



### 3. PRIMARY HOST PARTNER IN THE PROJECT COUNTRY

List the club or district *in the project country* that assumes joint responsibility for the project.

CLUB	CLUB ID NUMBER (IF KNOWN)	DISTRICT	COUNTRY
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**Project Committee:** A committee of at least two Rotarians must be established by the primary host partner to oversee the project for its duration, even if the project continues into another Rotary year.

**Primary Contact** (must be member of above club/district)

Name \_\_\_\_\_  
MEMBER ID NUMBER (IF KNOWN)

Rotary club \_\_\_\_\_  
DISTRICT

Position/title \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_ CITY / STATE / POSTAL CODE

\_\_\_\_\_ COUNTRY

Telephone \_\_\_\_\_  
HOME

\_\_\_\_\_ OFFICE

Fax \_\_\_\_\_

**Additional Contact**

Name \_\_\_\_\_  
MEMBER ID NUMBER (IF KNOWN)

Rotary club \_\_\_\_\_  
DISTRICT

Position/title \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_ CITY / STATE / POSTAL CODE

\_\_\_\_\_ COUNTRY

Telephone \_\_\_\_\_  
HOME

\_\_\_\_\_ OFFICE

Fax \_\_\_\_\_

### 4. PRIMARY INTERNATIONAL PARTNER OUTSIDE THE PROJECT COUNTRY

List the club or district *outside the project country* that assumes joint responsibility for the project.

CLUB	CLUB ID NUMBER (IF KNOWN)	DISTRICT	COUNTRY
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**Project Committee:** A committee of at least two Rotarians must be established by the primary international partner to oversee the project for its duration, even if the project continues into another Rotary year.

**Primary Contact** (must be member of above club/district)

Name \_\_\_\_\_  
MEMBER ID NUMBER (IF KNOWN)

Rotary club \_\_\_\_\_  
DISTRICT

Position/title \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_ CITY / STATE / POSTAL CODE

\_\_\_\_\_ COUNTRY

Telephone \_\_\_\_\_  
HOME

\_\_\_\_\_ OFFICE

Fax \_\_\_\_\_

**Additional Contact**

Name \_\_\_\_\_  
MEMBER ID NUMBER (IF KNOWN)

Rotary club \_\_\_\_\_  
DISTRICT

Position/title \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_ CITY / STATE / POSTAL CODE

\_\_\_\_\_ COUNTRY

Telephone \_\_\_\_\_  
HOME

\_\_\_\_\_ OFFICE

Fax \_\_\_\_\_

## 5. PROJECT BUDGET

Include a complete itemized budget for the project and indicate currency used. Use separate pages if necessary.

Item to be purchased	Name of supplier	Cost

Total (identify currency) \_\_\_\_\_

Exchange rate used \_\_\_\_\_

## 6. PROPOSED FINANCING

If *SHARE* District Designated Funds (DDF) are part of the funding for this Minor Matching Grant, either attach a letter(s) from the **district Rotary Foundation committee (DRFC) chair(s)** authorizing the use of those funds and specifying the amount *or* have the DRFC chair(s) authorize the use of the *SHARE* funds by signing below. **Only the chair, on behalf of the DRFC, can authorize the use of *SHARE* DDF.** Please list all financing and indicate *cash* or *SHARE (DDF)* amounts.

Rotary Club/District	Amount Contributing (identify currency)	Cash or DDF	DRFC Chair Authorization
_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<b>SUBTOTAL</b>			
<b>Amount requested from The Rotary Foundation</b>	_____	<i>(Cannot exceed US\$2,000)</i>	
<b>Additional funding from other sources</b>	_____		
<b>TOTAL</b>		<i>(Must be equal to budget cost)</i>	

## 7. DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION

The Trustees strongly suggest that the district grants subcommittee chair from either the host or international district certify 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 and meets all TRF guidelines."

\_\_\_\_\_  
DISTRICT GRANTS SUBCOMMITTEE CHAIR SIGNATURE

\_\_\_\_\_  
DISTRICT

## 8. REPORTS

Although *both* partners are responsible for completing progress and final reports, the Trustees require that one partner take primary responsibility for submitting the reports to TRF.

"By signing below, our club/district accepts primary reporting responsibility."

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CLUB

\_\_\_\_\_  
DISTRICT

## 9. AGREEMENT FORM

This Minor Matching Grants Application and Agreement Form (collectively "Agreement") is entered into by the clubs and/or districts (partners) as identified below and The Rotary Foundation of Rotary International (TRF). In consideration of receiving this Minor Matching Grant from TRF, the partners agree:

1. That they have received and read the *Terms and Conditions of Matching Grant Award and Acceptance* ("Terms and Conditions") and will abide by all the terms and conditions set forth therein (see [www.rotary.org](http://www.rotary.org) or contact TRF to obtain a copy of the Terms and Conditions).
2. To utilize Matching Grant funds to support a short-term humanitarian project, as outlined in this application, which benefits a community in need. Funds provided by TRF will not be used for any purposes other than those considered eligible by TRF as described in the *Terms and Conditions of Matching Grant Award and Acceptance*.
3. To defend, indemnify, and hold harmless Rotary International and The Rotary Foundation, their respective Directors, Trustees, Officers, employees, and agents (collectively "RI/TRF") from any and all claims (including claims of subrogation), demands, actions, damages, losses, judgments, costs, fines, awards, liabilities, or expenses (including without limitation reasonable attorney's fees and other legal expenses) collectively ('losses') asserted against or recovered from RI/TRF that result or arise directly or indirectly from the project, including any acts or omissions of the partners.
4. To keep TRF informed on the project's progress by submitting progress reports every six months during the implementation of the project and submitting the final report with complete financial accounting within two months of the project's completion. The partners will immediately inform TRF of any significant problems with the implementation of the project or deviations from the project, including deviations in the budget, as approved.
5. That this Agreement may be cancelled by TRF for any reason without notice upon the failure of the partners to abide by the terms and conditions set forth in this Agreement. The partners agree to return any grant funds, in their entirety, including any interest earned, should funds be misused or used for ineligible purposes.
6. This Agreement is governed by the laws of the State of Illinois, USA. Any action brought in connection with this Agreement shall be filed in the County of Cook, State of Illinois, USA. The partners agree to submit to the jurisdiction of the Circuit Court of Cook County for the State of Illinois.

By signing below, the partners acknowledge and accept the terms and conditions of this Agreement.

### Host Partner

- Club President (if club-sponsored)  
 District Grants Subcommittee Chair (if district-sponsored)

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

CLUB \_\_\_\_\_ DISTRICT \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### International Partner

- Club President (if club-sponsored)  
 District Grants Subcommittee Chair (if district-sponsored)

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

CLUB \_\_\_\_\_ DISTRICT \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Note:** You will receive a file number when this Minor Matching Grants Application and Agreement Form is received at RI Headquarters. **This does not indicate that your grant application has been approved.** Signing the Agreement Form section of the application does not imply your grant has been approved. **You will receive separate correspondence if TRF approves and accepts your grant request pursuant to this Agreement.**

Send the completed Matching Grants Application and Agreement Form and any attachments to:

Matching Grants  
The Rotary Foundation  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Telephone: (847) 866-3000  
Fax: (847) 328-8554  
E-mail: [grants@rotaryintl.org](mailto:grants@rotaryintl.org)

