

# 2011 Foundation Training: International Matching Grants

## Contact Information

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2009/2012 District Grants Subcommittee Chair

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## What can cause your Matching Grant Application to be rejected or delayed??

- Your Host Club partner (or your own club) is late with a prior project's final report or current projects interim reports.
- Your Host Club partner (or your own club) has five or more open projects that are underway or have not been officially closed by TRF after they receive, review, and accept final reports.
- The application contains incorrect Club Officers on the signature pages, such as a previous year's president instead of the current year's president.
- The exchange rate used in the application is not the proper exchange rate  
<http://www.rotary.org/en/AboutUs/SiteTools/Search/Pages/ridefault.aspx?k=Exchange%20rates>
- The project asks for too little from TRF (minimum is \$5,000).
- The project asks for too much from TRF without providing additional documentation (if you ask for more than \$25,000 from TRF, then it is considered a Competitive Matching Grant and additional paperwork is required in the form of a Community Assessment).
- The project has a 3<sup>rd</sup> party (non-Rotary group) involved and you do not provide the required *Letter of Participation* from the cooperating organization and a *Letter of Endorsement* from the Host Rotary Club.
- The project does not meet the guidelines for funding eligibility as a TRF Matching Grants project.  
[http://www.rotary.org/RIdocuments/en\\_pdf/144en.pdf](http://www.rotary.org/RIdocuments/en_pdf/144en.pdf) (see page 4).
- The project budget has items that were paid for prior to TRF project approval (e.g. advertising for bids)
- The project budget has "contingency" amounts – all dollar amounts must be itemized and justified.
- The project is sent to TRF outside of their established application periods (July 1 – March 31 for standard Matching Grants and August 31 or February 28 for Competitive Matching grants depending on which Board of Trustees meeting you want it reviewed at – October or April).
- The project write-up is weak and does not show the work both the Host (them) and the International (you) Rotary Clubs will be doing. TRF wants to clearly see how your clubs will be partnering, participating, communicating...
- You submit the application directly to TRF rather than to the District Grants Subcommittee Chair.
- One or more clubs does not submit their pledge to TRF in a timely manner once the application is approved (all funds must be received by TRF before they will release them project funds to the Host Club).