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|  | District Grant – Local ProjectFinal Report InstructionsSend Reports To: Jim Feeney District Grants sub-Committee Chair  E-mail: [**Jim@Feeney.com**](mailto:Jim@Feeney.com)      Phone: 1.509.628.0404 |

Preparing and submitting a District Grant – Local 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.

**District Grant – Local Project Final Report**

Return this completed form to the District Grants Subcommittee Chair. Do not send this form to TRF.

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| Rotary Club: |  | | | |
| (EIN) 9 digit # assigned by the IRS |  | | | |
| Project Title: |  | | | |
|  |  |  |  |

**Project Description**

1. Describe the project. What was done, when, and where did project activities take place?

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| 2. How many people benefited from this project? |  |

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

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| 4. How many Rotarians participated in the project? |  |

5. What did they do? Please give at least two examples, not including financial support provided to the project.

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

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###### **Financial Report** (Club must retain receipts of all expenditures for at least five years)

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

7. Income

|  |  |  |
| --- | --- | --- |
| **Sources of Income** (specify) | **Currency** | **Amount** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **District Grant – Local Project Amount** |  |  |
| **Total Project Income** |  |  |

8. Expenditures (please be specific and add lines as needed)

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| --- | --- | --- | --- |
| **Budget Items** | **Name of Supplier** | **Currency** | **Amount** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Total Project Expenditures** | |  |  |

**Certifying Signature**

By signing this report, **I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with 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 photographs submitted in connection with this report will become the property of District 5080 and may be used for promotional purposes. I further understand that you grant the District permission to publish these photographs for promotional purposes, freely and without reservation or payment of fees.

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| Certifying Signature |  | Date: |  |
| Print name and Rotary title |  | | |

Checklist

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Does your report include the following?** | | | | | | | | |
|  |  |  | 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?** | | | | | | | | |
|  |  |  | 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? |  |  |  |  |  |

**To be completed by the District Rotary Foundation Committee Chair:**

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| District Grant # |  | Individual Project Report # |  |