

Introduction

Grant Committee Members

This past year, I listened to a presentation by a member of our church and city who had just returned from a short term mission project to Kenya in January 2016. He was there to provide pastoral training to Kenyan pastors serving the surrounding tribes. They happened to be using the very school this project targets while not in session.

There was a slideshow presentation that pictured a long rectangular building void of windows, doors and desks.

He shared with us his desire to return to Kenya in 2017, partnering with Helping Hands Ministry, to address the building's deficiencies (doors and windows) as well as construct an open sided building to serve as a cafeteria and seating (lunch room). I saw this as an opportunity for my Club to break out of our comfort zone, take on a doable project and see Rotary for what it is, an international service organization that addresses the humanitarian and literacy needs of those less fortunate.

Our Club historically has been active in pursuing district grants to address community projects we see as worthwhile. This submission marks the first time in more than twenty years where our Club has agreed to pursue a grant that addresses the needs of others in an international community. Through the process, we're developing relationships and laying the groundwork for future projects, including desks and school supplies.

David

District 5580 World Community Service (WCS) Matching Grant Application

FOR DISTRICT 5580 USE ONLY (once Grant is approved)

District Grant No. WCS -17.3.13

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).

The project will provide for the refurbishment of a building to provide for the education of 400 elementary students, 125 of which are orphans. The school serves the surrounding rural area and is open to all students, regardless of religious preference. In addition, a dining facility will be constructed for use by the students who presently have no such facility. American volunteers will construct the dining room with the assistance of Kenyan workers. The Kenyans will be primarily responsible for the refurbishing of the classrooms. The labor for the project will be primarily provided by volunteer ELBF members from four churches in the United States; Bottineau ND, Detroit Lakes MN, Pelican Rapids MN and Princeton MN. These volunteers will be traveling at their own expense. The paid workers will be indigenous labor from the local community. The estimated cost of that labor will be US 1500 dollars and will provide needed income in an area where employment opportunities are scarce. It is hoped that those funds will enhance the lives of the workers and their families. The Kenya Rotary club will be responsible for overseeing and assuring that the work completed meets the grant requirements. The American Club will be kept apprised of the project's progress and be involved in the development of the grant and implementation of the grant. Through HHM we have been able to establish two children's homes for AIDS orphans, three primary schools, a trade school where older students can acquire skills to make them more employable and several business ventures to finance the ministry and provide jobs for local people. The ELBF is dedicated to the spiritual aspects of ministry while HHM stresses meeting the daily needs of people.

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: **Glory of Christ Academy**

City/Village: **Shanda**

State/Province: **Kakamega County**

Country: **Kenya**

GPS coordinates (if no map is provided): **GPS coordinates (if no map is provided): 0 degrees, 21 minutes, 45.96 seconds north latitude. 34 degrees, 47 minutes, 46.69 seconds east longitude**

Provide name of ownership of property that structure on which structure is to be built. **Helping Hands Ministry**

Provide a blueprint/detailed drawing of the proposed structure as an attachment.

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

Estimated time required to complete the project is six months

Describe how the benefiting community will maintain this structure or project (financing of maintenance, etc.) after grant funding has been fully expended and who will be responsible for sustainability of the structure.

Helping Hands Ministry will be physically and financially responsible for the upkeep and maintenance of the facilities upon completion under the supervision of the school headmaster and the ministry director. Helping Hands Mission is the humanitarian outreach of the Evangelical Lutheran Bible Fellowship.

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

The host club will oversee the project and inspect the site periodically, verifying the work is done in accordance with the requirements of the grant.

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.) **The international partners will provide assistance and guidance in making application for the grant as well interacting and communicating with the host club. Both clubs will be responsible for publicizing the project, emphasizing the role of the clubs in the project.**

Explanation: The **Host Partner** is the **Club or District 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: [Click here to enter text.](#)

District: [Click here to enter text.](#) Country: **Kenya**

Primary Contact:

Name: **Beatrice Bisonga**

Member ID: **9371930**

Club Name: **Rotary Club of Kakamega**

Position: **President**

Street Address: [Click here to enter text.](#)

City/State or Province/Postal Code: **Kakamega, Kenya 50100**

Phone: **+254722252678** Email Address (**Required**): **botenyo@yahoo.com**

Project Contact #2:

Name: **Christine Asami**

Member ID (if known): **9298534**

Club Name: **Rotary Club of Kakamega**

Position: **Treasurer**

Street Address: [Click here to enter text.](#)

City/State or Province/Postal Code: **Kakamega, Kenya 50100**

Phone: **+2547266476374** Email Address (**Required**): **christineasamiobingo@yahoo.com**

Project Contact #3:

Name: **Henry Maina**

Member ID (if known): **8457307**

Club Name: **Rotary Club of Kakamega**

Position: **Secretary**

Street Address: Click here to enter text.

City/State or Province/Postal Code: **Kakamega, Kenya 50100**

Phone: **+254722289819** Email Address (**Required**): ennmaina@yahoo.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 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: **Pelican Rapids Rotary Club** Club ID Number: **1407**

District #: **5580** Country: USA CAN

Primary Contact:

Name: **David Gottenborg**

Member ID (if known): **822348**

Club Name: **Pelican Rapids Rotary**

Position: **Foundation Chair**

Street Address: **22 5th Ave NE**

City/State or Province/Postal Code: **Pelican Rapids, MN 56572**

Phone: **218-863-2134** Email Address (**Required**): gott2134@loretel.net

Project Contact #2:

Name: **Mark Dokken**

Member ID (if known): **8873632**

Club Name: **Pelican Rapids Rotary**

Position: **President**

Street Address: **13 Swan Blvd.**

City/State or Province/Postal Code: **Pelican Rapids, MN 56572**

Phone: **701-261-7517** Email Address (**Required**): markdokken@yahoo.com

Project Contact #3:

Name: **Glenys Ehlert**

Member ID (if known): **2220415**

Club Name: **Pelican Rapids Rotary**

Position: **Club Treasurer**

Street Address: **20375 450th Street**

City/State or Province/Postal Code: **Pelican Rapids, MN 56572**

Phone: **218-863-4555** Email Address (**Required**): ggehlert69@gmail.com

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

NOTE: The host club/district contributions are NOT matched by D5580.

ITEMIZED BUDGET TO BE COMPLETED BELOW:

| Budget Item | # Unit s | Amou nt Each | Subtota l |
|-------------|----------------|--------------------|--------------|
|-------------|----------------|--------------------|--------------|

See Attached

Includes Labor estimated at \$1500.00 as explained in Introductory Question.

| | |
|-------|-----------|
| Total | 18,030.00 |
|-------|-----------|

Subtotal all items in country currency: \$1,619,900ksh
Exchange rate used US \$1 = \$98ksh/\$1

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.*

Host Club (Project Country) cash donation: \$100.00
D5580 Rotary Club(s) or District outside the Project Country:
Cash (US\$): 7,565.00
Subtotals, Cash: \$7,665.00

Total Cosponsor Contributions:

Total Funds requested from D5580 WCS Fund: \$7565.00

Additional outside funding not matched by WCS fund: \$2,800.00

Total Project Financing (Must equal budget): \$18,030.00

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.

- J Identify who will own equipment and maintain, operate and secure items purchased with grant funds.
- J Will training in use and maintenance of technical equipment be provided? If so, who will provide such training?
- J Is software necessary to operate any items? If so, has software been provided?
- J Indicate what arrangements have been made for customs clearance if items will be purchased and shipped from outside the project country.
- J Provision of plumbing and electrification to structures where people live or work may be funded with WCS funds. Have plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.) been considered and funded?

Explanation: Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current Club Presidents for Club-sponsored projects, and current District Grants Subcommittee 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:

- J 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.
- J The Club/District agrees to undertake this project as an activity of the Club/District.
- J We ensure all cash contributions (as detailed in Project Financing) will be forwarded to the proper bank account after approval of the grant.
- J 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.
- J 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.
- J 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.
- J 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!**

Host Partner

President (Club-sponsored)
District Grants Subcommittee Chair (District-sponsored)

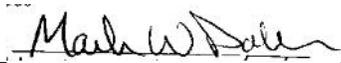
Name (print): **Beatrice Bisonga**
Title: **President**
Rotary Club Name or
NGO: **Rotary Club of Bisonga**
District #: 9212

Signature:  _____
Date: **10/7/2016**

International Partner

Club President (Club-sponsored)
District Grants Subcommittee Chair (District-sponsored)

Name (print): **Mark Dokken**
Title: **President**
Rotary Club: **1407**
District **5580**

Signature:  _____
Date: **10/12/2016**

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:** Click here to enter text.
- Street Address:** Click here to enter text.
- City, State/Province, Postal Code, Country:** Click here to enter text.
- Office Phone:** Click here to enter text.

Email Address: Click here to enter text.

Web Address: Click here to enter text.

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: David Gottenborg

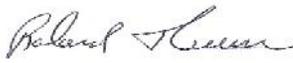


Signature: _____

Rotary Club Name: Click here to enter text.

District 5580

Mentor's Printed Name: Roland Turner

Mentor's Signature: _____  _____

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?

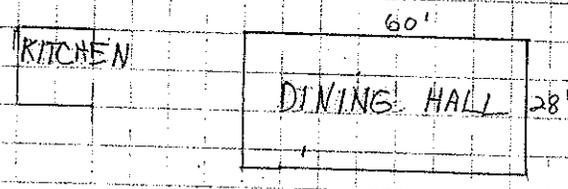
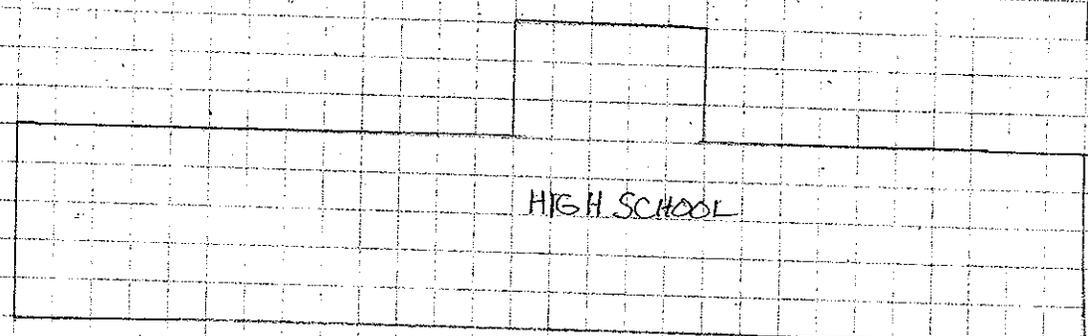
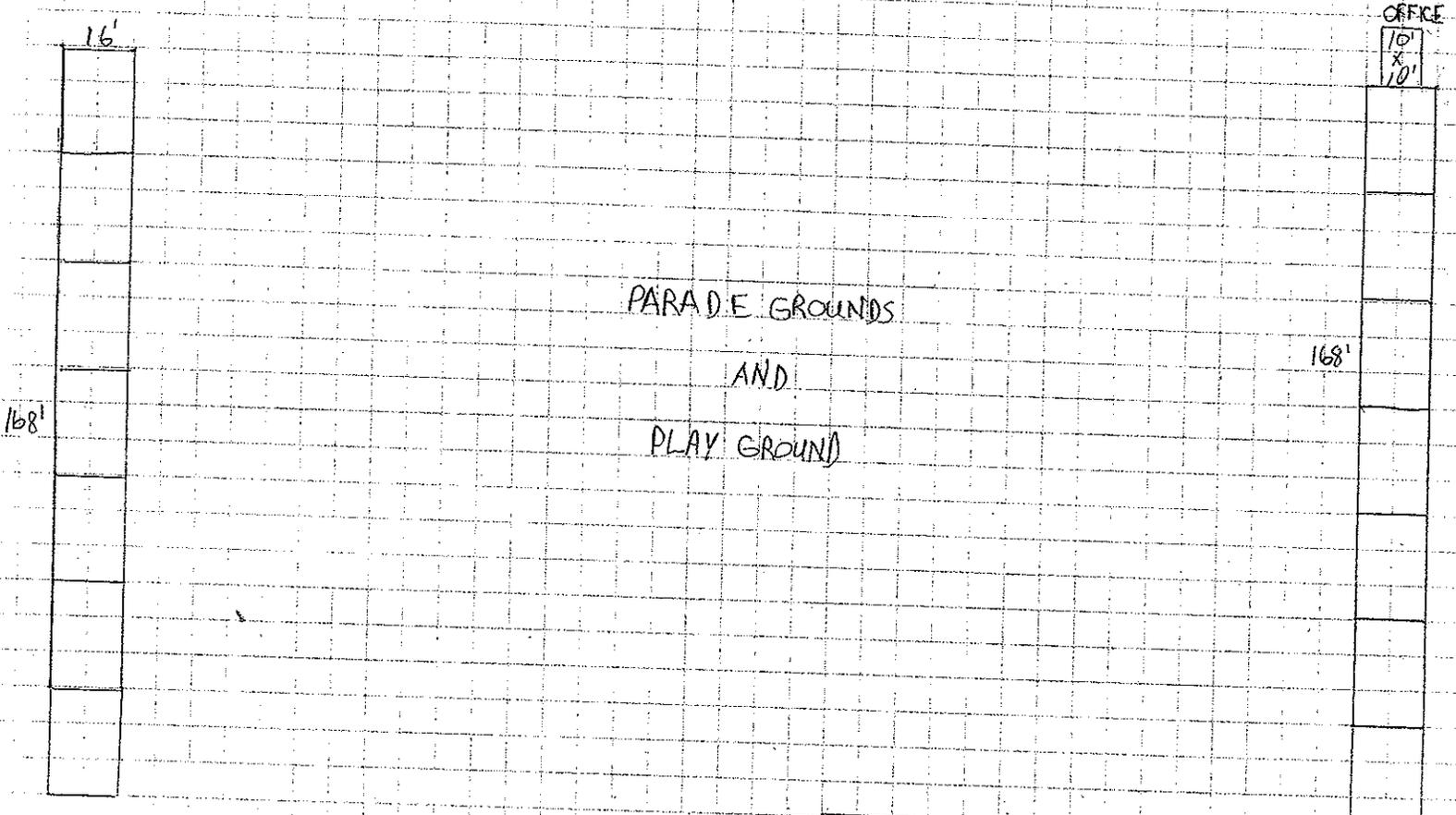
***** Have the partners made copies of all documents for their files prior to submitting them to D5580?**

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

- ✓ District 5580 Office: *Diane Collins* bigfish@uslink.net
- ✓ Grants Subcommittee Chair *Blake Crosby* bcrosby@far.midco.net

If you have any questions or concerns, please contact the ¹Grants Subcommittee Chair.

¹ RI District 5580 Revision: January 02, 2016



(NOT TO SCALE)

Dated

SHUSHI HARDWARE
P. O. BOX 4807 KITALE
VIA T NO - 0107904A
PIN NO POST 120548M
PRICE INCL. OF V.I.A.T

SHUSHI HARDWARE
P. O. BOX 4807 KITALE
VIA T NO - 0107904A
PIN NO POST 120548M
PRICE INCL. OF V.I.A.T

QUANTITY BILLS.

| NO. | MATERIALS | UNIT | PRICES | TOTAL AMOUNT |
|-----|----------------------------------|------------|---------|--------------|
| 1. | Sand | 70 Tonnes | | |
| 2. | Ballast [concrete] | 40 Tonnes | | |
| 3. | Ballast dust | 20 Tonnes | | |
| 4. | Hardcore | 40 Tonnes | | |
| 5. | Bags of Cement | 350 bags | 720 | 252,000 |
| 6. | Bricks | 12000 pcs | | |
| 7. | Single steel standard doors | 14 pcs | 8000 | 112,000 |
| 8. | Double steel standard doors | 2 pcs | 12000 | 24,000 |
| 9. | Steel windows | 24 pcs | 5000 | 120,000 |
| 10. | Timber | 3800 fts | | |
| 11. | Ordinary nails 5,4,3 inches long | 100 kgs | 100 | 10,000 |
| 12. | Roofing nails | 30 kgs | 150 | 4,500 |
| 13. | Metal Y10 | 20 pcs | 550 | 110,000 |
| 14. | Metal R 6 | 40 pcs | 200 | 8,000 |
| 15. | Binding wire | 25 kgs | 2500 | 62,500 |
| 16. | DPC | 1 roll | 2500 | 2,500 |
| 17. | Window pens | 48 Pcs | 100 Pcs | 4,800 |
| 19. | Window patty | 2 tins | 2500 | 5,000 |
| 20. | Window glasses | 216 pcs | 100xPcs | 21,600 |
| 21. | Emulsion paints | 100 litres | 1600 | 160,000 |
| 22. | Gloss paints | 40 litres | 700 | 28,000 |
| 23. | Iron sheets | 150 | 680 | 102,000 |

SHUSHI HARDWARE
P. O. BOX 4807 KITALE
VIA T NO - 0107904A
PIN NO POST 120548M
PRICE INCL. OF V.I.A.T

Dated 25/6/2016

933,900 Ksh

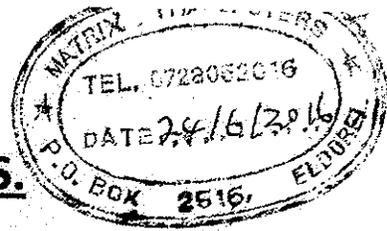
Total of 2 Companies (2 pages) = 1,619,900 Ksh

16,529.59 USD @ 98ksh/1

Labor is approx. 25% of materials
Transport of materials TBD

1500

QUANTITY BILLS.



| NO. | MATERIALS | UNIT | PRICES | TOTAL AMOUNT |
|-----|----------------------------------|------------|--------|--------------------|
| 1. | Sand | 70 Tonnes | 1500 | 105 000 |
| 2. | Ballast [concrete] | 40 Tonnes | 4500 | 180 000 |
| 3. | Ballast dust | 20 Tonnes | 2500 | 50 000 |
| 4. | Hardcore | 40 Tonnes | 1500 | 60 000 |
| 5. | Bags of Cement | 350 bags | | |
| 6. | Bricks | 12000 pcs | 10 | 120 000 |
| 7. | Single steel standard doors | 14 pcs | | |
| 8. | Double steel standard doors | 2 pcs | | |
| 9. | Steel windows | 24 pcs | | |
| 10. | Timber | 3800 fts | 45 | 171 000 |
| 11. | Ordinary nails 5,4,3 inches long | 100 kgs | | |
| 12. | Roofing nails | 30 kgs | | |
| 13. | Metal Y10 | 20 pcs | | |
| 14. | Metal R 6 | 40 pcs | | |
| 19. | Binding wire | 25 kgs | | |
| 16. | DPC | 1 roll | | |
| 17. | Window pens | 48 Pcs | | |
| 19. | Window patty | 2 tins | | |
| 20. | Window glasses | 216 pcs | | |
| 21. | Emulsion paints | 100 litres | | |
| 22. | Gloss paints | 40 litres | | |
| 23. | Iron sheets | 150 | | |
| 24. | Transport of materials | ----- | | |
| 25. | Labour | ----- | | |
| | | | | 686,000 Ksh |

