

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 Number: DG** _____

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:

- a) Copy of Paid vendor invoice(s) (with Translation if not English) Yes___ / No: ___.
- b) Copy of Cancelled cheques/checks (both sides), credit card statements, bank drafts, etc. that match invoices paid. Provide reconciliation where applicable. Yes___ / No: ___.
- c) Copy of club bank statement indicating club funds withdrawn. Yes___ / No: ___.

8. **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.

District 7090 Club Primary Contact Signature

Print Name

Date

District 7090 Club President

Print Name

Date

This page is to be completed by D7090: Rotary Foundation Chair, District Grant Subcommittee Chair, and District Grant Spending Plan Subcommittee Chair.

7090 District Grant # _____ For Grants cycle: _____

Authorization and Cheque Requisition for:

Rotary Club of: _____ Club DG# _____ Amount: _____

District Certification:

By signing the authorization below, 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 the original grant application and that the Rotary Club has complied with the requirements of the Memorandum of Understanding (MOU) and Addendum filed with District 7090.

Karen Oakes,
District 7090 District Grant Subcommittee Chair

Print Name

Date mm/dd/yyyy

Patricia Castiglia,
District 7090 Rotary Foundation Chair

Print Name

Date mm/dd/yyyy

Lezlie Murch,
District 7090 Spending Plan Subcommittee Chair

Print Name

Date mm/dd/yyyy

Grant Checklist Verification	LM	KO	PC
Final Report			
Pictures			
Bank Statement			
Paid Invoices			
Cancelled Cheques / Credit Card			
Funding Verification			