \$1.00 per day. The Cochabamba Valley essentially has two climatic seasons: a warm, rainy season during which rain falls nearly every day for three to four months, and a cooler dry season during the remaining months when moisture rarely falls. Lack of water during most of the year results in widespread failure of crops to mature and substantially reduces yields (see photo on left). In contrast, during seasons of heavy rains fields flood, washing away germinating seeds and spouting plants. Together, these problematic circumstances result in failure to provide food security for local farm families and make it nearly impossible for them to improve their standard of living.

The impact of deep rural poverty falls especially hard on women and children. Bolivia's rural maternal death rate in childbirth of 400 per 100,000 (compared with 37 in neighboring Chile) is the highest in Latin America. Eight percent of rural children die at or shortly following birth. Lack of appropriate nutrition contributes to these tragic outcomes.

Jusku Molle's fertile land in the Cochabamba Valley, Municipality of Punata, could produce abundant crops of corn, potatoes, and fresh vegetables. Sadly, lack of means to retain rain water and snow melt during the rainy season for use during the lengthy dry season results in stunted crop growth and, during especially dry years, near total crop failure and insufficient water to sustain livestock. Farmers plant few, if any, vegetable crops during the dry season because they must carry water to them from distant water sources. Together, these problematic circumstances result in failure to meet the nutritional and economic needs of the local population.

The Jusku Molle project will make it possible for its farmers to carefully guard their rain water. Using PVC pipe, pump and valves to control water release, they will direct water to flow through their cropland via shallow earthen channels. This method of managing water will not only contribute to a healthier and more economically sound life for these families; it will also help prevent erosion which would otherwise damage the land during heavy rains.

This project will employ a trusted and successful cooperating organization: Mano a Mano - Nuevo Mundo. Mano a Mano will construct an agricultural water reservoir and irrigation channels that will benefit 300 - 400 farm families (1,800 - 2,400 individuals), providing them with predictable access to water for their crops and livestock, as well as household use. Access to water will dramatically increase income and reduce malnutrition for these families.

### PROJECT GOALS:

- Increase community capacity to raise sufficient quantities and varieties of foods to provide food security and a healthy diet for its population.
- Create community capacity to produce crops and livestock that can be sold in larger urban markets and thus increase farm family income. As a result of this project, families will be able to substantially increase crop yields and livestock and thus double or triple their income.

**PROJECT DESCRIPTION:** The project will access four sources of water:

- Seasonal rain
- Spring snow melt
- The Lampacillo River
- The Morro River

The reservoir will be constructed on the site of an existing irrigation pond and open land, owned by the community. To maintain water evaporation to a minimum and to allow the surface water to feed into the reservoir, the reservoir construction will consist of building a 1.5 meter high levee around the perimeter of the projected 3 acre reservoir. The major water holding capacity will be a result of digging or removing 2 meters of soil from the basin of the reservoir. Digging in, rather than expanding the holding area will reduce the loss of water through evaporation.

The reservoir base will be clay. The 4 meter-wide levee walls compacted during construction, are projected to retain 30,250 cubic meters yearly. Water from both the Lampacillo and Morro rivers will be channeled to the reservoir through a steel gate which will permit the water to enter the reservoir during high flow regimes. Once the reservoir is full, the gate will then be closed to trap the water inside the levee walls. Water from the reservoir will be piped, pumped up to ground level and released into current earthen channels from which farmers will irrigate fields.

Mano a Mano will provide the heavy machinery, expertise and the equipment operators needed to accomplish the construction. Mano a Mano's previous Rotary sponsored agricultural water projects (MG # 0865254 and MG # 60950) have achieved unprecedented results. Local agronomists and farmers themselves tell us that family income for farmers who have access to reservoir water are doubling to tripling after the first harvest of watered crops.

**PROJECT COST:** The total budget for this project is \$184,600. Contributors include:

- \$ 73,600 in Rotary funds
- \$ 53,000 from the Municipality of Punata
- \$ 6,600 from the community of Jusku Molle
- \$ 66,799 from Mano-a-Mano, in the form of an in-kind contribution of heavy equipment usage

The Rotary funds will be spent on diesel, cement, rebar, pipe, water pumps, gravel and sand. The contributions from Rotary Clubs, District 5580 and the Rotary Foundation in the amount of \$73,600, amounts to an investment of \$214.00 contribution per family --- an incredibly worthwhile economic investment --- with handsome annual economic, family health and food security dividends.

**EVALUATION** In conjunction with the Rotary Club Cochabamba Tunari, Mano a Mano - Nuevo Mundo will evaluate the extent to which project objectives are met by:

- Maintaining and reviewing project records on cost, construction quality, and system operation
- Using guided interviews to obtain community residents' assessment of the impact of the project on food production and water supply

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

#### COMMUNITY INVOLVEMENT & SUSTAINABILITY:

This project began with a request from the community and subsequent review of its needs by Mano a Mano staff. Each community must demonstrate its willingness to be a full partner in the requested project. Local authorities are fully expected to play a significant role, as well. In addition to making a substantial monetary contribution to the project, they assign municipal engineers to work with Mano a Mano engineers to complete the design and implement the project. Extensive discussions lay the groundwork for developing formal written agreements among community leaders, municipal officials, and Mano a Mano. These agreements define, prior to construction, the contributions and responsibilities of each participating entity. Community residents must participate in all aspects of planning, construction, and operation of the project.

The municipality of Punata and Mano a Mano engineers are now finalizing the design of the Jusku Molle water reservoir project and channels, including a study of the topography and water flow through the Valley in the surrounding area. The local government and community residents will contribute \$59,530.59 to the project. The agreement among project participants becomes the blueprint for ongoing relationships between Mano a Mano and its partners. Mano a Mano uses every available opportunity to stimulate community involvement, reinforcing this sense of ownership of and responsibility for projects, and focusing on their long-term viability.

Mano a Mano staff will organize local farmers to take on all unskilled labor required to complete the project, beginning with the assumption that these farmers are capable, motivated individuals who lack the material and educational resources required to improve their circumstances. Farmers contributed more than 30,000 hours of volunteer labor to their water projects last year. The community of Jusku Molle has agreed to provide 4 - 10 volunteers for eight hours daily for a projected 90 day period to work on the Jusku Molle reservoir until it is completed.

Mano a Mano will assist farmers to create a water cooperative that will schedule water release to fields, assume responsibility for reservoir management and maintenance, establish a fee schedule, and manage funds collected by the cooperative.

From inception to completion, all Mano a Mano projects focus on long-term sustainability. The following factors help ensure the viability of projects over the long term:

- extensive involvement of local government officials and community residents in every phase of the project;
- developing project engineering designs that are appropriate for the climate and terrain;
- training residents to maintain their completed projects;
- assisting residents to create cooperatives and other organizational structures through which projects will be managed.

Partnerships with communities and their local governments have resulted in success of every project that Mano a Mano has undertaken. Consistent involvement of residents, the ultimate beneficiaries, creates an intense sense of ownership of the project. Seeing the fruits of their labors once projects are completed further motivates residents to learn to operate and maintain them. Water projects provide subsistence farmers with the means to improve their standard of living for the foreseeable future.

Describe specific activities of the host and international partners in implementing the project. What will the Rotarians who are members of the partner clubs do during the project? Please note that financial support is not considered active involvement. (See the Matching Grant application instructions for suggestions.)

The host partner (Rotary Club Cochabamba Tunari) role will include:

- Receive, manage and disperse TRF project funds
- Close liaison with the NGO Mano a Mano - Nuevo Mundo
- Require regular progress reports from the NGO Mano a Mano - Nuevo Mundo
- Visit project site as needed to personally monitor progress
- Promoting the project to the media, District 4690 and at zone level meetings

The international partner (Harbortown Rotary Club) role will include:

- Maintaining communication with the host club
- Encouraging club members to travel to the project site
- Maintaining Rotary connections with Mano-a-Mano and its other Rotary sponsored projects, as well as scouting potential new project sites
- Promoting the project to Duluth/Superior media, District 5580, and publication on the club's website
- Project pictures will be incorporated into a poster presentation to be displayed at Foundation and other District 5580 conferences and events.
- Complete and submit interim and final reports to TRF

## HOST PARTNER

**Explanation:** The host partner is the club or district in the project country. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recommended that the primary contact have an e-mail address to expedite communication. The primary contact will receive all official communication from TRF by e-mail and should be prepared to disseminate this information to the other committee members.

### Primary Club/District

Club	Rotary Club Cochabamba Tunari	Club ID number (if known)	26892
District	4690	Country	Bolivia

### Primary Contact:

Name	Helena Rozenman Attie	Member ID	6011643
Club	Rotary Club Cochabamba Tunari		
Rotary position	President (2011-2012)		
Address	Condominio El Bosque No. 117		
City	Cochabamba		
State/Province	Cochabamba	Postal code	N/A
		Country	Bolivia
E-mail	hrozenman@yahoo.com	hrozenman@rotarytunari.org.bo	
Home phone	(591) 4 4310221	Office phone	(591) 4 4268492
		Fax	none

### Project Contact #2:

Name	Janet Alem Rosenman	Member ID	1978781
Club	Rotary Club Cochabamba Tunari		
Rotary position	Treasurer		
Address	Calle Beni E-0344		
City	Cochabamba		
State/Province	Cercado	Postal code	N/A
		Country	Bolivia
E-mail	sayal@supernet.com.bo	or	jalem@rotarytunari.org.bo
Home phone	(591) 4 4242196	Office phone	(591) 4 4487223
		Fax	none

### Project Contact #3:

Name	Gonzalo Bernal Iporre	Member ID	3263531
Club	Rotary Club Cochabamba Tunari		
Rotary position	International Committee Chair		
Address	Pantaleon Dalence 1722		
City	Cochabamba		
State/Province	Cercado	Postal code	N/A
		Country	Bolivia
E-mail	gbernal@rotarytunari.org.bo		
Home phone	(591) 4 4451195	Office phone	(591) 4 4451194
		Fax	(591) 4 4451194

## INTERNATIONAL PARTNER

**Explanation:** The international partner is the club or district outside the project country. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recommended that the primary contact have an e-mail address to expedite communication. The primary contact will receive all official communication from TRF by e-mail and should be prepared to disseminate this information to the other committee members.

### Primary Club/District

Club	Harbortown Rotary - Duluth MN	Club ID number (if known)	21611
District	5580	Country	USA

### Primary Contact:

Name	Michael Cochran	Member ID	1682414
Club	Harbortown Rotary - Duluth MN		
Rotary position	Past President, International Committee Member		
Address	13000 Water St		
City	Duluth		
State/Province	MN	Postal code	55808
		Country	USA
E-mail	mcochran@allete.com		
Home phone	218-626-3415	Office phone	218-723-7504
		Fax	218-723-3916

### Project Contact #2:

Name	Patricia Finney	Member ID	2220460
Club	Harbortown Rotary - Duluth MN		
Rotary position	International Committee Member		
Address	2085 Old North Shore Road		
City	Duluth		
State/Province	MN	Postal code	55804
		Country	USA
E-mail	Patricia.Finney@hallmarkbusinessconnections.com		
Home phone	(218) 525-7482	Office phone	(218) 336-4218
		Fax	(218) 336-4201

### Project Contact #3:

Name	Matt Thibodeau	Member ID	6452501
Club	Harbortown Rotary - Duluth MN		
Rotary position	International Committee Member		
Address	407 Wallace Ave.		
City	Duluth		
State/Province	MN	Postal code	55812
		Country	USA
E-mail	mrt@trialgroupnorth.com		
Home phone	218-724-4144	Office phone	218-722-0073
		Fax	218-722-0390

## PROJECT BUDGET

**Explanation:** For detailed information on what TRF funds, please see *The Guide to Matching Grants* (144-EN). Official RI exchange rates can be found at [www.rotary.org](http://www.rotary.org). Please use the most recent rate. Please provide pro-forma invoices for budget items over US\$10,000 or when all budget items will be purchased from the same supplier.

Budget item	Name of supplier	Amount
Use of Excavators, Dozers, Moto grader, and Front End Loader (Mano a Mano Equipment)	Mano a Mano - Nuevo Mundo	\$ 50,000.00
Transport of heavy equipment to site	Mano a Mano - Nuevo Mundo	\$ 9,000.00
Cement	Mano a Mano - Nuevo Mundo	\$ 9,086.00
Rebar	Mano a Mano - Nuevo Mundo	\$ 2,000.00
Pump, piping and gate materials	Mano a Mano - Nuevo Mundo	\$ 41,980.00
Transport of construction materials - Hired out	Mano a Mano - Nuevo Mundo	\$ 2,300.00
Transport of Dirt for Levee - Rental of Dump Trucks	Mano a Mano - Nuevo Mundo	\$ 17,000.00
Heavy Equipment Rental - Compactor and other small equipment	Mano a Mano - Nuevo Mundo	\$ 15,000.00
Diesel Fuel for equipment	Mano a Mano - Nuevo Mundo	\$ 25,553.00
Gasoline for equipment	Mano a Mano - Nuevo Mundo	\$ 6,000.00
Engineering Study by Mano a Mano	Mano a Mano - Nuevo Mundo	\$ 2,500.00
Project staff, including equipment operators	Mano a Mano - Nuevo Mundo	\$ 5,380.00
Food for operators and community volunteers	Mano a Mano - Nuevo Mundo	\$ 4,500.00
Office expenses - Bolivia (includes accountant)	Mano a Mano - Nuevo Mundo	\$ 2,500.00
Fish Stocking in reservoir	Mano a Mano - Nuevo Mundo	\$ 1,500.00
Miscellaneous	Mano a Mano - Nuevo Mundo	\$ 1,200.00
Administrative Costs	Mano a Mano - Nuevo Mundo	\$ 4,500.00
<b>Subtotal</b>		<b>\$ 199,999.00</b>
<b>Exchange rate used</b>		US\$1= 7.02
<b>Total in U.S. dollars</b>		<b>\$ 199,999.00</b>



## PROJECT FINANCING

**Explanation:** Clearly list all financing in U.S. dollars (please use whole dollars as TRF does not match cents) noting which funds will be contributed in cash and which will be contributed from District Designated Funds (DDF). Use of DDF must be authorized by the district Rotary Foundation committee chair and the district governor. TRF matches US\$0.50 for every \$1 cash contribution and \$1 for every \$1 contribution from DDF. The primary host club or district must provide at least \$100 in either DDF or cash.

**NOTE:** No funds should be sent to TRF prior to official Trustee approval. Upon approval, a letter will be sent to the sponsors notifying them of approval and providing detailed instructions on how and where to submit their contributions.

Host Rotary clubs or district inside the project country (The primary host club or district must provide at least US\$100.)	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	District Governor (Print Name)	District Governor Authorization
Cochabamba Tunari	\$ 100					
International Rotary clubs or district outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization	District Governor (Print Name)	District Governor Authorization
Harbortown	\$ 16,000					
Superior	\$ 4,000					
Skyline	\$ 2,000					
Duluth (# 25)	\$ 2,500					
District		\$ 24,500	Al Watrel		Thomas Riley	
<b>Subtotals, Cash and DDF</b>	\$ 24,600	\$ 24,500				
<b>TOTAL cosponsor contributions</b>	\$ 49,100					
<b>Total funds requested from TRF (must be at least US\$5,000)</b>	\$ 24,500					
<b>Additional outside funding</b> (not matched by, or forwarded to, TRF) Please specify the source of this funding.	\$ 66,799 Mano-a Mano \$ 53,000 Punata \$ 6,600 Jusku Molle					
<b>Total project financing</b> (must equal budget on page 4)	\$ 199,999					

## HELPFUL HINT

One way to speed up the payment process for your Matching Grant is by financing your project solely with DDF. Submitting cash contributions to the Foundation for a Matching Grant can significantly slow down the payment process and the contributions will only receive a 50% match as opposed to a 100% match for DDF. Speak with your district leaders to see if there is a way to utilize DDF as opposed to cash contributions for your application.

## PROJECT PLANNING

**Explanation:** Before an application is submitted to TRF, project partners should discuss various planning details. The questions below are a guide to aid project planning. Note that a Rotary club and/or district or Rotarian may not own anything purchased with grant funds.

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

The local community will own, operate and maintain the project. A local consortium has been established --- H. Alcalde Municipal Punata, Concejo Municipal Punata, Asociacion Sistema Agua, and Asociacion Comunidades Sin Riego.

These entities have established a users cooperative that will collect revenue through irrigation water sales. Revenues generated will be sufficient to administer and maintain the project going forward.

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

The cooperative described above will hire and train an individual responsible for distribution of irrigation water. This includes operation of the diesel pumps and control apparatus. Maintenance will be coordinated by the cooperative, using revenues coming from irrigation water sales. Nuevo Mundo will provide initial equipment training and operators manuals.

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

N/A -- not needed

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

N/A -- nothing purchased out of Bolivia

Provision of plumbing and electrification to structures where people live or work cannot be purchased with grant funds and must be funded with other sources. Have the sponsor clubs and/or districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

N/A -- not needed

Matching Grant funds can be used for international travel expenses of Rotarian volunteers who provide direct humanitarian service as part of a Matching Grant. Please note that you cannot utilize the Rotary International Travel Service (RITS) for arranging travel. If you are including international travel in your project budget, please include all travel fees and related expenses such as travel insurance, airfare, immunizations, visas, lodging, and food. Additionally, please attach to the application background information for **each** Rotarian traveler detailing his/her qualifications and role in the project's implementation. Have you completed all of these requirements and included travel insurance for all travelers?

N/A -- not needed

## COMPETITIVE GRANTS

**Explanation:** Competitive grants are grants requesting US\$25,001 or above from TRF. Competitive grants are reviewed twice a year at the October and April Trustees' meetings. Please submit your application by 1 August for the October Trustees meeting and 15 December for the April meeting.

If your grant request is for US\$25,001 or above, a community needs assessment must be included. This assessment should demonstrate how the proposed project

- Involves the benefiting community

- Is viable and will be maintained by the benefiting community after grant funds have been expended

Please refer to *The Guide to Matching Grants* (144-EN) and the RI website ([www.rotary.org](http://www.rotary.org)) for additional information.

## AUTHORIZATIONS

**Explanation:** Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club and/or district agrees to undertake this project as an activity of the club and/or district.
- We ensure all cash contributions (as detailed in Project Financing) will be forwarded to TRF or directly to the project account after Trustee approval of the grant.
- RI and TRF may use information contained in this application to promote the project by various means such as *The Rotarian*, the RI international convention, *Rotary Video Magazine*, etc.
- The partners agree to share information on best practices when asked, and TRF may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- The entire responsibility of TRF is expressly limited to the dollar amounts approved based on the application's budget. Additional costs due to changes in budget items, airfares, currency devaluations, etc., are the responsibility of sponsors or outside sources.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)

Host Partner		International Partner	
<input checked="" type="checkbox"/> Club president (club-sponsored)* <input type="checkbox"/> District grants subcommittee chair (district-sponsored)*		<input checked="" type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	Helena Rozenman Othie	Name	Sandy Very
Title	President	Title	President
Rotary Club	Cochabamba Tunari	Rotary Club	Harbortown Rotary Club, Duluth Minnesota, USA
District #	4690	District #	5580
Signature		Signature	
Date		Date	

Primary Contact		Primary Contact	
Name	Gonzalo Bernal Iporre	Name	Mike Cochran
Signature		Signature	
Date		Date	
Project Contact #2		Project Contact #2	
Name	Janet Alem Rozenman	Name	Patricia Finney
Signature		Signature	
Date		Date	
Project Contact #3		Project Contact #3	
Name	Carolos Flores Gomez	Name	Matthew Thibodeau
Signature		Signature	
Date		Date	

- ☐ \* If international travel is included as part of the budget, please check the box at the left to indicate that the *host* club or district has extended a travel invitation, fully supports and approves Rotarian travelers, and verifies that international travel to the club and/or district is needed to implement the project.

## COOPERATING ORGANIZATION

**Explanation:** A *cooperating organization* is an entity directly involved in the implementation of a grant project, offering technical expertise and/or project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization. A cooperating organization is considered to be a Rotarian cooperating organization when one-third or more of its Board of Directors and/or governing body is comprised of Rotarians and/or senior management who are also Rotarians directly involved with the grant project

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization    Mano a Mano International – Nuevo Mundo

Street Address    c/o Mano a Mano International -- 774 Sibley Memorial Highway

City, State/Province    Mendota Heights, MN    Postal code    55118    Country    USA

Office phone    651 457-3141    Fax    651 450-9935

E-mail    manoamano@manoamano.org    Web address    <http://www.manoamano.org/>

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

- A letter of endorsement signed by the host club president confirming that the cooperating organization is reputable and acts within the laws of the project country
- A signed letter of participation from the cooperating organization that specifically states:
  - Its responsibilities and how it will interact with Rotarians to implement the grant project
  - The organization's agreement to cooperate in any financial review of the project
  - The names of Rotarians on its Board of Directors and/or organizational governing body in addition to any senior management who are also Rotarians and are directly involved with the grant project, if applicable

## FINAL REPORT

**Explanation:** Although both partners are responsible for completing progress and final reports, the Trustees require that one partner take primary responsibility for submitting the final report to TRF. It is recommended that the club or district receiving the funds should take primary responsibility.

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

Print name    Helena Rozenman Attie    Signature

Rotary club    Tunari Rotary Club – Cochabamba, Bolivia    District    4690

## DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

**Explanation:** The Trustees require that the district grants subcommittee chair (DGSC) from either the host or international sponsor district certifies the application as complete. If the application is not complete or eligible, it will not be processed and the partners will be notified accordingly.

"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding."

Print name of DGSC    Herb Schmidt    Signature

District    5580    Date



- Is viable and will be maintained by the benefiting community after grant funds have been expended

Please refer to *The Guide to Matching Grants* (144-EN) and the RI website ([www.rotary.org](http://www.rotary.org)) for additional information.

## AUTHORIZATIONS

**Explanation:** Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club and/or district agrees to undertake this project as an activity of the club and/or district.
- We ensure all cash contributions (as detailed in Project Financing) will be forwarded to TRF or directly to the project account after Trustee approval of the grant.
- RI and TRF may use information contained in this application to promote the project by various means such as *The Rotarian*, the RI international convention, Rotary Video Magazine, etc.
- The partners agree to share information on best practices when asked, and TRF may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- The entire responsibility of TRF is expressly limited to the dollar amounts approved based on the application's budget. Additional costs due to changes in budget items, airfares, currency devaluations, etc., are the responsibility of sponsors or outside sources.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)

Host Partner		International Partner	
<input checked="" type="checkbox"/> Club president (club-sponsored)*		<input checked="" type="checkbox"/> Club president (club-sponsored)	
<input type="checkbox"/> District grants subcommittee chair (district-sponsored)*		<input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	Helena Rozerman Attie	Name	Sandy Very
Title	President	Title	President
Rotary Club	Cochabamba Tunari	Rotary Club	Harbortown Rotary Club, Duluth Minnesota, USA
District #	4690	District #	5580
Signature		Signature	
Date	10/03/2011	Date	3/22/2011
Primary Contact		Primary Contact	
Name	Gonzalo Bernal Isporre	Name	Mike Cochran
Signature		Signature	
Date	10/03/2011	Date	March 22, 2011
Project Contact #2		Project Contact #2	
Name	Janet Allen Rozerman	Name	Patricia Finney
Signature		Signature	
Date	10/03/2011	Date	Mar 22, 2011
Project Contact #3		Project Contact #3	
Name	Tania Laredo Joran	Name	Matthew Trebodeau
Signature		Signature	
Date	10/03/2011	Date	3/23/2011



### COOPERATING ORGANIZATION

**Explanation:** A cooperating organization is an entity directly involved in the implementation of a grant project, offering technical expertise and/or project coordination. A benefiting entity is the recipient of goods or services and is not considered a cooperating organization. A cooperating organization is considered to be a Rotarian cooperating organization when one-third or more of its Board of Directors and/or governing body is comprised of Rotarians and/or senior management who are also Rotarians directly involved with the grant project.

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

Name of organization Mano a Mano International - Nuevo Mundo

Street Address c/o Mano a Mano International -- 774 Sibley Memorial Highway

City, State/Province Medellin, Antioquia, CO

Postal code 55118

Country USA

Office phone 651 457-3141

Fax 651 450-9935

E-mail manomanano@manomanano.org

Web address http://www.manomanano.org/

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

- A letter of endorsement signed by the host club president confirming that the cooperating organization is reputable and acts within the laws of the project country
- A signed letter of participation from the cooperating organization that specifically states:
  - Its responsibilities and how it will interact with Rotarians to implement the grant project
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### FINAL REPORT

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

Print name Helena Pozzaman Attie

Signature 

Rotary club Tunari Rotary Club - Cochabamba, Bolivia

District 4690

### DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

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"On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding."

Print name of DGSC Herb Schmidt

Signature

District 5580

Date

## COMPLETION CHECKLIST

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.

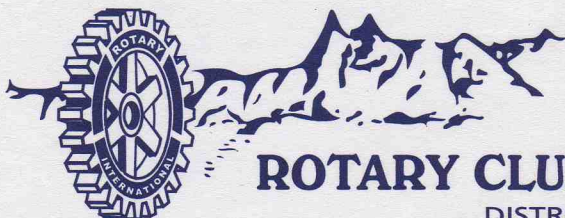
- ☒ Does the project meet **all** grant policies and guidelines (see *The Guide to Matching Grants* [144-EN] or the RI website at [www.rotary.org](http://www.rotary.org))?
- ☒ Does the project description clearly state how the project will assist those in need?
- ☒ Are the activities of the host and international partners clearly explained? Will the Rotarians be actively involved in the project?
- ☒ Have both the host and international partners created committees to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- ☒ Is a detailed, itemized budget included in the application?
- ☒ Are pro-forma invoices attached for budget items over US\$10,000?
- ☒ Are all partner contributions listed in the application, noting which contributions will be cash and which will be DDF?
- ☒ Have the DRFC chair and the district governor provided their signatures authorizing the use of District Designated Funds?
- ☒ Have the club presidents or district grants subcommittee chairs from the host and international partner provided their authorizing signatures?
- ☒ Have all six committee members provided their authorizing signatures?
- ☒ If a cooperating organization is involved, are the following letters included with the application:
  - ☒ A signed letter of endorsement from the host partner confirming that the cooperating organization is reputable and acts within the laws of the project country
  - ☒ A signed letter from the organization specifically stating its responsibilities, how it will interact with Rotarians, its agreement to cooperate in any financial review of the project, and if applicable, the names of Rotarians on its Board of Directors and/or organizational governing body in addition to any senior management who are also Rotarians directly involved with the grant project
- ☐ N/A If the project involves a revolving loan or microcredit, is the Revolving Loan Fund Supplement and Credit Group Plan included?
- ☐ N/A If the grant request is US\$25,001 or more, is a community needs assessment attached?
- ☒ Has the district grants subcommittee chair from either the host or international partner certified the application as complete and eligible?
- ☒ Is there a minimum of nine authorizing signatures included in the application?
- ☒ Have the partners made copies of all documents for their files prior to submitting them to TRF?



### Complete applications should be sent to:

Humanitarian Grants Program  
 The Rotary Foundation  
 One Rotary Center  
 1560 Sherman Avenue  
 Evanston, IL 60201-3698 USA  
 Fax: 847-556-2151  
 E-mail: [contact.center@rotary.org](mailto:contact.center@rotary.org)





## ROTARY CLUB COCHABAMBA TUNARI

DISTRITO N° 4690 • CASILLA 5810  
COCHABAMBA - BOLIVIA

*"Se beneficia más el que mejor sirve"*



*"Dar de sí antes de pensar en sí"*

Cochabamba, a 28 de febrero de 2011

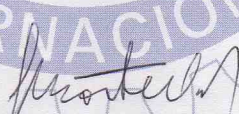
Señores:  
**FUNDACION ROTARIA**  
PRESENTE.-

El suscrito, presidente del **Rotary Cochabamba Tunari**, c.r. Fernando Montellano, certifica que la Organización No Gubernamental (ONG) Mano a mano Nuevo Mundo, está registrada legalmente, por lo que se encuentra habilitada para realizar trabajos en nuestro país.

Que esta organización realiza trabajos en Bolivia en el área de desarrollo humano y en beneficio de nuestra comunidad, no tiene vínculos políticos de ninguna naturaleza y **Rotary Cochabamba Tunari** ha apoyado y supervisado la ejecución de varios otros proyectos en que ésta ejecutó en nuestro Departamento.

Que todos los trabajos realizados fueron ejecutados con responsabilidad, eficiencia y en los tiempos establecidos.

Es cuanto puedo certificar en honor a la verdad y para fines del proyecto que presentamos adjunto.

  
c.r. Fernando Montellano

Presidente Rotary Cochabamba Tunari  
2009 -2010

Mano a Mano Nuevo Mundo  
Cochabamba – Bolivia March 26, 2011

Sirs:  
TO WHOM IT MAY CONCERN:  
U.S.A.

Our highest regards.

**Ref: Mano a Mano Nuevo Mundo – Jusku Molle Project**

Dear Rotarians. It is our pleasure to inform you that Mano a Mano Nuevo Mundo is a non-profit organization recognized by the governor's office under resolution # 172/2005. Mano a Mano Nuevo Mundo is an organization that works in close collaboration with Mano a Mano International, which acquires the economic resources to execute the work in Bolivia, principally water ponds, reservoirs, roads, agriculture and community development. In addition, it works collaboratively with the non-profit institutions Mano a Mano – Bolivia, Mano a Mano Apoyo Aereo, municipalities and peasant communities.

We inform you that to accomplish our objectives we wish to implement a water project in the locality of Jusku Molle, municipality of Punata, in the department (state) of Cochabamba. The project consists of the expansion of a small reservoir for irrigation water that will hold close to 35,000 cubic meters. The reservoir will be fed by a 550 meter long canal that will capture water from a nearby river. To distribute water to the higher elevations it will use a 3 pump system. Each pump system will have 1000 meters of tubing. This project will be made possible with the municipal government of Punata, the benefiting community, and Mano a Mano.

Mano a Mano is excited and grateful to count on your participation in this project and we are ready to provide you with all the information, reports and accounting for expenses that your organization will dedicate to the project.

You are aware that Mano a Mano has executed other projects such as reservoirs and roads. We have fulfilled and met the confidence of our supporters and donors, collaborators and volunteers, and we are confident that we will meet your expectations this time also.

Together, the U.S. Rotarians, the Rotary Club of Cochabamba (Tunari) and the organization Mano a Mano Nuevo Mundo will work on behalf of the most needy persons of Bolivia. We are certain that constructing a water reservoir such as the one proposed, will benefit the entire community and its families by resulting in larger and better products for consumption and sale in city markets.

Dear Rotarians, thank you for your participation. You are part of a new world for the people of Jusku Molle and of Bolivia in general.

Attentively,

Lic. Ivo Velasquez Urey  
National Director

Junin #291 esq Ecuador – Phone/Fax: 591-4-4520466 P. O. Box 1555  
E mail: [nuevomundo@manoamano.org](mailto:nuevomundo@manoamano.org) – [www.manoamano.org](http://www.manoamano.org)

Rotary Club Cochabamba Tunari  
District # 4690  
P.O. Box 5810  
Cochabamba, Bolivia

Cochabamba, February 28, 2011

Sirs:  
Rotary Foundation  
Present

The current president of Rotary Club Cochabamba Tunari, c.r. Fernando Montellano, certifies that the non-governmental organization (NGO) Mano a Mano Nuevo Mundo, is legally registered, as such is able to execute projects in our country.

This organization carries out projects in the area of economic development and in benefit of our community, it does not have any political interests and Rotary Club Cochabamba Tunari has supported and supervised the execution of various other projects that this organization has carried out in our Department (state).

All projects were carried out with responsibility, efficiency and in the time frames established.

As such, I can certify in honor of the truth and for purposes of the project that we are proposing together.

c.r. Fernando Montellano  
President Rotary Cochabamba Tunari  
2009 – 2010

Av. America #E-0945 Telephone: 4240493 Meetings: Thursdays: 8:00 p.m.

Cochabamba, Bolivia  
Mach 26, 2011

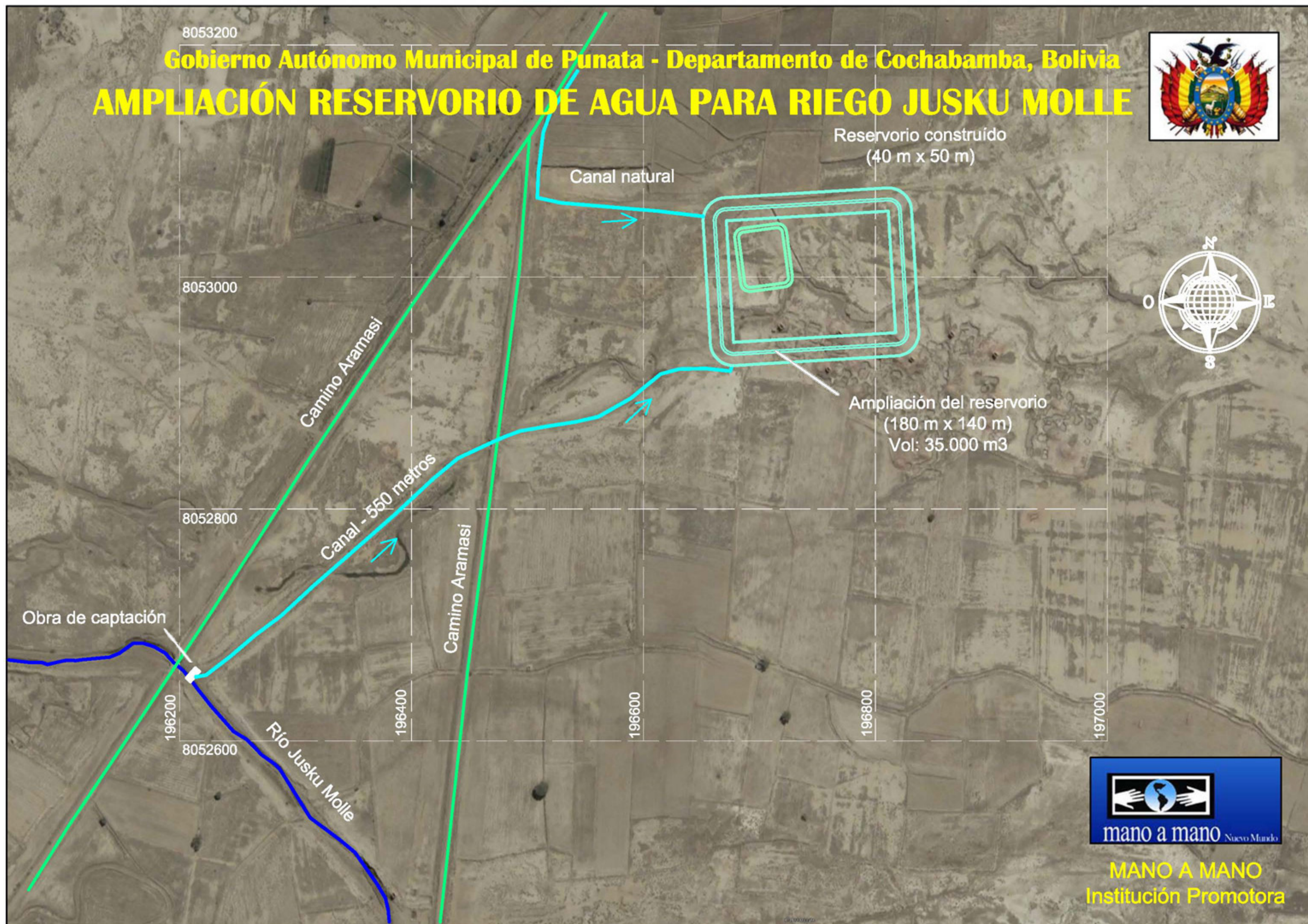
**BUDGET FOR MATERIALS AND OTHER ITEMS TO BE COVERED BY FUNDS FROM ROTARY**

**CONSTRUCTION OF AGRICULTURAL WATER RESERVOIR IN JUSKU MOLLE**

<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Cost in Dollars</b>
1 Diesel	liters	34,221.00	18,134.29
2 Cement (50 kg per bag)	bag	1,200.00	9,085.71
3 Rebar	bar	368.42	2,000.00
4 Tubing (PVC - d:4")	meters	3,000.00	35,000.00
5 Water Pump (11.5 horse)	piece	3.00	6,980.00
6 Gravel and sand	cubic meters	36.00	2,400.00
<b>TOTAL ROTARY BUDGET</b>			<b>73,600.00</b>



**Gobierno Autónomo Municipal de Punata - Departamento de Cochabamba, Bolivia**  
**AMPLIACIÓN RESERVORIO DE AGUA PARA RIEGO JUSKU MOLLE**



**MANO A MANO**  
Institución Promotora

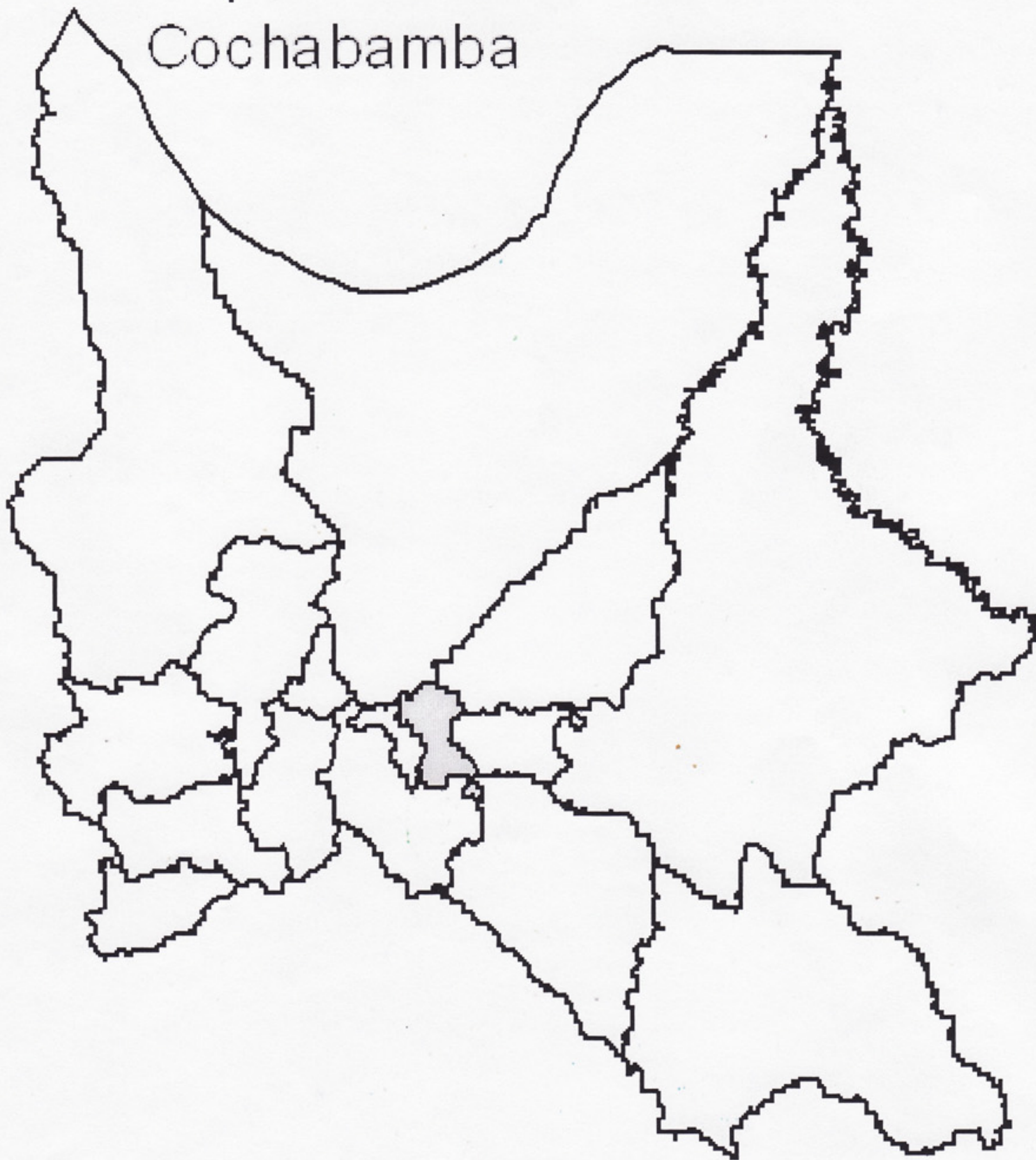




ACCESO A LA ZONA DE PROYECTO

MAPA MUNICIPAL

Departamento de  
Cochabamba





PROYECTO: AMPLIACIÓN RESERVORIO DE AGUA.  
PARA RIEGO JUSKU MOLLE – SAN JOSÉ D-3



ACCESO A LA ZONA DE PROYECTO

MAPA MUNICIPAL

