**Rotary International District 7090**

**District Grant Final Report Form and Cheque Requisition, 2020-2021**

**District Grant #**DG2117134

Return this form to District Grants Spending Plan Chair, Lezlie Murch, Email: lezliemurch@gmail.com**.**

**This form is due the earlier of two months after the project completion date or April 30, 2021.**

**Rotary Club: District Grant CLUB Number:**

**Reimbursement Requested:**

**Primary contact: E-mail:**

**Project Start Date: Project Completion Date:**

Your answers to the questions in this report will help us measure Rotary's impact in the world, publicize your successful activities, and document your good stewardship practices. Thank you for taking your time to complete this report carefully and accurately.

**Project Description:**

1. Describe the project. What was done, when, and where did the project activities take place?
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?
4. How many Rotarians participated in this project?
5. What did they do? Please give at least two examples, not including financial support provided to the project. Describe how your Club celebrated and acknowledged the “good work” of The Rotary Foundation. Include pictures, press releases signage and advertising!
6. If a cooperating organization was involved, what was its role?
7. Attach a copy of all relevant records relating to this project.

 Proof of expenditure requirements include:

1. Copy of vendor’s invoice(s) indicating it was paid. (provide translation if not in English).
2. Copy of Cancelled cheques/checks (both sides), credit card statements, bank drafts, etc. that match invoices paid. Provide reconciliation where applicable.
3. Copy of club bank statement indicating club funds withdrawn from the Club’s account.
4. **FINANCIAL REPORT:** <https://my.rotary.org/exchange-rates>

***Project Expenditures***

|  |  |  |
| --- | --- | --- |
| Item purchased | Name of supplier | Expenses $$$ |
|  |  |  |
|  |  |  |
|  |  |  |

 Total (circle currency: USD or CANADIAN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Exchange rate used (as per Rotary international Exchange rate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 <https://my.rotary.org/exchange-rates>

 Total in US Dollars (A)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Project Funding***

|  |  |  |
| --- | --- | --- |
|  Rotary Club contribution |  |  |
| Rotary Club outside District 7090 contribution | If applicable |  |
| Other Funding | Please Specify |  |
|  |  |  |

 Total In US Dollars (B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Grant Funds requested from District 7090 (A) – (B) = (C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Maximum amount matched is 1-1 of the District 7090 club contribution to a maximum $3,000 US Dollars

Club Certification:

By signing this report, we confirm that to the best of our knowledge these District Grant funds were spent only for eligible items in accordance with Trustee approved guidelines as stated in our original Grant application. Our club complied with the requirements of the Memorandum of Understanding (MOU) and Addendum with District 7090. We certify all the information contained herein is true and accurate.

District 7090 Club Primary Contact Signature Print Name Date

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# District 7090 Club President, 2020-21 Print Name Date