



# District 5770 Grant Project Final Report 2020-21

Complete and return to  
Jennifer Warren, Grants Sub-Committee Chair  
[Jennbill4@gmail.com](mailto:Jennbill4@gmail.com)

**The electronic file must be under 3 MB so we can upload to the ClubRunner document retention system.**

Rotary Club: \_\_\_\_\_  
Project Title: \_\_\_\_\_

## Project Description

- Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?
- How many people benefited from this project? \_\_\_\_\_
- Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
- How many Rotarians participated in the project? \_\_\_\_\_
- What did they do? Please give at least two examples, not including financial support provided to the project.
- If a cooperating organization was involved, what was its role?

**Financial Report** (Please attach receipts, bank statements, photos & P.R.; District and club must retain receipts of all expenditures for at least five years)

### 7. Income

Sources of Income	Currency	Amount
1. District Grant funds received from the District		
2. Club Funds		
3. Other funding (specify)		
<b>Total Project Income</b>		

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

Budget Items	Name of Supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
<b>Total Project Expenditures</b>			

## **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 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 District 5770 and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant District 5770 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.

Certifying Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print name, Rotary title, and club \_\_\_\_\_  
\_\_\_\_\_

## **Final Report Checklist**

**Final report must be submitted within 30 days of project completion and no later than February, 28 2021.**

1. \_\_\_\_ Final report completed and signed
  2. \_\_\_\_ Copy of bank statement showing funds spent and account at a zero balance (or a minimum of \$10.00 club money).
  3. \_\_\_\_ Copy of all receipts
  4. \_\_\_\_ Attach proof of media, use of Rotary logo, and photos of the project.
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