

# District Grant Final Report

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

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

Amount of District Grant Received: \_\_\_\_\_

## **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. How many non-Rotarians benefited from the project? \_\_\_\_\_

4. What is the expected long-term community impact of the project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If a cooperating organization was involved, what was the organization and what was its role?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Financial Report (Grant Recipient *must provide receipts for all expenditures* - see below)**

6. Income amount

- a. Matching Grant funds received from District \_\_\_\_\_
- b. Club funding \_\_\_\_\_
- c. Other funding (specify) \_\_\_\_\_
- d. Other funding (specify) \_\_\_\_\_
- e. **Total Project Income** \_\_\_\_\_

7. Expenditures (receipts for all funds must be attached)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. **Total Project Expenditures** \_\_\_\_\_

By signing this report, I attest that these District Grant funds were spent only for eligible items in accordance with the terms and conditions specified in the Club Qualification Memorandum of Understanding, and that all of the information contained herein is true and accurate. Receipts for all the project income and expenditures (matching funds as well as donated funds) are attached to this final report. This includes invoices received, Rotary checks reimbursing those expenditures, and any checks written to or received from other entities. If expended funds on this project are more than twice the matching funds granted, receipts for only twice the matching funds amount are needed to accompany the Final Report.

Printed Name/Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

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

Rotary Office Held: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

*\* A typed name in this field will serve as a signature*

### ***Timing of the Final Report***

We **require** that the project be completed and the Final Report submitted to the District Grant Coordinator by May 15. If the project and Final Report is not completed by that date, the Rotary Club will not be allowed to receive matching funds the following year.

**Email final report to District Grant Coordinator Joanne Tolleson: [jtolleson@laniertech.edu](mailto:jtolleson@laniertech.edu) by May 15.**

### ***Starting of the District Grant Project***

Your Rotary Club can start work on your District Grant project as soon as you receive notification that the matching funding has been approved by District 6910. This will usually occur in August of the Grant year. Prior to receipt of matching funds, your Rotary Club may only spend club funds on the project. That is, district grant funds may not be spent in the expectation they will be received.