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|  | **District Grant – International Project****Final Report Instructions** Send Reports To: **Jim Feeney** District Grants sub- Committee Chair  E-mail: **Jim@Feeney.com**   Phone:1.509.628.0404 |

Preparing and submitting a District Grant – International Project FINAL Report

Please note the following:

* Reports must be submitted using the form below. ***Please type the report***. Retain a copy of the entire report for your records.
* The final report is due two months after project completion. If the project will be incomplete a year from receiving the funds, a **Final Report** or a **PROGRESS REPORT** is required to be submitted by **April 15**.
* A **FINAL REPORT** must be filed and approved no later than 16 months following receipt of the grant funds.
* Clubs will retain original receipts for all grant-funded expenditures and provide ***copies*** to the district with the final report. The club and district must maintain copies of all receipts related to grant-funded expenditures in accordance with local laws and for a period of at least five years following closure of the grant. **Submit SCANNED COPIES** of the receipts with the report.
* Include ***copies*** of your grant bank account statements that document project income from the club(s) and the grant, and disbursements for expenses.
* Return any unspent funds to the district in a check payable to “**Rotary District 5080 Grants**.” Those funds will be returned to The Rotary Foundation by the district.
* If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to post your project on Rotary Showcase. In any event, please include photos of the project.

Please attach photos taken during project implementation and copies of any media coverage in newspapers or social media.

The primary (i.e. D-5080) partner Rotary club must submit the Final Report two months after completing the project. If the project will be incomplete by March, a **PROGRESS** report **is required** no later than April 15. A **FINAL REPORT** must be filed and approved within 16 months of receipt of Grant funds.

**Project Information**

|  |  |  |  |
| --- | --- | --- | --- |
| District Grant Number |  | Project Country |  |

|  |  |  |  |
| --- | --- | --- | --- |
| D-5080 Rotary Club: |  | District: | 5080 |
| Host Partner Rotary Club (if any): |  | District: |  |
| D-5080 Rotary Club EIN (9 digit # assigned by IRS)[U.S. Club only] |  |

**Project Narrative**

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| 1. Briefly describe the project. 1. What were your original objectives?
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|  |
| 1. What was actually accomplished? (Photographs can help to tell your story. Please submit any action photos that you have that show beneficiary participation and demonstrate Rotarian involvement in the project. Please also indicate the name of the photographer.)
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|  |
| 1. When and where did the project take place, and who were the beneficiaries?
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|  |
| 2. Changes to the project require pre-approval before being implemented. If the project was changed, how and why was it changed? |

**Rotarian Involvement and Oversight**

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| --- |
| 3. How did Rotarians manage and oversee the project? |
|  |
| 4. How many Rotarians from the international (D-5080) partner club participated in the project? |  |
| 5. In what way did the international Rotarians participate in the project? Please list all non-financial involvement. |
|  |
| 6. From the host club (if any), how many Rotarians participated in the project? |  |
| 7. In what way did the host Rotarians participate in the project? Please list all non-financial involvement. |
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###### **Community Impact**

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| --- | --- |
| 8. How many people benefited from the project? |  |
| 9. What was the impact of the project on the beneficiaries?  |
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| 10. What are the expected long-term community impacts of the project?  |
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**Financial Statement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Currency Used:** |  | **Exchange Rate:** |  | **= 1 USD** |

**11.** **Income**

|  |  |  |
| --- | --- | --- |
| **Sources of Income** | **Currency**  | **Amount** |
| 1. Primary Club Contribution  |  |  |
| 2. Other Income (identify): |  |  |  |
| 3. Other Income (identify):  |  |  |  |
| 4. Interest Income (if any): |  |  |  |
| 5. Grant Amount |  |  |  |
| **Total Income:** |  |  |

**12.** **Expenses** (add rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | Name of supplier  | **Currency** | **Amount** |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |
| 4.  |  |  |  |
| 5.  |  |  |  |
| 6.  |  |  |  |
| 7.  |  |  |  |
| 8.  |  |  |  |
|  | **Total Expenses:** |  |  |

**13.** **Bank Statement** - Bank statement(s) that supports the above statement of income and expenses must be attached to this report.

**Important – please read:**

* Return any remaining funds promptly to Rotary District 5080.
* **Keep all original receipts** for at least five years (longer if required by local law). Do not send Original receipts to District 5080 or TRF unless requested by staff. Send **SCANNED COPIES** with the report.

**14.** **Certifying Signature** – The Primary (D-5080) International Partner must certify the report. The current club president must certify the report.

By signing this report, **I confirm to the best of my knowledge that these District Grant funds were spent according to Rotary District 5080 and The Rotary Foundation guidelines and that all of the information contained herein is true and accurate. In addition, I confirm that we have ensured that all grant activities, including the conversion of funds, complied with local law. Original receipts for all expenses incurred will be kept on file for at least five years, or longer if required by local law, in case they are needed for auditing purposes.** 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print Name: |  | Signature:  |  | Date: |  |
| Rotary Title:  | **Club President** | Club:  |  | District:  | 5080 |

In our effort to improve our grant program, we’d appreciate your feedback on the following questions:

###### **A. Rotary Impact *– select all that apply***

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| [ ]  | Our club local or international Rotary connections are stronger as a result of this project. |
| [ ]  | Club membership has increased as a result of this project. |
| [ ]  | Visibility of Rotary in our community has increased. |
| [ ]  | Our club’s awareness of the needs in our local or international community has increased. |
| [ ]  | Volunteer activity in our club has expanded. |
| [ ]  | Our club is more active in pursuing Foundation grants and Rotary programs. |
| [ ]  | Awareness of the needs in our community has increased among Rotarians in other countries. |
| [ ]  | Participation in this District Grant has not changed our club in any significant way. |

**B. Project Sustainability – select all that apply**

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| --- | --- |
| [ ]  | The project will continue to function without Foundation funds. |
| [ ]  | Equipment purchased with grant funds is being maintained with local materials and expertise. |
| [ ]  | If training was a component of the project, trainees are using their knowledge and skills. |
| [ ]  | This project has provided community members with the skills, knowledge, or institutions that will allow them to help themselves. |
| [ ]  | The community has initiated additional projects related to the same or similar problems. |
| [ ]  | The project has not been sustainable. |

**C. Suggestions**

Given your experience, do you have suggestions to improve the District Grants program?

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Please attach action photos showing the beneficiaries or showing active Rotarian involvement and indicate the name of the photographer.

**Report Checklist**

**Does your report include the following?**

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| --- | --- | --- |
|   |   | Time Period of Reporting? |
|   |   | How & what the project accomplished? |
|   |   | Rotarian Participation, oversight & management? |
|   |   | Rotary impact? |
|   |   | Itemized report of income & expenses? |
|   |   | Do the Income Sources & Expense Totals Match? |
|   |   | Are Receipts for All Expenses Attached? |
|   |   | Do the Receipts match the Expenses? |
|   |   | Bank statement(s) showing all deposits & withdrawals |
|   |   | Photos showing Beneficiaries or active Rotarian involvement? |
|   |   | Certifying signature? |

**Have you done the following?**

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| --- | --- | --- |
|   |   | Made copies of the report for both the international and host (if any) partner? |
|   |   | Returned all surplus unutilized Grant funds? |
|   |   | Made a file to store the report and receipt copies for five years or longer? |