



# A novice's guide to partnering a non-competitive TRF Matching Grant project

rotary club of Stevenage Grange (24398)

## For TRF grant requests between \$5,000 and \$25,000

### 1. Introduction

**This informal guide applies to all Matching Grant projects. Whilst primarily written for those who wish to support an avoidable blindness project & help make blindness history for many, whatever your interest, we hope it gives you the confidence to enjoy and make a difference.**

The Rotary Foundation's (TRF) guidance and rules are available from the RI website. Pulling them together can be a challenge for first-timers. With help from others, we have compiled this briefing note to provide a resource that both consolidates and links to current (December 2008) sources of information for those that follow. You might now care to have a look at the MG lifecycle chart - Annex 3 to view the steps in the process.

**Given the relative brevity of this guide you should always defer to the prime RI document references provided for a more complete picture.** Detailed guidance can be obtained from the RI Website. Entitled "[Guide to Matching Grants](#)" (64 pages). References / links to other source material is provided in Annex 1.

Please do remember that applications are accepted by TRF from 1 July to 31 March and approved from 1 August to 15 May. Do try to get your application in early to avoid the peak year-end rush.

If your project requires host country Government approval(s), the registration process should commence well before submitting your Project to TRF, as delays might occur (see Section 7 below).

It is also important to remember that in launching your project, or contributing to a part-funded project, you and your Rotarian colleagues are entering into a contract with RI and will need therefore to ensure that all steps are processed with due diligence.

### 2. Parties to a matching grant project

There must be at least two. The Host Club and/or District in whose area the Project is to be undertaken, and an International [funding] Partner. Whilst your Club may be the lead international funding partner for the project you may wish to invite other clubs/Districts to join the project as co-funding partners. Indeed TRF welcomes that.

However many parties there are to the project, contact Rotarians - three from both the host and international partnering group, will need to be named and sign the application form.

Presidents from the two 'lead' Clubs will also need to sign the application, as will each District Rotary Foundation Committee (DRFC) Chair, where a District Designated Fund (DDF) credit(s) is used to fund/part-fund the project. District Governors must now sign the Project Financing (Section 5).

Finally the Host or International partner's District Grants Sub-Committee Chair (DGSC) will need to review the completed application and certify that the application is complete and eligible.

Eligible projects may also qualify for a supplementary grant. Check it out: Eye-care MG projects can qualify for a Blindness Prevention – Donor Advised Fund (BP DAF) contribution worth up to \$2,000. This is run under the auspices of the Rotary Action Group for Blindness Prevention (RAGBP). It is treated as a cash contribution.

### 3. How much is match funding worth?

**Up to 12 times the value your Club puts in ... possibly more.** TRF uplifts each \$US Clubs put in, together with any Donor Advised Fund (DAF) cash contributions by 50%. Each \$US of DDF credit applied to the project will yield a further 100%. So ... if your Club puts in \$500 & encourages another Club to do likewise and gets your District to match that, by the time a DAF is pledged and TRF match funds the lot you have a project worth not \$500 but \$6,500, plus anything the host club/District put into the kitty. Confused? Do have a look at the worked example in Annex 2 or this published [case study](#).

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It's worth noting: Each host partner must pledge a minimum of \$100; the mix of contributions must qualify for a minimum TRF Award of \$5,000. As DDF scores at 100%, the minimum project value is therefore \$10,000

## 4. Some initial steps in the process

Your Club may already have ideas about what it wants to spend its money on and design a project around that. Others may simply want to support a twinned or local Club's initiative. If your Club is seeking candidate schemes to choose from, there are two ways of doing so: You can either find a selection of projects seeking funds on PDG Philippe Lamoise's excellent "[Online Fair for Matching Grants](#)", or contact Stevenage Grange Rotary Club ([SGRC](#)) who can help you get in touch with other prospective eye-care matching grant candidates.

- a) Be clear about your objectives, what you want to achieve and why. Get at least 3 members actively engaged to form a project committee. Discuss this with your Members to determine how much your Club wishes to contribute to a project.
- b) Ensure that the proposed project is eligible. Eligible eye-care projects embrace a range of preventative initiatives. For example this might include: Funding eye-care training of local people in less developed countries; Providing cataract operations; Supplying essential Vitamin A supplements; Procuring eye-care equipment, even mobile surgeries. The eligibility criteria for all TRF projects can be found on this [RI website](#) link.
- c) Decide whether you wish to lead [sponsor] or link with other International co-partners who may already be developing a similar project which you might be able to expand in scope or impact.
- d) Talk with your DGSC Chair to see if your District wants to support the project, and if so, how much DDF contribution it might make.
- e) Set up, or link to an existing project. To set up a project you will need to find a receptive host Club and/or District.
- f) Decide whether you wish to handle all the administration, or get a facilitator, such as SGRC in support.

## 5. Compiling the application form and obtaining supporting documents

If a partly funded project has been published, the host Club/District will have partly completed the official [RI Application Form](#).

- a) **The application form.** You should contact the host for a copy. If the proposed project has been published on the [Online Fair for Matching Grants](#) you can either start to review the draft sections and insert your contact & other details (once you have become a partner by pledging [notional] support), or copy and paste the existing details onto a blank [RI Application Form](#) for local use: This is downloadable as a writeable pdf document. *Tip: Hit the tools/unprotect document to allow you to use the full range of MSWord facilities to manage the downloaded application form. The form is written as a Table, so you can delete surplus lines to keep the form tidy, or add notes.*

If you are initiating the project it is suggested that you obtain a copy of the application form and the [Guide to Matching Grants](#) to start the process. Download a copy of the application form and insert your contact details and funds potentially on offer. This can then be shared by email with your prospective host partner(s).

- b) **Evidence.** Whether initiating or agreeing a host's draft application it is vitally important that you provide / insist upon comprehensive, evidence based information to support need and project impact on the local community. You will want to agree how the project is to be planned, managed and reported on with your host(s), as suggested in the [Guide to Matching Grants](#).
- c) **Project Committee contact details.** Type in your International partner contact details on pages 3 & 5. *Tip: Your Club Secretary should have details of your official RI Club and Member reference numbers. Your Club, even your personal number may also appear on mail sent to you, if you are in the USA.*

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- d) **Project financing.** Type in cash and DDF contributions in \$US (& your DRFC Chair's name) on pg 5. The \$US value must be that broadcast by TRF for the month of application, in its Exchange Rate sheet.

If this is an eligible qualifying eye-care application, you or SGRC may submit a request for a Blindness Prevention Donor Advised Fund (BPDAF) contribution. Should this be approved by the Trustees, PDG Walt Schloer will issue a *Letter of Intent* confirming the amount of the conditional award.

The amount should be added to the *Project Financing* section under "International Clubs or District outside the project country" in the following terms 'Blindness Prevention DAF', with the amount shown in the cash column. If other Clubs and/or Districts are supporting the project, their pledges should similarly be included in this section of page 5.

Fill in the *Total Cosponsor contributions* by adding the total of all cash and DDF amounts included. Using the TRF multiples referred to in 3 above, calculate the amount of *Total funds requested from TRF* and insert the figure.

If you have third party (non-rotary) funding or ineligible funds directed to the project, which cannot be matched by TRF, these should be included next to arrive at the *Total Project Funding*.

The final step is to ensure that the total of the *Project Financing* section agrees with the *Project Budget*.

- e) **The Project Budget** (page 4) should be sufficiently detailed and supported by a formal quotation from each supplier. These and other supporting documents may be included in a separate file or added as annexes to your application file. **Tip: You and the TRF Administrator might find it easier to handle your papers if you create a separate file for your attachments.**

**Determine the currencies, and the official exchange rate to be used for the project.** It is normal to quote the primary budgeted costs in the currency of the project country, but TRF will agree dual funding where, for example, supplies / equipment are also to be procured by a non-host partner outside of the project country – This will be the case for all ROI linked applications.

The project value will be determined in \$US at the time of project approval. This may be some 2 months after submission. In the meantime you will need to quote the published [official RI exchange rate](#) for the month in which the application is submitted.

- f) **Obtaining signatures.** **Tip: We suggest that electronic signatures will speed the process, will be easier to collate and are likely to result in a more legible set of forms as there is less degradation of the originals.**

Logistically this can be a challenge: At least 9 signatures are required. Pages 5, 7, & 8 needs signing if the project has DDF support. This process cannot be achieved through the Online Matching Grants Fair system, so needs to be undertaken as a separate exercise. Whilst you can use 'snail-mail' it's probably easier & quicker to use your email/webmail system.

You can arrange either to gather electronic signatures or have the forms manually signed and scanned in by each named Rotarian / group. Dealing with the manual process first: It makes sense for the *Primary Contact* from either the host or International Partner to print a copy of page 7 and get his / her Members to sign. This then needs to be scanned in and sent to another named individual either by post or as a scanned attachment. The process is then repeated until all signatures are collected.

Alternatively or concurrently, if some / all of the named Rotarians agree to provide an electronic signature ask them either to add their signature to the form in the appropriate place if they already have an electronic signature, and send the form as an attachment to the next person **Tip: The simplest approach is to ask them to sign a blank sheet of paper, scan it and send it to the 'collator, preferably as a pdf attachment.** The collator can then use the pdf document, or convert the scanned 'picture' into a pdf document, and then copy & paste signatures in your master opened [unprotected] word document.

Please note that only one DGSC needs to sign the application: That needs to be done once the application form is complete with all other signatures included.

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- g) **Finding the appropriate RI TRF 'officer' for your project.** To do so view the appropriate [RI web page](#) to identify the Grant Co-ordinator who will review the application for your project country.

You will need to send a hard or emailed copy of your completed application with all supporting information, and a covering letter we suggest, to your RI TRF co-ordinator. If you are using the [Online Fair for Matching Grants](#) system to transmit the application the Grant Co-ordinator's name and his/her email address will need to be inserted into the system for onward transmission.

## 6. Submitting the application and supporting documents

When all signed & other material are complete, as evidenced by your completed check-list on page 9 of the application form, the application can be certified by a DGSC. Once that is done you are now ready to formally submit your application.

Whilst you may post a copy to Evanston (full address on the application form), email is the norm. You can also use the Online Fair for Matching Grants system to submit the application: Please note however, that at present this has to be done by uploading a pdf version of your complete and signed final application with all supporting information and a covering letter as a single pdf file to the system. Once you have done that simply hit the 'Submit' button.

**Tip: If you are not using the Online Fair system it is suggested that you send your covering letter, application, and your supporting documents file (pdf) as three separate email file attachments to your TRF Co-ordinator, with further copies to [grants@rotary.org](mailto:grants@rotary.org) for safety, and others to all Rotarians named in the application form for the record.**

The TRF Grant Co-ordinator will confirm receipt of your application. Following pre-screening a reference number will be allocated. It will be reviewed in date order and can take some 2 months to approve at year-end.

## 7. Grant announcement

Once your grant application has been approved by the Trustees, you may begin implementing your project. Your primary host and International contacts will receive a *Grant Announcement Letter, Agreement Forms, a Payee Information Form, Sponsor Contribution Forms, Project Reporting Form(s) & the promotion Guide for Humanitarian Projects*. Further detail may be found in Chapter 3 of the Guide to Matching Grants.

**Host Government conditions:** In addition, if your project is to take place in a country where the relevant Government regulates funds flow, import arrangements etc., or has an interest in the project, both the host and lead international funding partner will be reminded that TRF Funds cannot be released until the Club / District / project is registered with the relevant Government body. In India, for example host Clubs/Districts must currently be registered under the Foreign Contribution Regulation Act (FCRA): In this case, as the registration process may take up to three months to complete, TRF strongly advise that registration should commence well before the Project application is submitted to TRF.

## 8. Payment of contributions and project funding

Funds flow can only commence when TRF approval is received. Indeed you are precluded from making any project payment until this time. The first step in the process is for TRF to gather up / account for all contributions from host and international partnering Clubs, along with any '*additional outside funding*' not scoring for TRF support.

Contributor payments may either be made to the 'Project Account' or to Foundation. **Tip: Paul Harris Fellow Recognition Credit will only be granted for contributions sent to TRF, RI's International office(s) or fiscal agent(s). They will not be granted if sent directly to the project. Payment to TRF may however delay project funding.** In some countries, TRF require completion of a separate Paul Harris Fellow Recognition to claim credits. This must accompany your Sponsor Contribution Form and payment. In the UK the form is not necessary: Simply complete the Sponsorship Contribution Form and send it to RIBI HQ with your Club cheque made payable to RFUK

How you wish to handle your project contribution to best effect may be guided from the RI [Tips on getting grant payments guide](#), or RI's [Terms and Conditions of Matching Grant Award](#).

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Each project account holder (those expending monies on behalf of the project) is required to return a separate *Payee Information Form*, a copy of which will be received with the *grant announcement pack*.

In addition, if supported by a BP-DAF, you must send a copy of the *grant approval letter* to Walt Schloer in order to authorise the transfer of the BP-DAF contribution to the project.

## 9. Monitoring and reporting

Getting project approval should be seen as the start of the journey. Whilst the host Club / District will undertake most of the work, or at least supervision of the project, the international partner(s) has a responsibility to ensure that funds are being expended in accordance with the budget and that project milestones are being satisfactorily achieved.

Quality projects display a spirit of partnership, willingly sharing information on progress & achievement as the project unfolds. Do take the opportunity to share regular progress updates, request pictures of, and quotes by beneficiaries ... lots of them to evidence this.

The conclusion of the project should be a time to celebrate and publish your collective achievements to the press and your rotary colleagues. Why not mount a presentation of pictures, actions and achievements to display at public, membership, District gatherings, or on your website. Guidelines and tips for creating public awareness of the good your project will do will be found in the RI '*Promotion Guide for Humanitarian Projects*' included in your Grant Announcement notification pack.

Please be aware that Rotary Foundation grants require the highest attention to stewardship. Progress reports must be submitted to TRF at least every 12 months for the life of the project. A final report must be sent within two months of completion of the project.

Failure to submit the official [RI report form](#) will temporarily preclude engagement / support to further projects. Where a Club has become delinquent in consequence RI will publish this [information](#).

## 10. Sponsors of this briefing paper: The Rotarians Ophthalmic Initiative (ROI)

ROI is a Committee of the Rotary Club of Stevenage Grange, District 1260 in the UK. In sponsoring this briefing, it has three key objectives in mind. These are to:

- Create awareness of avoidable blindness by supporting World Health Assembly (WHA) resolutions, coordinated jointly by the World Health Organization (WHO) and the International Agency for the Prevention of Blindness (IAPB).<sup>1</sup>
- Tangibly support that by encouraging Club, Rotarian and public donations to purchase accredited (FDA & EU), global award winning and low cost (£27.50 / \$45 lens free ophthalmoscope, to facilitate wide-area diagnostic screening of people in less developed countries.
- Encourage Rotary Clubs to optimise their donations by becoming either silent or active TRF matching grant partners, and thus enable a range of eye care treatments to be undertaken<sup>2</sup>

Stephen at [Stevenage Grange](#) will, if requested, help potential international partnering Clubs find suitable hosts. He will guide you through the process ...even complete some, if not all the paperwork. ROI enjoys excellent relationships with the BP-DAF and can help you obtain a further \$3,000 (£2,000) towards your [supported] project.

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<sup>1</sup> ROI works in association with *Vision 2020: The Right to Sight, Sightsavers International, the IMPACT Foundation, Unite for Sight and other global eye care charity programmes, as well as the Rotary Action Group for Blindness Prevention in helping to eliminate unnecessary blindness by the year 2020: Some 75% of all potential blindness is treatable or curable through early low cost diagnosis and treatment programmes. There are currently some 37m blind people in the world. 90% live in developing countries. Without action now this will increase by some 2 million each year, unnecessarily. A child who goes blind in a developing country is twice as likely to die before the age of 13.*

<sup>2</sup> *The treatments will reflect the need of each project. They most invariably will embrace many cataract operations at some \$10-\$35 each, but could also facilitate a range of other preventative elements such as the provision of vitamin A supplements, purchase of specialist eye-care equipment, even mobile surgeries.*

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To qualify for free support as an ROI project, a proportionate donation, based on the latest cost price of the ophthalmoscopes ... engraved 'Donated by Rotarians' must first be made to ROI ([www.roisight.org](http://www.roisight.org)). All named parties must agree that 10 -20% of project funding is applied to supply ROI ophthalmoscopes to the project which must be bannered as a *Make Blindness History* initiative.

## 11. Summary

This informal briefing note is designed to provide an overview of the logical steps & sources of information needed to complete a successful TRF matching grant project in the current Rotary year. Updates will be provided for successive years.

It is not designed for, nor should it be seen to be as a substitute for familiarisation with, and use of official RI TRF guidance and processes referred to in the text, or identified in the Annex 1..

Colleagues should note that whilst the project endorsement procedure for DDF supported schemes shown here generally reflects RIBI (Great Britain & Ireland) and practice elsewhere, some Rotary Districts around the globe operate different selection procedures.

If you wish to engage Stephen at Stevenage Grange Rotary Club as a facilitator to find suitable host Clubs / Districts, or to assist you in submitting a successful application, please do contact [Stephen](#)

A resume of official links & glossary of terms used in this note is provided in Annex 1. Please email [me](#) if you find some of the links fail, as they will over time, or if you feel the guidance can be improved.

Finally, may I take this opportunity to thank the many eminent Rotarians around the globe for taking the time and trouble to help knock this informal briefing into shape.



Stephen Sypula MPH, PP,  
ISC & Foundation Chair, Stevenage Grange Rotary Club,  
District 1260 ISC Committee Chair (Elect)

December 2008

**Tip:** To access any of the links underscoped in the document or below press CTRL and click on the link

Application form:	<a href="http://www.rotary.org/RIdocuments/en_pdf/141en_write.pdf">http://www.rotary.org/RIdocuments/en_pdf/141en_write.pdf</a>
OnLine Fair for MG's:	<a href="http://www.matchinggrants.org">http://www.matchinggrants.org</a>
TRF Guide to Matching grants:	<a href="http://www.rotary.org/RIdocuments/en_pdf/144en.pdf">http://www.rotary.org/RIdocuments/en_pdf/144en.pdf</a>
Eligibility Criteria:	<a href="http://www.rotary.org/RIdocuments/en_pdf/hg_eligibility_guidelines_en.pdf">http://www.rotary.org/RIdocuments/en_pdf/hg_eligibility_guidelines_en.pdf</a>
TRF Terms and conditions:	<a href="http://www.rotary.org/RIdocuments/en_pdf/mg_terms.pdf">http://www.rotary.org/RIdocuments/en_pdf/mg_terms.pdf</a>
TRF Contact officers:	<a href="http://www.rotary.org/RIdocuments/en_pdf/hg_staff_sheet.pdf">http://www.rotary.org/RIdocuments/en_pdf/hg_staff_sheet.pdf</a>
RI exchange rates:	<a href="http://www.rotary.org/en/AboutUs/SiteTools/Search/Pages/ridefault.aspx?k=Exchange%20rates">http://www.rotary.org/en/AboutUs/SiteTools/Search/Pages/ridefault.aspx?k=Exchange%20rates</a>
PHF Recognition form	TBA
Grant reporting:	<a href="http://www.rotary.org/RIdocuments/en_pdf/mg_report_form_write.pdf">http://www.rotary.org/RIdocuments/en_pdf/mg_report_form_write.pdf</a>
Tips on getting grant payment:	<a href="http://www.rotary.org/en/ServiceAndFellowship/FundAProject/TipsOnGettingGrantPayments/Pages/ridefault.aspx">http://www.rotary.org/en/ServiceAndFellowship/FundAProject/TipsOnGettingGrantPayments/Pages/ridefault.aspx</a>
Overdue/delinquent Clubs:	<a href="http://www.rotary.org/RIdocuments/en_pdf/hg_overdue_reporting_list.pdf">http://www.rotary.org/RIdocuments/en_pdf/hg_overdue_reporting_list.pdf</a>
RI TRF Grant Coordinators:	<a href="http://www.rotary.org/RIdocuments/en_pdf/hg_staff_sheet.pdf">http://www.rotary.org/RIdocuments/en_pdf/hg_staff_sheet.pdf</a>
<b>Other sources of information:</b>	
Copies of all RI TRF documents:	<a href="http://www.rotary.org/EN/SERVICEANDFELLOWSHIP/FUNDAPROJECT/MATCHINGGRANTS/Pages/ridefault.aspx">http://www.rotary.org/EN/SERVICEANDFELLOWSHIP/FUNDAPROJECT/MATCHINGGRANTS/Pages/ridefault.aspx</a>
Copies of this document can be found on	<a href="http://www.roisight.org">www.roisight.org</a> <a href="http://groups.yahoo.com/group/roisight">http://groups.yahoo.com/group/roisight</a> <a href="http://www.sgrc.org.uk">www.sgrc.org.uk</a>
Example of worked MG project:	<a href="http://www.matchinggrants.org/grant915.html">http://www.matchinggrants.org/grant915.html</a>
Guidance on the application of FCRA (India)	<a href="http://mha.nic.in/fcra.htm">http://mha.nic.in/fcra.htm</a>
Rotary Action Group for Blindness Prevention (RAGBP)	<a href="http://www.rag4bp.org/">http://www.rag4bp.org/</a>
Vision 2020, The Right to Sight:	<a href="http://www.v2020.org/">http://www.v2020.org/</a>

## Glossary of terms

BPDAF	Blindness Prevention Donor Advised Fund
DAF	Donor Advised Fund
DDF	District Designated Fund
DGSC	District Grants Subcommittee Chair
DRFC	District Rotary Foundation Committee
FCRA	Foreign Contribution Regulation Act (India)
IAPB	International Agency for the Prevention of Blindness
MG(s)	Matching Grant(s)
PHF	Paul Harris Fellowship
RAGBP	Rotary Action Group for Blindness Prevention
RI	Rotary International
ROI	Rotarians Ophthalmic Initiative – <i>Making blindness history</i>
SGRC	Stevenage Grange Rotary Club
TRF	The Rotary Foundation

**Worked example (1)**

The following example is based on 2007/8 TRF support at 50% of cash contributions and 100% of District Designated Fund (DDF) credits.

- You receive a gift of £640<sup>(1)</sup> to support an avoidable blindness programme
- Your Club agrees to match this<sup>(2)</sup> on the basis that your District agrees a District Designated Fund (DDF) contribution of the combined amounts to support an eligible project. At this stage you have cash of £1,280, and a DDF conditional approval of £1,280<sup>(3)</sup> giving a value of £2,560
- You ask Stevenage Grange to find a suitable host Club / District to evidence need and possibly help distribute ophthalmoscopes to qualifying organisations in their location(s). You also seek an Blindness Prevention Donor Advised Fund (cash) contribution of up to \$2,000 (say £1,020)<sup>(4)</sup>
- The host country produces Club cash donations of £500<sup>(5)</sup> and their District Rotary Foundation Committee approves an equivalent DDF contribution<sup>(6)</sup>
- You now have cash/pledges of £2,800<sup>(7)</sup>  $1+2+4+5$  and combined DDF's of £1,780<sup>(8)</sup>  $3+6$
- If approved, this will yield a TRF grant of up to £3,180<sup>(9)</sup>

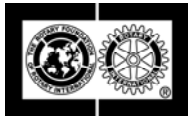
In total you now have a dedicated investment fund of £7,760<sup>(10)</sup> i.e.  $7+8+9$  to support the original donor's avoidable blindness ambitions. This will purchase 280 ophthalmoscopes with a UK retail value of £12,590, a mix of units and cataract operations costing as little as \$20 each, and/or other eye-care treatments.

***Turning £640 into £7,760 ... Now that is a good return on investment***

*First published in the April Edition of RIBI's Rotary Today, April 2007, with advice provided by PDG Walt Schloer of the Rotary Action Group for Blindness Prevention*

**Actual example (1)**

Marching Grant Nos:	#64699 / #65701
Host Club / District:	Mumbai Borivali East / D3140
Club donations:	Total \$3,485 / £1,730
Total project value:	\$45,027 / £ 22,510
Approximate Club / project value multiple:	13 to 1
Viewable details:	<a href="http://www.matchinggrants.org/grant915.html">http://www.matchinggrants.org/grant915.html</a> <a href="http://www.matchinggrants.org/grant965.html">http://www.matchinggrants.org/grant965.html</a>
Application success rate at March 2008 of potential projects to 6 months of start:	100%



# Matching Grant Lifecycle

## Humanitarian Grants Program of The Rotary Foundation

### Application Phase

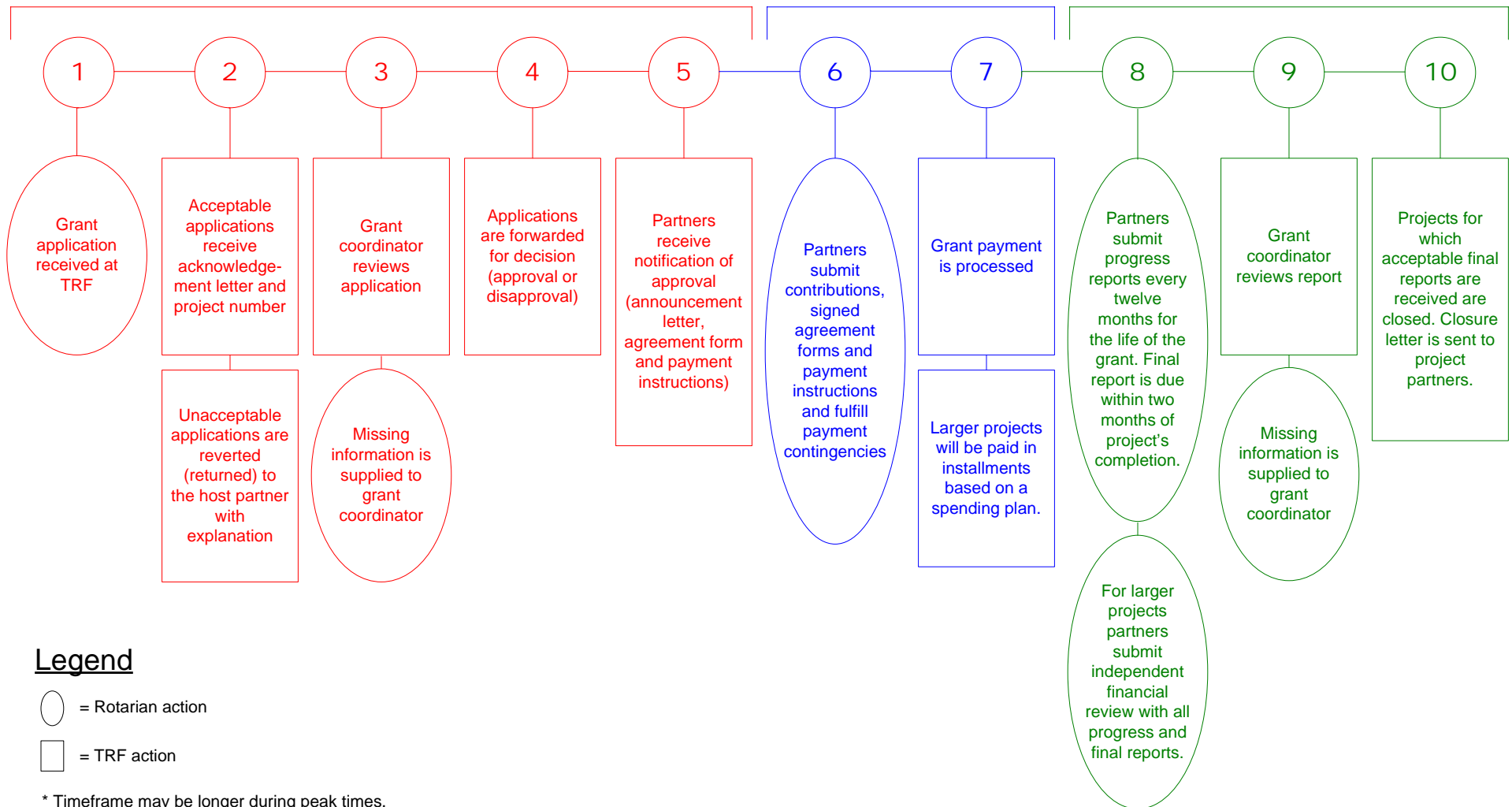
If application arrives at TRF complete, time from receipt to approval of application is approximately 4 weeks.\*

### Payment Phase

From time that TRF receives all paperwork and contributions, processing of payment takes approximately 4-6 weeks.\*

### Reporting Phase

Grant coordinators review reports within 1-2 weeks of receipt at TRF.\*



### Legend

○ = Rotarian action

□ = TRF action

\* Timeframe may be longer during peak times.