

## Committee Members

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### Primary Contacts

Name	Club	District	Sponsor	Role
Richard Strayer	Downey	5280	Club	International
Julio Grazioso	Guatemala Vista Hermosa	4250	Club	Host

### Host committee members

Name	Club	District	Role	Date Added
Ana Alpírez	Guatemala Vista Hermosa	4250	Secondary Contact	
Concepción Cuartango	Guatemala Vista Hermosa	4250	Secondary Contact	
Linda De Moreno	Guatemala Vista Hermosa	4250	Secondary Contact	
Vivien Rueda C.	Guatemala Vista Hermosa	4250	Secondary Contact	
Claudia Noriega	Guatemala Vista Hermosa	4250	Secondary Contact	

### International committee members

<b>Name</b>	<b>Club</b>	<b>District</b>	<b>Role</b>	<b>Date Added</b>
Ray Andazola	Downey	5280	Secondary Contact International	
Manuel Castro	Downey	5280	Secondary Contact International	

# Project Objectives and Implementation

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## 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 and Central Highlands—the most illiterate part of the country. A projected list of schools showing approximate school sizes is provided later in this application.

(1) Primary school reading programs train teachers in reading instruction and deliver between 30 and 100 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 Concentrated Language Encounter (CLE) methodology, recommended by the former RI Literacy Resource Group. Better-trained teachers transform their students into better readers, critical thinkers, and lifelong learners. This aspect of the project will benefit 223 teachers and 5,898 students in 51 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 45 teachers and 1,388 students in nine schools. Approximately 115 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 two teachers and 595 students in two schools.

(4) A scholarship and 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 tutoring and mentoring, home visits, counseling as needed from a licensed psychologist, and field trips to local businesses and universities that help them explore other possibilities for their future, beyond subsistence farming. Meanwhile, they plan and carry out community service activities to gain leadership experience and begin acting as agents of change in their own communities. 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. 95 students at one school will participate in the scholarship and youth development program.

The projects described in this grant are part of the Guatemala Literacy Project (GLP), a 20-year partnership between individual Rotary Clubs and Districts and the nonprofit organization, Cooperative for Education (CoEd). (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 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 42 communities, serving 5,985 students and training 217 teachers. Rotarians from Downey 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 10 communities, serving a total of 1,399 students. With assistance from the cooperating organization, participating Rotarians from Downey 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 (for a total of 344 educators), received training in how to integrate textbooks into their daily teaching. These projects fulfill the objective to improve literacy at the middle-school level.

Two Computer Centers were established, serving a total of 793 students and training two 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 one school, providing 91 students with tutoring and mentoring, home visits, 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:

- Caliaj, Chimaltenango, 48 students
- Chiboy, El Quiché, 51 students
- Sajcabajá, El Quiché, 250 students
- Xejuyup I, El Quiché, 47 students
- Chuisiguan, El Quiché, 77 students
- INVO, Quetzaltenango, 340 students
- Santo Tomás, Sacatepéquez, 240 students
- New Concept, Chimaltenango, 75 students
- Santa Ana, El Quiché, 83 students
- Xenacoj Nac, Sacatepéquez, 188 students

#### Computer Centers:

- El Rosario, Quetzaltenango, 485 students
- Cantel, Quetzaltenango, 308 students

#### Culture of Reading Program community clusters:

- Chimaltenango IV: 31 teachers trained in 11 schools, benefiting 771 students
- Sumpango/Xenacoj: 48 teachers trained in 9 schools, benefiting 1,334 students
- Patzicía/Chimazat: 20 teachers trained in 1 school, benefiting 516 students
- Northwest Chimaltenango (Tecpán A): 33 teachers trained in 8 schools, benefiting 901 students
- Santiago I: 31 teachers trained in 3 schools, benefiting 1,074 students
- Santiago II: 28 teachers trained in 3 schools, benefiting 807 students

#### Youth Development:

- Santiago Sacatepéquez, 91 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, 2016 (1 month)

**Status**

Completed

**Start Date**

01/06/2016

**Completion Date**

01/12/2016

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, 2017 (1 month)

**Status**

Completed

**Start Date**

01/08/2017

**Completion Date**

01/11/2017

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 primary reading program to establish a baseline.

**Duration**

August, 2017 (1 month)

**Status**

Completed

**Start Date**

21/02/2018

**Completion Date**

20/03/2018

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,  
2017 (3 months)

**Status**

Completed

**Start Date**

04/10/2017

**Completion Date**

27/09/2018

5. Rotarians and CoEd purchase textbooks in Guatemala. (This process may happen

sooner if funds are available.)

**Duration**

Late November, 2017 (1 week)

**Status**

Completed

**Start Date**

16/11/2017

**Completion Date**

16/11/2017

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

**Duration**

November 2017 – January 2018 (3 months)

**Status**

Completed

**Start Date**

13/11/2017

**Completion Date**

24/11/2017

7. Schools participating in the primary reading program receive training materials (picture books, markers, construction paper, etc.) Classes begin.

**Duration**

January, 2018 (1 month)

**Status**

Completed

**Start Date**

11/01/2018

**Completion Date**

27/04/2018

8. CoEd's training staff deliver at least 19 training sessions to the teachers participating in the primary school reading program, with some assistance from Rotary volunteers.

**Duration**

January – August, 2018 (8 months)

**Status**

Completed

**Start Date**

29/01/2018

**Completion Date**

11/04/2019

9. Rotarians from Downey and other international clubs travel to Guatemala to assist Guatemala Vista Hermosa 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, 2018 (2 months)

**Status**

**Start Date**

**Completion Date**

10. CoEd staff monitor and fine-tune primary-school 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, 2018  
(11 months)

**Status**

Completed

**Start Date**

21/02/2018

**Completion Date**

11/10/2018

11. Contract evaluators from Del Valle University administer standardized reading assessments to 1st- and 2nd- grade students at a sample of schools in the primary reading program, and other contract researchers compare them to baseline results from the same schools collected in August 2017.

**Duration**

August, 2018-February,  
2019

**Status**

Completed

**Start Date**

18/09/2018

**Completion Date**

02/10/2018

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

**Duration**

March, 2018 – Future Years  
(ongoing)

**Status**

Completed

**Start Date**

01/03/2018

**Completion Date**

30/09/2018

**Supporting Documents**

- GG1642745\_Primary\_Reading\_Program\_Results.pdf
- Jennifer\_Jones\_at\_the\_graduation\_of\_one\_of\_the\_students\_she\_sponsors\_in\_the\_Youth\_Development\_Program.jpg
- Larry\_and\_Chris\_McGrew\_of\_Downey\_meet\_with\_the\_student\_they\_sponsor\_in\_the\_Youth\_Development\_Program.jpg
- Rich\_Strayer\_of\_Downey\_visits\_with\_students\_in\_the\_Primary\_Reading\_Program\_at\_El\_Rosario.jpg
- Rotarians\_from\_Quetzaltenango\_and\_Nueva\_Guatemala\_visit\_the\_Cantel\_Computer\_Center\_during\_the\_March.jpg
- Vista\_Hermosa\_and\_Nueva\_Guatemala\_Rotarians\_and\_COED\_staff\_host\_cadre\_Georgina\_Rivera-Singletary\_in\_Guatemala.jpg

# Measuring Success

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## How many people have directly benefited from the project?

8785

### 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 2017 to October 2018. In all, the project will provide reading education training and materials to 223 primary school teachers (benefiting 5,898 primary students), provide textbooks to 1,388 secondary school students and corresponding training to 45 teachers (as well as about 115 other interested teachers in the community); provide computer education to 595 secondary school students and corresponding training to 2 teachers; and provide youth development activities to 95 students (for a total of at least 8,361 direct beneficiaries).

Collection method	Frequency	Beneficiaries
Direct observation	Every six months	2500+

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Direct observation	Every six months	8785

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	8268

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	55

4. Children participating in our primary school literacy projects 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 students in the early literacy program are expected to score significantly higher than students in the same schools scored before receiving the program.

Collection method	Frequency	Beneficiaries
Testing	Every year	100-499

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Testing	Every year	0

5. Teachers receiving training through our primary school literacy program 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 methodology.

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

RESULTS TO DATE

Collection Method	Frequency	Beneficiaries
Direct observation	Every two months	45

6. Teachers receiving textbooks 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	344

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

<b>Collection Method</b>	<b>Frequency</b>	<b>Beneficiaries</b>
Direct observation	Every year	425

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.

<b>Collection method</b>	<b>Frequency</b>	<b>Beneficiaries</b>
Testing	Every year	1-19

## RESULTS TO DATE

<b>Collection Method</b>	<b>Frequency</b>	<b>Beneficiaries</b>
Testing	Every year	2

9. The dropout rate for students in the scholarship and youth development program will be less than 6% during the 2018 school year.

<b>Collection method</b>	<b>Frequency</b>	<b>Beneficiaries</b>
Grant records and reports	Every year	50-99

## RESULTS TO DATE

<b>Collection Method</b>	<b>Frequency</b>	<b>Beneficiaries</b>
Grant records and reports	Every year	86

10. Children participating in our primary school literacy projects 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 students in the early literacy program are expected to score significantly higher than students in a control group of schools without the program (as opposed to our original plans, in measurement #4 above, of comparing results to students in the same schools before the program was introduced. Please see the Reading Program Results PDF uploaded in the Project Implementation section for further information.)

## RESULTS TO DATE

<b>Collection Method</b>	<b>Frequency</b>	<b>Beneficiaries</b>
Testing	Every year	207

**Monitoring and evaluation**

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

### **Person or organization**

Cooperative for Education

(513) 661-7000

info@coeduc.org

6 Avenida 2-46, Zona 15, Colonia Trinidad, Guatemala City, Guatemala

### **Qualifications**

Cooperative for Education has a 20-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, will have completed a graduate certificate in Assessment and Evaluation from the University of Cincinnati by 2018. Finally, CoEd knows how to engage local Rotarians and pull in other local experts to assist in measurement collection. For example, for the primary school reading programs, 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 18 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

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## SPONSOR PARTICIPATION

### **What roles and responsibilities did host sponsor members have?**

Members of the Guatemala Vista Hermosa Club have worked with the Downey 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 Bill Stumbaugh from The Rotary Foundation during the preliminary site visit.
- Assist in hosting cadre Georgina Rivera-Singletary from The Rotary Foundation during the interim site visit.
- Create and implement a Youth Protection Policy. (This effort was led by Vista Hermosa Rotarian and 2017-18 D-4250 District Governor Julio Grazioso.)
- Travel to project schools to help deliver the physical assets (such as the books, equipment, and other supplies) and observe a selection of teacher training activities.
- Participate in staff-supervised activities with students in the youth development program, including hosting students on a field trip to Vista Hermosa Rotarian Claudia Noriega's workplace, Santillana.
- Ensure the sustainability of the activities and outcomes.
- Manage project spending, accounting, and reporting, along with RC Downey.
- Maintain frequent communication with RI partners via e-mail and provide ongoing oversight of the project in Guatemala.
- Help host 37 international Rotary volunteers, who traveled to Guatemala to inaugurate and support the new programs, as well as Rotary International President Ian Riseley, who visited the GLP headquarters during his 2017 trip to Guatemala, and Past RI Director and current TRF Trustee Jennifer Jones, who visited Guatemala in December 2018 to help celebrate the graduation of one of the students she sponsors in the Youth Development Program.

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 Downey Club have worked with the Guatemala Vista Hermosa Club and CoEd to:

- Travel to the project schools in Guatemala to assist with implementation of the computer, textbook, and primary school reading programs and help deliver the physical assets.
- 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, e-mail 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	Inverness
3.	Club	Baker County
4.	Club	Niagara-on-the-Lake
5.	Club	North Bay
6.	Club	Bonsall
7.	Club	Escondido Sunrise
8.	Club	Aspen
9.	Club	E-Club of District 6600 Ohio Pathways
10.	Club	Penticton Sunrise
11.	Club	Fairfax
12.	Club	Calgary
13.	Club	Sudbury
14.	Club	Byesville
15.	Club	Peoria North
16.	Club	E-Club of the Southwest
17.	Club	Windsor-Roseland
18.	Club	Sanford-Springvale

**COOPERATING ORGANIZATIONS**

**1. Cooperative for Education**

2300 Montana Avenue, Suite 301  
 Cincinnati Cincinnati  
 Ohio

**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. When distributing the materials, CoEd provided logistical support for 31 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

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**Grant amount:**

435,583 USD

**Expense log**

Date	Description	Category	Amount (USD)
16/11/2017	Textbooks for Textbook Programs (9,424)	Equipment	94954.85
11/01/2018	Rotary Bookcovers (10,648)	Equipment	2160.35
09/11/2017	225 USB Flash Drives for Textbook School Teacher Training	Supplies	2914.80
30/11/2017	Supplies for Textbook School Teacher Training	Supplies	2862.26
30/11/2017	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	1724.41
30/11/2017	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	1282.44
16/11/2017	Reading Books (355)	Equipment	1544.03
23/11/2017	Reading Books (148)	Equipment	1065.16
23/11/2017	Reading Books (396)	Equipment	15304.55
23/11/2017	Reading Books (272)	Equipment	2959.55
30/11/2017	Reading Books (1,429)	Equipment	15006.16
07/12/2017	Reading Books (669)	Equipment	7818.55
07/12/2017	Reading Books (677)	Equipment	9220.10
07/12/2017	Reading Books (1,408)	Equipment	7472.47
07/12/2017	Reading Books (1,750)	Equipment	16036.03
01/02/2018	Books (60)	Equipment	427.71

18/01/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	118.85
18/01/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	93.22
15/02/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	93.22
23/11/2017	School Supplies for Primary Reading Program	Supplies	356.44
07/12/2017	School Supplies for Primary Reading Program	Supplies	3784.45
07/12/2017	School Supplies for Primary Reading Program	Supplies	486.51
07/12/2017	10,000 Stickers for Primary Reading Program	Supplies	486.66
07/12/2017	School Supplies for Primary Reading Program	Supplies	9736.57
12/12/2017	School Supplies for Primary Reading Program	Supplies	352.85
18/01/2018	School Supplies for Primary Reading Program	Supplies	156.90
22/02/2018	Evaluations and Measurable Outcomes (First Payment)	Monitoring/evaluation	13916.50
01/01/2018	Trainers for Primary Reading Program (6 trainers)	Training	106925.03



07/12/2017	Laptop Computers (45) for Computer Center	Equipment	22886.58
07/12/2017	Desktop Computers (26) for Computer Center	Equipment	17033.54
07/12/2017	Laptop Charging Station for Computer Center	Equipment	1135.76
16/11/2017	Server (2) for Computer Centers	Equipment	1960.34
02/11/2017	Projector (2) for Computer Centers	Equipment	2378.40
16/11/2017	Voltage Regulators (30) for Computer Centers	Equipment	261.07
16/11/2017	Surge Protectors (2) for Computer Centers	Equipment	415.10
02/11/2017	Printers (2) for Computer Centers	Equipment	340.02
05/10/2017	Network Cabling for Computer Centers (first payment)	Equipment	3651.41
16/11/2017	Network Cabling for Computer Center (final payment)	Equipment	1564.89
07/12/2017	Network Switch for Computer Center	Equipment	145.59
07/12/2017	Network Switches (2) for Computer Centers	Equipment	259.78
05/10/2017	Vacuum Cleaners (2) for Computer Center	Equipment	95.95
19/10/2017	Cleaning and Maintenance Supplies for Computer Centers	Equipment	45.92
26/10/2017	Cleaning and Maintenance Supplies for Computer Centers	Equipment	45.92
19/10/2017	Dustcovers (27) for	Supplies	187.12

Computer Centers			
04/10/2017	Desks (7 sets of 6), Chairs (42), Cabinets (7), and Tables (20) for Computer Center (first payment)	Equipment	1748.54
16/11/2017	Interiores Corporativos	Equipment	1748.54
19/10/2017	Interiores Corporativos	Equipment	260.19
05/10/2017	Security Alarms (2) for Computer Centers (first payment)	Equipment	329.01
16/11/2017	Security Alarms (2) for Computer Centers (final payment)	Equipment	329.01
04/10/2017	File Cabinets (2) for Computer Centers (first payment)	Equipment	75.40
16/11/2017	File Cabinets (2) for Computer Centers (final payment)	Equipment	75.40
05/10/2017	White Boards (2) for Computer Centers	Equipment	98.02
26/10/2017	Padlocks (4) for Computer Centers	Supplies	71.28
12/10/2017	School Supplies for Computer Centers	Supplies	85.87
05/10/2017	Cooling Fans (2) for Computer Centers	Equipment	148.05
18/01/2018	Computers (2), Supplemental Educational Materials	Equipment	1305.06
25/01/2018	Multi-Function Printers (2), Supplemental Educational Materials	Equipment	328.73
19/01/2018	Projectors (17), Supplemental Educational Materials	Equipment	7795.42

18/01/2018	Sports Equipment (1 set), Supplemental Educational Materials	Equipment	1863.62
25/01/2018	Sports Equipment (2 sets), Supplemental Educational Materials	Equipment	1829.08
25/01/2018	Pencils (5,000), Supplemental Educational Materials	Supplies	753.98
25/01/2018	Pencil Sharpeners (2,500), Supplemental Educational Materials	Supplies	257.04
02/01/2018	Pencil Sharpeners (2,186), Supplemental Educational Materials	Supplies	224.75
02/01/2018	Uniforms for Youth Development Program	Equipment	821.01
12/07/2018	Signage	Signage	180.22
08/11/2018	Signage	Signage	315.15
31/10/2018	Supplies and Printing for Textbook School Teacher Training	Supplies	533.43
29/11/2018	Supplies and Printing for Textbook School Teacher Training	Supplies	45.57
22/03/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	585.82
10/05/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	308.19
10/05/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	1038.21
31/05/2018	Meals and	Training	225.10

	Transportation for Teachers for Textbook School Teacher Training		
27/06/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	14.63
25/10/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	386.60
25/10/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	392.91
31/10/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	266.03
31/10/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	304.51
08/11/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	656.21
08/11/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	358.12
08/11/2018	Meals and Transportation for Teachers for Textbook School Teacher Training	Training	174.63
15/03/2018	Reading Books and Literacy Materials for Primary Reading Program	Equipment	499.84
07/12/2017	Rotary Stickers and	Supplies	484.32

	Stamps to label books for Primary Reading Program		
06/12/2018	Rotary Stickers and Stamps to label books for Primary Reading Program	Supplies	484.32
05/04/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	148.43
05/04/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	154.71
19/04/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	365.62
19/04/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	255.12
10/05/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	134.52
21/06/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	153.07
21/06/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	153.07
21/06/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	134.52
19/07/2018	Meals and Transportation for	Training	233.56

	Teachers for Primary Reading Program		
19/07/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	255.26
19/07/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	178.99
19/07/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	378.18
23/08/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	367.67
23/08/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	138.75
04/10/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	2028.40
31/10/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	216.24
31/10/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	233.29
15/11/2018	Meals and Transportation for Teachers for Primary Reading Program	Training	1352.27
21/03/2019	Meals and Transportation for	Training	544.34

	Teachers for Primary Reading Program		
04/04/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	582.54
04/04/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	532.07
11/04/2019	Meals and Transportation for Teachers for Primary Reading Program	Training	641.21
31/05/2018	School Supplies for Primary Reading Program	Supplies	38.20
05/07/2018	School Supplies for Primary Reading Program	Supplies	13.33
20/06/2018	School Supplies for Primary Reading Program	Supplies	151.41
13/06/2018	School Supplies for Primary Reading Program	Supplies	644.62
20/06/2018	School Supplies for Primary Reading Program	Supplies	35.47
27/06/2018	School Supplies for Primary Reading Program	Supplies	603.01
27/06/2018	School Supplies for Primary Reading Program	Supplies	160.25
23/08/2018	Evaluations and Measurable Outcomes	Monitoring/evaluation	5539.83
22/11/2018	Evaluations and Measurable Outcomes	Monitoring/evaluation	8309.74

14/06/2018	Training for Computer Centers in conjunction with Educacion para el Futuro curriculum	Training	87.63
05/07/2018	Training for Computer Centers in conjunction with Educacion para el Futuro curriculum	Training	87.63
05/07/2018	Training for Computer Centers in conjunction with Educacion para el Futuro curriculum	Training	68.21
05/07/2018	Educación para el Futuro Seminar for Computer Centers	Training	70.94
27/09/2018	School Supplies for Computer Centers	Supplies	272.38
27/09/2018	Computers, Supplemental Educational Materials	Equipment	5099.65
24/01/2019	Computers, Supplemental Educational Materials	Equipment	1217.61
27/09/2018	Projectors, Supplemental Educational Materials	Equipment	470.54
05/07/2018	Sports Equipment, Supplemental Educational Materials	Equipment	144.61
26/07/2018	Sports Equipment, Supplemental Educational Materials	Equipment	93.86
31/01/2019	Sports Equipment, Supplemental Educational Materials	Equipment	1566.73
05/07/2018	Pencils, Sharpeners, and Erasers, Supplemental Educational Materials	Supplies	341.07
12/07/2018	Pencils, Sharpeners, and Erasers, Supplemental Educational Materials	Supplies	341.07



	Erasers, Supplemental Educational Materials		
05/07/2018	Pencils, Sharpeners, and Erasers, Supplemental Educational Materials	Supplies	132.33
12/07/2018	School Supply Kits, Supplemental Educational Materials	Supplies	1460.66
04/10/2018	School Supply Kits, Supplemental Educational Materials	Supplies	345.16
18/10/2018	School Supply Kits, Supplemental Educational Materials	Supplies	824.03
25/10/2018	School Supply Kits, Supplemental Educational Materials	Supplies	404.78
09/11/2018	School Supply Kits, Supplemental Educational Materials	Supplies	510.24
09/08/2018	Multi-Function Printer, Supplemental Educational Materials	Equipment	347.89
04/03/2018	Uniforms and Student Supplies for Youth Development Program	Equipment	1178.36

**Expense summary**

Category	Budget (USD)	Expenses (USD)	Variances (USD)
Equipment	239825.00	255563.95	(15738.95)
Monitoring/evaluation	27500.00	27766.07	(266.07)
Signage	500.00	495.37	4.63
Supplies	48058.00	30543.13	17514.87
Training	119700.00	124444.37	(4744.37)
<b>Totals:</b>	<b>435583.00</b>	<b>438812.89</b>	<b>-3229.89</b>

**Did your project have any unexpected or unusually large variances?**

Yes

**Please briefly describe the circumstances for the variance.**

Although it appears in the expense log above that the expenses exceed the total grant amount by \$3,229.89, this is a result of being unable to adjust the amount of the expenses occurring prior to the end of February 2018. Due to a favorable change in the exchange rate averaged over all funds that CoEd advanced to the project throughout the grant period, these expenses all slightly decreased, leaving more funding available to spend on expenses occurring after February 2018. Based on the average expenditures throughout the grant period, the final grant spending was actually \$435,607.77, much closer to the total grant amount of \$435,583. These changes are shown in more detail in the “GG1642745 Budget and Expenses for Final Report” spreadsheet attached in the Bank Statements section.

**Will you return unused funds to the Foundation?**

No

# Financial Details

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## 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

- GG1642745\_Bank\_Statements.pdf
- GG1642745\_Budget\_and\_Expenses\_for\_Final\_Report.xlsx
- GG1642745\_Receipts.pdf

## FINANCIAL MANAGEMENT

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

Guatemala Vista Hermosa Rotarians directly oversee project spending, accounting, and record-keeping by the cooperating organization and communicate project progress to Downey Rotarians.

### 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 Downey upon grant approval, as demonstrated by the attached bank statements), RC Downey received the first GG disbursement of \$153,108.38 from TRF in March 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 three-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.

Quotes were reviewed and approved by Ana Carolina Alpírez, Enrique Rosas, and Claudia Noriega of RC Guatemala Vista Hermosa on October 17, 2017, and CoEd began making purchases and retaining receipts and inventory information for review by Guatemala Vista Hermosa Rotarians. Cooperative for Education makes all purchases in the local currency of quetzals and standardizes the conversion rate for review by RC Guatemala Vista Hermosa and reporting to TRF in USD. Following a review of project spending by Guatemala Vista Hermosa Rotarians Ana Carolina Alpírez and Enrique Rosas on April 3, 2018, RC Guatemala Vista Hermosa authorized RC Downey to disburse the first grant payment of \$217,791.50 to CoEd's separate account for the Guatemala Literacy Project in May 2018. Bank statements for these transactions are attached.

The second GG disbursement of \$152,751.50 was received by RC Downey in September 2018. Review of near-final project expenses was completed by Vista Hermosa Rotarians Claudia Noriega and Rolando Gonzalez on March 5, 2019. The committee agreed that remaining grant funds may be used to cover additional training costs incurred in 2019 for some of the teachers benefiting from the primary literacy component of this grant, and obtained approval from RC Downey via email for the funds to be used in this way. Remaining project spending was completed by the end of June 2019, at which time RC Vista Hermosa authorized RC Downey to disburse the second reimbursement to Cooperative for Education. 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

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## 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**

<b>Name</b>	<b>Club</b>	<b>District</b>	<b>Status</b>	
Richard Strayer	Downey	5280	Authorized	Authorized on 19/08/2019
Julio Grazioso	Guatemala Vista Hermosa	4250	Authorized	Authorized on 19/08/2019

**Sponsor authorizations**

<b>Name</b>	<b>Club</b>	<b>District</b>	<b>Status</b>	
Lorena Mérida Aguirre	Guatemala Vista Hermosa	4250	Authorized	Authorized on 19/08/2019
Nathan Mahoney	Downey	5280	Authorized	Authorized on 10/09/2019