

 **Club Grant Individual Project Report—District 6880**

 **District Grant #** [**DG2568949**](https://grants.rotary.org/s_viewpagefield.jsp?fieldid=1330572&codedid=XV1zR0RePDseB0xpG0IkEywRIQYhSAVsH2RfUEdEZw~~)   **Rotary Year **

To be completed by Rotarians. Return this form to your District. by 4/20/2025

**Rotary Club**: 

**Project Title**  

**Project Description (use a separate page if necessary)**

Progress Report

**X**

**F**

**inal Report**

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

 

1. How many Rotarians participated in the project?

 

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1. What did they do? Please give at least two examples.

 

1. How many non-Rotarians benefited from this project? 
2. Who were the beneficiaries, how were they impacted by this project and what humanitarian need was met?

 

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

 

 **8, Financial Report** *(District must attach copies and retain receipts of all expenditures)*

Income - *(use only full dollar amounts, no cents)* Amount

|  |  |
| --- | --- |
| 1. Funds from your Club (see Grant Seminar or Grant Chair if you have questions about your minimum required contribution)  |   |
| 2. District Grant funds received from the District  |   |
| 3. Other funding (specify sources on separate page if necessary)  |   |
|    |   |
|  |   |
|  |   |
| **Total Project Income**  |  |

Expenditures (List payee names - must match receipts\*. Add lines or separate sheet as needed.)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |   |
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|  |  |  |   |
|  |  |  |   |
|  |  |  |   |
|  |  |  |   |
|  |  |  |   |
|  |   | **Total Project Expenditurees** |   |

(TOTAL INCOME AND EXPENDITURES MUST MATCH)

. By signing this report, I confirm that to the best of my knowledge these Rotary Foundation 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. 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.

Signature: 

 Date 

Printed Name: 

Rotary Club Title



Email Address:

 

 \*If grant funds are donated directly to a 501(c)(3) for a purpose outlined in the grant application, you must get copies of the actual receipts that itemize the expended grant funds.

# **Checklist for Club Grant Final Report**

**Note: Only submit the final report when you have checked off all 6 items. If you fail to complete this form, your final report will be returned to you.**

**[ ]**  Sources of Income — Does the amount listed in Item 8(2) above (“district grant funds received from the district”) equal the amount listed on your original Club grant application? Note that some original requests were reduced and adjustments made to the application—use the adjusted amounts.

**[ ]**  Are all other sources of income listed?

**[ ]** Are all expenses listed?

**[ ]**  Does the amount listed for Total Project Income equal (=) the amount listed for Total Project Expenditures?

**[ ]**  Are receipts for all expenses attached and itemized? If you have a large number of store receipts, have you added a summary list of the totals to make it easier to review?

 (Note: A bill or invoice is not a receipt. A bill with a picture of a cancelled check can be used as a receipt. The Rotary Foundation requires proof of payment.)

**[ ]**  Is there a certifying signature and date on the report?

If you have questions about any of the above, please contact Grants Chair, Michelle Thomason at districtgrants6880@gmail.com

I have reviewed my report and confirm that all 7 items listed above have been addressed.



 Signature