



THE ROTARY FOUNDATION
of Rotary International
1560 Sherman Avenue
Evanston, IL 60201-3698 USA

14 May 2007

Host Cosponsor

João R. de Albuquerque, Project Contact
Rotary Club of João Pessoa-Norte (D - 4500)
Av. Mato Grosso, 740
Bairro dos Estados
58030-080 João Pessoa, Pb. Brazil
jrodrigs@openline.com.br

International Cosponsor

G. Lee Raaen, Project Contact
Rotary Club of University Sunrise of Seattle (D
- 5030)
2328 N. Pacific St.
Seattle, WA 98103-1698 USA
lee@solrio.com

Ref: Matching Grant #63075

Dear Rotarians Albuquerque and Raaen,

Congratulations! Your Major Matching Grant application, submitted by Rotary Club of João Pessoa-Norte and Rotary Club of University Sunrise of Seattle for funding to help provide cisterns for drinking water to thirty-five homes as well as computers for the municipal school in Gurjão, PB, Brazil, has been approved by The Rotary Foundation (TRF). The award is in the amount of US\$9,715.00 (BRL 21,082.00).

This letter is your formal notification and describes the enclosed forms. In all cases, the primary partners must both sign the **Agreement Form** and ensure correct **Payee Information** is sent to TRF. Any additional information and/or sponsor contributions TRF requires in order to make grant payment are described in the Agreement Form and the **Sponsor Contributions Form**.

- A. **Agreement Form.** Be certain to refer to this document throughout the implementation of the project to help ensure compliance with TRF requirements.
- B. **Sponsor Contributions Form.** This form gives instructions for sending cash (non SHARE/DDF) contributions to TRF. It is not included if your project is financed solely through SHARE/DDF contributions.
- C. **Payee Information Form.** Coordinate with your partner to establish an appropriate payee. Complete and return the form to inform TRF where the grant payment should be sent.

Each partner is sent a copy of the forms. The same document need not be signed by all partners. Keep a copy of the signed forms for your records before returning the forms to TRF. Faxes are acceptable, and originals are not required. It is extremely important to remain in constant contact with your partner to ensure the above requirements are completed.

Additional information you will find helpful is included. (If you are receiving this document via e-mail, please see the accompanying e-mail message for links to the documents on the RI website.)

1. **Terms and Conditions of Matching Grant Award.** Read this document carefully, and refer to it when you have questions about TRF requirements.
2. **Report Form.** Reporting on your project is mandatory. Progress reports are due every twelve months, and a Final Report must be submitted within two months of your project's completion.
3. **Humanitarian Programs Promotional Guide** has information about how to promote in your community and in the media. A promotional plan is required before payment will be issued for grant awards of US\$25,001 or more.
4. **Paul Harris Fellow Recognition/Contribution Form** can be used to receive Paul Harris Fellow (PHF) credit for cash contributions sent to TRF.
5. **Making Your Sponsor Contributions Form.** This form gives instructions about sending cash contributions to TRF, particularly for clubs/districts outside the USA. It is not included if your project is financed solely through SHARE/DDF contributions.

If you have any questions, please contact me.

Sincerely,



Valerie Pereira
Grant Coordinator
Humanitarian Grants Staff
Phone: (847) 424-5335
Email: Valerie.Pereira@rotary.org
Fax: (847) 866-9759

cc: Ivanaldo Correia Guedes, President, Rotary Club of João Pessoa-Norte (D - 4500), RI
Nancy Bolin, President, Rotary Club of University Sunrise of Seattle (D - 5030), RI
Emanuelle P. S. Barreto, DGSC, District 4500, RI
Elizabeth B. Crouch, DGSC, District 5030, RI

Enclosures: Matching Grant Agreement Form, Sponsor Contributions Form (if applicable), Payee Information Form, *Terms and Conditions of Matching Grant Award*, Report Form, Humanitarian Programs Promotional Guide, Paul Harris Fellow Recognition Form, and Making Your Sponsor Contributions Form (if applicable).