



GLOBAL GRANT APPLICATION TEMPLATE

The following pages outline the questions you will be asked on the online global grant application. You can use this document for planning purposes. Find the actual grant application at www.rotary.org/grants.

Step 1: Basic information

What's the name of your project?

OAXACA HT - A place in the clouds.

What type of project are you planning (humanitarian project, vocational training, scholarship)?

Humanitarian

Select the primary host and international contacts for this project.

The primary host contact lives in the country where the project, training, or study will take place. The primary international contact lives in another country. Both contacts will be responsible for all grant-related correspondence and reporting to The Rotary Foundation.

Host: Eyder Montaña Marrufo	Xquenda Oaxaca club	District 4195
International Partner: Alex Parajon	Glendale Sunrise	District 5280

Step 2: Committee members

The committee will include at least three members from the host sponsor and three members from the international sponsor.

Who will serve on the grant's host committee?

Fernando Mondragon	Xquenda Oaxaca	4195	Secondary Contact
Francisco Cruz Anaya	Xquenda Oaxaca	4195	Secondary Contact
Isao Estrada Bautista	Xquenda Oaxaca	4195	Secondary Contact

Who will serve on the grant's international committee?

Andrea Love	Glendale Sunrise	5280	Secondary Contact
Artak Ghazarian	Glendale Sunrise	5280	Secondary Contact

Do any of these committee members have potential conflicts of interest? If so, please briefly explain. A conflict of interest is a relationship through which an individual involved in a program grant or award causes benefit for such individual or such individual's family, acquaintances, business interests, or an organization in which such individual is a trustee, director, or officer.

No

Step 3: Project overview

Tell us a little about your project. What are the main objectives of the project, and who will benefit from it? We're only asking for a general idea of the project. Try to be as concise as possible here. We'll ask you for details later in the application.

1. Create economic stability in the Santa Catarina Lachatao community through a school bakery.
2. Generate income to meet the school's financial needs for teachers, teaching materials and school maintenance.
3. Establish a social and financial Laboratory with the active participation of students, parents and teachers.

The beneficiaries are the 21 students who are currently part of the Santa Catarina Lachatao School, their parents and their teachers.

Step 4: Area of focus

Which area of focus will this project support?

Select at least one area. Note that we'll ask you to set goals and answer questions for each area of focus you select.

- Peacebuilding and conflict prevention
- Disease prevention and treatment
- Water, sanitation, and hygiene
- Maternal and child health
- Basic education and literacy
- Community economic development
- Environment (Coming July 2021)

Step 5: Measuring success

Which goals of this area of focus will your project support? We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal. Each area of focus has its own set of goals. Select only the goals that your project will address.

1. Create economic stability in the Santa Catarina Lachatao community through a school bakery.
2. Generate income to meet the school's financial needs for teachers, teaching materials and school maintenance.
3. Establish a social and financial Laboratory with the active participation of students, parents and teachers.

How will you measure your project's impact?

Use only measures that are clearly linked to your goals and will demonstrate the project's impact on participants' lives, knowledge, or health. Find tips and information on how to measure results in the [Global Grant Monitoring and Evaluation Plan Supplement](#). You need to include at least one standardized measure from the drop-down menu as part of your application. (Add rows as needed.)

Measure	Collection Method	Frequency	Beneficiaries
Sale of baked goods	Public documents	monthly	20-49

Do you know who will collect information for monitoring and evaluation? If yes, please provide the name and contact information for that person or organization and briefly explain why this person or organization is qualified for this task. If no, please tell us how you plan to find a person or organization to complete this task.

Name of person or organization

Steering Committee of the Santa Catarina Lachatao school. The school's steering committee is the one who gives follow-up and direction to the needs and sustainability. They have acquired experience in a tourism project that they direct and have managed for more than 10 years.

Step 6: Location and dates

Humanitarian Project

Where and when will your project take place?

Santa Catarina Lachatao, District of Ixtlán, Oaxaca, Mexico 2/26/20 thru 2/26/21

Step 7: Participants

Cooperating organizations (optional)

Provide the name, website and location of each cooperating organization.

A cooperating organization can be a nongovernmental organization, community group, or government entity. Please attach Rotary's [memorandum of understanding](#) that's signed by a representative of the organization. (Add rows as needed.)

Name	Website	Location
N/A		

Why did you choose to partner with this organization and what will its role be?

N/A

Rotarian Participants

Describe the role that host Rotarians will have in this project.

They will be responsible for the implementation of the project together with the community, monitoring progress, field verification of them, fulfillment of the objectives and review of reports and their delivery to Rotary International.

Describe the role that international Rotarians will have in this project.

They will participate with the local described actors and community in the start-up and inauguration of the Bakery as well as completion of the project.

Step 8: Budget

What local currency are you using in your project's budget? The currency you select should be what you use for a majority of the project's expenses.

What is the U.S. dollar (USD) exchange rate?

MXN 19.2 as of 9/26/2019

What is the budget for this grant? List each item in your project's budget. Remember that the project's total budget must equal its total funding, which will be calculated in step 9. Project budgets, including the World Fund match, must be at least \$30,000. (Add rows as needed.)

[Note from Marc Benard – in this sample grant the following is a partial list of the budget for instructional purposes] the total does not appear as a line item

#	Category*	Description	Supplier	Cost in local currency	Cost in USD
1	Operations	demolition, including disconnecting electrical elements	Root Studio	6200	323
2	Operations	demolition, kitchen	Root Studio	620	32
3	Operations	framing	Root Studio	1103	58
4	Operations	window demolition	Root Studio	1041	54
5	Operations	paint	Root Studio	3406	177
6	Operations	Surface prep	Root Studio	4620	241
7	Operations	Lock and chain	Root Studio	3270	170
8	Operations	Brick surface	Root Studio	1833	195
9	Operations	Hauling of debris	Root Studio	6480	338

Total budget:		
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*Possible categories: Accommodations, Equipment, Monitoring/evaluation, Operations, Personnel, Project management, Publicity, Signage, Supplies, Training, Travel, Tuition

Supporting documents

Upload any documents, such as price bids or pro forma invoices, to substantiate the listed expenses.

[Note: Multiple pro-rata invoices from Root Studio and other vendors and suppliers would have been attached here]

Step 9: Funding

Tell us about the funding you've secured for your project.

We'll use the information you enter here to calculate your maximum possible funding match from the World Fund. List all of your funding, including cash contributions and District Designated Funds (DDF). (Add rows as needed.)

#	Source	Details	Amount (USD)	Support*	Total
1	DDF	5280	11004		11004
2	DDF	4195	4716		4716
3	Cash	Glendale Sunrise	5,000	250	5250
4	Cash	Xquenda Oaxaca	1,500	75	1575

*Whenever cash is contributed to the Foundation to help fund a global grant project, an additional 5 percent is applied to help cover the cost of processing these funds. Clubs and

districts can receive Paul Harris Fellow recognition points for the additional expense.

How much World Fund money would you like to use on this project?

The World Fund can match all of the DDF contributed to your project.	15720
Cash from clubs	3250
Total World fund money	18970

Summary of funding:

DDF contributions:	15,720
Cash contributions:	6,500
World fund:	18,970
Total funding:	41,190
Total Budget:	41,190

Step 10: Sustainability

Sustainable projects provide long-term solutions to community problems — solutions that community members themselves can support after grant funding ends. Your answers to the questions below will help us understand the components of your project that will make it sustainable.

Humanitarian projects – Project planning

Describe the community needs that your project will address.

- The official school curriculum only covers basic education. It does not integrate culture, or the environment and natural resources - let alone the Zapotec language.
- The impacted community has a student population of 294 school-age students at the municipal level. The lack of resources and programs enabling young people to finish their basic education and continue their studies at the higher (or at least technical level) makes it very difficult for at least 20% to continue preparing.
- Another challenge needing to be addressed is that middle and upper level schooling is far from the municipality. Young people who strive to continue their studies to completion often fail to do so. Instead they seek work outside the community, as there is no local demand for their services, or remuneration for their work. This is considered a major factor leading to migration out of the community, resulting in a demographic composed of older adults, few young adults and very few children. The loss of its people also means the loss of its language, its culture, uses, customs and traditions.
- To address the above needs the community school bakery of Santa Catarina Lachatao aims to generate employment and income for the community. Above all, it is intended

to maintain and finance the Biocultural School of Santa Catarina Lachatao. The school will preserve the most important aspects of Zapotec culture, natural resources, and traditional knowledge associated with agrobiodiversity, production systems, natural resources, time, landscapes and history.

How did your project team identify these needs?

Participatory workshops:

Workshops were held in conjunction with the community, where the problem of migration of children and young people was specifically addressed from the limited educational offer as the main driver of this phenomenon.

How were members of the benefiting community involved in finding solutions?

During this stage, different approaches were addressed to mitigate the migration of families, children and young people. Thanks to the workshops and assemblies held over two years, there was talk about the feasibility of creating a project that generated the resources to support the school.

It was members of the community who proposed to sell bread, and gradually, within the brainstorming and participatory workshops, this idea became the creation of the community bakery that will cover multiple aspects; not only financial, but also educational and community-screening. The great success is that Santa Catarina Lachatao is recognized in the region for the quality of its artisanal bread.

On its own initiative, the community created the Community Technical School of Santa Catarina Lachatao. The school has been functioning for 4 years. However, it has no way of sustaining itself as it does not produce any income. Those who teach the classes do so voluntarily and sometimes receive very minimal financial incentives from parents.

How were community members involved in planning the project?

The community identified that community bakery will be the means to fund the school as they have the knowledge and talent to make high quality bread. Their product already has a demand to cover in the region and generate income for the school. Community members also arranged the place to be remodeled and equipped as a bakery. The selection, dimensions and type of furnace, and equipment, were planned by the community, where safety aspects and primary needs were also taken into account for their proper functioning.

Humanitarian projects – Project implementation

Summarize each step of your project's implementation.

Do not include steps related to fundraising, applying, or reporting. (Add rows as needed.)

#	Activity	Duration
	Demolition and Construction	60 days
	Purchase of equipment	20 days
	Installation and Equipment Connections	20 days
	Training	12 days

Will you work in coordination with any related initiatives in the community? If yes, briefly describe the other initiatives and how they relate to this project. If no, please explain. Are local initiatives not addressing these needs? Or, if they are, why did you decide not to work with them?

There can be value in working with other groups including governments, nonprofit organizations, and private companies.

No

Please describe the training, community outreach, or educational programs this project will include.

How were these needs identified?

What incentives (for example, monetary compensation, awards, certification, or publicity), will you use, if any, to encourage community members to participate in the project?

There is an eco-tourism project in the community which serves local and foreign visitors by providing lodging and activities such as hiking, visiting the abandoned mine and a community museum.

During the workshops it was felt that the bakery can provide bread for visitors to the eco-tourism project but it would remain autonomous, as the revenue is intended to be destined exclusively for the educational project.

List any community members or community groups that will oversee the continuation of the project after grant-funded activities conclude. These may or may not be Rotary members or clubs.

A training program will be implemented by an expert baker. It will be planned for a small group of bakers in the region as the operation of the bakery involves equipment that operates at high temperatures or are either at risk.

Likewise, in the case of foodstuffs, the procedures for preparation, rest, cooking and cooling must meet precise times to ensure the quality of the foodstuffs.

Additional training covering health and hygiene aspects during food preparation is essential.

What process was followed to determine needs?

The Rotary Club of Xquenda Oaxaca in conjunction with the community and the expert baker, determined the necessary training for the bakery workers to understand the processes and technical specifications of the equipment, and the preparation of bread. The training will serve three main areas: safety, quality and productivity, and health and hygiene.

What incentives (e.g. financial compensation, awards, certifications, or advertising) will be used to encourage community members to participate in the project?

Certifications will be given to training participants.

Enter the name of the community members or groups who will oversee the project's activities after the grant-funded activities are completed.

Regina Alavéz Hernández.

Ramiro Santiago Marcos.

José Juárez Hernández.

Rafael Marcos Ramírez.

They will be responsible for overseeing the activities of the project after the activities are completed. Likewise, the parent society will follow up on the project.

After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary district, club, or member.

The Parent Society

Funding

Will any elements of the project generate revenue that will be used to finance the project in the long term? If so, explain.

The creation of the Santa Catarina Lachatao bakery of is a community project for job creation and income, with the participation of students and parents. The specific objective is of providing sustainability to the community and the training center of Santa Catarina Lachatao.

The bakery will be a bread supplier for the local tourism company, the community of Santa Catarina Lachatao, and neighboring communities.

By providing the project with professional equipment, the space dedicated to bread production, and expert training, the bakery will be positioned as the best of the Ixtlán district region, providing organic products throughout the year.

Offering a variety of baked bread daily with high standards of hygiene and quality at competitive costs will benefit consumers in the region.

Goals:

- Provide economic solvency and social profitability.
- Provide sustainability to the primary and secondary biocultural school
 - Generate income and the participation of students, teachers and parents
 - Obtain profits of 40% per year that benefit the school of Santa Catarina Lachatao.
- Offer a wide variety of bread products year round.
- Generate employment for people in the community.

Market aspects

In Oaxaca bread is a staple of the population. Between 80% and 90% of the population in Oaxaca, is a consumer of white bread and traditional bread daily. The intake of bread is 90 grams daily, 33 kg per year. So it's considered a great opportunity.

Have you found a local funding source to sustain project outcomes for the long term? If yes, please describe this funding source.

Sales from the Bakery

Will you use local suppliers to purchase budgeted equipment and materials?

Yes

Explain the process that was followed to select vendors.

Vendor selection of vendors was made primarily by their reputations and, above all, by its social commitment. Vendors selected have also given us a preferential price because they sympathize with the project.

Was a tendering process used to select suppliers?

No

Explain why.

A direct contract will be carried out, as, in our location not all the equipment is obtainable. Furthermore, when quotes were requested via the Internet or via telephone to suppliers in Oaxaca de Juarez, not everyone responded. Another local supplier was consulted for a quote but their charges were much higher and they did not have all the equipment needed to carry out the project.

If the project includes the acquisition of equipment or materials, it provides the operation and maintenance plan. The plan should indicate who will be in charge of operating and providing maintenance to the equipment and training they will receive.

The equipment will be operated by the 3 bakers in the town. The maintenance of the equipment will be carried out by the supplier.

Describe how community members will provide maintenance after grant activities are complete. Can spare parts be found?

Both the project managers and the parent society will be responsible for requesting and/or performing maintenance and purchasing necessary supplies to make bread or to make repairs. In addition, suppliers provide maintenance service and provide spare parts for electrical equipment, which are also warranted for one year.

If grant funds will be used to purchase equipment, will these be appropriate to the cultural environment and community technology standards?

Yes

Explain why.

The communities of the Sierra Norte de Oaxaca, including Santa Catarina Lachatao, are familiar with the craft of bread making. That is why the furnaces that were chosen for the project are grout furnaces, made of red brick. Additional equipment to facilitate the work and improve productivity are a blender and a kneader, tasks that were previously done by hand. Given the nature of the project and its projections, however, it is necessary to produce more bread and reduce production time.

Once the project is complete, to whom will the items purchased from the grant funds belong? No item may be owned by a Rotary member, club or district.

There is an internal agreement that supports the school and the working group. So the Community Academic Training Center of Santa Catarina Lachatao will own the bread company, the equipment acquired with grant funds, the profits that are generated and the equipment that is subsequently purchased for the school.

AUTHORIZATIONS

[Note from Marc Benard: The remainder of the grant is standard boilerplate and required signatures, as shown in other sample grants shown.]