



**ROTARY DISTRICT 7305  
DISTRICT GRANT  
REPORT  
2020/2021**

**FOR PAYMENT, COMPLETE & SUBMIT THIS REPORT**

Congratulations on completing your project. Now it's time to use this .pdf fillable form to report a short summary of what was accomplished, a full accounting of the specific costs and the income that covered these costs. Use of the .pdf fillable format and scanned or digital documentation of receipts are the only acceptable reporting methods.

The Rotary Foundation mandates that complete documentation be provided before their funds are used to reimburse your club. All district grants are funded by TRF (The Rotary International Foundation). This report, along with all the other paperwork that is submitted regarding this grant from the original application forward, is archived for audit purposes.

We need copies of all documentation including all receipts and as much other paper work as you can provide including (if you so choose) photographs that might be used in the future for publicity purposes by District 7305, RI or TRF. Be sure to name the scanned documents in a way that we can identify what Club & project they're related to when we receive them.

If you are not familiar with how to use this type of form, ask for the help of someone who is. If this is a two-Club project, the reporting responsibility falls on the sponsoring Club; the grant payment will be paid to that Club.

**[Note that the entry fields do not necessarily sequence in the same order as you need to fill them out - navigate to get to the correct field as needed.]**

THE PROJECT	
Brief Project Name:	
Actual Complete Project Cost:	This is the TOTAL amount spent on this project from start to finish.
Grant Award:	The GRANT is the amount you expect to receive in reimbursement from the District Grant budget.
Sponsoring Club:	
Project Start Date:	Must be after 9/23/2020 - the date of the award letter. Format MM/DD/YYYY.

Completion Date:	Format MM/DD/YYYY.
In the available space, briefly describe the project.	
How many people benefit from this project & how did you arrive at this figure?	
How many Rotarians & volunteers participated?	
If cooperating organizations or Clubs were involved, describe their role/s:	

THE FINANCES: MAJOR EXPENSES			
<i>(Columns &amp; lines do not total themselves - you do!)</i>			
Item Description:	Supplier:	Receipt	Amount
Miscellaneous Expenses			
	TOTAL EXPENSES . . . . .		

## THE FINANCES: INCOME

\* In-Kind Income is not calculated as part of the Club match for District funds.  
(Columns and lines do not total themselves - you do!)

Source:	Cash Income:	* In-Kind Income:	Line Total:
Projected District Grant Amount:			
<b>TOTALS:</b>			

## THE FINANCES: YOUR CLUB TREASURER

(Where we send the check)

Name:	
Business:	
Address:	
City/ST/Zip:	
Phone & Email:	

## CERTIFYING SIGNATURE

By signing this report either by hand or electronically, 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 of the information herein is true and accurate. I also understand that all photographs submitted with this report will become the property of Rotary International and will not be returned. I warrant that we own all rights in the photographs including copyright, and hereby grant RI and TRF a royalty-free irrevocable license to use these 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 subsequently developed. This includes the right to modify the photograph(s) as necessary at RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional material of RI and TRF.

Certifying Signature  
Print/Enter Full Name, Rotary Title, Club & Date:

x

Signature/Electronic Signature

**RETURN THE COMPLETED .PDF DOCUMENT, SCANNED COPIES  
OF RECEIPTS, PHOTOS OR QUESTIONS TO:  
district7305grants@gmail.com**