

## District Grant Project Final Report- Please use one form per project

Return this completed form to your District Rotary Foundation Committee Chair PDG Patty Meehan. You may mail the form or scan form and documents to [meehanmong@verizon.net](mailto:meehanmong@verizon.net) Do not send this form directly to TRF.

Rotary Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

Attachments: \_\_\_\_ Pictures \_\_\_\_ Copy of media \_\_\_\_ ALL Receipts \_\_\_\_ Additional pages

### Project Description

1. Describe the project. What was done, when, and where did project activities take place?

2. How many people benefited from this project? \_\_\_\_\_

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met 9 Ideally within the 6 areas of focus)?

4. How many Rotarians participated in the project?

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

7. What media was used to inform the public that Rotary had a major role in completing this project? (Copy attached as per above). **Current Rotary Logo must be used to obtain grant funds.**

**Financial Report** (District must retain receipts of all expenditures for at least five years) Currency Used: Exchange Rate: = 1 USD

**8. Income -**

| Sources of Income                       | Currency Used | Amount |
|---|---------------|--------|
| 1. Club Contribution                    | USD (if US)   |        |
| 2. District grant funding from District |               |        |
| 3.                                      |               |        |
| 4.                                      |               |        |
| 5.                                      |               |        |
| 6.                                      |               |        |
| <b>Total Income</b>                     |               |        |

**9. Expenditures**

| Budget Items              | Name of Supplier | Currency Used | Amount |
|---------------------------|------------------|---------------|--------|
| 1.                        |                  |               |        |
| 2.                        |                  |               |        |
| 3.                        |                  |               |        |
| 4.                        |                  |               |        |
| 5.                        |                  |               |        |
| 6.                        |                  |               |        |
| <b>Total Expenditures</b> |                  |               |        |

**Please review the above to make certain that income matches or exceeds expenses. If you had a surplus, how was the money spent?**

**Certifying Signature**

By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right

to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

All checks will be made payable to the Rotary Club who requested the grant.

Signature \_\_\_\_\_ Print name \_\_\_\_\_

Rotary title \_\_\_\_\_ Club \_\_\_\_\_

Certifying Signature Date: \_\_\_\_\_

Send check to: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone and email address: \_\_\_\_\_

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To be completed by the District Rotary Foundation Committee Chair:

District Grant # \_\_\_\_\_

Individual Project Report # \_\_\_\_\_