



## How to Secure District Designated Funds (DDF) for the Guatemala Literacy Project (GLP)

A powerful way to increase the impact of your club's donations is through district (DDF) matching funds. **District funds are often left *underutilized*** because clubs don't know how to request them. **Don't miss this opportunity to multiply your club's contribution!** The process is simple:

1. Contact your District Rotary Foundation Chairperson (DRFC). Tell him/her that you are interested in getting a DDF match for your club's contribution to a Basic Education & Literacy Global Grant that is **hosted by the Rotary Clubs of Nueva Guatemala (D4250) and North Bay, ON(D7010)**.
2. Send your DRFC the [Global Grant application draft](#), which describes the project in detail.
3. Request that your DRFC respond back to you with a verbal or email agreement to match your club's contribution with a specific amount of DDF. Usually the district will match your club contribution dollar-for-dollar. Some districts will match two- or three-to-one.
4. Please email the GLP at [info@guatemalaliteracy.org](mailto:info@guatemalaliteracy.org) with the following information:
  - a. The amount of your district's DDF contribution.
  - b. The email addresses of your District Governor and DRFC.
5. After the grant financing finalized in January 2019, The Rotary Foundation will email **your DG and DRFC asking them to confirm your district's DDF contribution by clicking a link in My Rotary**. (Note: Please make sure your district leadership knows to expect this email from The Rotary Foundation, so it doesn't get stuck in a spam filter.)

### What happens next?

The Global Grant host clubs will combine your district's contribution with those from other districts on Global Grant #1872362, thereby receiving additional matching funds from The Rotary Foundation (pending approval).

### Here's an example of how the GLP Global Grant process works:

Let's say that your club wishes to contribute \$1,000:

1. Your district provides \$1,000 (or more) in District Designated Funds.
2. GLP leaders include your club's \$1,000 cash contribution and your district's \$1,000 DDF contribution on GG #1872362, which will be submitted to The Rotary Foundation (TRF) in March 2019.
3. After the anticipated grant approval in June 2019, TRF will kick in \$500 to match your club's contribution and \$1,000 to match your district's contribution, for a total of \$3,500! So your club's contribution will be multiplied by 3.5!

Thanks for your help in bringing literacy to impoverished children in Guatemala! If you have further questions about how this process works, please contact Jessica Stieritz at (513) 661-7000 ext. 105 or e-mail:

[info@guatemalaliteracy.org](mailto:info@guatemalaliteracy.org).