



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. Moreover, since as of July 1, 2020, The Rotary Foundation no longer offers matching funds for club contributions (but DOES match DDF funds), a **DDF match provides a valuable opportunity to multiply your club's contribution by 3 to 1 (after matching)!** 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 #2012567 that is **hosted by the Rotary Clubs of Quetzaltenango, Guatemala (D4250) and Windsor-Roseland, ON (D6400)**.
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. Ask if the district requires any paperwork from your club before they will be able to approve the match.
4. Please email the GLP at 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 is finalized in November 2020, The Rotary Foundation will email **your DG and DRFC asking them to authorize 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 in the 2nd half of November 2020, so it doesn't get stuck in a spam filter. Their prompt authorization will be critical to submitting the grant application on time, so please ask them to confirm NOW that they have everything they will need in order to authorize the contribution.)

What happens next?

The Global Grant host clubs will combine your district's contribution with those from other districts on Global Grant #2012567, 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 #2012567, which will be submitted to The Rotary Foundation (TRF) in November 2020.
3. After the anticipated grant approval in April 2021, TRF will kick in \$1,000 to match your district's contribution, for a total of \$3,000! **So your club's contribution will be multiplied 3 times thanks to your efforts in securing a DDF match!**

Thanks for your help in bringing literacy to impoverished children in Guatemala! If you have further questions about how this process works, please contact Caroline Phelps at (513) 956-9001 or e-mail:

info@guatemalaliteracy.org.