**THE PROJECT FUND**

**AND**

**DISTRICT GRANT**

**REPORT FORM**

**Check As Appropriate**

\_\_\_\_\_ The Project Fund - Due annually by April 1st.

*Email to Philip Hansen @* [*philip.h.hansen@gmail.*](mailto:philip.h.hansen@gmail.)*com*

\_\_\_\_\_ District Grant

*Email to Judy Nagel @* [*jknagel51@gmail.com*](mailto:jknagel51@gmail.com)

\_\_\_\_\_ Progress Report OR \_\_\_\_\_ Final Report

DATE:

PRIMARY ROTARY CLUB:

PROJECT TITILE:

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

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2. How many Rotarians participated in the project?

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3. What did they do?

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

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5. How will the project be sustained?

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6. If this is a final report, attach a financial report reflecting all sources of income, budgeted expenses, and actual expenses.

7. When physical achievements are expected, photographs of before the project started, of the project in progress, of the final outcome should be included with the final report.

Please note that in addition to the Progress Report and/or Final Report:

* Keep a copy of each report for your records, along with receipts for all expenditures, for a period of at least 3 years following closure of the grant.
* For consistency purposes, please use only **US$ currency** for the whole report.
* An article with picture(s) for display at District 6220 events and used in District publications is encouraged and expected.

ATTESTATION

By signing this report, I am making the following representations:

1. I **confirm** that to the best of my knowledge these grant funds were spent only for eligible items in accordance with guidelines.
2. I **confirm** that to the best of my knowledge all information contained herein is true and accurate.
3. I **confirm** that to the best of my knowledge receipts for all grant-funded expenditures have been represented in this report.

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Signature Date

|  |  |
| --- | --- |
| Printed Name: |  |

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| --- | --- |
| Rotary Position: |  |

*District Project Fund reports should be emailed to:* [*philip.h.hansen@gmail.*](mailto:philip.h.hansen@gmail.)*com*

*District Grant reports should be emailed to:* [*jknagel51@gmail.com*](mailto:jknagel51@gmail.com)

*Send a copy of the report to the District Executive Assistant at* [*lvanderkelen.rotary@gmail.com*](mailto:lvanderkelen.rotary@gmail.com)