



HOW TO USE THE GRANT CENTER

The Grant Center is the place to go for everything you need to do online for your Rotary Foundation grants, and it keeps all of Rotary's grant-related resources handy for you. This guide will show you how to:

- [Navigate the Grant Center](#)
- [Apply for a Global Grant](#)
- [Authorize a Global Grant Application \(Club Presidents and District Leaders\)](#)
- [Enter Global Grant Bank Account Information](#)
- [Report on a Global Grant](#)
- [Authorize a Global Grant Report](#)
- [Apply for a District Grant \(District Leaders Only\)](#)
- [Report on a District Grant \(District Leaders Only\)](#)

For general information about grants, go to Rotary.org's [Grants](#) page.

Navigate the Grant Center

The Grant Center's landing page gives an overview of Rotary grants and links to helpful resources.

Rotary Grants

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

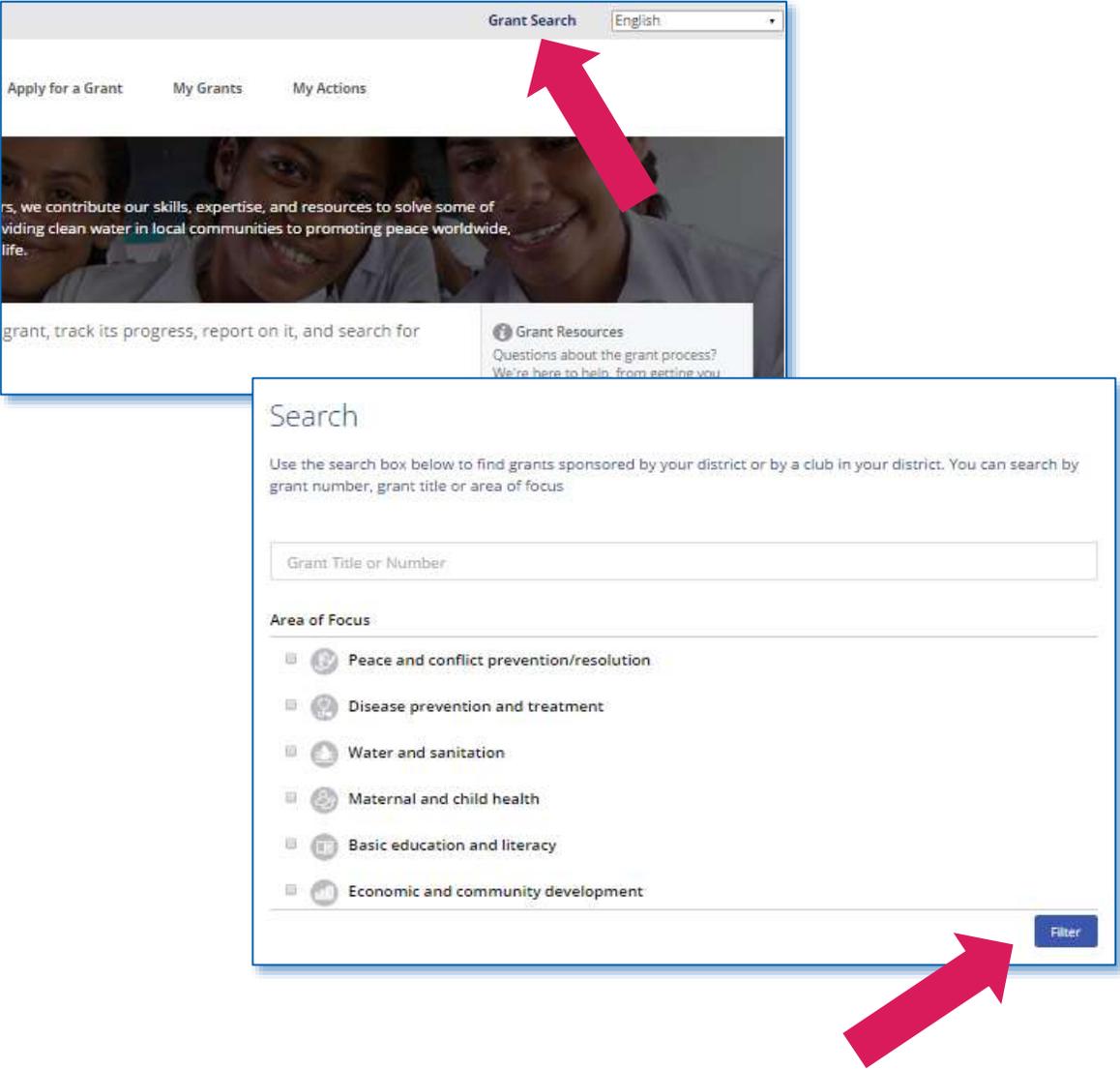
- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

Grant Resources

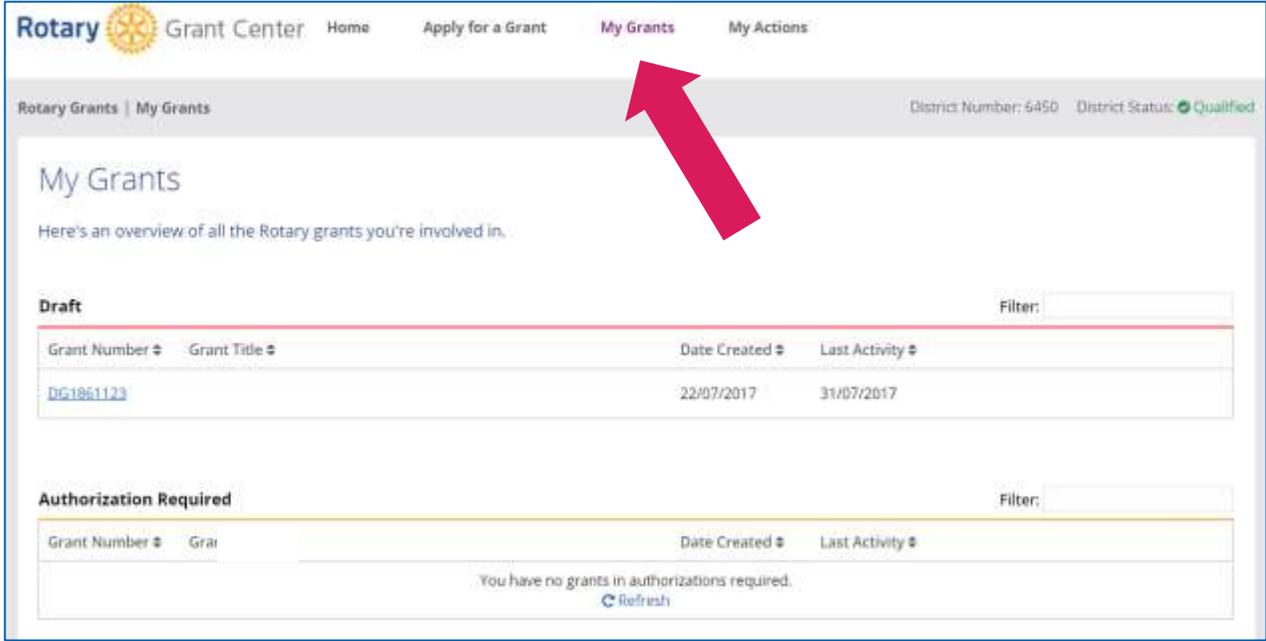
Questions about the grant process? We're here to help, from getting you started to final steps.

- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding

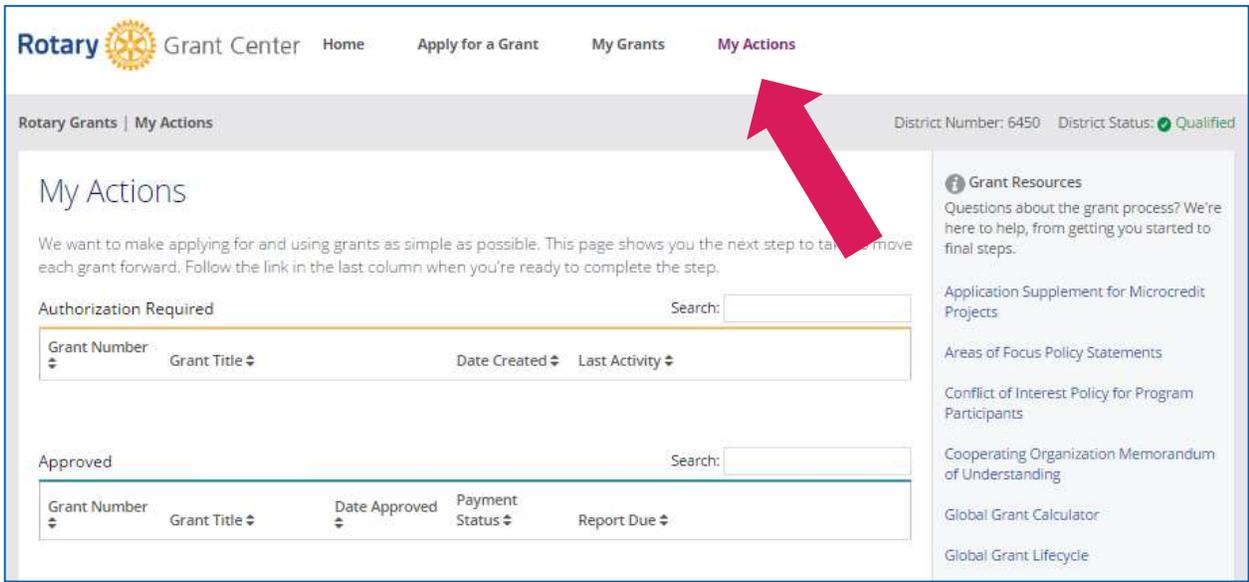
Use **Grant Search** to find all of the global and district grants sponsored by your district, whether or not your club is involved. You can search for grants by number, title, or area of focus. After entering search criteria, use the **Filter** button.



Use the menus at the top to navigate the Grant Center. Choose **My Grants** to see all of the grants you're involved in. On the My Grants page, grants are grouped by status. Scroll down the page to see all of the grants in each status.

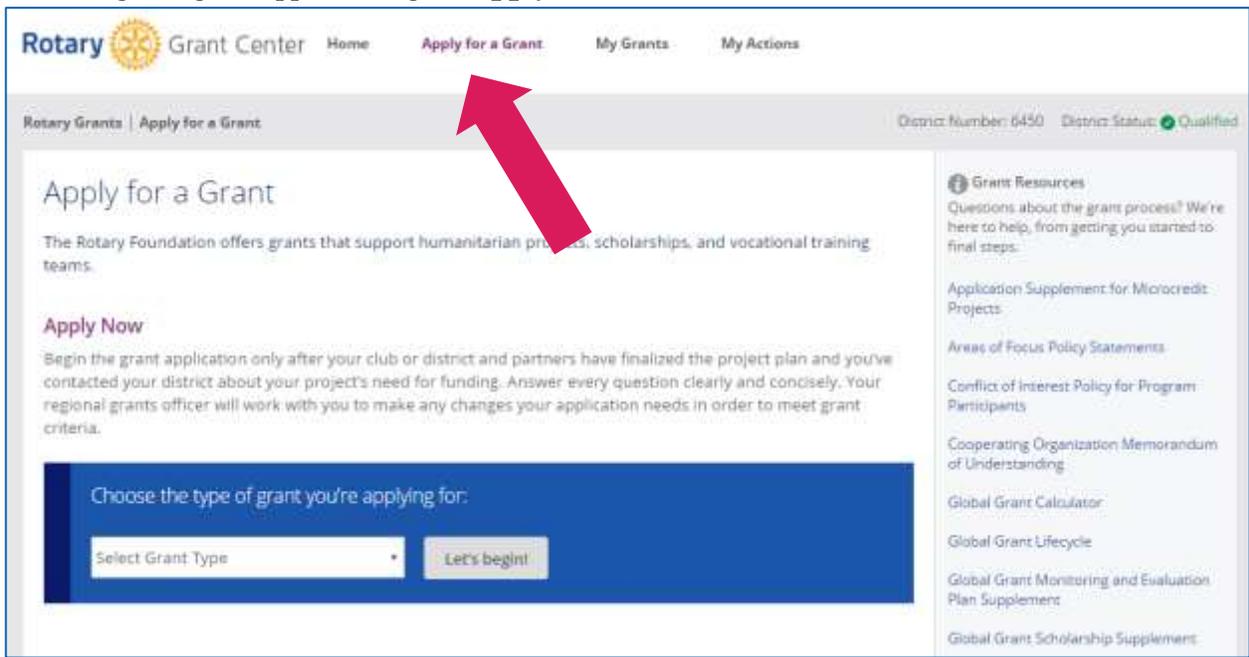


Go to **My Actions** to see the grants you're involved in that require action from you.



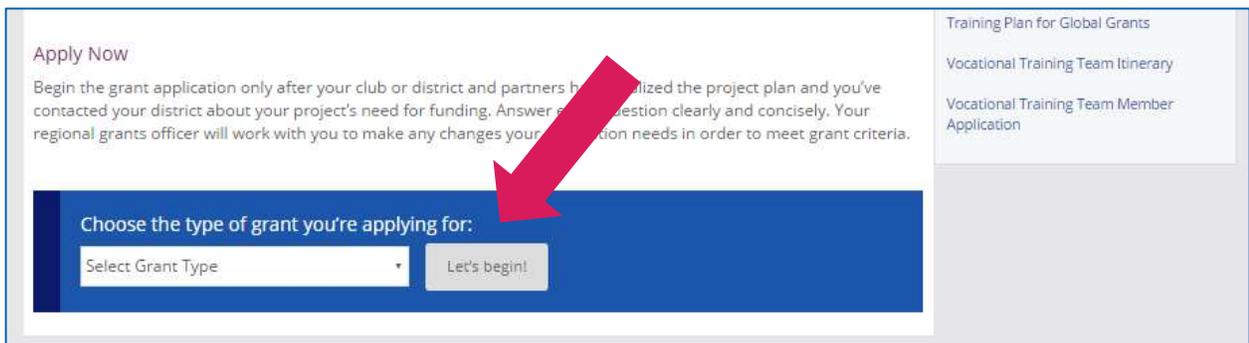
Apply for a Global Grant

To start a global grant application, go to **Apply for a Grant**.



The screenshot shows the Rotary Grant Center interface. At the top, there is a navigation bar with the Rotary logo and the text 'Grant Center'. To the right of the logo are links for 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. Below the navigation bar, the page title is 'Apply for a Grant'. The main content area includes a description of the Rotary Foundation's grant offerings, an 'Apply Now' section with instructions, and a blue box with the text 'Choose the type of grant you're applying for:' containing a dropdown menu labeled 'Select Grant Type' and a 'Let's begin!' button. A red arrow points from the 'Apply for a Grant' link in the navigation bar to the 'Apply for a Grant' page title. On the right side, there is a 'Grant Resources' sidebar with a list of links including 'Application Supplement for Microcredit Projects', 'Areas of Focus Policy Statements', 'Conflict of Interest Policy for Program Participants', 'Cooperating Organization Memorandum of Understanding', 'Global Grant Calculator', 'Global Grant Lifecycle', 'Global Grant Monitoring and Evaluation Plan Supplement', and 'Global Grant Scholarship Supplement'.

Choose **Global Grant** from the list and click **Let's begin!**



This is a close-up view of the 'Apply Now' section. It shows the text 'Apply Now' followed by instructions: 'Begin the grant application only after your club or district and partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer every question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.' Below this text is a blue box with the text 'Choose the type of grant you're applying for:' and a dropdown menu labeled 'Select Grant Type' with a downward arrow. A 'Let's begin!' button is to the right of the dropdown. A red arrow points to the dropdown menu. To the right of the main content area, there is a sidebar with a list of links: 'Training Plan for Global Grants', 'Vocational Training Team Itinerary', and 'Vocational Training Team Member Application'.

In **step 1, Basic Information**, start by telling us your project's name, what type of project it is, and the primary host and international contacts. Click on the question mark icons throughout the application for important information. Use the **Save & Continue** button to move to the next step.

Grant Application

All fields are required unless noted as "optional".

Step 1: Basic Information

Enter some basic information, and then we'll give your application a number.

What's the name of your project?

100/100 characters

What type of project are you planning?
Check all that apply. This will tell us what else we need to ask you.

- A humanitarian project**
Address community needs and produce sustainable, measurable outcomes
- Vocational training**
Build skills within a community by supporting a team of professionals that will travel abroad to train or learn from colleagues in the community they visit
- A scholarship**
Fund international graduate-level study by someone seeking a career within an area of focus

Select the primary host and international contacts for this project.

Name	Club	District	Sponsor	Role
+Add Primary Contact		✓ Notify Primary Contact		

Switch host, international contacts, and committees.

Save & Continue Exit

GRANT INFORMATION

GRANT NUMBER: ...

STATUS: ...

LAST ACTIVITY: 24/10/2016

Print application (PDF)

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

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- Global Grant Calculator
- Global Grant Lifecycle
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- Global Grant Scholarship Supplement

The Grant Center now assigns your project a grant number.

Grant Application

Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+Add Committee Members		✓ Notify Committee Members	

Who will serve on the grant's International committee?

GRANT INFORMATION

GRANT NUMBER: GG1744555

STATUS: Draft

LAST ACTIVITY: 24/10/2016

AUTO-SUBMIT: Auto-submit is ON

Save & exit application

Now you're at **step 2, Committee Members**. Add at least two members of the host committee, made up of Rotarians who live in the country where the project activities will be carried out (or where the scholar will study, in the case of a scholarship), and at least two members of the international committee. Answer the question about conflicts of interest. After each step, you'll use the **Save & Continue** button to move to the next step.

Grant Application
Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members ✓

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members		✓ Notify Committee Members	

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members		✓ Notify Committee Members	

Do any of these committee members have potential conflicts of interest?

No Yes

Save & Continue Exit Skip

GRANT INFORMATION

GRANT NUMBER
GG1744555

STATUS
Draft

LAST ACTIVITY
24/10/2016

AUTO-SUBMIT
 Auto-submit is ON

Save & exit application

Print application (PDF)

Delete application

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

Application Supplement for Microcredit Projects

Areas of Focus Policy Statements

As you complete the steps, you'll notice that check marks appear next to their labels. You can click the pencil to edit steps you've completed. You can also **Skip** a step and return to it later, but any changes you've made within that step will not be saved.

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members ✓

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members		✓ Notify Committee Members	

Do any of these committee members have potential conflicts of interest?

No Yes

Save & Continue Exit Skip

If you save a step when you haven't supplied all of the necessary information, a banner will tell you that more information is needed. The incomplete sections will be highlighted. The banner will remain until all information for the step has been provided.

RESPONSE NEEDED
Please fill out the highlighted questions or sections below.

Where will your project take place?

City or town Province or state (optional)

Country

When will your project take place?

Start date

Throughout the process, you can click **Save & exit application**. You can also create a PDF of the grant application at any time using **Print application (PDF)**, or you can delete an application that is still in “Draft” status by clicking on **Delete application**. Helpful **Grant Resources** are listed at the bottom of the right-hand column.

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Do any of these committee members have potential conflicts of interest?

No Yes

Step 3: Project Overview

Step 4: Areas of Focus

Step 5: Measuring Success

LAST ACTIVITY
26/01/2017

AUTO-SUBMIT Auto-submit is ON

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

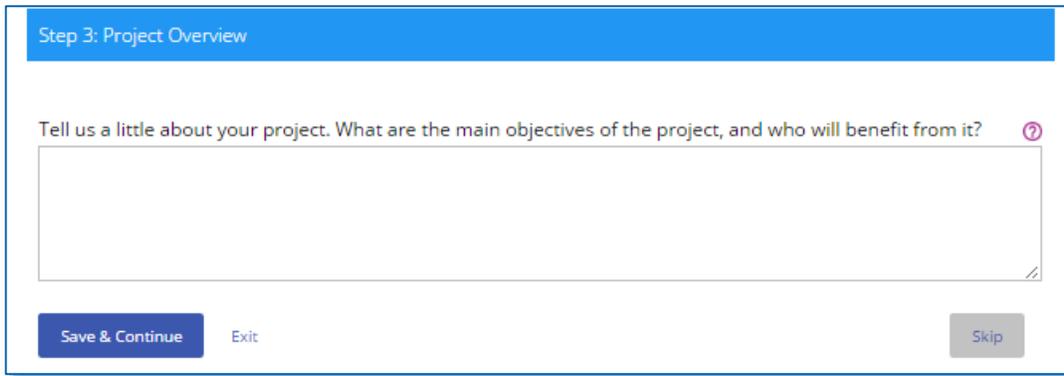
Application Supplement for Microcredit Projects

Areas of Focus Policy Statements

Conflict of Interest Policy for Program Participants

Cooperating Organization Memorandum of Understanding

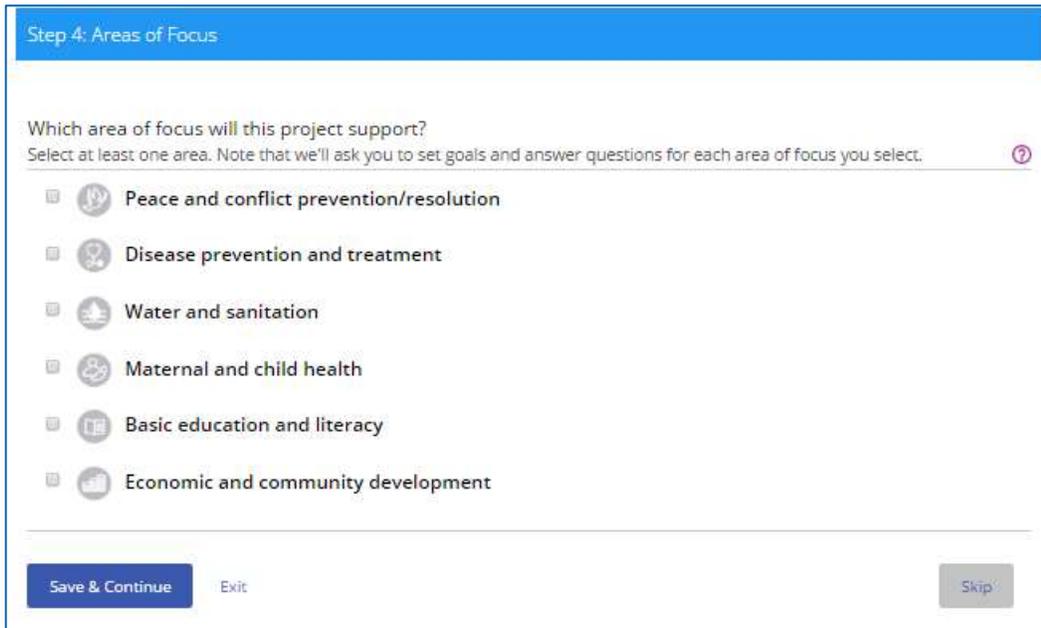
In **step 3**, briefly describe your project in a **Project Overview**.



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? ?

Step 4 is where you indicate the **Areas of Focus** that your project will support.



Step 4: Areas 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. ?

-  Peace and conflict prevention/resolution
-  Disease prevention and treatment
-  Water and sanitation
-  Maternal and child health
-  Basic education and literacy
-  Economic and community development

In **step 5**, outline your plan for **Measuring Success** by checking one or more goals for each area of focus and adding measures for each goal.

Step 5: Measuring Success

MATERNAL & CHILD HEALTH

Which goals of this area of focus will your project support?
 Select all that apply. 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. ?

- Reducing the mortality and morbidity rate for children under the age of five
- Reducing the maternal mortality and morbidity rate
- Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children
- Supporting studies for career-minded professionals related to maternal and child health

How will you measure your project's impact? Find tips and information on how to measure results in the Global Grant Monitoring and Evaluation Plan Supplement. ?

Measure	Collection method	Frequency	Beneficiaries	
Number of mothers receiving prenatal care	Grant records and reports	Every month	20-49	✎ ✕
+ Add Measure				

In **step 6**, add the **Location and Dates** of the project. For scholarships and vocational training teams, add the estimated travel dates.

Step 6: Location and Dates

HUMANITARIAN PROJECT

Where will your project take place?

City or town Province or state

Conakry

Country

Guinea

When will your project take place?

Start date End date

02/01/2017 29/12/2017

In **step 7**, list other project **Participants**, including cooperating organizations, scholarship candidates, vocational training team leaders, additional partners, volunteer travelers, and participating clubs or districts.

Step 7: Participants

COOPERATING ORGANIZATIONS(OPTIONAL) ?

Name	Website	Location
+ Add Organization		

PARTNERS(OPTIONAL) ?

List any other partners that will participate in this project.

VOLUNTEER TRAVELERS(OPTIONAL) ?

Name	Email
+ Add Traveler	

ROTARIAN PARTICIPANTS

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

Step 8 asks about your project **Budget**. Enter the local currency and exchange rate, list budget items, and upload supporting documents.

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. ?

Local Currency: GNF U.S. dollar (USD) exchange rate: 0.000

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. ?

#	Category	Description	Supplier	Cost in GNF	Cost in USD
+ Add budget item					
Total budget:				0	0

In **step 9**, list your sources of project **Funding**.

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. ?

#	Source	Details	Amount (USD)	Support*	Total	
+ Add funding source						

*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? ?

You may request up to 0.00 USD from the World Fund.

Funding summary ?

In **step 10, Sustainability**, you explain each step of the project, how the project responds to community needs, and what makes the project activities sustainable. You also answer a few questions about how the budget affects the sustainability of the project.

Step 10: Sustainability

HUMANITARIAN

Project implementation

Project plan

Summarize each activity

#	Activity
+ Add Activity	

Describe how

How did you

Does your project

How were r

Will the project

How were c

How were the

BUDGET

Will you purchase budget items from local vendors?

Yes No

Did you use competitive bidding to select vendors?

Yes No

Do your budget items align with the local community's technology standards?

Yes No

Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?

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

When you've completed steps 1-10, you're ready to finalize and submit your application. In **step 11** you **Review and Lock** your application. Check each answer you've given to make sure all of the information is accurate and complete. You may find it helpful to print the full application. After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only — you won't be able to make changes. Only the primary contact can lock the application.

Application Finalization & Submission

Step 11: Review and Lock

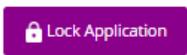
Now that you've answered all the questions, it's time to finalize the application. There are a few more steps that need to be completed before your application is submitted to the Rotary Foundation for review.

- Review**
Double-check each answer on the application to make sure all of the information is accurate. Download a printable PDF that shows all of your answers together.
- Lock application**
After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only - you won't be able to make changes.
- Authorizations and legal agreements**
You and other authorizers of the grant will review and authorize the application in step 12.
- Submission and Foundation review**
Once all authorizations are given, the grant application is submitted to the Foundation for review.
- Bank account information**
If your application requires a bank account, you will need to provide the bank account information.

Lock Application

Locking the application will change its status from "Draft" to "Authorizations Required" and will be read-only to authorizers. District and club leaders who need to authorize the application will receive an email prompting them to do so. Once all authorizations are completed, the application is submitted to The Rotary Foundation for review.

To make any changes or corrections, project planners or authorizers will need to unlock the application first.





In **step 12, Authorizations**, the primary contacts and district and club leaders will authorize the application. Review the information, then click **Authorize now**. As soon as everyone who needs to authorize the application does so, the application is submitted to The Rotary Foundation for review. After your application is submitted, you cannot change it without contacting Rotary staff.

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization ?

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application in step 11, an email was sent to club or district leaders who also need to authorize your application. In this step, you can see which of them have done so.

Primary contact authorizations

Application Authorization

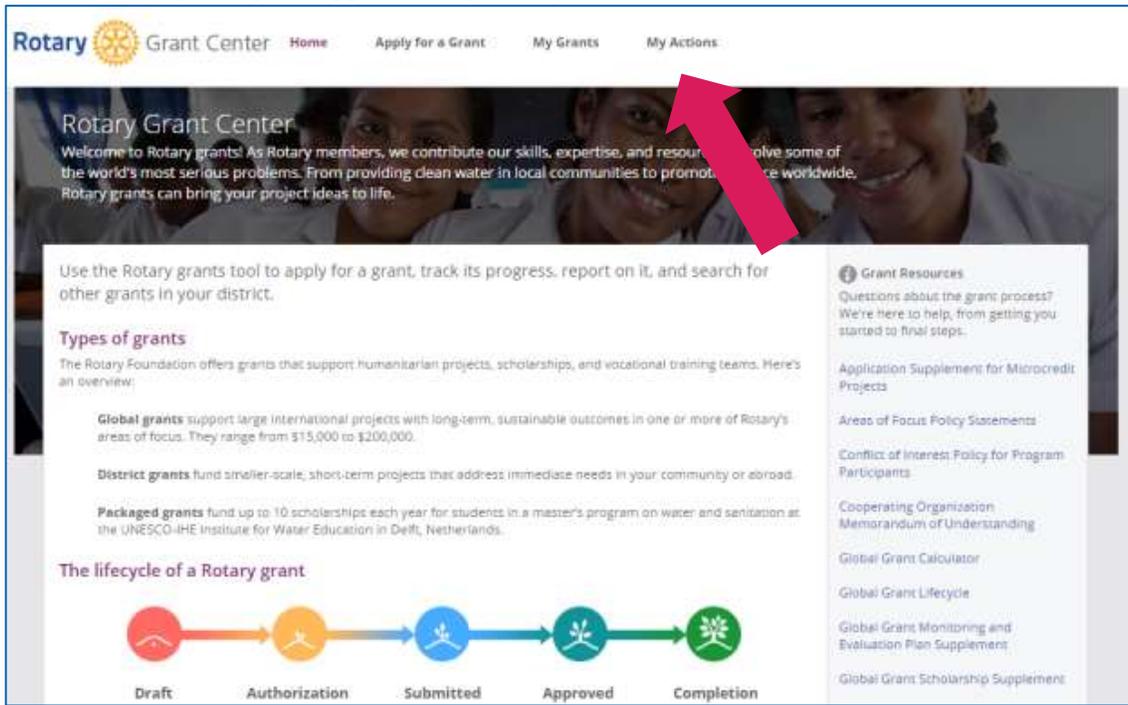
By submitting this grant application, we agree to the following:

1. All information provided in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities as presented in this application.
2. The club/district agrees to undertake these activities as a club/district.
3. We will ensure cash contributions (as detailed in the grant financing) will be forwarded to The Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

✓ Authorize now

Authorize a Global Grant Application (Club Presidents and District Leaders)

To authorize a global grant application, go to **My Actions**.



Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

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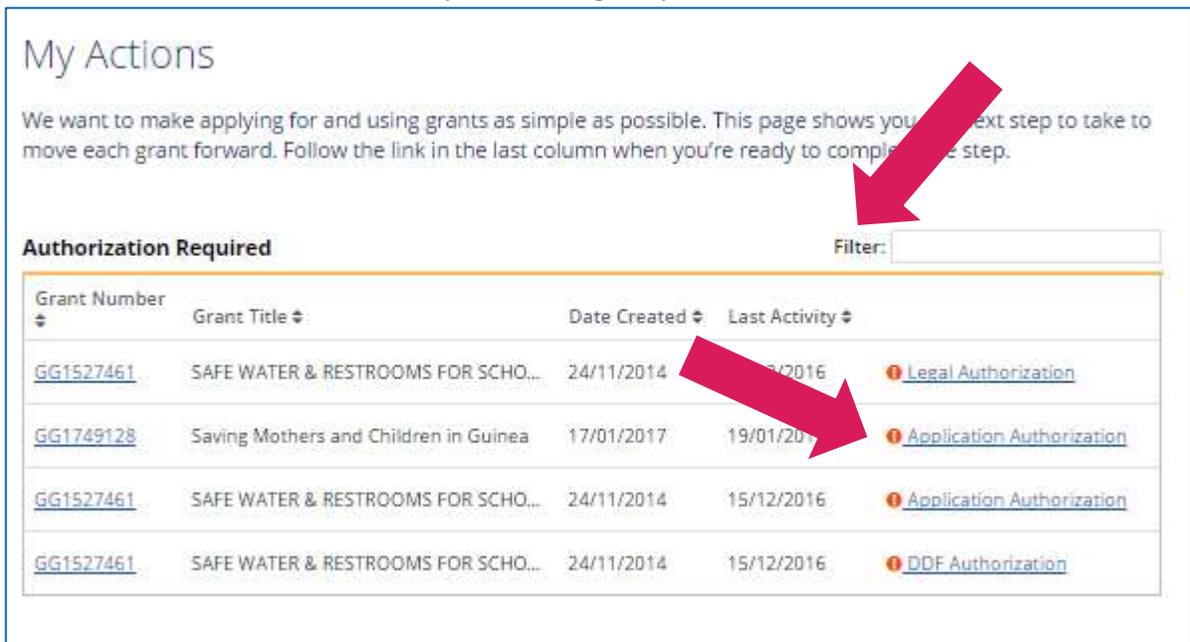
The lifecycle of a Rotary grant



Grant Resources

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- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement

Go to the **Authorization Required** section of the page. You can use **Filter** to search for a grant by number. Depending on your role (club president, district Rotary Foundation committee chair, or district governor), you'll see various authorization links. When you find the grant you need to authorize, follow its authorization link.



My Actions

We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.

Authorization Required

Filter:

Grant Number	Grant Title	Date Created	Last Activity	
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	Legal Authorization
GG1749128	Saving Mothers and Children in Guinea	17/01/2017	19/01/2017	Application Authorization
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	Application Authorization
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	DDF Authorization

You'll be taken to **step 12** of the application, **Authorizations**. Read the legal agreement, then click **Yes, I agree**, or read the authorization information and click **Authorize now**. You can print a copy of the agreement for your records.

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization ?

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application in step 11, an email was sent to club or district leaders who also need to authorize your application. In this step, you can see which of them have done so.

Legal agreement

In consideration of the grant, I acknowledge and agree to the following:

1. The Sponsor of this grant application is, to the best of our knowledge, true and accurate, and we intend to implement the activities presented in this application.
2. The club/district will undertake these activities as a club/district.
3. We will ensure that cash contributions (as detailed in the grant financing) will be forwarded to the Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

Yes, I agree

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS ?

Authorization

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application in step 11, an email was sent to club or district leaders who also need to authorize your application. In this step, you can see which of them have done so.

District Rotary Foundation chair authorization

Application Authorization

By submitting this global grant application, we agree to the following:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities presented in this application.
2. The club/district will undertake these activities as a club/district.
3. We will ensure that cash contributions (as detailed in the grant financing) will be forwarded to the Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

Authorize now

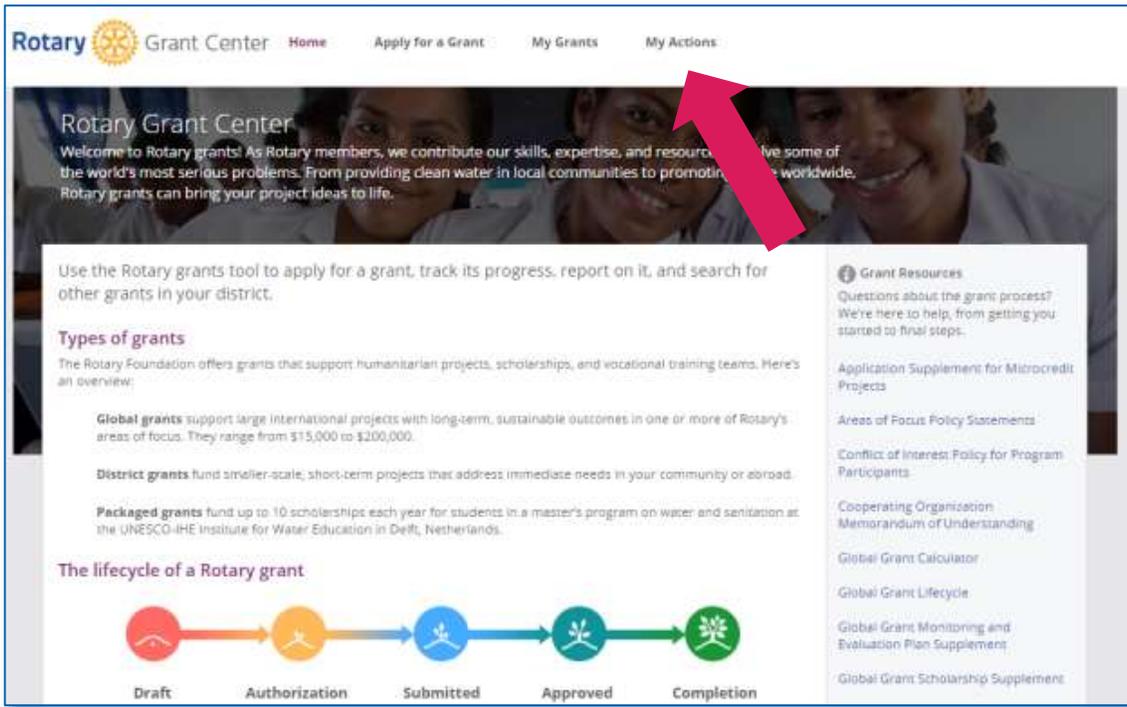
DDF authorization

Funding source	Amount requested
District Designated Fund (DDF)	10,000.00
District Designated Fund (DDF)	20,000.00

Authorize now

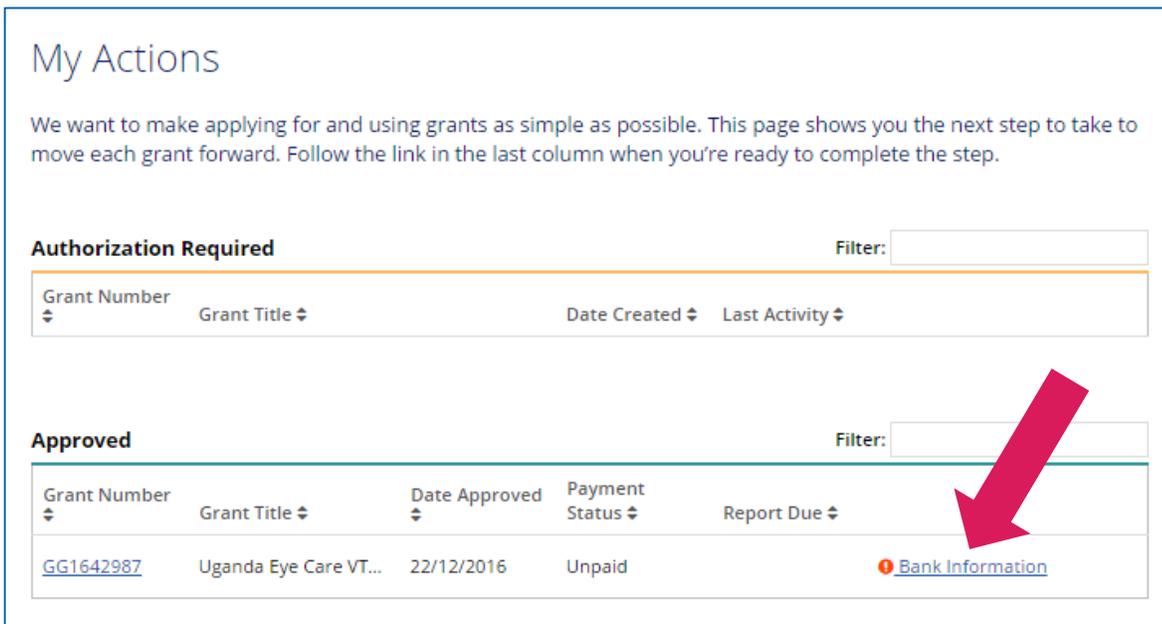
Enter Global Grant Bank Account Information

After a grant has been approved, primary contacts provide information about the project bank account so that the Foundation can deposit the grant money. To enter bank account information, go to **My Actions**.



The screenshot shows the Rotary Grant Center website. The navigation bar includes 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. A red arrow points to the 'My Actions' link. The main content area features a 'Rotary Grant Center' header, a welcome message, and a section titled 'Types of grants' with sub-sections for 'Global grants', 'District grants', and 'Packaged grants'. Below this is a 'The lifecycle of a Rotary grant' diagram with five stages: Draft, Authorization, Submitted, Approved, and Completion. A right-hand sidebar lists 'Grant Resources' such as 'Application Supplement for Microcredit Projects' and 'Global Grant Calculator'.

Go to the **Approved** grants. You can use **Filter** to search for a grant by number. When you find the grant, click **Bank Information**.



The screenshot shows the 'My Actions' page. It includes a heading 'My Actions' and a paragraph explaining the goal of simplifying the grant process. Below this are two sections: 'Authorization Required' and 'Approved'. Each section has a 'Filter:' input field. The 'Approved' section contains a table with the following data:

Grant Number	Grant Title	Date Approved	Payment Status	Report Due
GG1642987	Uganda Eye Care VT...	22/12/2016	Unpaid	 Bank Information

A red arrow points to the 'Bank Information' link in the table.

Select the account holder from the list and then select the location of the bank account. Click **Add Signatory** to designate two Rotarians to serve as signatories for the bank account. When you've provided all of the information, click **Submit Bank Information**.

Account holder
9550 ▼

Location of the bank account
--Please Select-- ▼

Account Signatories ?

Name	Club
+Add Signatory	

Upload Bank Statement For Funds Sent Direct to Account ?

[Upload](#) 

Enter the expected contributions (Funds Sent Direct Only)

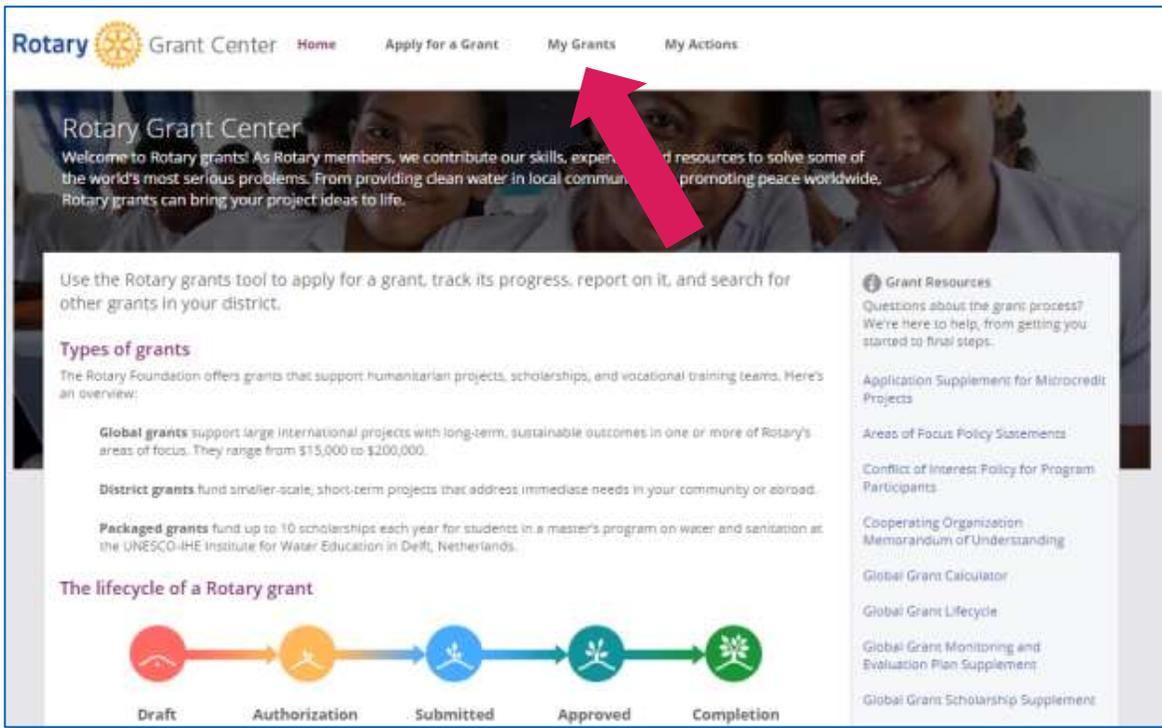
Submit or save your progress
Please review the bank information you have entered before clicking the submit button. You can always save your work and complete it later.

Note: All bank information must be provided to the Foundation before a payment is made to your grant.

[Submit Bank Information](#) [Save](#) [Exit](#)

Report on a Global Grant

To report on a global grant, go to **My Grants**.



The screenshot shows the Rotary Grant Center website. The navigation bar includes 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. A red arrow points to the 'My Grants' link. Below the navigation bar, there is a welcome message and a section titled 'Types of grants' with sub-sections for 'Global grants', 'District grants', and 'Packaged grants'. A 'Grant Resources' sidebar is visible on the right. At the bottom, a flowchart titled 'The lifecycle of a Rotary grant' shows five stages: Draft, Authorization, Submitted, Approved, and Completion, each with a corresponding icon.

Go to the **Approved** grants section to see all of the approved grants that you're involved in. Or use **Filter** to search for a grant by number. When you find the grant, click **Reports**.



The screenshot shows the 'Approved' grants section. A 'Filter:' input field is at the top right. Below it is a table with the following columns: Grant Number, Grant Title, Date Approved, Status, Report Due, and Reports. A red arrow points to the 'Reports' link for the first grant.

Grant Number	Grant Title	Date Approved	Status	Report Due	Reports
GG1416944	Eldo Eye Centre Clinic	26/03/2015	Paid	28/05/2016	Reports
GG1419525	T.A.R.A. - Tenwek Medical Proj...	06/04/2016	Paid	11/05/2017	Reports
GG1641361	Cervical Cancer Prevention an...	30/09/2016	Paid	24/10/2017	Reports

Click **Start a Report**.

GG1743926 Reports

Teachers' Training Program 2B

You can start two types of report here: progress reports and final reports. You'll write a progress report every 12 months until the project is finished. Final reports are due within two months after you finish the project. [Learn more](#).

When you submit a report to the Foundation, staff will review it and either accept the report or contact you to ask for more information.

You can start a new report only after the previous report has been accepted.

Note that grants paid to clubs and districts in India have a different reporting schedule.

Reports

No.	Type	Status	Due	Submitted
-----	------	--------	-----	-----------

 **Please note:** No reports have been started. Click Start a Report to begin.



If you have already started a report, choose **Edit** to continue your work on it.

GG1743926 Reports

Teachers' Training Program 2B

You can start two types of report here: progress reports and final reports. You'll write a progress report every 12 months until the project is finished. Final reports are due within two months after you finish the project. [Learn more](#).

When you submit a report to the Foundation, staff will review it and either accept the report or contact you to ask for more information.

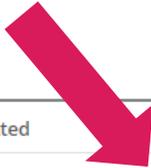
You can start a new report only after the previous report has been accepted.

Note that grants paid to clubs and districts in India have a different reporting schedule.

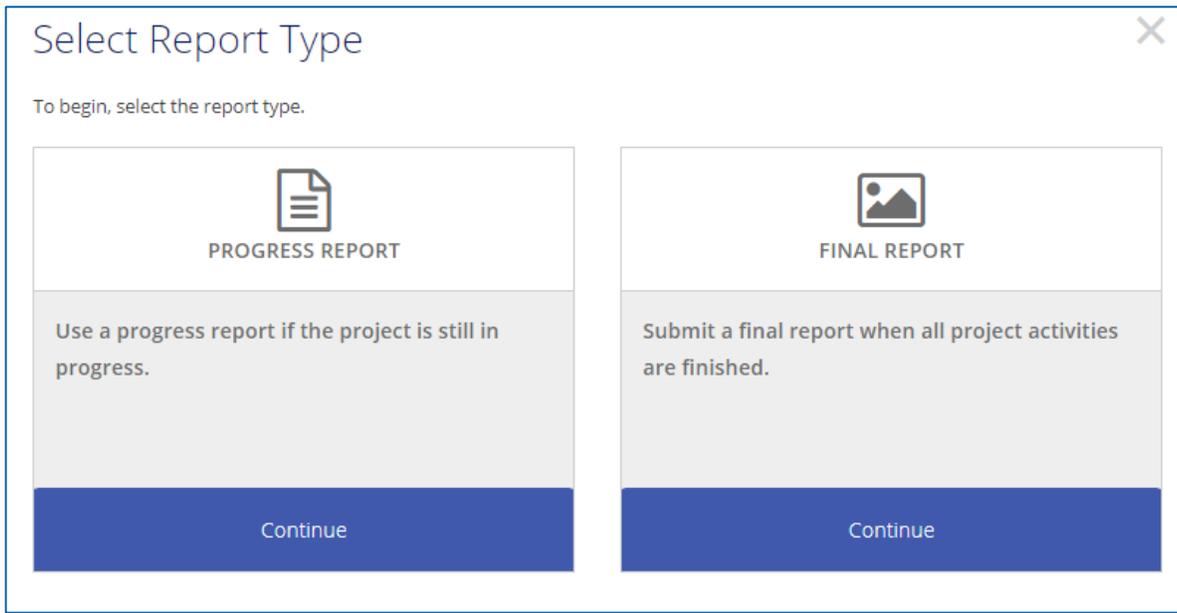
Reports

No.	Type	Status	Due	Submitted
1	Progress	Draft	28/06/2018	Edit Print

 **Please note:** You can only work on one active report at a time.



Choose **Progress Report** if the project is still in progress. Choose **Final Report** when all project activities are finished. Click **Continue**.



Select Report Type

To begin, select the report type.

PROGRESS REPORT

Use a progress report if the project is still in progress.

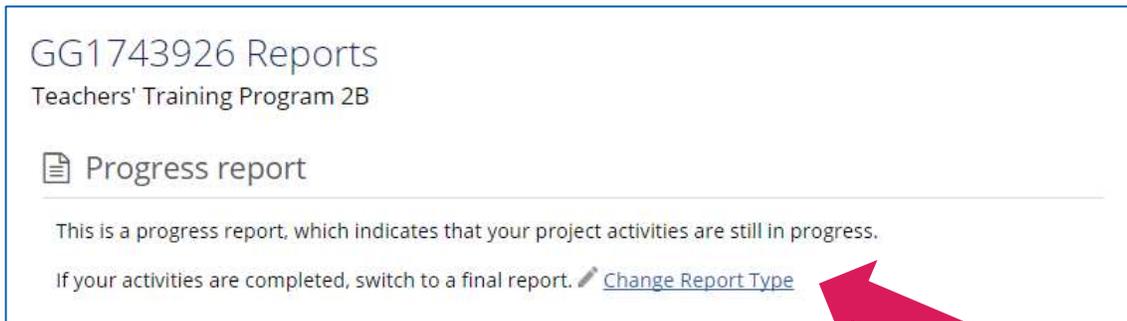
Continue

FINAL REPORT

Submit a final report when all project activities are finished.

Continue

Select **Change Report Type** if you need to change the report from a progress to a final report, or vice versa.



GG1743926 Reports

Teachers' Training Program 2B

 Progress report

This is a progress report, which indicates that your project activities are still in progress.

If your activities are completed, switch to a final report. [✎ Change Report Type](#)

Several sections of the report will automatically include information that was provided in the grant application. Complete each section of the report, beginning with **Committee Members**. If any committee members no longer serve on the project committees, remove them by clicking on the **X** to the right of their information. You can add new committee members if necessary. Use the **Save & Continue** button to move to the next section.

Committee Members ✓

If any committee members have changed since your application was approved, please let us know. Each committee needs to include at least three members.

Primary contacts ?

Name	Club	District	Sponsor	Role
			Club	Host
			Club	International

Host committee members

Name	Club	District	Role	Date Added
			Secondary Contact	✕
			Secondary Contact	✕

[+ Add Committee Members](#)
 Notify All Committee Members

International committee members

Name	Club	District	Role	Date Added
			Secondary Contact Internation...	✕
			Secondary Contact Internation...	✕

[+ Add Committee Members](#)
 Notify All Committee Members

Save & Continue
Save
Exit
Skip

In the **Project Objectives and Implementation** section of the report, include information about the progress made on the project.

Project Objectives and Implementation

Tell us about the progress you and your partners have made on your grant project.

PROJECT OBJECTIVES

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

The main objective is to enhance teaching competence of Elementary School Teachers, specifically in mathematics and science. Why elementary teachers? Learning something early on when we are still fresh has a better chance to succeed. Hence, elementary school years are the golden time for children to learn especially something basic such as math and natural science. It is expected that once they master those subjects early on, they can easily follow other advanced lessons such as Physics, Biology, and naturally...

Have any of these objectives changed?

Yes No

Have you made progress toward your project objectives?

In **Measuring Success**, add information about the success of the project in terms of the measures you provided in the grant application.

Measuring Success

Each project measure that you provided on the grant application (in step 5) is listed below. You can report your results or edit results that you reported earlier. You can also add measures that you didn't include in your application.

How many people have directly benefited from the project?

BASIC EDUCATION AND LITERACY

Impact measures ?

Report the results for each of the grant measures up to now. Add new measures by using the link below the current measures.

1. Number of benefiting school-age children

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

RESULTS TO DATE

[Report](#)

In the **Participants** section, describe how the sponsor Rotarians have participated in the project. Also enter any other clubs or districts that have helped with the project. If any cooperating organizations are involved in the project, provide details about their activities.

Participants

SPONSOR PARTICIPATION

What roles and responsibilities did host sponsor members have?

What roles and responsibilities did international sponsor members have?

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
+ Add a Club or District		

If your grant involves a scholarship, provide information about the scholar in the **Participants** section of the report.

SCHOLAR
Tell us a little about the scholar's involvement with Rotary.

Ask the scholar to write the evaluation

Rate the scholar's level of participation in Rotary activities. The scholar won't be able to see this rating.

Poor
 Fair
 Good
 Very good
 Excellent

Mark the Rotary activities the scholar participated in during their studies.

Club meetings
 Conferences (e.g., district conferences)
 Service projects
 Fundraising events
 None
 Other (please specify)

The scholar will complete and authorize the **Scholar Evaluation**.

GG1750670 Reports
Global Grant Scholarship

Progress report

This is a progress report

Scholar Evaluation

Tell us about your Rotary activities and research

Scholar Authorization

CERTIFY AND SUBMIT
The next step is to submit your evaluation for review and authorization by your sponsors.
You will not be able to edit your report after you submit it. Your sponsor members will complete their part of the report and submit it to The Rotary Foundation.

I certify that my report is complete and accurate and includes the latest information.

Submit and Authorize

If your project includes a vocational training team, the **Vocational Training Teams** section of the report will be visible. The vocational training team leader should complete this section. If the team has traveled, select **Yes**, and more questions will be displayed. The team leader will answer these questions and authorize the section. If multiple teams are involved in the grant, the leader of each team will need to complete and authorize their team's section of the report.

Vocational Training Teams

Observations of the vocational training team project will help us understand how the team and community benefited from the project initiatives.

In this section, we encourage the vocational training team leader fill out the information below. Please note: If a primary contact or project sponsor answers the questions, the team leader is still required to review the section and certify and submit.

1. IRPC Bridge Training Team [View details](#) ▾

Has this vocational training team completed its training? Yes No

[Save & Continue](#) [Save](#) [Exit](#)

Has this vocational training team completed its training? Yes No

Notify team leader that reporting is active

ACTIVITY DETAILS

When did the team travel?

Departure	Return
dd/mm/yyyy <input type="text"/>	dd/mm/yyyy <input type="text"/>

List each training objective.

CERTIFY AND SUBMIT

The next step is to submit this section for review and authorization by **training team leaders only**.

This section cannot be edited after it's submitted.

I certify that the answers above are complete and accurate and includes the latest information.

[Submit and Authorize](#)

In the **Project Expenditures** section, enter what you've actually spent in the **Expense log** by clicking **Add Expense**. You can view the budget that was included in the grant application by clicking **View your project budget from the application**.

The screenshot shows the 'Project Expenditures' section of a web application. At the top, there is a blue header with the text 'Project Expenditures'. Below this, there is a paragraph of text explaining the importance of accurate records and how to use the expense log. A second paragraph explains how to use the summary report. Below the text, there is a section for 'Grant amount:' showing '52,052 USD'. To the right, there is a table for the 'Expense log' with columns for 'Date' and 'Description'. A red arrow points to the '+ Add Expense' button in the table. Below the table is an 'Expense summary' section with a table showing 'Category' (Training) and 'Totals' (676675). At the bottom, there is a question: 'Did your project have any unexpected or unusually large...' with radio buttons for 'Yes' and 'No'. Three 'Add an expense' modal windows are overlaid on the interface. The top modal asks for the date of the purchase. The middle modal asks for the current currency (IDR) and the exchange rate. The bottom modal asks for the expense details, including category, description, supplier, date, and amount.

Project Expenditures

Keeping accurate records of your expenses throughout your grant is important to its success. Use the expense log to report everything you've spent grant money on since your last report. If this is your first progress report, report all expenditures since you received the funds. Expenses you entered in previous reports are shown but cannot be changed.

Use the summary report to compare your expenditures with the budget. You'll see the variance for each budget category.

Grant amount:
52,052 USD

Expense log
View your project budget from the application

Date	Description
+ Add Expense	

Expense summary

Category
Training
Totals: 676675

Did your project have any unexpected or unusually large...

Yes No

Add an expense

Tell us a little more about each expense.

What was the date of this purchase or other expense?
dd/mm/yyyy

Add an expense

Which currency?
IDR

Confirm or change the exchange rate of this expense

What was the exchange rate?
1:1

Add an expense

Expense details

Tell us a little more about each expense.

Category
--Please Select--

Description
100/100 characters

Supplier
100/100 characters

Expense details ✎

Date 01/01/2018
Amount 500.00 IDR

Save & Close Save & Add New Cancel

In the **Financial Details** section, you'll answer questions about the project's budget, financial management, and challenges. For both progress reports and final reports, provide bank statements. You may also upload any other supporting documentation, such as a ledger or receipts.

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.

 Upload

FINANCIAL MANAGEMENT

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

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

Were there any challenges in managing the project funds?

Yes No

When you've completed the sections above, you're ready to finalize and submit your report. In the next section, you **Review and Lock** your report. Check each answer you've given to make sure all of the information is accurate and complete. You may find it helpful to print the full report. After you review the grant report, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only — you won't be able to make changes. Only the primary contacts can lock the report.

Review and Lock

Now that you've completed all the steps, it's time to finalize the report so it can be submitted to The Rotary Foundation.

- Review**
Double-check each answer on the report to make sure all of the information is accurate. Download a printable PDF that shows all of your answers together.
- Lock report**
After you review the grant report, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only - you won't be able to make changes.
- Authorizations**
Primary contacts and grant sponsors will review and authorize the report.
- Submission and Foundation review**
When all authorizations have been given, the report is submitted to the Foundation for review.

REVIEW & LOCK REPORT

Review
Check each answer in the report to make sure all of the information is accurate.

[View this report as a printable PDF](#)

Lock Report
After you review the report, lock it. Only the primary contacts can lock the report. This will make it read-only and change its status from "Draft" to "Authorizations Required" — you won't be able to make changes. District and club leaders who need to authorize the report will receive an email prompting them to do so.

[View this report as a printable PDF](#)

[Lock Report](#)

In the last section, **Authorizations**, the primary contacts and club president (if the grant is club-sponsored) or district Rotary Foundation committee chair (if it is district-sponsored) will authorize the report. Review the authorization information, then click **Authorize now**. As soon as everyone who needs to authorize the report does so, the report is submitted to The Rotary Foundation for review. After your report is submitted, you cannot change it without contacting Rotary staff.

Authorizations

YOUR AUTHORIZATIONS

Authorization ⓘ

Getting your grant report authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the report more than once.

When the report was locked, an email was sent to club or district leaders who also need to authorize this report. In this step, you can see which of them have done so.

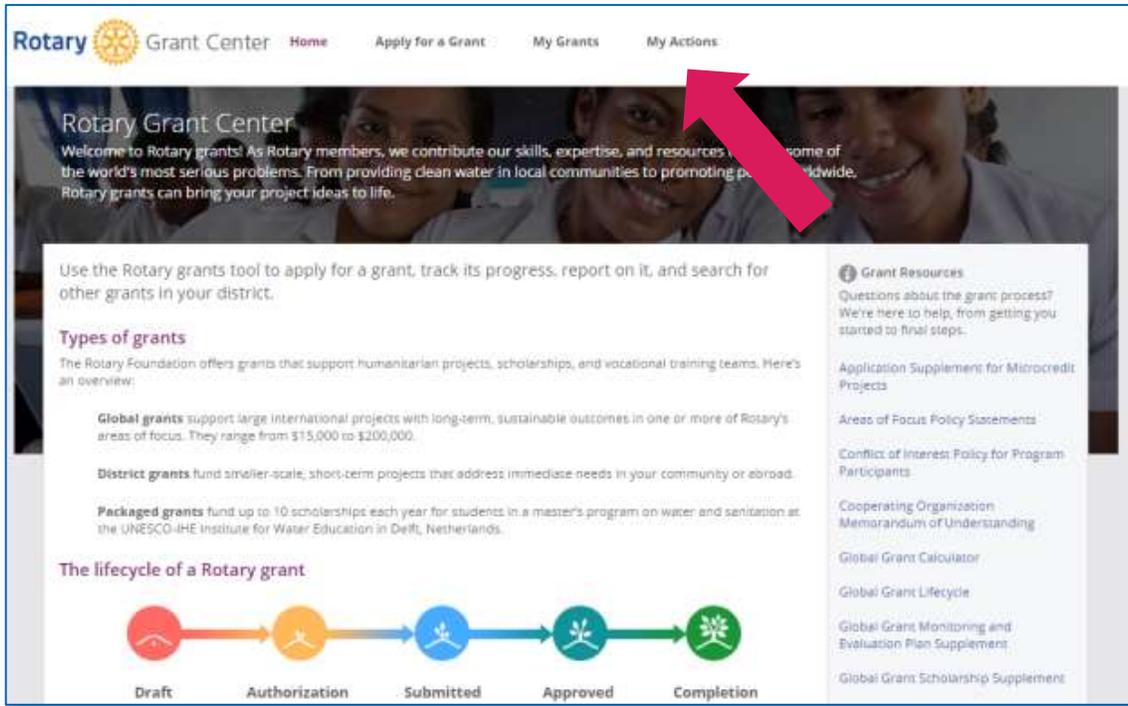
Sponsor

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. 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 all copyrights, and that I have permission to license use of the images/likenesses of the individuals appearing in the photographs, video and other media to Rotary.

✓ Authorize now

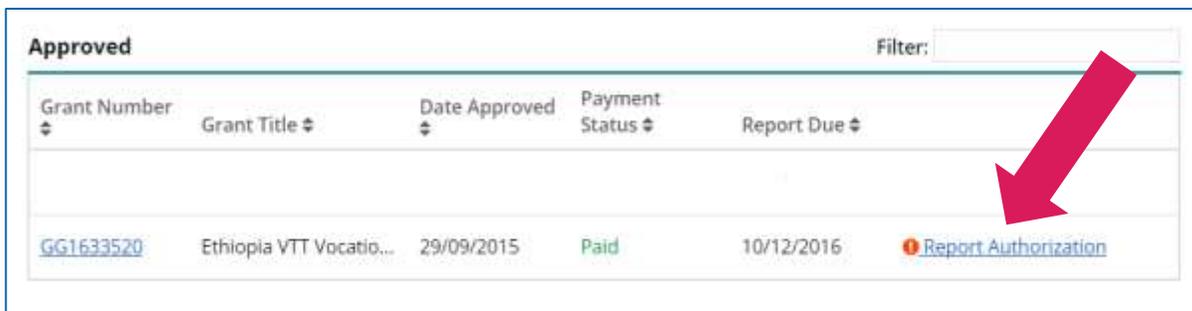
Authorize a Global Grant Report

After a primary contact affirms that the report is complete and the report's status changes to "Authorizations Required," the other primary contact and the club presidents or district Rotary Foundation committee chairs from both the host and international sponsors must authorize the report. To authorize a global grant report, go to **My Actions**.



The screenshot shows the Rotary Grant Center website. The navigation bar includes 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. A red arrow points to the 'My Actions' link. Below the navigation bar, there is a header section with the text 'Rotary Grant Center' and a welcome message. The main content area is divided into two columns. The left column contains a section titled 'Types of grants' with sub-sections for 'Global grants', 'District grants', and 'Packaged grants'. Below this is a diagram titled 'The lifecycle of a Rotary grant' showing five stages: Draft, Authorization, Submitted, Approved, and Completion. The right column contains a 'Grant Resources' section with various links such as 'Application Supplement for Microcredit Projects', 'Areas of Focus Policy Statements', and 'Global Grant Calculator'.

Go to the **Approved** grants section of the page. When you find the grant, click **Report Authorization**. Then click **Open**.



The screenshot shows the 'Approved' grants section of the website. There is a filter input field on the right. Below it is a table with the following columns: Grant Number, Grant Title, Date Approved, Payment Status, and Report Due. The first row of the table contains the following data: Grant Number GG1633520, Grant Title Ethiopia VTT Vocatio..., Date Approved 29/09/2015, Payment Status Paid, and Report Due 10/12/2016. A red arrow points to the 'Report Authorization' link in the first row.

Grant Number	Grant Title	Date Approved	Payment Status	Report Due
GG1633520	Ethiopia VTT Vocatio...	29/09/2015	Paid	10/12/2016

Review the report content, then go to the **Authorizations** section of the report. Review the authorization information, and click **Authorize now**. When the final authorizer completes this step, the report’s status changes to “Submitted,” and Rotary staff will see that the report is ready for review.

Authorizations

YOUR AUTHORIZATIONS

Authorization ?

Getting your grant report authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the report more than once.

When the report was locked, an email was sent to club or district leaders who also need to authorize this report. In this step, you can see which of them have done so.

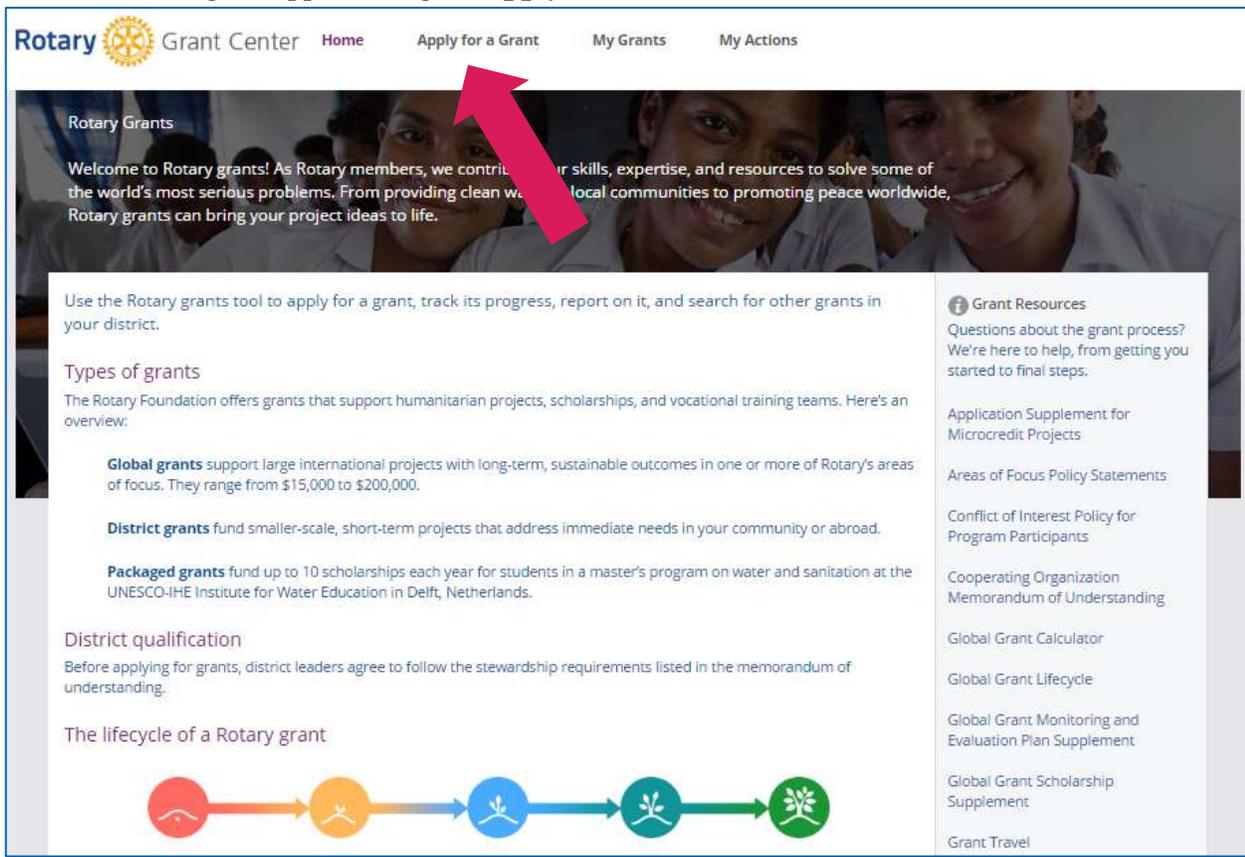
Sponsor

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. 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 I have permission to license use of the images/likenesses of the persons appearing in the photographs, video and other media to Rotary.

Authorize now

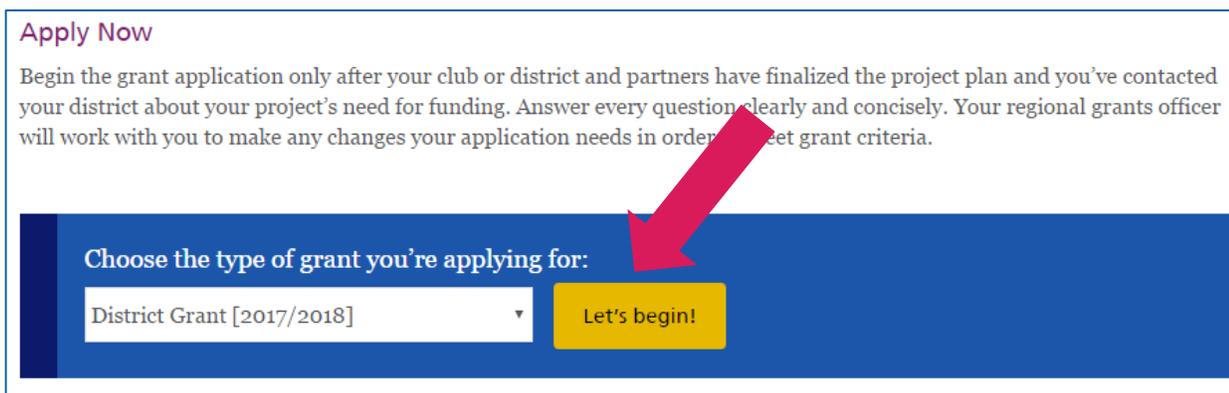
Apply for a District Grant (district leaders only)

To start a district grant application, go to **Apply for a Grant**.



The screenshot shows the Rotary Grant Center website. The navigation bar includes 'Rotary Grant Center', 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. A red arrow points to the 'Apply for a Grant' link. Below the navigation bar is a banner with the text: 'Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water to local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.' Below the banner is a main content area with a heading 'Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.' This is followed by 'Types of grants' with an overview and three categories: 'Global grants', 'District grants', and 'Packaged grants'. Below this is 'District qualification' and 'The lifecycle of a Rotary grant' with a flowchart. On the right side, there is a 'Grant Resources' sidebar with various links.

Only district governors, Rotary Foundation committee chairs and grants subcommittee chairs can apply for a district grant. So under **Choose the type of grant you're applying for**, the district grant option will be available only to them. Choose **District Grant** from the list and click **Let's begin!**



The screenshot shows the 'Apply Now' section of the website. It contains the text: 'Begin the grant application only after your club or district and partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer every question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.' Below this text is a blue banner with the heading 'Choose the type of grant you're applying for:'. Underneath the heading is a dropdown menu with 'District Grant [2017/2018]' selected and a yellow 'Let's begin!' button. A red arrow points to the 'Let's begin!' button.

In the **Spending Plan** tab, choose **Add Activity** to start giving the details of your spending plan.

Spending Plan | Bank Account | Authorizations

Complete the spending plan table and detail the activities and costs your grant will finance. Up to 3% of the total district grant can be used for administrative expenses and up to 20% can be allocated for contingencies.

Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Maximum grant amount:

No.	District	Activity type	Activity description	Activity location	Planned amount (USD)
Spending plan total:					0

Add Activity

Export to Excel

Save & Exit | **Messages** | **Save**

For each activity, provide the sponsoring club or district, the activity type, a description, the location, and the cost of the activity. Once you've added all of the information, click **Save**. Do this for each activity in the spending plan.

Edit line item

No. 1

District/Club --Please Select--

Activity type --Please Select--

Activity description

Activity location --Please Select--

Planned amount (USD) 0

Save **Delete** **Cancel**

In the **Bank Account** tab, choose the country where the district's bank account is located. When you do, additional lines will appear. Provide all of the requested information.

Spending Plan **Bank Account** Authorizations

 Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Location of the bank account:

Payment currency:

Payment method:

Pay to:

Bank account name:

Bank account number:

Account type:

ABA routing number:

Use the **Add** buttons to designate two Rotarians from your district who will serve as signatories for the bank account.

Bank address (line 1):

Bank address (line 2):

Bank address (line 3):

Bank city:

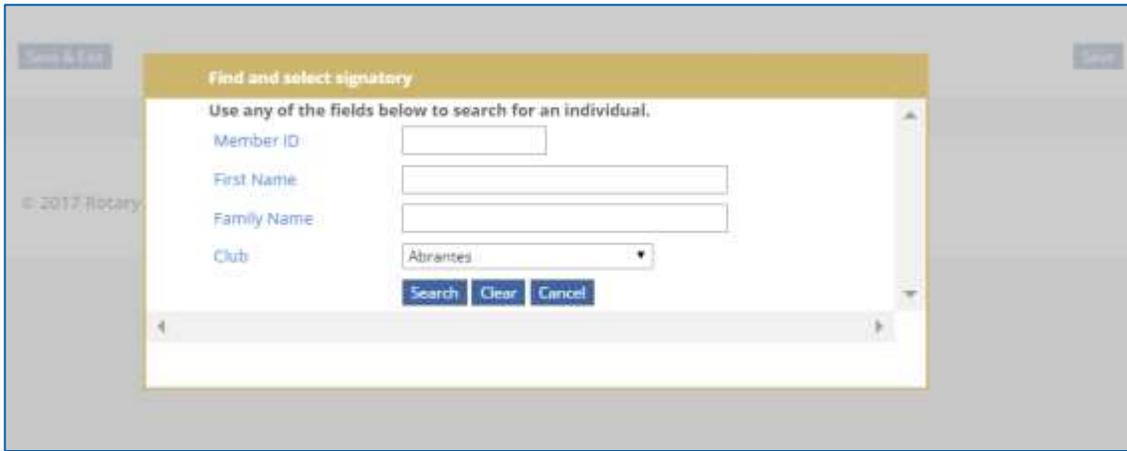
Bank state:

Bank postal:

Identify two Rotarians from your district who will serve as the signatories for this account. These individuals will receive an email notification that they have been added as bank account signatories for this grant. Rotarians who do not have a valid email address in Rotary's membership records will not appear in search results.

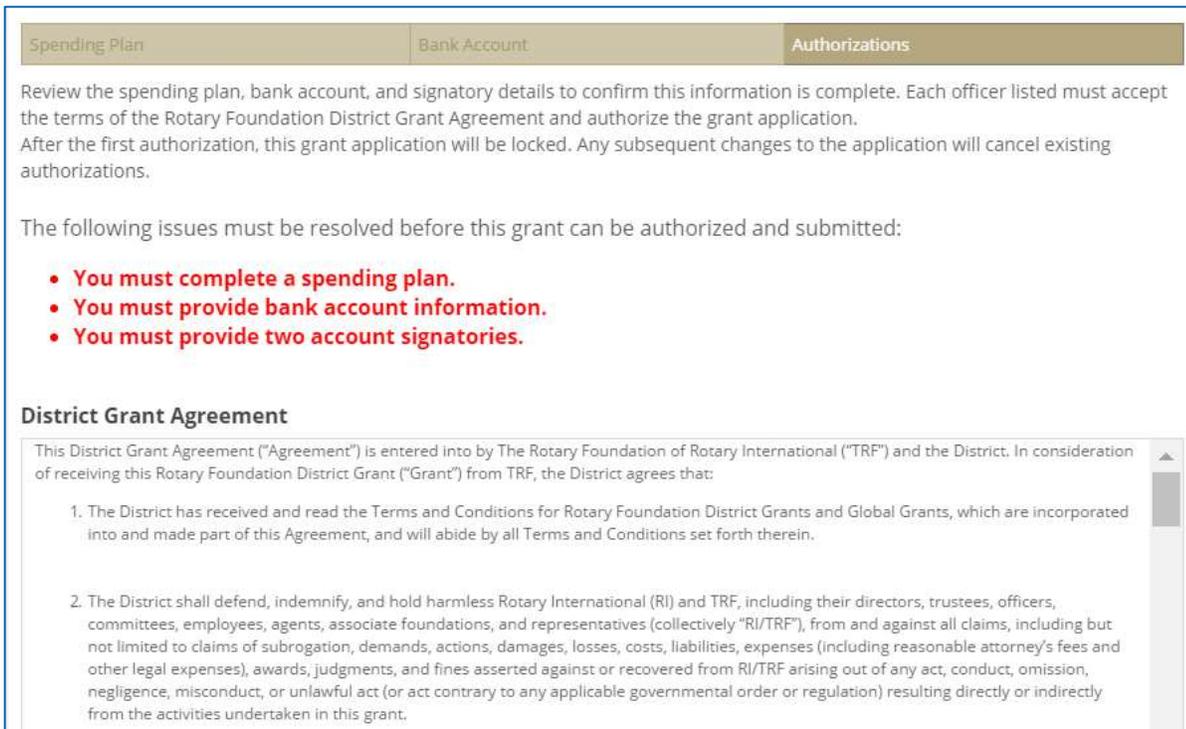
No.	Name	Club	
1			<input type="button" value="Add"/>
2			<input type="button" value="Add"/>

Provide information about both bank account signatories. You can search for their names by entering their clubs' names and clicking **Search**.



The screenshot shows a search form titled "Find and select signatory". It contains the following fields: "Member ID" (text input), "First Name" (text input), "Family Name" (text input), and "Club" (dropdown menu with "Abranches" selected). Below the fields are three buttons: "Search", "Clear", and "Cancel". The form is set against a light gray background with a "Save & Exit" button in the top left and a "Close" button in the top right. A copyright notice "© 2017 Rotary" is visible on the left side.

In the **Authorizations** tab, accept the terms of the grant agreement and authorize the grant application. A red error message will appear if any information is missing or incorrect.



The screenshot displays the "Authorizations" tab of a web application. At the top, there are three tabs: "Spending Plan", "Bank Account", and "Authorizations". Below the tabs, the following text is displayed:

Review the spending plan, bank account, and signatory details to confirm this information is complete. Each officer listed must accept the terms of the Rotary Foundation District Grant Agreement and authorize the grant application. After the first authorization, this grant application will be locked. Any subsequent changes to the application will cancel existing authorizations.

The following issues must be resolved before this grant can be authorized and submitted:

- **You must complete a spending plan.**
- **You must provide bank account information.**
- **You must provide two account signatories.**

District Grant Agreement

This District Grant Agreement ("Agreement") is entered into by The Rotary Foundation of Rotary International ("TRF") and the District. In consideration of receiving this Rotary Foundation District Grant ("Grant") from TRF, the District agrees that:

1. The District has received and read the Terms and Conditions for Rotary Foundation District Grants and Global Grants, which are incorporated into and made part of this Agreement, and will abide by all Terms and Conditions set forth therein.
2. The District shall defend, indemnify, and hold harmless Rotary International (RI) and TRF, including their directors, trustees, officers, committees, employees, agents, associate foundations, and representatives (collectively "RI/TRF"), from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses (including reasonable attorney's fees and other legal expenses), awards, judgments, and fines asserted against or recovered from RI/TRF arising out of any act, conduct, omission, negligence, misconduct, or unlawful act (or act contrary to any applicable governmental order or regulation) resulting directly or indirectly from the activities undertaken in this grant.

Check the box to authorize the application, and click **Save & Exit**. When you authorize the application, an email notification will be sent to the other district leaders whose authorizations are required.

Role	Name	Date Authorized
District Grants Chair (DG)		
District Grants Foundation Chair (DRFC)		
District Grants Subcommittee Chair (DGSC)		

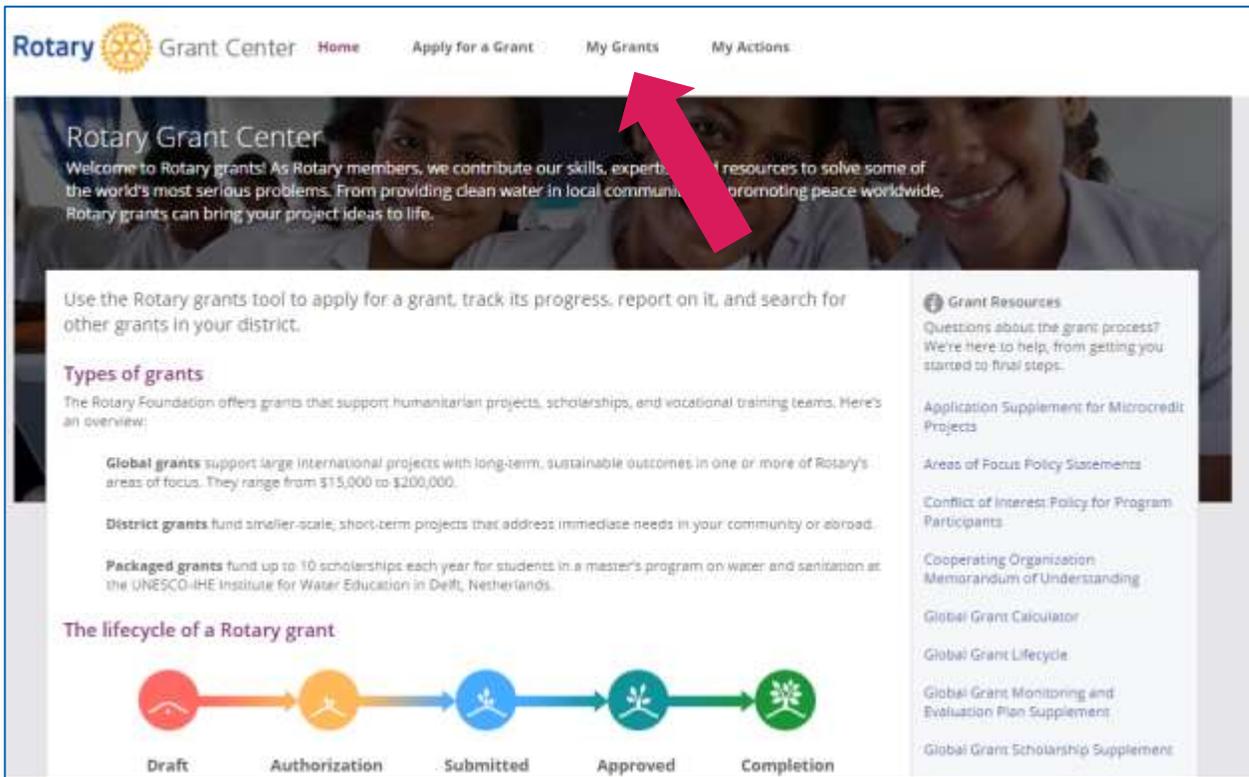
By clicking this box, I affirm that I am an authorized representative and have the authority to act on behalf of the Rotary District to which I belong. I further affirm that I have read and agree to this Agreement, including the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

Authorization not permitted until the items listed at the top of this page have been completed.

[Save & Exit](#) [Messages](#)

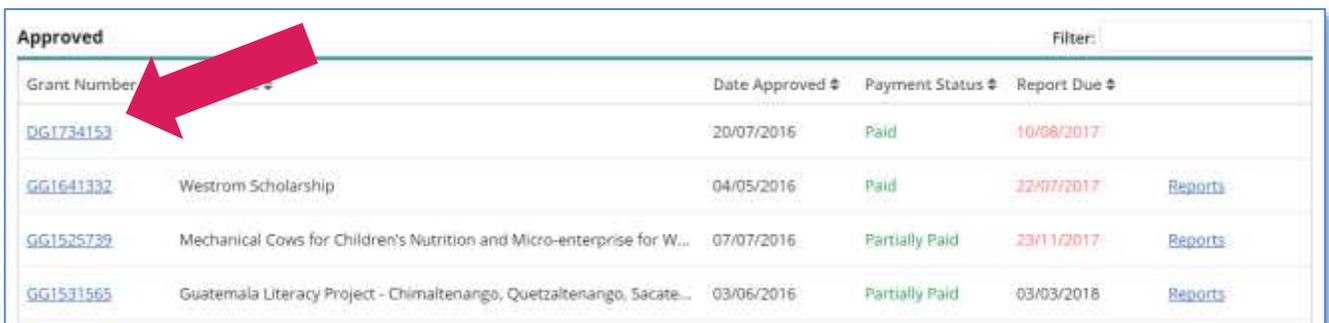
Report on a District Grant (District Leaders Only)

To report on a district grant, go to **My Grants**.



The screenshot shows the Rotary Grant Center website. The navigation menu includes 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. A pink arrow points to the 'My Grants' link. Below the navigation is a banner for the Rotary Grant Center with a welcome message. The main content area is divided into two columns. The left column contains a section titled 'Types of grants' with an overview and three types: Global grants, District grants, and Packaged grants. Below this is a diagram titled 'The lifecycle of a Rotary grant' showing five stages: Draft, Authorization, Submitted, Approved, and Completion, each with a corresponding icon. The right column contains a 'Grant Resources' section with a list of links for various grant-related topics.

Go to the **Approved** grants section to see all of the approved grants that you're involved in. Or use **Filter** to search for a grant by number. When you find the grant, click on the **Grant Number**.



The screenshot shows the 'Approved' grants section. A pink arrow points to the 'Grant Number' column header. The table lists four grants with their details.

Grant Number	Date Approved	Payment Status	Report Due	
DG1734153	20/07/2016	Paid	10/08/2017	
GG1641332	04/05/2016	Paid	22/07/2017	Reports
GG1525739	07/07/2016	Partially Paid	23/11/2017	Reports
GG1531565	03/06/2016	Partially Paid	03/03/2018	Reports

Click on **Report**, and update the table with the actual amount of money distributed to each activity.

District Grant Application

Spending Plan
Bank Account
Authorizations
Report

Report on the use of district grant funds by identifying the amount of grant funds distributed to the sponsors of each activity. Add new lines to report on any contingency funds listed in the original spending plan or for any new activities not detailed in the application.

Click "Save & Exit" at the bottom of this page to save your progress and return to the report later.

No.	District/Club	Activity type	Activity description	Activity location	Planned amount (USD)	Distributed amount (USD)
1:	Antioch	Community development: general	Holiday Food Basket program which provides 150 families with holiday meals	United States	2500	<input type="text" value="0"/>
2:	Arlington Heights	Education; scholarship	Club provides 7 \$1000 scholarships to college bound students to cover the cost of books	United States	3166	<input type="text" value="0"/>
3:	Arlington Heights Sunset	Community development: general	Purchase, selection and delivery of perishable food for the Wheeling Township Food Pantry	United States	1000	<input type="text" value="0"/>
4:	Barrington	Community development: general	Holiday gift basket program where club members shop, wrap and deliver presents for needy families.	United States	1500	<input type="text" value="0"/>

Click **Add Activity** to add new line items if any activities were replaced with others, or to indicate how contingency funds were used.

48:	Winnetka Northfield	Community development: general	Working with Kids Against Hunger organize, promote and volunteer for a food packing event designed to engage 400-500 packers to pack 100,000 meals, for use in the USA and Nicaragua..	United States	3750	<input type="text" value="0"/>
49:	Woodstock	Community development: general	Organize and operate a Mobile Food Pantry in cooperation with the Northern Illinois Food Bank and the Woodstock Pantry 10 times a year.	Afghanistan	1604	<input type="text" value="0"/>
Spending plan total:					99440	<input type="text" value="0"/>

Add Activity

When you have completed the table on disbursed funds, enter funds to be returned to The Rotary Foundation, if any. Check the box to authorize the report, and click **Submit**. At any time, you can click **Save** to ensure that your work is saved.

48: Winnetka Northfield	Community development: general	Working with Kids Against Hunger organize, promote and volunteer for a food packing event designed to engage 400-500 packers to pack 100,000 meals, for use in the USA and Nicaragua..	United States	3750	<input type="text" value="0"/>
49: Woodstock	Community development: general	Organize and operate a Mobile Food Pantry in cooperation with the Northern Illinois Food Bank and the Woodstock Food Pantry 10 times a year.	Afghanistan	1604	<input type="text" value="0"/>
				Spending plan total:	99440 <input type="text" value="0"/>

Identify any unused district grant funds you will be returning to The Rotary Foundation:
 USD

On behalf of the District Rotary Foundation Committee. I certify that these district grant funds were spent in accordance with the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

