# [Template for Year-End Reporting to Rotary Club of Canmore]

***[Insert date]***

**Attention:** Rob Currie

 Community Services Committee

 jrobcurrie@gmail.com

**Re:** Rotary Club of Canmore 2024 Community Services Grant

***[Insert the name of the organization]*** is pleased to report as follows:

1. The grant in the amount made by Rotary to our organization has been spent on the initiative detailed in our request for funding.

2. ***[Provide a brief explanation of the impact that the grant had on your organization and the initiative for which it was provided.]***

3. ***[Provide copies of all receipts obtained for any goods or services purchased with the funding provided by Rotary.]***

***NOTE:***

***[If the funding provided by Rotary has not been spent or will not be spent on the initiative detailed in your request for funding by the end of the calendar year 2024, there are two options for your consideration:***

1. ***a special request for a programming change, or***
2. ***returning the unspent balance to Rotary, for its investment in other needs within our community.]***

Yours truly,

***[Signature and title of an authorized representative of your organization]***