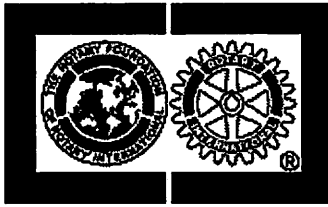


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THE ROTARY FOUNDATION

of Rotary International

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

02 February 2004

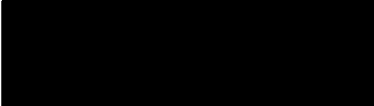
Host Cosponsor

Eduardo Borja, Project Contact
Rotary Club of San Salvador Maquilishuat (D - 4240

General Address
San Salvador, S.S. El Salvador
Edboria2000@hotmail.com

International Cosponsor

John Lowe, Project Contact
Rotary Club of Redwood City (D - 5150)



Ref: Matching Grant #51498

Dear Rotarians Borja and Lowe,

Congratulations! Your Minor Matching Grant application, submitted by Rotary Club of San Salvador Maquilishuat and Rotary Club of Redwood City for funding to help provide medicine for a medical mission in San Miguel, El Salvador, has been approved by The Rotary Foundation (TRF). The award is in the amount of US\$2,000. (1)

This letter is your formal notification and describes the enclosed forms. For the grant payment to be made, the **Payee Information Form** as well as any contributions and/or payment contingencies must be completed and returned to the Matching Grant coordinator for this project.

- A. **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.
- B. **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.)

RWC	1,000
D-5150	2,000
RF	2,000
	<hr/>
<u>TOTAL</u>	<u>5,000</u>

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 six 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.

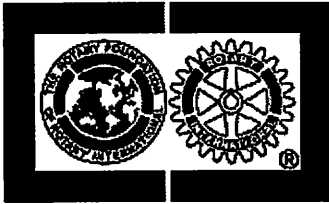
Sincerely,



Sabine Schuller
Senior Program Coordinator
Humanitarian Grants Staff

cc: Jose M. Aguilar, President, Rotary Club of San Salvador Maquilishuat (D - 4240), RI
Thomas E. Delfs, President, Rotary Club of Redwood City (D - 5150), RI
Francisco Ortega, DGSC, District 4240, RI
Mark F. Campbell, DGSC, District 5150, 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).



THE ROTARY FOUNDATION

of Rotary International

1560 Sherman Avenue
Evanston, IL 60201-3698 USA

MATCHING GRANT #51498

SPONSOR CONTRIBUTIONS FORM
FOR the Rotary Club of Redwood City

This form indicates what method of payment your club will use in contributing to your Matching Grant project.

As a Sponsor of Matching Grant #51498, the Rotary Club of Redwood City will contribute US\$1,000, which represents the Rotary Club of Redwood City's portion of the funding for this project.

Name of person completing this form: _____
Telephone Number: _____
Email Address: _____

There are four options of contributing toward a project. Please choose one and follow the steps below.

- OPTION 1 Forwarding the funds to the project account
- OPTION 2 Check \$1,000 FROM REDWOOD CITY ROTARY
- OPTION 3 Wire/Bank Transfer
- OPTION 4 Credit Card

Please note that:

- The average processing time for contributions is three to six weeks, unless they are forwarded directly to the project.
- If contributions were forwarded to The Rotary Foundation prior to the approval date of this grant, those funds may not be available for this project.

For Paul Harris Fellow Recognition, please also send a completed copy of the Paul Harris Fellow (PHF) Contribution Form. (Funds forwarded directly to a project account, as described under Option One, are ineligible for PHF Recognition.) The PHF Recognition Form is available on the RI website at <http://www.rotary.org/newsandinfo/downloadcenter/pdfs/123en.pdf>

OPTION ONE: Forwarding the contribution to the project account

Please note:

- No Paul Harris Fellow Recognition credit will be awarded for the contribution.
- You must send confirmation that the contribution has been received for the project (a letter from the project beneficiary, copy of deposit slip or paid invoice, etc.) to:

Sabine Schuller
The Rotary Foundation
1560 Sherman Avenue
Evanston, IL 60201 USA

OPTION TWO: Check
Please send your *agreement form*, and *payee information form* to:

Sabine Schuller
The Rotary Foundation
1560 Sherman Avenue
Evanston, IL 60201 USA

Please see the attached appendix or www.rotary.org for geographic specific instructions for submitting your contribution via a Check.

*****Please remember to write **MG #51498** on check.*****

OPTION THREE: Wire/Bank Transfer
Please send your *agreement form*, and *payee information form* to:

Sabine Schuller
The Rotary Foundation
1560 Sherman Avenue
Evanston, IL 60201 USA

Please see the attached appendix or www.rotary.org for geographic specific instructions for submitting your contribution Wire/Bank Transfer.

*****Please indicate **MG #51498** in wire/bank transfer remitter area.*****

OPTION FOUR: Credit Card

Please complete this section, and return to The Rotary Foundation, One Rotary Center
1560 Sherman Avenue, Evanston, IL 60201-3698 USA, or fax to (847) 866-9759.

Please process my contribution of US\$ _____

Designation: Matching Grant #51498

Please charge my __ Visa, __ Master Card, __ Discover, __ Diners Club, __ American Express

Account#: _____ Expiration Date: (_____/_____)
Month Year

Signature: _____ Today's Date: _____

Name (as it appears on the credit card): _____

Address: _____ City/State: _____

Zip Code/Postal Code: _____ Country: _____

Staff Initials SS

This form to be
completed by SAN SALVADOR
CLUB

PAYEE INFORMATION FORM FOR MATCHING GRANT #51498

Return this completed form along with the Agreement to TRF for the release of funds.

Please note the following:

- The project bank account must be a Rotary club- or district-controlled account.
- Payments will not be made payable to an individual, cooperating organization or beneficiary.
- Please provide the exact name on the account, which must be 40 characters or less.
- Payments that are misdirected due to incomplete or incorrect payee information will be the club or district's responsibility.

SECTION A: Project Bank Account

Project Bank Account Name (Account Holder Name): _____

Project Complete Bank Account Number: _____

Account Currency (USD or local currency): _____

Project Bank Name: _____

Project Bank Street Address: _____

Bank Telephone / Fax Numbers: _____

- ABA Routing # (U.S. banks only): OR
 SWIFT (BIC) Code, or other required bank code(s) (specify code) (non-U.S. banks):

For international US\$ wire transfers, you must include your bank's intermediary/correspondent bank information. Please contact your bank to obtain information requested below.

SECTION B: Intermediary/Correspondent Bank Information

Intermediary/Correspondent Bank Name: _____

Intermediary/Correspondent Bank Street Address: _____

- ABA Routing # (U.S. banks only): OR
 SWIFT (BIC) Code, or other required bank code(s) (specify code) (non-U.S. banks):

SECTION C: Project Account Signatories

Provide the names of two Rotarians who will be the signatories on the project account and responsible for receipt and disbursement of grant funds:

Name:		
Title:		
Address:		
Telephone:		
Fax:		
Email:		



Staff Initials SS