

GG1752923 Report

Guatemala Literacy Project Alta Verapaz, Baja Verapaz, Chimaltenango, El Quiché, Quetzaltenango, Sacatepéquez, Sololá, and Totonicapán

REPORT TYPE
Final

REPORT STATUS
Accepted

Committee Members

Primary Contacts

Name	Club	District	Sponsor	Role
Barbara Young	Calgary	5360	Club	International
Esther Brol Menegazo	Guatemala La Reforma	4250	Club	Host

Host committee members

Name	Club	District	Role	Date Added
Julio de León Vizcaino	Guatemala La Reforma	4250	Secondary Contact	
Euda Morales	Guatemala La Reforma	4250	Secondary Contact	30/05/2019

International committee members

Name	Club	District	Role	Date Added
Walter Haessel	Calgary	5360	Secondary Contact International	
Manon Mitchell	Calgary	5360	Secondary Contact International	
Garry Moyes	Calgary	5360	Secondary Contact International	28/05/2019

Project Objectives and Implementation

PROJECT OBJECTIVES

The Rotary Foundation approved global grant funding to be used for the following project objectives:

This Global Grant project has four distinct and complementary components that strengthen both traditional and technological literacy in the communities we've targeted. All of these schools and students are located in Guatemala's Western Highlands—the most illiterate part of the country. A projected list of schools showing approximate school sizes is provided later in this application.

(1) The Culture of Reading Program (CORP) provides professional development that enables primary-school teachers to become experts in reading instruction. The program delivers between 30 and 76 children's books (per teacher) for reading in the classroom every day. The provision of these materials is matched with an intensive teacher training program based on the latest best practices in early literacy instruction. We believe we are developing a model for all of Rotary. Better-trained teachers transform their students into better readers, critical thinkers, and lifelong learners. This aspect of the project will benefit 236 teachers and approximately 6,600 students in 42 schools.

(2) Textbook projects increase literacy for middle-school students in rural Guatemala by giving them access to high-quality textbooks in subjects like math, science, Spanish language, and social studies. Books are provided on the condition that each school rents them to their students for a small fee (\$1.50/month). These fees enter a sustainability fund (managed by CoEd and overseen by local Rotarians), which is used to replace books once they wear out. The textbook projects will benefit 40 teachers and 1,620 students in 10 schools. Approximately 120 additional teachers in these communities will join these teachers in receiving training in how to achieve the objectives of Guatemala's national middle-school curriculum while engaging their students in the learning process.

(3) Computer centers prepare middle-school students to enter the workforce by providing 60-90 minutes per week of hands-on technological instruction, covering 100 lessons over a 3-year period. The certified computer teachers will train students in the use of standard business software (Microsoft Windows, Word, Outlook, Excel, Access, PowerPoint, web navigation, basic programming, etc). The computer centers will benefit three teachers and 900 students in three schools.

(4) A youth development program keeps students in school, helps them envision a brighter future for themselves, and prepares them with the tools to achieve it. Students benefit from activities like workshops (involving Rotarians from La Reforma and other Guatemalan clubs) and field trips to local businesses and universities that help them explore other possibilities for their future, beyond subsistence farming. All students participating in the program receive scholarships paid for by sponsors in Guatemala and other countries around the world to help them overcome financial barriers to staying in school. Many of the scholarships are sponsored personally by Rotarians who are also involved with the Guatemala Literacy Project. In the year covered by this proposal La Reforma Rotarians and other active Rotarians participating in the GLP will be piloting activities and interventions to establish closer bonds with select schools and to guide future implementation of an expanded youth development component.

The projects described in this grant are part of the Guatemala Literacy Project (GLP), a network between Rotarians and the nonprofit organization, Cooperative for Education (CoEd), to improve education for underserved students in Guatemala. (Learn more about the GLP in the "Participants" section of this application.) The projects to be established under this Global Grant utilize the same proven approaches as previous projects in the network's 21-year history that provided similar resources, but benefit different people in different geographical areas. Significant efforts are made to tailor each project to the specific needs of the individual communities served by this Global Grant. This grant will pay for the materials needed to implement these programs—books, computers, school supplies, and other educational resources—as well as essential

training to enable teachers to utilize the materials effectively.

Have any of these objectives changed?

No

Have you made progress toward your project objectives?

Yes

Describe the progress you've made so far.

Primary school literacy training was expanded in 37 communities, serving 8,876 students and training 309 teachers. Rotarians from Calgary and other clubs assisted in the initial delivery of materials. The training curriculum was implemented by the cooperating organization. These programs fulfill the objective to provide children's literature and training to primary school teachers.

In addition, textbook projects were established in 16 communities, serving a total of 1,795 students. With assistance from the cooperating organization, participating Rotarians from Calgary and other clubs delivered math, science, social studies, and Spanish language textbooks to students at project schools. Teachers and principals at textbook project schools, as well as other educators in schools that received textbooks under previous GLP global grants and are now renewing their books with money saved in their revolving fund, received training in how to integrate textbooks into their daily teaching. In all, 225 educators are participating in the training. These projects fulfill the objective to improve literacy at the middle-school level.

Four Computer Centers were established, serving a total of 425 students and training four teachers. The equipment was delivered with the assistance of the cooperating organization. The centers fulfill the objective to prepare middle-school students to enter the workforce.

Finally, youth development activities were conducted in 16 schools, providing 729 students with tutoring and mentoring, home visits, and counseling as needed from a licensed psychologist, and field trips to local businesses and universities. This program fulfills the objective to keep students in school and prepare them with the tools to achieve a brighter future.

The complete list of project schools is as follows:

Textbook Programs:

- Cabricán, Quetzaltenango, 267 students
- Bet-el San Pablo, San Marcos, 60 students
- Chahal Nac, Alta Verapaz, 275 students
- Chiquisis, Sololá, 50 students
- Chirijox, Sololá, 133 students
- El Aguacate, Guatemala, 175 students
- El Renacimiento, Sololá, 54 students
- Liceo Interamericano, San Marcos, 50 students
- Liceo Orizaba, San Marcos, 65 students
- Nueva Jerusalem Joyabaj, El Quiché, 75 students
- Liceo Jerusalén, Chimaltenango, 120 students
- Paquip, Sololá, 67 students
- Runuwal B'alam Ya', Chimaltenango, 150 students
- San Agustin, Alta Verapaz, 90 students
- Santa Rita Ruiz, San Marcos, 60 students
- Santo Domingo, Alta Verapaz, 104 students

Computer Centers:

- Cantón Xajaxac, Sololá, 96 students
- Cerro de Oro, Sololá, 140 students
- Chixajau, Alta Verapaz, 108 students
- Serchil, San Marcos, 81 students

Culture of Reading Program community clusters:

- Sumpango/Xenacoj: 37 teachers trained in 7 schools, benefiting 947 students
- Patzicía/Chimazat: 22 teachers trained in 2 schools, benefiting 664 students
- Northwest Chimaltenango (Tecpán A): 35 teachers trained in 7 schools, benefiting 915 students
- Tecpán Cluster I (Tecpán B): 58 teachers trained in 7 schools, benefiting 1,368 students
- Santiago I: 61 teachers trained in 3 schools, benefiting 2,214 students
- Santiago II: 31 teachers trained in 2 schools, benefiting 1,002 students
- Tecpán Cluster II (Tecpán C): 65 teachers trained in 9 schools, benefiting 1,766 students

Youth Development:

- IEBC Santiago Sacatepéquez, Sacatepéquez, 86 students
- Santa Maria Cauque, Sacatepéquez, 13 students
- Santo Domingo Xenacoj, Sacatepéquez, 55 students
- Santa Lucía Milpas Altas, Sacatepéquez, 51 students
- Magdalena Milpas Altas, Sacatepéquez, 27 students
- Cerritos Asunción, Chimaltenango, 68 students
- Patzún, Chimaltenango, 65 students
- Saquitacaj, Chimaltenango, 49 students
- Chimazat, Chimaltenango, 55 students
- Hacienda María, Chimaltenango, 51 students
- Paley, Chimaltenango, 62 students
- Las Camelias, Chimaltenango, 39 students
- Pajales, Chimaltenango, 20 students
- Yepocapa, Chimaltenango, 61 students
- Caliaj, Chimaltenango, 15 students
- Caquixajay, Chimaltenango, 12 students

PROJECT IMPLEMENTATION

Your grant application included plans for the following activities. Please report on each of your project activities below. If there were any additional activities during the project, please report each of them by clicking the Add an Activity button at the end of this section.

1. Rotarians and the cooperating organization, CoEd, assess community needs in the Guatemalan departments to be served by the projects and select preliminary candidates to receive the programs. (Pre-project groundwork.)

Duration

June, 2017 (1 month)

Status

Completed

Start Date

01/06/2017

Completion Date

01/12/2017

2. With the help of local residents, the schools selected to receive computer centers make needed modifications and improvements to the classrooms that will house the centers. (This process may happen sooner if funds are available.)

Duration

August, 2018 (1 month)

Status

Completed

Start Date

01/08/2018

Completion Date

01/11/2018

3. Contract evaluators from Del Valle University administer standardized reading assessments to 1st- and 2nd- grade students at a sample of schools selected to enter the Culture of Reading Program (CORP) to establish a baseline.

Duration

August, 2018 (1 month)

Status

Completed

Start Date

27/02/2019

Completion Date

08/03/2019

4. Rotarians and CoEd purchase computer equipment in Guatemala from a local retailer that sets up the computers in the centers. Computer teachers are selected from the local communities. (This process may happen sooner if funds are available.)

Duration

September – November,
2018 (3 months)

Status

Completed

Start Date

20/09/2018

Completion Date

02/02/2019

5. Rotarians and CoEd purchase textbooks in Guatemala. (This process may happen sooner if funds are available.)

Duration

Late November, 2018 (1
week)

Status

Completed

Start Date

17/01/2019

Completion Date

17/01/2019

6. With oversight from the Guatemala La Reforma Rotarians, CoEd staff sort, package, and warehouse the textbooks. The newly selected computer teachers receive training in the standard computer center curriculum.

Duration

November 2018 – January
2019 (3 months)

Status

Completed

Start Date

12/11/2018

Completion Date

31/01/2019

7. Schools participating in the Culture of Reading Program (CORP) receive training materials (picture books, markers, construction paper, etc.) Classes begin.

Duration

January, 2019 (1 month)

Status

Start Date

Completion Date

8. CoEd's training staff deliver at least 19 training sessions to the teachers participating in the Culture of Reading Program (CORP), with some assistance from Rotary volunteers.

Duration

January – August, 2019 (8 months)

Status

Completed

Start Date

13/11/2018

Completion Date

13/02/2020

9. Rotarians from Calgary and other international clubs travel to Guatemala to assist Guatemala La Reforma Rotarians and CoEd staff in delivering materials to the schools and inaugurating the projects. Teachers and students at the textbook schools receive training in the effective use and care of the books.

Duration

February – March, 2019 (2 months)

Status

Completed

Start Date

02/02/2019

Completion Date

24/02/2019

10. CoEd staff monitor and fine-tune CORP teachers' performance in the classroom and evaluate their success at using the early literacy methodology they've learned, with oversight from Rotary volunteers.

Duration

February – November, 2019 (11 months)

Status

Completed

Start Date

31/01/2019

Completion Date

11/10/2019

11. Contract evaluators from Del Valle University administer standardized reading assessments to 1st- and 2nd- grade students at a sample of CORP schools in February - August 2019, and other researchers compare them to baseline results from the same schools collected in 2018.

Duration

February, 2019-February, 2020 (13 months)

Status

Completed

Start Date

17/09/2019

Completion Date

25/07/2020

12. CoEd staff return to the computer centers & textbook program schools periodically to perform additional training, provide technical support, and assess program performance.

Duration

March, 2019 – Future Years
(ongoing)

Status

Completed

Start Date

15/01/2019

Completion Date

06/11/2019

Supporting Documents

- [A_Rise_student_from_Santa_Maria_Cauque_instructs_Bill_Hagborg_of_RC_North_Bay_in_planting_a_commu](#)
- [Carlos_Villagran_of_RC_Valle_de_Guatemala_speaks_to_reading_program_teachers_at_a_ceremony_recogniz](#)
- [CoEd_staff_and_Rotarians_from_Vista_Hermosa_and_La_Reforma_meet_with_TRF_Cadre_Blanca_Cifuentes](#)
- [Noe_Solares_of_RC_La_Reforma_and_Lorena_Merida_of_RC_Vista_Hermosa_host_Cadre_Blanca_Cifuentes](#)
- [Rich_Strayer_of_RC_Downey_lends_a_hand_to_Rise_students_from_Santa_Maria_Cauque_on_their_service_p](#)
- [Tim_and_Katie_Beppler_from_RC_Evanston_WY_spoke_at_the_graduation_of_2019_Rise_students_includi](#)

How many people have directly benefited from the project?

12363

BASIC EDUCATION AND LITERACY

Impact measures

1. Total number of direct beneficiaries: CoEd will collect numbers of enrolled students from project schools and maintain ongoing records of training participants from November 2018 to October 2019. In all, the project will provide Culture of Reading Program training and materials to 236 primary school teachers (benefiting approximately 6,600 primary students), provide textbooks to 1,620 secondary school students and corresponding training to 40 teachers (as well as about 120 other interested teachers in the community); provide computer education to up to 900 secondary school students and corresponding training to 3 teachers; and provide youth development activities to 838 students (for a total of approximately 10,382 direct beneficiaries).

Collection method	Frequency	Beneficiaries
Direct observation	Every six months	2500+

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Direct observation	Every six months	12363

2. Number of benefiting school-age children

Collection method	Frequency	Beneficiaries
Public records	Every year	2500+

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Public records	Every year	11825

3. Number of institutions participating in program

Collection method	Frequency	Beneficiaries
Grant records and reports	Every year	50-99

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Grant records and reports	Every year	73

4. Children participating in the Culture of Reading Program (CORP) will become competent and enthusiastic readers, as measured by results on the Evaluacion de Lectura en Grados Iniciales (ELGI) test, administered by researchers from Del Valle University. 1st- and 2nd-grade CORP students are expected to score significantly higher than students in the same schools scored before receiving the program.

Collection method	Frequency	Beneficiaries
Testing	Every six months	100-499

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Testing	Every year	377

5. Teachers receiving training through the Culture of Reading Program (CORP) will adhere to agreed-upon standards for teaching reading. This will be measured by CoEd staff, who will track training rosters and complete observations to ensure that the methodology is employed in the classroom. 75% of primary-school teachers who are eligible to receive certification will become certified in the CORP methodology.

Collection method	Frequency	Beneficiaries
Direct observation	Every two months	50-99

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Direct observation	Every two months	94

6. Teachers receiving textbooks, as well as other interested teachers in the community, will participate in the corresponding training. CoEd staff will track training rosters to ensure that at least 80% of teachers are attending the training sessions.

Collection method	Frequency	Beneficiaries
Direct observation	Every six months	100-499

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Direct observation	Every six months	303

7. Computer center students achieve a basic level of computer competency in Windows, Office, and Email/Internet, based on the abilities that a student should have at each grade level according to the curriculum. We expect 80% of students to achieve competency, as measured by passing the unit tests administered by the computer center teacher and reported to CoEd staff for analysis.

Collection method	Frequency	Beneficiaries
Direct observation	Every year	100-499

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Direct observation	Every year	373

8. The computer center teachers will achieve competency with the technology by the end of their first year in the program. CoEd staff administer the Microsoft Digital Literacy test during the hiring process or initial training. The computer teachers must pass the Digital Literacy test by the end of their first year of teaching in the computer centers.

Collection method	Frequency	Beneficiaries
Testing	Every year	1-19

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Testing	Every year	4

9. The dropout rate for students in the youth development program will be less than 6% during the 2019 school year.

Collection method	Frequency	Beneficiaries
Grant records and reports	Every year	500-999

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Grant records and reports	Every year	687

10. Number of new female school-age students

Collection method	Frequency	Beneficiaries
Grant records and reports	Every year	100-499

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Grant records and reports	Every year	190

Monitoring and evaluation

Here is the person or organization that was selected to monitor and evaluate impact measures.

Person or organization

Cooperative for Education

011-502-2312-6000

info@coeduc.org

Km. 29.5, Carretera Interamericana 0-00, Casco Urbano, Zona 2; San Lucas Sacatepéquez, Guatemala

Qualifications

Cooperative for Education (CoEd) has a 21-year history of partnering with individual Rotary clubs and districts to implement literacy projects in Guatemala. Throughout that time, we have seen CoEd excel at maintaining accountability and transparency as it works with local Rotarians to implement past global grants. They have also demonstrated a commitment to carry out strong measurable results plans. They follow guidance from experts such as Michael Quinn Patton to ensure that their measurement plans are effective. CoEd's Director of International Programs, Katie Camillus, who oversees the measurable results collection, completed a graduate certificate in Assessment and Evaluation from the University of Cincinnati in 2017. Finally, CoEd knows how to engage local Rotarians and pull in other local experts to assist in measurement collection. For example, for the Culture of Reading Program (CORP), researchers from Del Valle University will administer the Evaluacion en Grados Iniciales (ELGI) test to first- and second-grade students to evaluate their progress in Spanish literacy. The Del Valle testers have received training from the research arm of Guatemala's Ministry of Education and are certified to administer the ELGI. As to CoEd's suitability as a partner on a higher level, their financial records are overseen by independent auditors in both the U.S. and Guatemala. They have proven to be trustworthy stewards of resources, throughout a long history of serving as the "bank" for similar projects by holding sustainability funds in-trust until such time that the schools need them to purchase new equipment and/or materials (see the 'Financing' section of this application for more detail). (In fact, families in Guatemala often feel more comfortable contributing their child's sustainability fees to a third party that will not be tempted to "borrow" from the fund when other needs arise.) The organization also has 20 years of experience providing some of the logistical support for Rotarian volunteers to travel to the projects and assist in the delivery of materials.

Has this person or organization changed?

No

Participants

SPONSOR PARTICIPATION

What roles and responsibilities did host sponsor members have?

Members of the Guatemala La Reforma Club have worked with the Calgary Club and CoEd to:

- Supervise the process of selecting schools to enter the projects.
- Oversee the implementation plan for the projects.
- Assist in hosting cadre Maureen Duncan from The Rotary Foundation during the preliminary site visit, as well as TRF cadre Blanca Cifuentes during the interim site visit.
- Travel to project schools to help deliver the physical assets (such as the books, equipment, and other supplies).
- Ensure the sustainability of the activities and outcomes.
- Oversee project spending, accounting, and reporting, along with RC Calgary.
- Maintain frequent communication with RI partners via e-mail and provide ongoing oversight of the project in Guatemala.
- Help host 39 international Rotary volunteers, who traveled to Guatemala to inaugurate and support the new programs, as well as 2016-2017 Rotary International Vice President Jennifer Jones, who traveled to Guatemala in December 2018 to see firsthand the outstanding work of the GLP and attend the graduation of the student who she personally sponsored in the Rise Youth Development Program.
- Host a benefit opera concert in Guatemala to raise additional funds for and awareness of GLP projects.

Additionally, Guatemalan Rotarians sit on the GLP Advisory Board. This governing body of Rotarians meets multiple times per year to provide input and advice on behalf of the 100+ sponsor clubs on topics such as project development, signage, and budget.

What roles and responsibilities did international sponsor members have?

Members of the Calgary Club have worked with the Guatemala La Reforma Club and CoEd to:

- Travel to the project schools in Guatemala to begin implementation of the computer, textbook, and primary school reading programs and help deliver the physical assets.
- Participate in a staff-supervised activity with students in the youth development program during their trip to Guatemala.
- Build relationships with host partner Rotarians and other project partners, and oversee project implementation, spending, accounting, and reporting. Many aspects of project oversight are coordinated remotely using virtual meeting software, email, and phone.
- Pull in CoEd staff, volunteers, and Rotarians from other clubs as needed to ensure that proper oversight is maintained in cases where physical distance to project sites is large and additional oversight is needed.

Finally, international Rotarians sit on the GLP Advisory Board, a governing body of Rotarians that provides input to the projects as described in the answer to the above question.

PARTNERS (*OPTIONAL*)

Add any Rotary clubs or districts that were involved in this project, other than the host and international sponsors or financial contributors.

No.	Type	Club name or district number
1.	Club	Peterborough
2.	Club	North Bay
3.	Club	Baker County
4.	Club	Summit County (Frisco)
5.	Club	Livingston Sunrise (Brighton)
6.	Club	Crystal River
7.	Club	Lakeshore (Baroda-Stevensville-Bridgman)
8.	Club	Yorba Linda Sunrise
9.	Club	Windsor-Roseland
10.	Club	Elizabethtown
11.	Club	Littleton
12.	Club	Moses Lake
13.	Club	E-Club of District 6600 Ohio Pathways
14.	Club	Fairfax
15.	Club	Downey
16.	Club	Centerville-Farmington
17.	Club	Kings Bay-Crystal River
18.	Club	eClub of District 5010 International
19.	Club	Evanston
20.	Club	Grand Cayman
21.	Club	Guatemala Vista Hermosa
22.	Club	Valle de Guatemala
23.	Club	Quetzaltenango

1. Cooperative for Education

2300 Montana Avenue, Suite 301
Cincinnati Cincinnati
Ohio
United States

<http://coeduc.org/>

Describe how cooperating organizations participated in the project.

For this grant, the host and international Rotary clubs have supervised staff of the cooperating organization in the purchase and distribution of books and computers to poorly-resourced schools. CoEd staff maintain contact with Rotary sponsors by phone, email, and in-person (including attending several La Reforma Rotary Club regular meetings to provide updates and discuss questions about project implementation). When distributing the materials, CoEd provided logistical support for 39 Rotary volunteers. CoEd also provided ongoing training and follow-up at project schools. Furthermore, the organization serves as the “bank” for the project, holding the revolving funds in-trust until such time that the schools need them to purchase new equipment and/or materials. (The textbook projects and computer centers established under this Global Grant are fully sustainable thanks to this revolving fund model. Students pay a small fee to use the books and equipment for the academic year; all fees go into a revolving fund that will be used to purchase new books and equipment after a specific time period, usually about 5-6 years.) CoEd’s financial records are overseen by independent auditors in both the U.S. and Guatemala. CoEd staff ensure that the project is transparent, accountable, and compliant with all RI rules and stipulations.

Project Expenditures

Grant amount:

694,092 USD

Expense log

Date	Description	Category	Amount (USD)
31/01/2019	Signage	Signage	473.68
17/01/2019	Textbooks for Textbook Programs	Equipment	115318.95
18/07/2018	Plastic Book Bags for Textbook Programs	Supplies	316.92
04/12/2018	Rotary Bookcovers for Textbook Program	Equipment	2785.22
24/01/2019	Laptops for Textbook Programs	Equipment	4675.21
24/01/2019	Projector Equipment for Textbook Programs	Equipment	5696.69
31/10/2018	Supplies and Printing for Textbook Teacher Training	Supplies	2781.23
07/03/2019	Supplies and Printing for Textbook Teacher Training	Supplies	2787.94
24/10/2018	Meals for Teachers for Textbook Teacher Training	Training	555.26
25/10/2018	Meals for Teachers for Textbook Teacher Training	Training	520.56
31/10/2018	Meals for Teachers for Textbook Teacher Training	Training	988.08
15/11/2018	Meals for Teachers for Textbook Teacher Training	Training	135.15

15/11/2018	Meals for Teachers for Textbook Teacher Training	Training	333.94
28/02/2019	Meals for Teachers for Textbook Teacher Training	Training	618.78
14/03/2019	Meals for Teachers for Textbook Teacher Training	Training	918.67
25/02/2019	Meals for Teachers for Textbook Teacher Training	Training	130.96
23/05/2019	Trainers for Textbook Teacher Training	Training	43272.61
27/09/2018	Reading Books for Primary Reading Program	Equipment	10997.47
22/11/2018	Reading Books for Primary Reading Program	Equipment	22831.07
22/11/2018	Reading Books for Primary Reading Program	Equipment	11028.14
22/11/2018	Reading Books for Primary Reading Program	Equipment	11723.57
06/12/2018	Reading Books for Primary Reading Program	Equipment	42370.51
11/12/2018	Reading Books for Primary Reading Program	Equipment	934.20
17/01/2019	Reading Books for Primary Reading Program	Equipment	27.24
17/01/2019	Reading Books for Primary Reading Program	Equipment	748.43

24/01/2019	Reading Books for Primary Reading Program	Equipment	7178.70
14/02/2019	Reading Books for Primary Reading Program	Equipment	192.14
21/02/2019	Reading Books for Primary Reading Program	Equipment	848.41
21/03/2019	Reading Books for Primary Reading Program	Equipment	118.39
06/12/2018	School Supplies for Primary Reading Program	Supplies	363.54
06/12/2018	School Supplies for Primary Reading Program	Supplies	9712.94
06/12/2018	School Supplies for Primary Reading Program	Supplies	4694.69
06/12/2018	School Supplies for Primary Reading Program	Supplies	1278.81
29/11/2018	School Supplies for Primary Reading Program	Supplies	10.54
17/01/2019	School Supplies for Primary Reading Program	Supplies	314.46
14/02/2019	School Supplies for Primary Reading Program	Supplies	22.59
31/10/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	323.73
31/10/2018	Meals and Transportation for	Training	336.56

	Teachers for Primary Reading Program		
31/10/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	1245.41
31/10/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	390.26
17/01/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	299.24
21/02/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	170.25
17/01/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	95.34
21/02/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	480.62
21/03/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	302.51
04/04/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	339.18
21/02/2019	Evaluations and Measurable Outcomes	Monitoring/evaluation	12483.04
12/11/2018	Training Manual Printing	Training	1063.38
21/03/2019	Training Manual Printing	Training	1303.04

23/05/2019	Trainers for Primary Reading Program	Training	54238.45
06/12/2018	Computer Systems for Computer Centers	Equipment	51335.69
15/10/2018	Servers for Computer Centers	Equipment	3497.64
11/12/2018	Projectors for Computer Centers	Equipment	73.34
18/10/2018	Projectors for Computer Centers	Equipment	119.17
15/10/2018	Projectors for Computer Centers	Equipment	3954.94
25/10/2018	Projectors for Computer Centers	Equipment	73.86
25/10/2018	Projectors for Computer Centers	Equipment	124.67
08/11/2018	Projectors for Computer Centers	Equipment	30.81
04/10/2018	Voltage Regulators for Computer Centers	Equipment	717.65
15/10/2018	Voltage Regulators for Computer Centers	Equipment	777.89
04/10/2018	Surge Protectors for Computer Centers	Equipment	783.13
06/12/2018	Printers for Computer Centers	Equipment	628.08
20/09/2018	Network Cabling and Switches for Computer Centers	Equipment	3306.89
20/09/2018	Electrical Wiring for Computer Centers	Equipment	9920.66
20/09/2018	Maintenance Kits for Computer Center	Equipment	130.43
17/01/2019	Cipro, S.A.	Equipment	107.39

24/01/2019	Mouse Pads for Computer Centers	Equipment	103.51
14/02/2019	Mouse Pads for Computer Centers	Equipment	103.51
28/02/2019	Mouse Pads for Computer Centers	Equipment	40.99
20/09/2018	Dustcovers for Computer Centers	Supplies	231.53
25/10/2018	Dustcovers for Computer Centers	Supplies	347.30
25/10/2018	Desks for Computer Centers	Equipment	4764.92
20/09/2018	Chairs for Computer Centers	Equipment	617.08
08/11/2018	Security Alarms for Computer Centers	Equipment	1101.10
25/10/2018	File Cabinets for Computer Centers	Equipment	288.11
20/09/2018	White Boards for Computer Centers	Equipment	185.96
20/09/2018	Padlocks for Computer Centers	Supplies	100.58
11/10/2018	ETC Iberoamerica Seminars for Computer Centers	Training	575.17
29/11/2018	ETC Iberoamerica Seminars for Computer Centers	Training	556.57
27/09/2018	School Supplies for Computer Centers	Supplies	457.41
26/11/2018	School Supplies for Computer Centers	Supplies	48.23
20/09/2018	Cooling Fans for Computer Centers	Equipment	565.74
04/10/2018	NetControl2 Software	Supplies	2109.14

	for Computer Centers		
04/10/2018	Deepfreeze Software for Computer Centers	Supplies	2938.88
30/01/2019	Physical Education Equipment, Supplemental Educational Materials	Equipment	3843.37
24/01/2019	Laptops, Supplemental Educational Materials	Equipment	2337.61
24/01/2019	Laptops, Supplemental Educational Materials	Equipment	1569.54
24/01/2019	Projector Equipment, Supplemental Educational Materials	Equipment	4747.24
24/01/2019	Multi-Function Printers, Supplemental Educational Materials	Equipment	1031.30
24/01/2019	Pencil Sharpeners and Erasers, Supplemental Educational Materials	Supplies	513.36
30/01/2019	Pencils, Supplemental Educational Materials	Supplies	1037.19
30/01/2019	Pens, Supplemental Educational Materials	Supplies	1604.24
30/01/2020	Net change in exchange rate from progress to final report	Operations	77.35
18/07/2019	Signage	Signage	49.12
04/07/2019	Meals for Teachers for Textbook Teacher Training	Training	320.91
04/07/2019	Meals for Teachers for Textbook Teacher Training	Training	462.37
04/07/2019	Meals for Teachers for Textbook Teacher Training	Training	397.01

04/07/2019	Meals for Teachers for Textbook Teacher Training	Training	332.04
31/12/2019	Trainers for Textbook Teacher Training (May 24 - Dec 31)	Training	47578.46
23/05/2019	Reading Books for Primary Reading Program	Equipment	1370.75
30/05/2019	Reading Books for Primary Reading Program	Equipment	8828.66
06/06/2019	Reading Books for Primary Reading Program	Equipment	114.98
23/05/2019	Rotary Stickers and Stamps to label books for Primary Reading Program	Supplies	910.34
28/11/2019	Rotary Stickers and Stamps to label books for Primary Reading Program	Supplies	589.43
28/11/2019	Rotary Stickers and Stamps to label books for Primary Reading Program	Supplies	377.23
24/10/2019	School Supplies for Primary Reading Program	Supplies	453.86
24/10/2019	School Supplies for Primary Reading Program	Supplies	245.42
31/10/2019	School Supplies for Primary Reading Program	Supplies	1105.18
24/10/2019	School Supplies for Primary Reading Program	Supplies	748.93

31/10/2019	School Supplies for Primary Reading Program	Supplies	211.43
31/10/2019	School Supplies for Primary Reading Program	Supplies	2319.45
24/10/2019	School Supplies for Primary Reading Program	Supplies	181.46
07/11/2019	School Supplies for Primary Reading Program	Supplies	1784.86
07/11/2019	School Supplies for Primary Reading Program	Supplies	301.13
24/10/2019	School Supplies for Primary Reading Program	Supplies	559.81
21/11/2019	School Supplies for Primary Reading Program	Supplies	849.69
21/11/2019	School Supplies for Primary Reading Program	Supplies	5433.60
26/11/2019	School Supplies for Primary Reading Program	Supplies	884.14
28/11/2019	School Supplies for Primary Reading Program	Supplies	1105.18
10/12/2019	School Supplies for Primary Reading Program	Supplies	178.79
17/06/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	170.54
27/06/2019	Meals and Transportation for	Training	286.20

	Teachers for Primary Reading Program		
27/06/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	126.53
27/06/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	115.12
24/10/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	2286.98
13/02/2020	Meals and Transportation for Teachers for Primary Reading Program	Training	619.56
04/02/2020	Meals and Transportation for Teachers for Primary Reading Program	Training	247.30
22/08/2019	Evaluations and Measurable Outcomes	Monitoring/evaluation	4994.20
04/12/2019	Evaluations and Measurable Outcomes	Monitoring/evaluation	7491.30
22/08/2019	Evaluations and Measurable Outcomes	Monitoring/evaluation	380.67
10/12/2019	Evaluations and Measurable Outcomes	Monitoring/evaluation	380.67
21/11/2019	Training Manual Printing	Training	1480.65
25/07/2019	Training Videos	Training	5894.29
29/09/2019	Training Videos	Training	9.82
21/11/2019	Training Videos	Training	5894.29
31/12/2019	Trainers for Primary Reading Program (May	Training	75019.62

	24 - Dec 31)		
17/10/2019	Computer Systems for Computer Centers	Equipment	578.69
14/05/2019	Electrical Wiring for Computer Centers	Equipment	929.49
14/05/2019	Electrical Wiring for Computer Centers	Equipment	42.57
27/06/2019	ETC Iberoamerica Seminars for Computer Centers	Training	106.36
27/09/2019	ETC Iberoamerica Seminars for Computer Centers	Training	75.38
27/09/2019	ETC Iberoamerica Seminars for Computer Centers	Training	170.28
04/07/2019	ETC Iberoamerica Seminars for Computer Centers	Training	105.41
23/05/2019	ETC Iberoamerica Seminars for Computer Centers	Training	47.94
31/10/2019	ETC Iberoamerica Seminars for Computer Centers	Training	430.75
10/12/2019	ETC Iberoamerica Seminars for Computer Centers	Training	251.49
07/07/2019	Physical Education Equipment, Supplemental Educational Materials	Equipment	995.28
23/01/2020	Physical Education Equipment, Supplemental Educational Materials	Equipment	876.02
11/07/2019	Laptops, Supplemental Educational Materials	Equipment	444.69

18/07/2019	Laptops, Supplemental Educational Materials	Equipment	897.24
04/02/2020	Laptops, Supplemental Educational Materials	Equipment	586.81
18/07/2019	Projector Equipment, Supplemental Educational Materials	Equipment	1008.58
04/02/2020	Electronic Whiteboards, Supplemental Educational Materials	Equipment	749.88
04/03/2020	Electronic Whiteboards, Supplemental Educational Materials	Equipment	281.62
18/07/2019	Multi-Function Printers, Supplemental Educational Materials	Equipment	161.77
30/01/2019	Pencils, Supplemental Educational Materials	Supplies	288.17
18/07/2019	Pencil Sharpeners and Erasers, Supplemental Educational Materials	Supplies	152.27
07/11/2019	Pencils, Sharpeners and Erasers, Supplemental Educational Materials	Supplies	1784.86
07/11/2019	Pencils, Sharpeners and Erasers, Supplemental Educational Materials	Supplies	301.13
23/01/2020	Pencil Sharpeners and Erasers, Supplemental Educational Materials	Supplies	76.63
23/01/2020	Pencils, Supplemental Educational Materials	Supplies	66.02
20/06/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	2965.48

06/06/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	392.95
06/06/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	209.57
06/06/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	327.46
06/06/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	451.90
06/06/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	137.53
06/06/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	432.25
29/08/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	327.46
29/08/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	58.94
29/08/2019	Meals and Transportation for	Travel	130.98

	Student Field Trips in Youth Development Program		
29/08/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	117.89
05/09/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	52.39
05/09/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	150.63
26/09/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	551.05
17/10/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	98.24
07/11/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	592.05
14/11/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	124.43
21/11/2019	Meals and Transportation for Student Field Trips in Youth Development	Travel	55.67

	Program		
21/11/2019	Meals and Transportation for Student Field Trips in Youth Development Program	Travel	65.49
14/11/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	1218.81
14/11/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	442.73
20/06/2019	ETC Iberoamerica Seminars for Computer Centers	Training	143.82
28/11/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	2286.98

Expense summary

Category	Budget (USD)	Expenses (USD)	Variances (USD)
Equipment	357975.00	352223.59	5751.41
Monitoring/evaluation	31550.00	25729.88	5820.12
Operations	--	77.35	(77.35)
Signage	500.00	522.80	(22.80)
Supplies	54163.00	52580.53	1582.47
Training	249904.00	255715.36	(5811.36)
Travel	--	7242.36	(7242.36)
Totals:	694092.00	694091.87	0.13

Did your project have any unexpected or unusually large variances?

No

Will you return unused funds to the Foundation?

No

Financial Details

PROJECT BANK STATEMENTS

Upload bank statements from the project bank account to show all project-related transactions, including deposits and withdrawals. In addition to the bank statements, you can also upload a financial ledger. For scholarships, please attach receipts for any expenses over \$75.

Supporting Documents

- GG1752923_Bank_Statements.pdf
- GG1752923_Budget_and_Expenses_for_Final_Report.xlsx
- GG1752923_Receipts.pdf

FINANCIAL MANAGEMENT

Who is in charge of the project's financial management?

Guatemala La Reforma Rotarians directly oversee project spending, accounting, and record-keeping by the cooperating organization and ensure agreement from Calgary Rotarians on all major decisions.

Please describe the project's financial management, including record keeping, inventory, payment authorizations, and conversion of funds.

Along with a number of contributions received direct-to-project (some of which were initially received by partner organization Cooperative for Education (CoEd) and then forwarded in a lump sum to RC Calgary upon grant approval, as demonstrated by the attached bank statements), RC Calgary received the first GG disbursement of \$160,644 from TRF in December 2018. As the project was implemented, CoEd advanced funds to the project and made purchases from all suppliers. CoEd has long-time relationships with vendors, maintains a 3-quote purchasing system for the vast majority of purchases, and has multiple levels of purchasing oversight. Nearly all purchases are made from an account that is separate from the organizational funds, as stipulated by TRF. This is to comply with TRF's stipulation that Cooperating Organizations not be allowed to manage actual Global Grant funds.

Proposed expenses were reviewed and approved in two main blocks; first, quotes for the computer centers and primary reading program were approved by Esther Brol and Julio de León in a meeting with CoEd on August 28, 2018, obtaining subsequent approvals via email from Barb Young and Maria Emig for the planned changes of opening four computer centers instead of three and for increasing the proposed ceiling for the cost of Meals and Transportation for Teachers for Primary Reading Program. The second block of proposed expenses for textbooks and textbook teacher training were presented over email on October 31, 2018, and were subsequently approved in November by Barb Young of Calgary, Esther Brol of Guatemala La Reforma, and Maria Emig of TRF (in regards to the names of the schools to receive textbooks). After each approval, CoEd began making the relevant purchases and retaining receipts and inventory information for review by Guatemala La Reforma and Calgary Rotarians. Cooperative for Education makes all purchases in the local currency of quetzals and standardizes the conversion rate for review by the partner Rotary clubs and reporting to TRF in USD. A review of project spending as of April 23, 2019, was completed over email on April 25, 2019, and approved by Guatemala La Reforma Rotarians Esther Brol and Julio de León, as well as Barb Young of RC Calgary. Following these approvals, RC Calgary disbursed the first grant reimbursement of \$347,026 to CoEd in May 2019. Bank statements for this transaction are attached.

Following an interim site visit conducted by TRF Cadre Blanca Cifuentes from August 26-28, 2019, RC Calgary received a second payment of \$346,939 from TRF on October 22, 2019. A second expense review was completed over email from October 15-24, 2019, after which Calgary disbursed a second reimbursement of \$173,585.61 to CoEd on October 31, 2019. La Reforma continued to provide oversight of remaining project spending. From

June 10-13, 2020, once all project spending was completed, RC Guatemala La Reforma and RC Calgary conducted a final review over email of all purchases made by CoEd. Calgary disbursed the third and final payment of \$173,508.71 to CoEd, leaving no remaining balance in the project bank account. Bank statements for these transactions are attached.

Were there any challenges in managing the project funds?

No

PROJECT INCOME

Did your project generate any income through sales, interest, or other sources?

No

Authorizations

YOUR AUTHORIZATIONS

Primary contact

By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes.

Grant reports and supporting documentation should not include personal data (name, contact information, age/date of birth, health/medical data, or other identifying information) or images of anyone who is not authorizing this report unless (a) it is requested by the Foundation and (b) written consent of the individual (or their parent or legal guardian) is provided to the Foundation. If such personal data is inappropriately included, it may cause delays in the grant process while the Foundation complies with Rotary's Privacy Policy.

I also understand that all photographs, video and other media submitted with this report will become the property of Rotary International and will not be returned. I represent and warrant that I own all rights in the photographs, video and other media, including copyrights, and that all persons (or their parents if they are minors or lack legal capacity) appearing in such photographs, videos and other media have given me their unrestricted written consent to license use of their images/likenesses to Rotary International. I hereby grant Rotary International and The Rotary Foundation (collectively, "Rotary") a royalty-free, worldwide, perpetual, irrevocable license and right to use, publish, print, reproduce, edit, broadcast, webcast, display, distribute, modify, create derivative works from, sublicense and publicly perform, the photographs, video and/or media now or at any time in the future, in Rotary International publications and materials, and for promotional purposes in any form, medium or technology now known or later developed. I represent, warrant and agree that Rotary shall have the universal right to license use of your photograph, video, and/or other media in order to promote Rotary programs, including grants and scholarships without liability.

Sponsor

By authorizing this report, I confirm that, to the best of my knowledge, these grant funds were spent according to Foundation guidelines and that all of the information contained in this report is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes.

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AUTHORIZATION SUMMARY

Primary contact authorizations

Name	Club	District	Status	
Esther Brol Menegazo	Guatemala La Reforma	4250	Authorized	Authorized on 25/08/2020
Barbara Young	Calgary	5360	Authorized	Authorized on 25/08/2020

Sponsor authorizations

Name	Club	District	Status	
Eric Bennett	Calgary	5360	Authorized	Authorized on 26/08/2020
Noé Solares Muralles	Guatemala La Reforma	4250	Authorized	Authorized on 26/08/2020