



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	<u>Mt. Selinda Mission</u>
City/Village	<u>Mt. Selinda</u>
State/Province	<u>Zimbabwe</u>
Country	<u>Zimbabwe</u>
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	<u></u>

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.

Global Ministries has a mission(UCCZ) in Mt. Selinda, Zimbabwe, Africa consisting of a horticultural school, a 175 bed hospital, an orphanage for 44 kids, mission churches, and 1000 acres of fertile farm land. For the past 20 years Zimbabwe has experienced extreme hardships because of an unstable economy. The mission as well as the entire country has experienced several droughts resulting in inadequate food availability and malnutrition. Since 1975, the mission's land hasn't been farmed because of the liberation war and lack of farm equipment. The purpose of this project is to provide reliable farm equipment (with replacement parts and maintenance equipment) to the community so they can recover and resume farming the land. By being able to farm with reliable equipment, the community would benefit greatly by increasing employment, providing a sustainable source of food, raise the level of economic stability and decrease hunger. There is a current corresponding project by UCCZ in Mt. Selinda to create a secure compound for storage of equipment and crops.

It is estimated that it will take six months to complete the implementation of this project, once approval of funds has been obtained.

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

Our Rotary club has two club members, Don and Maryjane Westra, volunteering at the mission in Zimbabwe through 2016. Don would be able to oversee the transfer, use, and training for the equipment by the personnel using the equipment at Mt. Selinda. We also intend to identify volunteers to travel to Mt. Selinda when the equipment has arrived to work with community members on training, using, maintaining and repairing the equipment.

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 Rotary Club of Mutare will provide agronomic consultation for the farmers to help determine best farming practices for their area.

Rud C. Wasson, Fergus Falls Sunrise Rotary Club will be the coordinator for the project. He is collaborating with several Rotary clubs and non-Rotarian organizations to find donated equipment, refurbish and repair used equipment when necessary, and coordinate the shipping to Zimbabwe. Additional fundraising will be done to obtain money for expenses over and above the TRF grant.

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 of Mutare	Club ID number (if known)	17349
District	9210	Country	Zimbabwe

Primary Contact:

Name Don Westra	Member ID 1942213		
Club Rotary Club of Mutare			
Rotary position Past President			
Address Private Bag 509, Mt. Selinda Hospital			
City Mt. Selinda			
State/Province Zimbabwe	Postal code 263	Country Zimbabwe	
E-mail dewestra@westtooff.com			
Home phone 011 236 774 068 905	Office phone	Fax	

Project Contact #2:

Name Joel Gumbo	Member ID 06666924		
Club Rotary Club of Mutare			
Rotary position Immediate Past President			
Address 373 S/D Dangamvura			
City Mutare			
State/Province Zimbabwe	Postal code 263	Country Zimbabwe	
E-mail gumbojo@gmail.com			
Home phone +2632030820	Office phone +2632060022	Fax +2632060024	

Project Contact #3:

Name Job Ronald Torindoh	Member ID 05709064		
Club Rotary Club of Mutare			
Rotary position Past ADG			
Address P.O.Box 296			
City Mutare			
State/Province Zimbabwe	Postal code 263	Country Zimbabwe	
E-mail jrnrb@mweb.co.zw			
Home phone +2632061457	Office phone +2632068725	Fax +2632062558	

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	Fergus Falls Sunrise Rotary	Club ID number (if known)	28547
District	5580	Country	USA

Primary Contact:

Name	Rud C. Wasson	Member ID	2058717
Club	Fergus Falls Sunrise Rotary		
Rotary position	Past President		
Address	26284 - 190 St.		
City	Fergus Falls		
State/Province	MN	Postal code	56537
		Country	USA
E-mail	rud@prtcl.com		
Home phone	(218) 826-7376	Office phone	n/a
		Fax	n/a

Project Contact #2:

Name	Michael Smith	Member ID	1716464
Club	Fergus Falls Sunrise Rotary		
Rotary position	Club Treasurer		
Address	125 Union Ave. No.		
City	Fergus Falls		
State/Province	MN	Postal code	56537
		Country	USA
E-mail	mike@michaelsmithcpa.com		
Home phone	(218) 736-7402	Office phone	(218) 739-6282
		Fax	(218) 739-6282

Project Contact #3:

Name	Sandy Christianson	Member ID	1942183
Club	Fergus Falls Sunrise Rotary		
Rotary position	Past President, Past ADG		
Address	17692 Cedar Trail		
City	Fergus Falls		
State/Province	MN	Postal code	56537
		Country	USA
E-mail	kmsoc67@gmail.com		
Home phone	(218) 205-8324	Office phone	(218) 739-3321
		Fax	

Budget item	Name of supplier	Amount
Tractors(2)JD4020,90hp,2w.d.		\$13,000
Air Planter(1)AC600,4 row,w/dry fertilizer &insecticide box		\$2,500
Field cultivators(2) AC1200, 11'		\$2,500
Front end loader(1) AC170		\$850
Disc/plows(2) JD900, V-ripper,11 shank		\$9,900
Boom Sprayer,(1) JD 500, pull type		\$3,500
Parts to Repair/refurbish equipment prior to shipping		\$6,500
Labor for repair/refurbishing		\$6,500
Shipping cost-containerizing & ship from Minn to Mt.Selinda,Zimbabwe		\$22,400
Customs - Because equipment is for humanitarian purposes andis to promote agricultural projects in the UCCZ farms		Zero
Additional repair and maintenance parts & tools (tires, batteries, filters, etc)up to		\$12,300
Subtotal		\$79,950
Exchange rate used		US\$1=
Total in U.S. dollars		\$79,950

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.)

United Church of Christ Zimbabwe (UCCZ)

Box CY 2785 or P.O. Box W116, Harare, Zimbabwe

Street Address: Stand 30/32 Second Ave. Parktown, Waterfalls, Harare, Zimbabwe

Office Phone: 011-263-4-667000 Fax: 011-263-4-668325

Rev. Edward Matuvhunye, President

e-mail: uccz@africaonline.co.zw and emmatuvhunye@africaonline.co.zw See attached letter.

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

Yes, Don Westra, a former member of the Fergus Falls Sunrise Rotary, and presently a missionary at Mt. Selinda will be on site until 2016 and will be providing training. In addition, volunteers from the Fergus Falls Rotary Clubs intend to travel to Zimbabwe to assist in training when equipment arrives.

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

N/A

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

Rev. Edward Matuvhunye, president of United Church of Christ, Zimbabwe has assured us that because the equipment is for humanitarian purposes and is to promote agricultural projects in the UCCZ Farms it is exempt from customs fees.

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

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

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

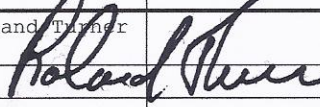
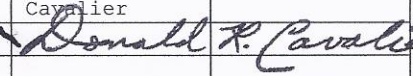
- Involves the benefiting community
- Is viable and will be maintained by the benefiting community after grant funds have been expended

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

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
Rotary Club of Mutare	\$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
District 5580		\$24,900	Roland Turner		Donald R. Cavalier	
Subtotals, Cash and DDF	\$100	\$24,900				
TOTAL cosponsor contributions	\$25,000					
Total funds requested from TRF (must be at least US\$5,000)	\$24,950					
Additional outside funding (not matched by, or forwarded to, TRF) Please specify the source of this funding.	\$30,000 In-kind and cash donations from various individuals and corporations					
Total project financing (must equal budget on page 4)	\$79,950					

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.

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.

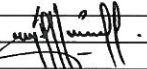
By signing below, we agree to the following:

- 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	Michael Kagweya (Member ID 08098699)	Name	Mark Sievert
Title	President	Title	President
Rotary Club	Rotary Club of Mutare	Rotary Club	Fergus Falls Sunrise Rotary
District #	9210	District #	5580
Signature		Signature	
Date	1st July 2012	Date	7-2-12

Primary Contact		Primary Contact	
Name	Donald Westra	Name	Rud C. Wasson
Signature		Signature	
Date	7/1/2012	Date	7/2/2012

Project Contact #2		Project Contact #2	
Name	Joel Gumbo	Name	Michael R. Smith
Signature		Signature	
Date	1st July 2012	Date	7/2/2012

Project Contact #3		Project Contact #3	
Name	Job Ronald Torindoh	Name	Sandy Christianson
Signature		Signature	
Date	1st July 2012	Date	7/2/12

- ☐ * 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 Global Ministries (United Church of Christ, Zimbabwe)

Street Address P.O.Box 1986

City, State/Province Indianapolis, IN

Postal code 46206

Country USA

Office phone (317) 713-2558

Fax (317) 635-4323

E-mail sgourdnet@dom.disciples.org

Web address

In addition to the above, the following must be attached: **See attached letter from Global Ministries**

- 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 Rud C. Wasson

Signature



Rotary club Fergus Falls Sunrise Rotary

District 5580

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 David Gottenborg

Signature

District 5580

Date 07/01/12

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)?
- ☒ 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
- ☐ If the project involves a revolving loan or microcredit, is the Revolving Loan Fund Supplement and Credit Group Plan included?
- ☐ 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

March 27, 2012

Zimbabwe Tractor Project

Rud Wasson, project coordinator

Fergus Falls Sunrise Rotary

26284 190th St.

Fergus Falls, Mn. 56537

To Those Concerned:

The United Church of Christ in Zimbabwe (UCCZ) is a long-time partner of Global Ministries of the Christian Church (Disciples of Christ) and the United Church of Christ. Rev. Edward Matuvhunye is the current president of the church.

The UCCZ is pleased to participate in the tractor project and will provide reports to Rotary groups about the use of the donated tractors and the progress of the farming projects. This tractor project will be a tremendous help to food sustainability in the Mt. Selinda region of Zimbabwe. Food security is an important factor in the well-being of the population of that entire region of Zimbabwe.

Rotarians will be able to interact with the project by receiving e-mail reports, photos and possible visits to the area.

We want to express our gratitude to the Rotary groups that have contributed to this project.

Sincerely,



Sandra R. Gourdet

Executive for Africa

Dear Rud Wasson,

This email confirms that the Global Ministries partner church, the United Church of Christ in Zimbabwe (UCCZ) is an inclusive, non-sectarian organization, offering services to those in need regardless of their religious faith. The UCCZ does not pressure beneficiaries to convert to a particular faith in order to participate in its community-based programs that provide for those in most critical need and serve the entire community.

Reverend Jane Sullivan-Davis, CFRE
Executive for Resource Development
Global Ministries
P.O. Box 1986
Indianapolis, IN 46206
Tel: (317) 713-2558
Fax: (317) 635-4323
Email: janesd@dom.disciples.org
www.globalministries.org