

District Grant # \_\_\_\_\_ Individual Project Report # \_\_\_\_\_  
 To be completed by Rotarians. Return this form to your District.

Rotary Club: **Your Rotary Club**

Project Title: **Name of Your Project**

Progress Report  Final Report  Project has been completely recorded in Rotary Club Central.

Go to rotary.org--sign in --my rotary--manage--club district admin--rotary club central--click on service activities on left menu bar--add new service project

**Project Description**

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

2. How many Rotarians participated in the project? \_\_\_\_\_

3. What did they do? Please give at least two examples. \_\_\_\_\_

4. How many non-Rotarians benefited from this project? \_\_\_\_\_

5. What are the expected long-term community impacts of the project?

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

**Financial Report** (District must retain receipts of all expenditures)

7. Income	Amount
1. District Grant (CAP) funds received from the District	\$1,000
2. Other funding (specify) <b>Your Club Name</b>	\$1,050 (for example)
3. <b>Name of any other contributor (if applicable)</b>	
<b>Total Project Income</b>	<b>\$2,050</b>

  

8. Expenditures (please be specific and add lines as needed)	Amount
1. <b>Best Buy (for example)</b>	\$1,600
2. <b>Amazon.com (for example)</b>	\$ 450
3.	
4.	
5. <b>ALL RECEIPTS MUST BE SUBMITTED WITH FINAL REPORT</b>	
6.	
<b>Total Project Expenditures</b>	<b>\$2,050</b>

\*project  
Income  
must match  
Project  
Expenditures

9. 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 of the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the district. 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.

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

Print name, Rotary title, and club \_\_\_\_\_

**Also include copy of any newspaper coverage, etc. of your project**