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**Express 5080 Grant** Final Report

**Express Project Final Reports must be submitted within 30 days of the project’s completion. All Project Funds must be spent by March 31st. If the project has not been completed by March 31st, an Interim report must be submitted by March 31st and the final report by December 31st.**

**Each club is responsible for maintaining a copy of the Final Report and all sustaining documentation in its files for a minimum of five years.**

**Refunds of unused grant funds are to be mailed to the District Grants Treasurer: payable to Rotary District 5080 Grants; send to: M. Karen Cook, 3514 N. Spaulding Lane, Coeur d'Alene, ID 83815**

**Project Name: Total Project $**

**Lead Club: Express 5080 Grant $ 300 USD**

**Reporting Period** From:  To:

List Partner Clubs, if any:

**Project Narrative**

1. Briefly describe the project:
	1. Were your original objectives achieved?
	2. What was actually accomplished? Photos can help tell your story. Please submit any action photos that you have to show beneficiary participation and demonstrate Rotarian involvement in the project.
	3. When and where did the project take place and who were the beneficiaries?
2. Project modification, if any, was approved on\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rotarian Involvement and Oversight**

1. Describe how Rotarians managed and oversaw the project:
2. Number of Rotarians from District 5080 lead club & partners participating in the project:
3. In what way did the Rotarians participate? Please list all non-financial involvement.

**Community Impact**

6) How many people benefitted from the project?

1. Describe the project impact on the beneficiaries:
2. Describe the expected long-term community impacts of the project:
3. Attach photos or articles regarding public recognition component (**required).**

**Financial Statement**

If an exchange rate was involved, please provide currency exchange detail.

Funds Used (International Currency)Exchange Rate: = USD$

**For ALL projects, provide all income and expense detail**

|  |  |  |
| --- | --- | --- |
| **Sources of Income** | **CDN $** | **USD $** |
| 1. D5080 Express Grant |  | $300 |
| 2. D5080 Club Contributions (if any) |  |  |  |
| 3. Other Income (identify):  |  |  |  |
| 4. Interest Income (if any): |  |  |  |
| **Total Income:**  |  |  |

**Expenses** (refer to proposal budget & add rows as needed). Report Expenses in currency used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | Name of Supplier  | **CDN $** | **USD $** |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |
| 4.  |  |  |  |
| 5.  |  |  |  |
| **Total Expenses (balance with Income above):** |  |  |

**Important:** *Expenses must balance with Income. Copies of all Original receipts must accompany this report and must balance with total Expenses. Keep all Original receipts for at least five years. Do not send originals to D5080 Grant Subcommittee Chair unless requested.*

**Certifying Signature**

***By signing this report, I confirm to the best of my knowledge that these Express Grant funds were spent according to approved guidelines and that all of the information contained herein is true and accurate. Original receipts for all expenses incurred will be kept on file for at least five years, in case they are needed for auditing purposes.***

Current President

Print Name Club Title / Club Name

 Signature Date



**Please submit this report to your Assistant Governor who will review it for accuracy and completeness and forward it to the District 5080 Grant Subcommittee Chair.**