

Da: Jessica Bueltmann [<mailto:Jessica.Bueltmann@rotary.org>]

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Oggetto: Rotary Global Grant GG1637494: Application approved

Dear Rotarians: Congratulations! Your global grant application for funding to refurbish the pediatric ward and provide training at Chikuni Hospital in Chikuni, Zambia, submitted by the Lusaka Rotary Club and Parma Est Rotary Club, has been approved by The Rotary Foundation. The award is in the amount of \$130,250. This letter serves as formal notification of your grant approval and explains what you must do to receive grant payment. It also contains important information for grant-funded travelers and links to additional resources. **Grant payment** To receive payment, please complete these steps:

1. Provide account information for the global grant bank account
2. Name two Rotarian signatories for the global grant bank account
3. Authorize the global grant legal agreement
4. Confirm all cash contributions

Once the above steps have been completed, you can expect to receive your grant payment in approximately two weeks. Grant payments are made based on the current Rotary International exchange rate at the time of payment.

Read on to learn more about each step:

1. Provide account information

With your grant partner, determine an appropriate location for the bank account that will receive payment from the Foundation. Sign in to [My Rotary](#) and navigate to the [Grant Application Tool](#) (Take Action -> Apply for Grants -> Grant Application Tool) to provide account information for the global grant bank account.

2. Name signatories

In the [Grant Application Tool](#) designate two Rotarians who will act as signatories, overseeing payments made from the global grant bank account. Account signatories must be members of the sponsoring club or district.

3. Authorize the agreement

Have your current club president (if the grant is club-sponsored) or current district Rotary Foundation committee chair (if the grant is district-sponsored) sign in to [My Rotary](#) and navigate to the [Grant Application Tool](#) (Take Action -> Apply for Grants -> Grant Application Tool) to authorize the global grant legal agreement.

4. Confirm cash contributions

Confirm all cash contributions that were committed for the financing of the global grant. Contributions can be confirmed in one of two ways:

- a. *Send the contributions to the Foundation.* Use this [contribution form](#) to submit all cash contributions for your grant to the Foundation. Be sure to note the global grant number on the form. For faster service, click [here](#) to submit contributions online. Send any cash contributions as quickly as possible to reduce currency fluctuations between the time of contribution and time of payment. Note: In alignment with the [Foundation's funding model](#), if the grant application was submitted on or after 1 July 2015, you must contribute an additional 5 percent for cash contributions made to the Foundation to help offset processing and administrative costs.
- b. *Send the contributions directly to the global grant bank account.* If cash contributions are sent directly to the global grant bank account, send confirmation of their deposit to the Foundation by supplying appropriate documentation (for example, a copy of a deposit slip or a current bank statement). Note: Paul Harris Fellow recognition is *not* awarded for contributions sent directly to the grant bank account. Contributions sent directly to the grant bank account do not need to include the additional 5 percent.

Travel arrangements, insurance coverage and pre-departure orientation

- Travelers are responsible for making their own travel arrangements. They may work with Rotary International Travel Service (RITS) or make arrangements on their own. Review the [grants travel](#) page of the Rotary website to learn more.
- Effective immediately, travelers are responsible for obtaining their own travel insurance, which may be purchased with grant funds. Travelers funded by grants approved prior to 1 February 2016 will be covered by the Foundation's travel insurance. Scholars should make sure that their insurance coverage meets the insurance requirements of their study institution.
- All travelers should participate in an orientation prior to their departure. Grant sponsors may provide the orientation themselves, or travelers can complete an online orientation available in the [Learning Center](#).

Additional resources

[Guide to Global Grants](#)

[Terms and Conditions for Rotary Foundation District Grants and Global Grants](#)

[Rotary International Payment Guidelines \(with instructions by country\)](#)

[Rotary International Payment Guidelines: Frequently Asked Questions and Definitions](#)

Moving forward, my colleague Josué Olivier will assist you with the payment requirements process. If you have any questions about your payment, Josué can be reached at Josue.Olivier@rotary.org and +1 (847) 424-5236.

If you have any questions about your grant approval, please feel free to contact me.

Sincerely,

Jessica Bueltmann

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Jessica Bueltmann
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