**ROTARY DISTRICT 6860**

 **DISTRICT GRANT REPORT FORM**

**2013-2014**

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

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

***Future Vision District Grants awarded to clubs in District 6860 are intended to be short term in nature with final reports submitted within two months of project completion. All projects must be completed and reported on before June 30.***

***Reports should be submitted electronically to Carol Argo at*** ***mcargo@bellsouth.net***

***Please type the following information into the subject line: Rotary District Grant Report - club name. If you do not have access to a computer to email the final report mail a hard copy to Carol Argo, 29 Cottage Circle, Pelham, AL 35124.***

***NOTE: The district does not need the original financial documentation, but we do need copies of receipts and checks. Clubs should maintain original documents with their club records as specified in the club’s FV Implementation Plan. Scan and email financial documents with your reports, or if mailing reports, include photocopies of receipts and checks.***

***PLEASE TYPE:***

***PROJECT DESCRIPTION:***

***1. Describe the project, what was done, when and where did project activities take place, and who were the beneficiaries? What goals were established for the project and how did you meet these goals?***

 ***2. How many Rotarians participated in the project and what did they do?***

 ***Give at least two examples (participating in fund raising alone does not***

 ***meet the criteria. Some examples of active participation are in the***

 ***purchase, delivery and installation of materials; visits to the project***

 ***site; communication with the beneficiary before, during or after; etc.).***

***3. How many non-Rotarians benefited from the project?***

 ***4. What are the long-term benefits to the community?***

***5. If a cooperating organization also donated to this project; explain its role.***

***6. If an approved structure was built on sponsored on donated land, attach***

 ***written documentation which clearly outlines the land is free and clear***

 ***for the construction. Attach documents that indicate that the local***

 ***government and land donor fully agreed to support this project and that***

 ***the local community agrees to maintain the structure with no further***

 ***expense or liability to Rotary.***

***FINANCIAL REPORT:***

***Copies of paid invoices and receipts are necessary for all expenditures. Receipts and documentation should be organized and subtotaled in a professional manner and clearly relate to the summary of project expenditures. Provide copies of invoices, receipts, and checks accounting for expenditure of all grant funds. DO NOT SEND ORIGINAL FINANCIAL DOCUMENTS WITH THIS REPORT.***

 ***Income Amount***

 ***a. District TRF funds received: $\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***(District grant award)***

 ***b. Club funds: $\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***c. Other: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Total Project Income: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Expenditures (be specific and add lines as needed):***

 ***a.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***d.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Total Project Expenditures: $\_\_\_\_\_\_\_\_\_\_\_\_\_***

***By signing this report, I confirm that to the best of my knowledge these TRF***

***funds were spent only for eligible items in accordance with approved***

***guidelines, and that all of the information contained herein is true and accurate.***

***Receipts for all grant-funded expenditures are being provided herewith.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed name of Club President Signature of Club President***

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Email address Date of Signature***

***.***