

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

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

**District Grant No.** WCS -17.4.21

**Date Approved:** [Click here to enter a date.](#)

**District Grant Subcommittee Chair Signature:** \_\_\_\_\_

**District Rotary Foundation Chair Signature:** \_\_\_\_\_

**IMPORTANT: A project already started will not be eligible for World Community Service funds.**

**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 including info on the beneficiaries (how the project will benefit the community in need), how the project will be implemented, and how Rotarians will be directly involved in the project (involvement is required by both the Host Club and International Partnering Club).

Stationery Store/Photocopy Store in La Curvina, Guatemala. There is none in this community and nearest one is about 8 kilometers away in Monterrico. Store will provide much needed service for this community of limited resources. Said project meets Literacy and Economic Development areas of service. One District 5580 Rotarian and at least one from 4250 will provide hands on set up and training.

Please provide the name of the project site, the city or village, state or province, and country. Provide a detailed map of the area or provide GPS (Global Positioning Site) coordinates.

List multiple locations, if applicable.

Project Site: [La Curvina, Monterrico](#)

City/Village: [Chiquimulilla](#)

State/Province: [Santa Rosa](#)

Country: [Guatemala](#)

GPS coordinates (if no map is provided): [Map attached](#)

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

[CCCCG Clinic](#)

Provide a blueprint/detailed drawing of the proposed structure as an attachment. [Already built, just an area in the clinic.](#)

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

[Two weeks](#)

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.

[Locals will buy stationery goods and make photocopies at the store.](#)

Describe specific activities of the Host and International Partners in implementing the project.

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Set up, stocking of products, leafleting, visiting area schools, training of personnel.

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. (Refer to ***Matching Grant Application Instructions*** for suggestions.) Set up, stocking of products, leafleting, visiting area schools, training of personnel.

**Explanation:** The **Host Partner** is the **Club or District or NGO in the project country**. A committee of at least **three (3) 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 sponsoring 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 D5580 information will be sent to this address. It is **required** that the primary contact (who receives all information from D5580) have an email address to expedite communication.

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

Club: Name and Number and/or NGO: Club Rotario Vista Hermosa

District: 4250 Country: Guatemala

**Primary Contact:**

Name: Enrique 'Kike' Rosas

Member ID (if known): 6660321

Club Name: Club Rotario Vista Hermosa

Position: President elect

Street Address: Click here to enter text.

City/State or Province/Postal Code: Guatemala

Phone: 50254030018 Email Address (**Required**): ventas@transam.com.gt

**Project Contact #2:**

Name: Carolina Corzo

Member ID (if known): 8307998

Club Name: CRVH

Position: Past President

Street Address: Click here to enter text.

City/State or Province/Postal Code: Guatemala

Phone: 50252047266 Email Address (**Required**): carolina.corzo@carolic-corporacion.com

**Project Contact #3:**

Name: Rolando González

Member ID (if known): 6280347

Club Name: CRVH

Position: President

Street Address: Click here to enter text.

City/State or Province/Postal Code: Guatemala

Phone: 50240109409 Email Address (**Required**): tecnoauto.rg@gmail.com

**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**. A committee of at least three (3) Rotarians must be established to oversee the project. The primary contact must be a member of the primary Club

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identified below. The project committee must be composed of members of the sponsoring Rotary Club(s) for Club-sponsored projects or 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 D5580 information will be sent to this address. It is **required** that the primary contact (who receives all information from D5580) have an email address to expedite communication.

**Primary Club/District:**

Club or District Name: [Click here to enter text.](#) Club ID Number: [Click here to enter text.](#)

District #: 5580 Country: ☒USA ☐CAN

**Primary Contact:**

Name: [Warren Bender](#)

Member ID (if known): 8148803

Club Name: [Rotary Club of Superior #40](#)

Position: [International Director](#)

Street Address: 2428 Ogden Ave

City/State or Province/Postal Code: [Superior, WI 54880](#)

Phone: [2185904464](#) Email Address (**Required**): [bt817@hotmail.com](mailto:bt817@hotmail.com)

**Project Contact #2:**

Name: [Gayle Wahner](#)

Member ID (if known): 8960320

Club Name: [Rotary Club of Superior #40](#)

Position: [Guatemala Project Chair](#)

Street Address: 1221 Baxter Ave

City/State or Province/Postal Code: [Superior, WI 54880](#)

Phone: [2183911275](#) Email Address (**Required**): [gwahner@hotmail.com](mailto:gwahner@hotmail.com)

**Project Contact #3:**

Name: [Scott Neustel](#)

Member ID (if known): 2243463

Club Name: [Duluth Harbortown](#)

Position: [International Director](#)

Street Address: 1032 E 4th St

City/State or Province/Postal Code: [Duluth, MN 55805](#)

Phone: [2183936267](#) Email Address (**Required**): [scott@skihut.com](mailto:scott@skihut.com)

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

\$1 USD = 7.2 quetzales (09 May 2017)

NOTE: The Host Club/District or NGO contributions are NOT matched by D5580.

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

**How will this project meet the mission of Rotary Foundation?**

**SECTION 2: PROJECT BUDGET**

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**Explanation:** For detailed information on what TRF will fund, please see *The Guide to Matching Grants* (144-EN). Official RI exchange rates can be found at [www.rotary.org/en/AboutUs/SiteTools/DownloadLibrary/Pages/ridefault.aspx](http://www.rotary.org/en/AboutUs/SiteTools/DownloadLibrary/Pages/ridefault.aspx) . Please use the most recent rate. Your estimated costs below must include quotes from a bona-fide vendor if costs for items exceed \$100.

[illegible]

**Explanation:** Clearly list all financing in US dollars in the section below, noting which funds will be contributed in cash and which will be contributed from D5580 WCS funds. Use of WCS must be approved by the Grants Subcommittee and authorized by the District Rotary Foundation 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 have been deposited into the account, the WCS Grant matching funds will be sent directly to the project bank account.*

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## SECTION 7: PROJECT FINANCING

**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 World Community Service Grant Funds (WCS). The district Rotary Foundation Committee Chair must authorize use of District 5580 WCS Funds.

Project finances must match projected project budget.

**NOTE:** No funds should be spent and no work should be started on this specific project prior to official Rotary International District 5580 Grants Committee approval. Upon approval, a notice will be sent to the sponsors informing them of approval and providing detailed instructions on how and where to submit their contributions and reports.

RI District 5580 Rotary clubs	Cash (US\$)	WCS (US\$)	DRFC Chair D-5580	DRFC Chair Authorization	Dist. Governor D-5580	Dist. Governor Authorization
Rotary Club of Superior #40	\$1,000	\$1,000				
Fargo AMFM	\$500	\$500				
Duluth Harbortown	\$500	\$500				
<b>Total D-5580 Club &amp; WCS Funds</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>Keith Brokke</b>		<b>Debra Warner</b>	
<b>Subtotals, Cash and WCS</b>	<b>\$2,000</b>	<b>\$2,000</b>				
<b>TOTAL Cosponsor contributions-CRVH</b>	<b>\$500</b>					
<b>Additional non-Rotarian outside funding</b> (not matched by or forwarded to RI District 5580)						
<b>Total project financing</b> (Must equal Project Budget page Total)	<b>\$4,500</b>					

**Explanation:** Before an application is submitted to D5580, project partners should discuss various planning details. The questions and statements 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. Owner is Centro Cristiano Cultural de Guatemala. Operation, maintenance, and security

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provide by Maresis Escobar and Diana Castillo, teachers of La Curvina Elementary School; and, CCCG.

- Will training in use and maintenance of technical equipment be provided? If so, who will provide such training? **Yes, Warren Bender and CRVH members will train.**
- Is software necessary to operate any items? If so, has software been provided? **Not necessary, except a free inventory program.**
- Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country. **CCCG will handle customs in Guatemala for USA supplied photocopier and laptop.**
- 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? **Already present. CCCG Clinic space will be used.**

**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 Chair for District-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the projects.

All Rotary Clubs, Districts and Rotarians involved in this project are responsible to D5580 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 proper 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 D5580 Website, the District Newsletter and other publications of the District.
- The partners agree to share information on the best practices when asked, and D5580 may provide partners' contact information to other Rotarians who may wish advice on implementing similar projects.
- To the best of my knowledge and believe, except as disclosed herewith, neither I nor any person with whom I have or have had a personal or business relationship, is engaged or intends to engage in benefiting from D5580 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 D5580 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 D5580. (**NOTE:** Any and all exceptions must be explained in an attached statement.)
- **Interim Reports are due every 6 months until completion of the project. The Final Report is due within two months of project completion. Failure to report will result in the club(s) returning ALL WCS funds to D5580!**

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**Host Partner**

President (Club-sponsored)

District Grants Subcommittee Chair (District-sponsored)

Name (print): Carolina Corzo

Title: [International Director](#)

Rotary Club Name or

NGO: [Club Rotario Vista Hermosa](#)

District #: 4250

Signature: [letter attached signed by current CRVH president Rolando González](#)

Date: [Click here to enter a date.](#)

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**International Partner**

Club President (Club-sponsored)

District Grants Subcommittee Chair (District-sponsored)

Name (print): [Mark Connolly](#)

Title: [President](#)

Rotary Club: [Rotary Club of Superior #40](#)

District 5580

Signature: [On file on MOU and Addendum](#)

Date: [5/9/2017](#)

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**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 cooperation organization.

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

**Name of Organization:** [Centro Cristiano Cultural de Guatemala](#)

**Street Address:** [10a Ave A 31-44 Zona 13 Col Santa Fe](#)

**City, State/Province, Postal Code, Country:** [Guatemala City](#)

**Office Phone:** [50224341155](#)

**Email Address:** [david1@cccguatemala.com](#)

**Web Address:** [www.cccguatemala.com](#)

**Also, have the project contact 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, **D5580 requires that one (1) partner take primary responsibility for submitting the Final Report to D5580. It is recommended that the primary project Club in D5580 takes this responsibility.**

**By signing below, our Club accepts Primary Reporting responsibility.**

***Print Name:*** Warren Bender

Signature: \_\_\_\_\_ on file \_\_\_\_\_

Rotary Club Name: Rotary Club of Superior #40

District 5580

***Mentor's Printed Name:*** Warren Bender

Mentor's Signature: \_\_\_\_\_ on file \_\_\_\_\_

***Before submitting your WCS Matching Grant Application, please take a moment to review this checklist.***

- ✓ 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 on which the structure will be located clearly stated?
- ✓ 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 partners provided their authorizing signatures?
- ✓ Has the assigned D5580 Mentor signed off with their approval?

**If a cooperating organization is involved, please make sure the following letters are 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 D5580 Grants Subcommittee assigned Mentor certified that the Application is complete and eligible?

**\*\*\* Have the partners made copies of all documents for their files prior to submitting them to D5580?**

**\*\*\* Completed Applications should be sent to both of the following:**

- ✓ District 5580 Office: **Diane Collins** [bigfish@uslink.net](mailto:bigfish@uslink.net)
- ✓ Grants Subcommittee Chair **Dave Long** at [long@arvig.com](mailto:long@arvig.com).

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LA CURVINA, **MONTEERRICO**, CHIQUIMULLILA, SANTA ROSA,  
GUATEMALA



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**Rotary**  
**Club Rotario Guatemala**  
**Vista Hermosa**



Guatemala, May 15<sup>th</sup>, 2017

Mr.  
Warren Bender  
Rotary District 5580

Dear Warren:

Greetings from the Guatemala Vista Hermosa Rotary Club, District 4250 of Rotary International.

We appreciate your interest and invite you to help us in collaborating with the Guatemala Vista Hermosa Rotary Club to develop a **Bookshop in La Curvina, located in the department of Santa Rosa, south of Guatemala.**

The contact person in our Club is:

Carolina Corzo  
International Projects Chair  
16 calle 5-68 zona 11, Colonia Mariscal  
Tel: (502) 2473 1015  
Cel: (502) 5204 7466  
Email: [carolina.corzo@carolic-corporacion.com](mailto:carolina.corzo@carolic-corporacion.com)

In an anticipated way, we thank all the collaboration that you could bring to our Club and country in this and future projects.

Sincerely yours,

Rolando González  
Presidente 2016 - 2017

7ª Avenida 3-74, Zona 9, Guatemala - Edificio 74, 4º nivel, oficina 402  
Tel/Fax (502) 23340082, (502) 23340083 [www.vistahermosarotary.org](http://www.vistahermosarotary.org)





## CENTRO CRISTIANO CULTURAL DE GUATEMALA

Sede 10ma. Av. A 31-44 zona 13 Col. San Fe Tel. (502) 23339280/84  
Oficina 32 Av. 14-18 zona 7 Col. San Martín Tel. 502)243339207/24396285)  
Ciudad de Guatemala C. A.  
e-mail [david1@cccguatemala.com](mailto:david1@cccguatemala.com) [www.cccguatemala.com](http://www.cccguatemala.com)  
[www.projectguatemala.wordpress.com](http://www.projectguatemala.wordpress.com)

Guatemala May 2017

Mr. **Warren Bender**  
Rotary District 5580  
Pte.

Dear Warren,

We want to again say thank you for your support in the development of our villages in our country Guatemala.

As director of **CENTRO CRISTIANO CULTURAL DE GUATEMALA (CCCCG)** it is a pleasure for me, to assure you, that CCCG will participate in the Library in La Curvina, we think this can help the finance develop of the persons and will be an honor help on this.

Our responsibilities will include, but are not limited to the following:

01. Be the middle organization between your club and the finally beneficiary.
02. Coordinate, planning and implementations of the projects
03. Coordinate supplies deliver
04. Control and report inventory
05. Manage the project and its completion
06. Check the develop of the persons in charge

And if you need further information, please don't hesitate to contact me.

Best regards,

David Alvarez

Director  
CCCCG

**"CON QUE LIMPIARA EL JOVEN SU CAMINO, CON GUARDAR SU PALABRA" Salmo 119:9**  
*"How can a young person stay on the path of purity, by living according to Your Word."*  
**Psalm 119:9**