

Community Service Grant Final Report Checklist

Please use this checklist to help you complete the District 6000 community service grant final report. This is only intended for your assistance and does not need to be submitted.

- ___ 1. Make sure the final report is fully filled out AND signed.
- ___ 2. Please be sure your grant income listed matches the amount granted and received.
- ___ 3. Double check the math for sections 7 and 8 (Income and Expenditures). These two totals MUST be equal and must be accurate!
- ___ 4. Include **ALL** supporting documentation. We must be able to see the entire path of how the funds were used and distributed: D6000 → Club → Vendors/Suppliers.

Income:

- ___ Proof of deposit of the D6000 grant check into the club account. The best way to show this is a copy of the bank statement.
- ___ Documentation of any other income to pay the program expenses

Expenses:

- ___ Copies of ALL receipts/invoices. These must show paid or no balance due.
 - ___ Proof of payments to vendors/suppliers (front and back copies of checks, bank statements, etc). Even if a cooperating organization is the one who made the actual purchases, we still need proof of those payments.
 - ___ Proof of any reimbursements to members who paid vendors/suppliers from personal accounts.
 - ___ Any documentation that would be helpful/necessary to show the destination of the funds. We MUST have documentation for all expenses shown on the report.
- ___ 5. Two or three photos of the project with Rotarians present that can be used for future PR purposes.
 - ___ 6. (Optional) Any related public notifications (newspaper clippings, internet articles, press releases, etc).

Congratulations on completing this project in your local community and thank you for your continued Service Above Self!

Please send ALL supporting documentation as a single PDF to d6000csg@gmail.com as well as Gretchen and Todd's emails listed below. If you have any questions, please don't hesitate to contact us via d6000csg@gmail.com or the contact information below for assistance!

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