



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 Bomalang'ombe Secondary School

City/Village Bomalang'ombe

State/Province Iringa

Country Tanzania

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.

This project will purchase educational equipment for Bomalang'ombe Secondary School. This school was started in 2003 by Evangelical Lutheran Church of Tanzania, Diocese of Irina ("ELCT-DIRA") for the benefit of children residing in the Iringa Region who are in need of secondary school education. It has grown from 95 students to 240 students in four years. It has achieved stunning academic success in that time to needy children.

This is a secondary school built at the request of and in cooperation with people in the surrounding villages to provide access to secondary education for a larger number of students. Nationwide, only 12% of young people advance to secondary education.

The next closest secondary school to this village is located in Pommern, approximately 30 miles away. It is very crowded and over-capacity. That school is also owned by the ELCT Iringa Diocese. The school is providing highly effective education. The Tanzanian government requires and administers comprehensive national exams each year to Forms 2 and 4 which students are required to pass before advancing. This school ranked first in the Iringa District in the 2005 national exams. In 2006, the school ranked in the top 2% of all schools in the nation in the Form 4 exams—52 out of 2800 schools.

In just 4 years of existence with minimal facilities and operating on a meager budget, the student population (evenly distributed between boys and girls) has grown to 240 students. The Bomalang'ombe Secondary School has become the school of first choice for many people within an expansive geographic area—with 2 students recently enrolling from the distant major seaport Dar es Salaam.

The school presently has no laboratory equipment and very few textbooks. A chalkboard is the only tool available to the teachers. Teaching is done by theory only with no capability of demonstration. The classroom equipment will enable the students to improve their understanding and retention of the subject matter. The classroom equipment will help students to understand not just the memorized facts, but also the general comprehension and reasoning of how and why things occur.

There are two types of national examinations administered in the sciences: one is all theory for the schools that have no equipment and the other includes practical application for students who have experienced "hands-on" learning. It is generally accepted that the theory exam is harder because of the memorization and comprehension issues. With the use of science equipment and supplies, the national exams for Bomalang'ombe will be the other version of the exam.

The equipment and supplies will make the subject matter "come alive" for students. It is difficult to attract teachers to the rural schools, especially where there is little/no provision for staff housing. Equipping the school with science equipment and teaching aids will make it easier to attract high-achieving instructors, further improving the quality of the education.

Graduates will become more effective and capable community members or it will allow them to go on to college. Once funds are received by the school, the project should be completed within about four months or so. See Attachment 1 - About Bomalang'ombe Secondary School, Attachment 2 - Executive Summary and Attachment 7 - Project Letter of Understanding for more detailed information.

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

Bomalang'ombe Secondary School is owned and operated by Evangelical Lutheran Church of Tanzania, Diocese of Iringa ("ELCT-DIRA") for the benefit of children residing in the Iringa Region. ELTA-DIRA has had and it will continue to have a significant commitment to the people in the Bomalang'ombe and Iringa region. They will continue the school and use of the grant assets long after the project has been completed. See Attachment 1 - About Bomalang'ombe Secondary School, Attachment 2 - Executive Summary and Attachment 7 - Project Letter of Understanding for more detailed information.

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.)

Actions taken by Stillwater Rotary Club as International Partner Club to be involved in the Project included but are not limited to the following:

- Work with Host Club, specifically including its Project Committee, and the Project beneficiary to define the scope and timelines for the Project
- Prepare extensive Grant Application and supporting documentation and visual exhibits including:
 - Narrative About Bomalang'ombe Secondary School
 - Project Description Executive Summary
 - Project Budget
 - Project Financing
 - Club Commitment Letters
 - Invoices, Quotations and Estimates (Pending - If Required By TRF)
 - Project Letter of Understanding
 - Project Maps
 - Project Photos
- Promote the Project before the District 5960 Grants Committee
- Promote the Project at the District 5960 Annual Rotary Foundation Gala attended by all clubs in District 5960
- Promote the Project publicly through news releases and articles
- Promote the Project publicly and in District 5960 and District 9200 through the Stillwater Rotary Club website at www.stillwaterrotary.org
- Promote the Project through programs presented to other clubs in District 5960 specifically including Participating Clubs
- Promote the Project to all clubs in District 5960 through numerous communications and reference to Stillwater RC website
- Organize and conduct a successful community fundraiser to fund the Project
- It is hoped that at least one member of the International Partner Club Project Committee (Stillwater) will visit the Bomalang'ombe Secondary School to work on the project along with members of the Host Partner Club (Iringa)
- Administer and disburse Project grant funds to vendors as required by TRF
- Extensive communications regarding project administration and status between International Partner Club and Host Club
- Extensive communications regarding project administration and status between International Partner Club and Project beneficiary
- Periodic communications with vendors regarding Project administration matters
- Periodic communications with TRF regarding Project administration matters
- Prepare periodic written interim reports to TRF as required
- Prepare final written report to TRF including supporting documentation as required

Actions taken by Iringa Rotary Club as Host Partner Club to be involved in the Project included but are not limited to the following:

- Work with International Partner Club, specifically including its Project Committee, and the Project beneficiary to define the scope and timelines for the Project
- Assist in preparing the Grant Application and supporting documentation and visual exhibits
- Promote the Project at the District 5960 Annual Rotary Foundation Gala attended by all clubs in District 5960

- Promote the Project publicly through news releases and articles
- Promote the Project District
- Promote the Project publicly and in District 5960 and District 9200 through the Stillwater Rotary Club website at www.stillwaterrotary.org
- Promote the Project through programs presented to other clubs in District 9200 and reference to Stillwater RC website
- Organize and conduct a successful community fundraiser to fund the Project
- Members of the Host Partner Club Project Committee (Iringa) will visit the Bomalang'ombe Secondary School on one or more occasions to work on the project along with members of the Bomalang'ombe Secondary School
- Administer and disburse Project grant funds to vendors as required by TRF
- Extensive communications regarding project administration and status between International Partner Club and Host Club
- Extensive communications regarding project administration and status between International Partner Club and Project beneficiary
- Periodic communications with vendors regarding Project administration matters
- Periodic communications with TRF regarding Project administration matters
- Prepare periodic written interim reports to TRF as required
- Prepare final written report to TRF including supporting documentation as required

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. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs 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 Rotary information will be sent to this address. It is highly recommended that the primary contact (who receives all information from TRF) have an e-mail address to expedite communication.

Primary Club/District

Club	<u>Rotary Club of Iringa</u>	Club ID number (if known)	<u>67702</u>
District	<u>9200</u>	Country	<u>Tanzania</u>

Primary Contact:

Name	<u>Alban Joseph Lutambi</u>	Member ID	<u>6246686</u>
Club	<u>Rotary Club of Iringa</u>		
Rotary position	<u>Secretary' Primary Project Contact; Member, Grant Project Committee</u>		
Address	<u>Mtwivila, P.O. Box 2026</u>		
City	<u>Iringa</u>		
State/Province	<u>Iringa</u>	Postal code	<u>NA</u>
		Country	<u>Tanzania</u>
E-mail	<u>albanlutambi@yahoo.com</u>		
Home phone	<u>+255 26 2720447</u>	Office phone	<u>+ 255 26 2701806</u>
		Fax	<u>+ 255 26 2702486</u>

Project Contact #2:

Name	<u>Angelina Mkensika Biswalo</u>	Member ID	<u>6246633</u>
Club	<u>Rotary Club of Iringa</u>		
Rotary position	<u>Rotary Foundation; Member, Grant Project Committee</u>		
Address	<u>Gangilonga, NSSF Flats, P.O.Box 10803</u>		
City	<u>Iringa</u>		
State/Province	<u>Iringa</u>	Postal code	<u>NA</u>
		Country	<u>Tanzania</u>
E-mail	<u>angietanzie@yahoo.com</u>		
Home phone	<u>+255 26 2700308</u>	Office phone	<u>NA</u>
		Fax	<u>NA</u>

Project Contact #3:

Name	<u>Albert Kambanyuma</u>	Member ID	<u>6246588</u>
Club	<u>Rotary Club of Iringa</u>		
Rotary position	<u>President; Member, Grant Project Committee</u>		
Address	<u>Gangilonga P.O.Box 997</u>		
City	<u>Iringa</u>		
State/Province	<u>Iringa</u>	Postal code	<u>NA</u>
		Country	<u>Tanzania</u>
E-mail	<u>mgeni01@yahoo.co.uk</u>		
Home phone	<u>+255 754 695707</u>	Office phone	<u>+255 26 2701088</u>
		Fax	<u>+255 26 2700080</u>

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. The primary project contact must be a member of the primary club identified below. The project committee must be composed of members of the sponsor Rotary clubs 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 Rotary information will be sent to this address. It is highly recommended that the primary contact (who receives all information from TRF) have an e-mail address to expedite communication.

Primary Club/District

Club	Stillwater Rotary Club	Club ID number (if known)	2171
District	5960	Country	U.S.A.

Primary Contact:

Name	David M. Jennings	Member ID	02476023
Club	Stillwater Rotary Club		
Rotary position	Primary Contact, International Service Chair		
Address	1150 Stillwater Boulevard North		
City	Stillwater		
State/Province	MN	Postal code	55082
		Country	U.S.A.
E-mail	djennings@jenningsbank.com		
Home phone	(651) 779-8695	Office phone	(651) 351-9693
		Fax	(651) 351-1000

Project Contact #2:

Name	Thomas J. Thiets	Member ID	6767786
Club	Stillwater Rotary Club		
Rotary position	Member, International Service Committee		
Address	1701 Johnson Drive		
City	Stillwater		
State/Province	MN	Postal code	55082
		Country	U.S.A.
E-mail	tthiets@trinitylc.org		
Home phone	(651) 430-2357	Office phone	(651) 439-7400
		Fax	(651) 430-2935

Project Contact #3:

Name	Martha Naegli	Member ID	6654995
Club	Stillwater Rotary Club		
Rotary position	Member, International Service Committee		
Address	8069 Enclave Bay, Woodbury, MN 55125		
City	Woodbury		
State/Province	MN	Postal code	55125
		Country	U.S.A.
E-mail	marthan@stcroixareaunitedway.org		
Home phone	651-702-3675	Office phone	651-439-3838
		Fax	651-439-8487

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 Designated Funds (DDF). Use of DDF must be authorized by the district Rotary Foundation committee chair. 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.

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
Rotary Club of Iringa	100			
International Rotary clubs or district outside the project country	Cash (US\$)	DDF (US\$)	DRFC Chair (Print Name)	DRFC Chair Authorization
Stillwater Rotary Club	2,233		See Attachment Four For More Detailed Schedules	
White Bear Lake Rotary Club (\$1,000); St. Croix Falls - Taylors Falls Rotary Club (\$1,000); Le Sueur Rotary Club (\$1,000); Stillwater Sunrise Rotary Club (\$500); Hastings Area Rotary Club (\$250); Belle Plaine Rotary Club (\$1,000); Arden Hills - Shoreview Rotary (\$250)	5,000			
District 5960		7,000	PDG Jerry Showalter	
Subtotals, Cash and DDF	7,333	7,000		
TOTAL Cosponsor contributions	14,333			
Total funds requested from TRF (must be at least US\$5,000)	10,667			
Additional outside funding (not matched by, or forwarded to, TRF)	0			
Total project financing (must equal budget on page 4)	25,000			

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/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.)

Bomalang'ombe Secondary School

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

Teachers at Bomalang'ombe Secondary School are already trained in maintenance and use of educational equipment and they will use the equipment to teach the students.

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

No.

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

The vendor in the United States will arrange for all customs clearance.

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/districts planned and agreed to fund plumbing or electrification for equipment and appliances in existing buildings (hospitals, schools, libraries, orphanages, etc.)?

Grant funds will not be used for plumbing or electrification of buildings and none is needed. The premises already has plumbing and electrification.

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.

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 Web site (www.rotary.org) for additional information.

AUTHORIZATIONS

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

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

By signing below, we agree to the following:

- All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
- The club/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 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, RVM: The Rotarian 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.
- To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)

Host Partner		International Partner	
<input checked="" type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)		<input checked="" type="checkbox"/> Club president (club-sponsored) <input type="checkbox"/> District grants subcommittee chair (district-sponsored)	
Name	Albert Kambanyuma	Name	Dr. Gretchen Stein
Title	President	Title	President
Rotary Club	Rotary Club of Iringa	Rotary Club	Stillwater Rotary Club
District #	9200	District #	5960
Signature		Signature	
Date		Date	February 8, 2008

Primary Contact		Primary Contact	
Name	Alban Joseph Lutambi	Name	David M. Jennings
Signature		Signature	
Date		Date	February 8, 2008
Project Contact #2		Project Contact #2	
Name	Angelina Mkensika Biswalo	Name	Tom Thiets
Signature		Signature	
Date		Date	February 8, 2008
Project Contact #3		Project Contact #3	
Name	Albert Kambanyuma	Name	Martha Naegli
Signature		Signature	
Date		Date	February 8, 2008

COOPERATING ORGANIZATION

Explanation: A *cooperating organization* 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 cooperating organization.

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

Name of organization

Street Address

City, State/Province

Postal code

Country

Office phone

Fax

E-mail

Web address

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
- A letter of endorsement from the host partner confirming that the cooperating organization works within that country's laws

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/district accepts primary reporting responsibility."

Print name

Signature

Rotary club

District

DISTRICT GRANTS SUBCOMMITTEE CHAIR REVIEW

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 be returned to the host partner with a brief explanation.

"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

Signature

District

Date

COMPLETION CHECKLIST

Before submitting your Matching Grant application, please take a moment to review this checklist. If you have any questions or concerns, please contact the Humanitarian Grant Coordinator for the project location.

- Does the project meet **all** grant policies and guidelines (see *The Guide to Matching Grants* [144-EN] or the RI Web site at [www. rotary.org](http://www.rotary.org))?
- Does the project description clearly state how the project will assist those in need?
- Are the activities of the host and international partners clearly explained? Will the Rotarians be actively involved in the project?
- Have both the host and international partners created committees to oversee the project? Are these individuals correctly listed on the application with their complete contact information?
- Is a detailed, itemized budget included in the application?
- Are all partner contributions listed in the application, noting which contributions will be cash and which will be DDF?
- Has the DRFC chair provided his/her signature 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:
 - 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
 - Letter of endorsement from the host partner confirming that the cooperating organization is reputable and works within the laws of that country
- 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: 847-866-9759
 E-mail: grants@rotary.org