# RotaryMBS_RGBWashington

# Global Grant Progress Report Intake Form

ISC-Form 003

Please complete the questions in this intake form which are those found in the Rotary Foundation online system accessible to project leads.

**TAB 1 : OBJECTIVES**

Your answers to the questions in this report will hep us measure Rotary’s impact in the world, publicize your successful activities, and document your good stewardship practices. Thank you for taking your time to complete this report carefully and accurately.

**a. Report type**

|  |  |
| --- | --- |
| Progress Report |  |
| Final Report |  |

**b. Your Global Grant was approved to fund the following activity (ies):**

|  |  |
| --- | --- |
| Humanitarian Project |  |
| Vocational Training Team |  |
| Scholarship |  |

**c. Rate progress toward achieving your project’s objectives**

|  |  |
| --- | --- |
| Excellent |  |
| Good |  |
| Fair |  |
| Poor |  |
| No progress |  |

**d. If no progress has been achieved to date, explain why**

**e. Have the objectives been modified?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**f. If yes, explain how and why**

**g. List your project activities to date. In your description, tell us where the activity took place, who participated and what has been accomplished.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Activity | Description | Status | Completion date |
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**h. List the activities you plan to initiate within the next 12 months.**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Activity | Description | Completion date |
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**TAB 2 : PARTICIPANTS**

1. **Describe how the host and international Rotarians committed their time and expertise during the implementation of the project**
2. **Identify any Rotary clubs or districts other than the primary sponsors and financial contributors who were involved in this grant**
3. **How has the cooperating organization participated (if applicable)? What resources or expertise has the cooperating organization contributed?**
4. **Any changes in your primary contacts?**
5. **Any changes in committee members?**
6. **Attach any documents to shared what you have achieved to date**
7. **Attach any photos**

**TAB 3 : BUDGET**

1. **Provide your actual spending to date since grant approval in whole number amounts in the same local currency as was used in your application budget. Add new budget items if needed.**

Insert budget lines from application here as shown in your original application

1. **Attach bank statements or other documentation to support the expenses listed above**
2. **Describe the overall financial management of the grant, including how payments are being issued and who is responsible for issuing them. Share any financial management challenges**

**TAB 4 : AUTHORIZATIONS**

Once the report is complete, it will be submit for online authorizations to the host and international club Presidents.