



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

09 February 2009

Host Cosponsor

Jean Pare, Project Contact  
Rotary Club of Ouagadougou-Millénum (D - 9100)  
Pharmacie de la Concorde  
01 BP 3448 Ouagadougou Burkina Faso  
laopare@fasonet.bf

International Cosponsor

Pierre Brisse, Project Contact  
Rotary Club of Noyon (D - 1770)  
28, rue Eugène Jacquet  
60200 Compiègne France  
pmcbrisse@yahoo.fr

**Ref: Matching Grant #69413**

Dear Rotarians Pare and Brisse,

Congratulations! Your Major Matching Grant application, submitted by Rotary Club of Ouagadougou-Millénum and Rotary Club of Noyon for funding to help provide materials to increase soil fertility and augment agricultural production in the Nayala Province of Burkina Faso, has been approved by The Rotary Foundation (TRF). The award is in the amount of US\$24,910.00 (EUR 19,679.00).

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,



Katherine Stewart  
Grant Coordinator  
Humanitarian Grants Staff  
Phone: (847) 866-3469  
Email: Katherine.Stewart@rotary.org  
Fax: (847) 866-9759

cc: Si Salifou Traore, President, Rotary Club of Ouagadougou-Millénium (D - 9100), RI  
Christophe Lefebvre, President, Rotary Club of Noyon (D - 1770), RI  
Winfred Ayi Mensah, DGSC, District 9100, 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 AGREEMENT FORM

MATCHING GRANT #69413

This Matching Grant Agreement ("Agreement") is entered into by and between Rotary Club of Ouagadougou-Millénium, Rotary Club of Noyon ("The Partners") and The Rotary Foundation of Rotary International ("TRF"). TRF agrees to pay the Partners a Matching Grant in the total amount of US\$24,910.00 (EUR 19,679.00) to help provide materials to increase soil fertility and augment agricultural production in the Nayala Province of Burkina Faso. In consideration of receiving this Matching Grant from TRF, the Partners acknowledge and agree that:

- 1) The Partners have each received and read a copy of the Terms and Conditions of Matching Grant Award and will abide by all terms and conditions set forth therein.
- 2) Rotary Club of Noyon will coordinate the project internationally and will contribute US\$1,266.00 (EUR 1,000.00) to the project. Rotary Club of Ouagadougou-Millénium will coordinate the project locally and will contribute US\$100.00 (EUR 79.00) to the project. In addition, the Partners will ensure that the following contributions are submitted: Rotary Club of Laval, US\$1,899.00 (EUR 1,500.00); and Rotary Club of Rhuys Vilaine, US\$2,532.00 (EUR 2,000.00); and D-1770, US\$57,936.00 (EUR 45,769.00). Any amount received in excess of the aforementioned contributions will automatically be counted as general giving to The Rotary Foundation and will not be applied to Matching Grant #69413.
- 3) All Matching Grant funds provided by TRF for this project shall not be used for any purposes other than those approved by TRF. TRF shall be entitled to receive reimbursement for any and all funds deposited with, held by, or otherwise contributed to either or both of the Partners that are spent for unapproved purposes as well as any funds used to benefit a Rotarian or Rotary entity. In addition, TRF reserves the right to audit the project at any time and suspend any or all payments if in its sole discretion progress is not considered to be satisfactory.
- 4) The Partners will keep TRF informed on the project's progress by submitting progress reports every twelve months during the implementation of the project. 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. The Partners will submit the final report with complete financial accounting within two months of the project's completion.
- 5) The Partners shall defend, indemnify, and hold harmless RI, TRF, their respective directors, trustees, officers, and employees (collectively "RI/TRF") from any and all damages, losses, judgments, costs, fines, awards, liabilities, or expenses, including without limitation reasonable attorney's fees and costs of litigation, asserted or recovered from RI/TRF, that result or arise directly or indirectly from the project including any acts or omissions of the Partners.

6) The entire responsibility of TRF is expressly limited to payment of US\$24,910.00 plus all SHARE fund contributions. Neither RI nor TRF assumes any further responsibility in connection with this project.

7) TRF reserves the right to cancel this Agreement without notice upon the failure of either or both of the Partners to abide by terms set forth in this Agreement and the Terms and Conditions of Matching Grant Award. Upon cancellation, TRF shall be entitled to a refund of any Matching Grant funds, including any interest earned, that have not been expended pursuant to the terms and conditions of the approved Matching Grant project at the time of cancellation.

8) This Agreement will automatically terminate in the event of the failure of either or both of the Partners to comply with the Matching Grant Terms and Conditions or this Agreement due to an act of God, strike, war, riot, civil unrest, hurricane, earthquake or other natural disasters, acts of public enemies, or any reason beyond the reasonable control of the parties. In such an event, the Partners shall refund to TRF all unexpended Matching Grant funds within 30 days of termination.

9) 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, I certify that my Rotary club/district acknowledges and accepts the terms and conditions of this Agreement and the Matching Grant Award and Acceptance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
President  
Rotary Club of Ouagadougou-Millénum

\_\_\_\_\_  
President  
Rotary Club of Noyon

Staff Initials ks



**THE ROTARY FOUNDATION**

*of Rotary International*

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

MATCHING GRANT #69413

SPONSOR CONTRIBUTIONS FORM

FOR the Rotary Club of Ouagadougou-Millénum

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

As a Sponsor of Matching Grant #69413, the Rotary Club of Ouagadougou-Millénum will contribute US\$100.00 (EUR 79.00), which represents the Rotary Club of Ouagadougou-Millénum'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
- 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:

Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

---

**OPTION TWO:** Check

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

Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

**Please see the attached appendix or [www.rotary.org](http://www.rotary.org) for geographic specific instructions for submitting your contribution via a Check.**

\*\*\*\*\*Please remember to write **MG #69413** on check.\*\*\*\*\*

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**OPTION THREE:** Wire/Bank Transfer

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

Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

**Please see the attached appendix or [www.rotary.org](http://www.rotary.org) for geographic specific instructions for submitting your contribution Wire/Bank Transfer.**

\*\*\*\*\*Please indicate **MG #69413** in wire/bank transfer remitter area.\*\*\*\*\*

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**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 #69413**

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: \_\_\_\_\_

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Staff Initials ks



**THE ROTARY FOUNDATION**

*of Rotary International*

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

MATCHING GRANT #69413

SPONSOR CONTRIBUTIONS FORM

FOR the Rotary Club of Noyon

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

As a Sponsor of Matching Grant #69413, the Rotary Club of Noyon will contribute US\$1,266.00 (EUR 1,000.00), which represents the Rotary Club of Noyon'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
- OPTION 3 Wire/Bank Transfer
- OPTION 4 Credit Card

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- 
- 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:

Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

---

**OPTION TWO:** Check

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

Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

**Please see the attached appendix or [www.rotary.org](http://www.rotary.org) for geographic specific instructions for submitting your contribution via a Check.**

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Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

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\*\*\*\*\*Please indicate **MG #69413** in wire/bank transfer remitter area.\*\*\*\*\*

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**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 #69413**

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: \_\_\_\_\_

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Staff Initials ks



**THE ROTARY FOUNDATION**

*of Rotary International*

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

MATCHING GRANT #69413

SPONSOR CONTRIBUTIONS FORM

FOR the Rotary Club of Laval

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

As a Sponsor of Matching Grant #69413, the Rotary Club of Laval will contribute US\$1,899.00 (EUR 1,500.00), which represents the Rotary Club of Laval'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
- OPTION 3 Wire/Bank Transfer
- OPTION 4 Credit Card

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Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

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The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

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Evanston, IL 60201 USA

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1560 Sherman Avenue, Evanston, IL 60201-3698 USA, or fax to (847) 866-9759.

Please process my contribution of US\$\_\_\_\_\_

**Designation: Matching Grant #69413**

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: \_\_\_\_\_

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Staff Initials ks



**THE ROTARY FOUNDATION**

*of Rotary International*

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

MATCHING GRANT #69413

SPONSOR CONTRIBUTIONS FORM  
FOR the Rotary Club of Rhuy's Vilaine

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

As a Sponsor of Matching Grant #69413, the Rotary Club of Rhuy's Vilaine will contribute US\$2,532.00 (EUR 2,000.00), which represents the Rotary Club of Rhuy's Vilaine'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.

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Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

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**OPTION TWO:** Check

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The Rotary Foundation  
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Evanston, IL 60201 USA

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Evanston, IL 60201 USA

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Please process my contribution of US\$\_\_\_\_\_

**Designation: Matching Grant #69413**

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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: \_\_\_\_\_

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Staff Initials ks



## THE ROTARY FOUNDATION

*of Rotary International*

1560 Sherman Avenue  
Evanston, IL 60201-3698 USA

MATCHING GRANT #69413

SPONSOR CONTRIBUTIONS FORM  
FOR District 1770

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

As a Sponsor of Matching Grant #69413, District 1770 will contribute US\$57,936.00 (EUR 45,769.00), which represents District 1770'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.

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Katherine Stewart  
The Rotary Foundation  
1560 Sherman Avenue  
Evanston, IL 60201 USA

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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 #69413**

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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: \_\_\_\_\_

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Staff Initials ks