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| Macintosh HD:Users:ralphhammond:Desktop:fileStoreRecord.png | DG- FY16 The Rotary Foundation(TRF)Area C District 7910 Grant Proposal, Application Instructions, Spending Plan & Final Report TRF # DG-1629030 Rotary Club of:  |

Funding for QUALIFIED Clubs and Projects is offered on a First Come First Serve Basis

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| COMPLETION CHECKLIST: Approval and Funding Authorization  |
| As of 1 July 2015 Three District Grants can be used for International Projects YES or NO Date |

1. **PLANNING** Stage Began:
2. Project Application **PROPOSAL** Stage Complete: NO
3. **SPECIAL BANK ACCOUNT** Specifically for Project Established: NO
4. **Total Funds for Project Deposited** into the Special Account: NO
5. Club has meet the **ANNUAL FUND AVERAGE** (exceed $105) to be certified: NO
6. Club has Signed and Submitted the **MOU for Certification: NO**
7. A club member has received formal **GRANT TRAINING: NO**
8. **PROPOSAL SENT TO THE STEWARDSHIP COMMITTEE: NO**
9. **Stewardship Committee Approval: NO**
10. **BANK STATEMENT** showing Project Starting Balance **ATTACHED** to p2 of Final Report: NO
11. **Application Complete** by **30 November Deadline: NO**
12. **ID CODES included for Authorization by all Team Members: NO**
13. **GRANT APPROVED and Approval LETTER SENT** to the project team (Cash spend on project prior to this date **CAN NOT** be reimbursed): NO
14. **FUNDING** for project is **LOCKED IN** at this point: NO
15. **FUNDING** for project is **ON A PROJECT HOLD** at this point (Include Project HOLD position): NO
16. Project is Implemented: NO
17. Project Complete Final or Progress Report DUE BY 15 April: NO
18. Wording on **Final Report** Complete with ID Authorization Codes: NO
19. Final **Bank Statement** showing fund withdrawn Attached: NO
20. Copy of **Cancelled Check** Attached: NO
21. **Receipt(s) or Letter** of Receipt Attached: NO
22. Photo of Project Provided: NO
23. Final Report APPROVED: NO
24. **GRANT FUNDS** for PROJECT sent to Team Leader: NO
25. **PROJECT CLOSED: NO**

Contact Rotarian Email:

Marie: marietrem@verzon.net Ralph: ralph.hammond@verizon.net Roy: romart@aol.com Jim: jim.fusco2@gmail.com

Pat: pwdoyle1@verizon.net Karin: Gaffney@RocklandTrust.com

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| Macintosh HD:Users:ralphhammond:Desktop:fileStoreRecord.png | FY 16 The Rotary Foundation(TRF) Area C District 7910 Application Instructions  |

What is a District Grant?

District Grants support humanitarian service projects. Rotary clubs or our district can work independently or collaboratively to implement a project.

Who can apply?

Rotary clubs with projects that meet the established criteria may apply. The clubs in good standing with Rotary International and meeting the APF $125 yearly per member or $105 for district grants average to qualify. Qualifying clubs must attend official training and the club President, President Elect, and Grant Foundation Steward must sign the Club Memorandum of Understanding.

What are the requirements of a District Grant?

District Grants must involve a Rotary club as the (host club) to implement a humanitarian project. The host club is expected to:

* Maintain communication for the life of the project
* Establish a committee of at least three Rotarians to oversee the project
* Treat grant funds as a sacred trust
* Maintain clear and accurate accounting

All projects must have active Rotarian participation and oversight. Active participation can include:

* Managing project funds
* Visiting the project site on an as-needed basis
* The international and host partners sharing information via correspondence
* The partners sharing expertise
* Purchasing, shipping, or distributing items purchased
* Publicizing the project to local media and the district

What projects are eligible for a District Grant?

District Grants fund humanitarian projects that benefit a community in need. Many projects fall within this broad scope; however, certain items and activities are not funded through the program. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact the District Grant Chair.

| ELIGIBLE | INELIGIBLE  |
| --- | --- |
| Revolving loans/microcredit  | Establishment of a foundation, permanent trust, or long-term interest-bearing account  |
| Short-term rent or lease of buildings  | Purchase of land or buildings, rent for housing |
| Construction of infrastructure such as service roads, wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures  | Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, mainte­nance, or storage, including provision of new services or upgrade of facilities  |
| Purchase of equipment or appliances  | Provision of plumbing or electrification inside buildings  |
| Short-term and/or contracted labor for project implementation  | Salaries for individuals working for another organization  |
| Administrative expenses for project activities  | Operating or administrative expenses of another organization  |
| Primary and secondary education, tuition, transportation  | Postsecondary education activities, research, or personal or professional development  |
| Domestic travel for beneficiaries and professional staff needed to implement the project | Domestic travel expenses for opening ceremonies or to report on a project  |
| International travel for qualified Rotarians to implement a project. Eligible costs include airfare, travel insurance, immunizations, visas, lodging, food, and other ancillary expenses. | International travel for non-Rotarians or Rotarians that do not have a professional qualification needed to implement the project. Additionally, grant funds cannot be used for Rotarian travel to initiate, promote, or evaluate projects. |
| Detailed, itemized expenses  | Contingencies, miscellaneous expenses  |
| Assistance to land mine victims | Land mine removal |
| Publicity expenses such as newspaper fees, or printing of posters, brochures, or fliers to inform the community of an available service | Rotary signage |
| Vaccines and immunizations, if the project is consistent with the criteria, procedures, and policies of the PolioPlus program and World Health Organization | Transportation of vaccines or immunizations by hand over national borders |
| New Rotary-sponsored projects not already in progress or completed | Projects already undertaken and in progress, existing projects, activities primarily sponsored by a non-Rotary organization, projects directly impacting less then seven people or projects already completed |
| Maternal and prenatal health and education | Purchase and distribution of birth control devices and ultrasound equipment for use in sex determination |
| Budgeted and itemized humanitarian goods | Unspecified or cash donations to beneficiaries or cooperating organizations |
| Humanitarian or service activities benefiting a community in need | Fundraising activities or expenses related to Rotary events such as district conferences, anniversary celebrations, or entertainment activities that do not include a humanitarian aspect |
| Secular, nonreligious activities that benefit a community in need | Projects that support purely religious functions at churches and other places of worship |

What are the funding limits?

Sponsors may request up to $1,500 of The Rotary Foundation (TRF) funds to match $1 for every $1 from the District Designated Fund (DDF). Projects can be greater then a total of $3,000 but additional funding must come from the club and/or partner organizations. GLOBAL GRANTS will require this same proposal form and a Budget of at least $35,000

How and when to apply

Sponsors must complete this *District Grant Proposal/Application* and submit it to the District Grant Team Area Leader. Proposals are accepted beginning on 1 January for the following Rotary Year. The grant cycle is from 1 April to 31 March in any given Rotary year. It is recommended that the proposal & application be submitted as early as possible to avoid delays associated with submission of applications close to the 31 March deadline. ***The Grant Management Manual.pdf***is available online at the **www.rotary.org** website to assist in developing the project and completing the application.

NOTE: Applications should be submitted on line and should be typed, not handwritten.

What are the reporting requirements?

Reports are required on 15 April or at of the completion of the project which ever comes first. At best a final report is due within two months of the completion of the project. Final reports received after 15 April will not be funded unless a copy of the payment check is submitted and the only delay is in waiting for a statement form the bank.

**Final Reports must include: a) The attached Final Report itself, b) Copies of Bank Statements and/or Cancelled Checks c) Copies of all Receipts and d) Photos of Project**

Helpful hints to speed up the District Grant process

1. Read through the entire application to ensure that all needed information is completed and submitted at one time.
2. Verify that all officer signatures (codes) on the application are from current year officers.
3. Payment for your grant request is made only after all the documentation for your Final Report is received by the District Grant Area Team Leader.

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| How to submit the application Electronic Complete applications should be sent to: District Grant Area C Team LeaderMarie Tremblay37 Endleigh Ave.Billerica, MA 01821 Email: Marie Tremblaymarietrem@verizon.netPlease also sendcc to Ralph Hammond ralph.hammond@verizon.netPlease also feel free to….Email incomplete copies | Glossary of commonly-used terms Beneficiary: the recipient of goods or services Cooperating organization: an entity that is directly involved in the implementation of a grant project, offering technical expertise and/or project coordination DDF: District Designated FundsDGSC: district grants subcommittee chair Host partner: the Rotary club or district in the project country International partner: the Rotary club or district outside the project country Primary contact: member of partner club or district who serves as main point of contact between TRF and project partners Rotarian cooperating organization: an entity in which one-third or more of its Board of Directors and/or governing body is comprised of Rotarians and/or senior management who are also Rotarians directly involved with the grant projectSupplier: the entity providing goods or services being purchased with grant funds**GATL** District Grant Area Team Leader |

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| Macintosh HD:Users:ralphhammond:Desktop:fileStoreRecord.png | FY 16 District Grant: Proposal, Application &Spending Plan The Rotary Foundation(TRF) Area C\*Items marked with “\*” are required for Draft #1, the Proposal Phase. Completed Form is required for the Final Application Draft.Beginning on 1 January 2015, the format was adjusted to best match the revised TRF Global Questions related to the ONLINE Form. District grants are a training tool for Global Grants where for each $1.00 contributed, $3.50 will go to the project site. The ONLINE Global Grant Application Form should only be initiated following D-7910 Stewardship Committee Approval  |

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| PROJECT DESCRIPTION  |
| **Explanation:** District Grants support the humanitarian service projects of Rotary clubs and districts. In this section, describe in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Involvement is required of both the host and cooperating partners.  |

**\*The Primary Contact Person is:**

**\*1) First Name:**  **Last Name:**

**\*Email Address:**

**\*Phone:**

**District:** *D-7910* **Club:**

**\*2) What is your Project Title:**

**OBJECTIVES**

**PLANNED ACTIVITIES**

**\*3) In a few short sentences, tell us your project and objectives for this district grant.**

**A.**

**B.**

**C.** *(Optional for District Grants)*

**4) Who will benefit from this grant? Provide the estimated number of direct beneficiaries.**

**5) What activities will this grant fund?**

**6) Where will your project take place?**

**City:**

**State:**

**Country:**

**\*7) Proposed Start Date:**  **\*8) Proposed Completion Date:**

**PARTNERS**

**ROTARIAN PARTICIPATION**

**\*9) List any additional partners who will participate and identify their responsibilities. This may include Rotary clubs, Interact clubs, Rotaract clubs, Rotary Community Corps, or individuals.**

**10) Describe the role of the host Rotarians in this activity and list their specific responsibilities.**

**11) Describe the role of the international Rotarians in this activity and list their specific responsibilities.**

*(Optional for District Grants)*

**SUSTAINABILITY**

**12) Describe the role that members of the local community will play in implementing your project. What incentives (e.g., compensation, awards, certification, promotion) will you provide to encourage local participation?**

*(Optional for District Grants)*

**13) Identify any individuals in the local community who will be responsible for monitoring outcomes and ensuring continuity of services. How will you support these individuals to help them take on this leadership role?**

**\*14) Who will own the items purchased with grant funds at the end of the project, including equipment, assets, and materials? Note that items cannot be owned by a Rotary club or Rotarian.**

**15) Have you identified a local funding source to ensure long-term project outcomes? Will you introduce practices to help generate income for ongoing project funding?** *(Optional for District Grants)*

**Cooperating Organization**

**\*16) Please list any cooperating organization(s) ,schools or university(ies) involved in the proposed activity(ies)**

**17) Has the benefitting community confirmed that it would like the activity(ies) to take place?**

**\*18) With which of the SIX AREA(s) of FOCUS is the proposed activity aligned? Check all box(es) with an “X” that apply.**

 **Peace and conflict prevention/resolution**  **Disease prevention and treatment**

 **Water and sanitation**  **Maternal and child health**  **Basic education and Literacy**

 **Economic and community development**  **Other Please State:**  **but ONLY at the approval of the District Stewardship Committee.**

**19) Please describe how the activity(ies) will address the goal(s) of the area(s) of focus.** *(Optional for District Grants)*

**\*Be certain to Complete Project Budget on page 7**

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| HOST PARTNER  |
| **Explanation:** The host partner is the club or district in the project country. A committee of at least **three** Rotarians must be established to oversee the project. All three committee members must belong to the primary club identified below for club-sponsored projects or belong to clubs in the district for district-sponsored projects. The committee members must be committed for the duration of the grant process. Please provide the primary address for all committee members, as all Rotary information will be sent to this address. It is highly recom­mended that the primary contact have an e-mail address to expedite communication. The primary contact will receive all official communication from the district by e-mail and should be prepared to disseminate this information to the other committee members.  |

Primary Club/District

|  |  |  |  |
| --- | --- | --- | --- |
| \*Club |  |  |  |
| \*District | D-7910 |  Country | USA |

Primary Contact:

|  |  |
| --- | --- |
| \*Name  |  |
| \*Club       |
| \*Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country USA |
| \*E-mail  |
| Home phone       | Office phone       |  |

Project Contact #2:

|  |  |
| --- | --- |
| Name  |  |
| Club       |
| Rotary position       |
| Address       |
| City       |
| State/Province       | Postal code       | Country USA |
| E-mail  |
| Home phone       | Office phone       | Fax       |

Project Contact #3 Club Foundation Chair:

|  |  |
| --- | --- |
| Name  |  |
| Club       |
| Rotary position      Club Foundation Chair |
| Address       |
| City       |
| State/Province       | Postal code       | Country USA |
| E-mail  |
| Home phone       | Office phone       |  |

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| PROJECT BUDGET  |
| **Explanation:** For detailed information on what TRF funds, please see *The Guide to Matching Grants* (144-EN). Official RI exchange rates can be found at www.rotary.org. Please use the most recent rate. Please provide pro-forma invoices for budget items over US$10,000 or when all budget items will be purchased from the same supplier.  |

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| \*Budget item | Name of supplier | \*Amount |
| **Required Part of Application Process for Official Approval: On Page 2 of Final Report, Provide Copy of Special Bank Statement located at end of this document.** |       |       |
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|  | Subtotal |       |
|  | Exchange rate used | US$1=      |
|  | \*Total in U.S. dollars |       |

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| PROJECT FINANCING  |
| **Explanation:** Clearly list all financing in U.S. dollars (please use whole dollars as TRF does not match cents) noting which funds will be contributed in cash and which will be contributed from District Designated Funds (DDF). Use of DDF must be authorized by the district Rotary Foundation committee chair and the district governor. TRF matches US$0.50 for every $1 cash contribution and $1 for every $1 contribution from DDF. **NOTE:** No funds should be sent to TRF prior to official Trustee approval. Upon approval, a letter will be sent to the sponsors notifying them of approval and providing detailed instructions on how and where to submit their contributions.  |

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| **Host Rotary clubs or district inside the project country** (The primary host club or district must provide at least US$100.) | **Cash (US$)** | **DDF (US$)** | **DRFC Chair (Print Name)** | **DRFC Chair Authorization** | **District Governor (Print Name)** | **District Governor Authorization** |
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| **International Rotary clubs or district outside the project country** | **Cash (US$)** | **DDF (US$)** | **DRFC Chair (Print Name)** | **DRFC Chair Authorization** | **District Governor (Print Name)** | **District Governor Authorization** |
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| **Subtotals, Cash and DDF** |       |       |  |  |  |  |
| **TOTAL cosponsor contributions** |       |  |  |  |  |
| **Total funds requested from TRF** (must be at least US$5,000) |       |  |  |  |  |
| **Additional outside funding** (not matched by, or forwarded to, TRF) Please specify the source of this funding. |       |  |  |  |  |
| **Total project financing** (must equal budget on page 4) |       |  |  |  |  |

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| AUTHORIZATIONS  |
| **Explanation:** Authorizations ensure that both partners are aware of, and interested in, pursuing the described project. By signing below, the current club presidents for club-sponsored projects and current district grants subcommittee chairs for district-sponsored projects, as well as the committee members, agree to the criteria listed and affirm their support of the project.  |

All Rotary clubs, districts, and Rotarians involved in this project are responsible to The Rotary Foundation (TRF) for the conduct of the project and its subsequent reporting. The signatures of all involved parties confirm that they understand and accept responsibility for the project. Parties may either sign this page or submit a separate letter of commitment.

By signing below, we agree to the following:

 **• Permission is given to use my Rotary ID Number as a code in place of my Signature. You are provided an ID# as a sacred trust and using any other number without permission fails the 4-Way Test. Your ID Number on this form together with the Email used to send this application indicates that I authorize and agree to the criteria listed and affirm support of this project.**

* All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the project as presented in this application.
* The club and/or district agrees to undertake this project as an activity of the club and/or district.
* We ensure all cash contributions (as detailed in Project Financing) will be forwarded to TRF or directly to the project account after Trustee approval of the grant and agree to cooperate in any financial review of the project.
* RI and TRF may use information contained in this application to promote the project by various means such as
*The Rotarian,* the RI international convention, Rotary *Video Magazine,* etc.
* The partners agree to share information on best practices when asked, and TRF may provide partners’ contact information to other Rotarians who may wish advice on implementing similar projects.
* The entire responsibility of TRF is expressly limited to the dollar amounts approved based on the application’s budget. Additional costs due to changes in budget items, airfares, currency devaluations, etc., are the responsibility of sponsors or outside sources.
* To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged, or intends to engage, in benefiting from TRF grant funds or has any interest that may represent a potential competing or conflicting interest. A conflict of interest is defined as a situation in which a Rotarian, in relationship to an outside organization, is in a position to influence the spending of TRF grant funds, or influence decisions in ways that could lead directly or indirectly to financial gain for the Rotarian, a business colleague, or his or her family, or give improper advantage to others to the detriment of TRF. (NOTE: Any and all exceptions must be explained in an attached statement.)

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| Host Partner  | International Partner (if Applicable) |
| X[ ]  Club president **(2015-2016) FY 2016**[ ]  District grants subcommittee chair (district-sponsored)\* | [ ]  Club president [ ]  District grants subcommittee chair (district-sponsored) |
| \*Name |  | Name |       |
| Title | **Club President** | Title |       |
| Rotary Club  |  | Rotary Club  |       |
| District #  | **D-7910** | District #  |       |
| Signature/Code  |       | Signature/Code |       |
| Date  |  | Date  |       |

|  |  |
| --- | --- |
| Primary Contact | Primary Contact |
| Name |  | Name |       |
| Signature/Code  |       | Signature/Code |       |
| Date  |       | Date  |       |
| Project Contact #2 | Project Contact #2 |
| Name |  | Name |       |
| Signature/Code  |       | Signature/Code |       |
| Date  |       | Date  |       |
| Project Contact #3 Club Foundation Chair | Project Contact #3 |
| Name |  | Name |       |
| Signature/Code |       | Signature/Code |       |
| Date  |       | Date  |       |

[ ]  \* If international travel is included as part of the budget, please check the box at the left to indicate that the host club or district has extended a travel invitation, fully supports and approves Rotarian travelers, and verifies that international travel to the club and/or district is needed to implement the project.

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| COOPERATING ORGANIZATION  |
| **Explanation:** A *cooperating organization* is an entity directly involved in the implementation of a grant project, offering technical expertise and/or project coordination. A *benefiting entity* is the recipient of goods or services and is not considered a cooperating organization. A cooperating organization is considered to be a Rotarian cooperating organization when one-third or more of its Board of Directors and/or governing body is comprised of Rotarians and/or senior management who are also Rotarians directly involved with the grant project |

If this project involves a cooperating organization (neither a Rotary club nor the beneficiary of the project), provide the following:

|  |
| --- |
| Name of organization  |
| Street Address       |
| City, State/Province       | Postal code       | Country       |
| Office phone       |  |
| E-mail  | Web address       |

In addition to the above, the following must be attached: **(Letters not necessary for LOCAL PROJECTS)**

 • A signed letter of participation from the cooperating organization that specifically states:

 – Its responsibilities and how it will interact with Rotarians to implement the grant project

 – The organization’s agreement to cooperate in any financial review of the project

 – The names of Rotarians on its Board of Directors and/or organizational governing body in addition to any senior management who are also Rotarians and are directly involved with the grant project, if applicable

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| FINAL REPORT  |
| **Explanation:** Although both partners are responsible for completing progress and final reports, the Trustees require that one partner take primary responsibility for submitting the final report to TRF. It is recommended that the club or district receiving the funds should take primary responsibility.  |

“By signing below, our club or district accepts primary reporting responsibility.”

|  |  |
| --- | --- |
| Print name  | Signature/Code       |
| Rotary club       | District D-7910 |

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| DISTRICT GRANTS SUBCOMMITTEE CHAIR CERTIFICATION  |
| **Explanation:** The Trustees require that the district grants subcommittee chair (DGSC) from either the host or international sponsor district certifies the application as complete. If the application is not complete or eligible, it will not be processed and the partners will be notified accordingly.  |

“On behalf of the committee, I hereby certify that to the best of my knowledge and ability this grant application is complete, meets all TRF guidelines, and is eligible for funding.”

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| Print name of DGATL Authorized by Grant Area Team Leader: Marie Tremblay  | Signature/Code       |
| District D-7910 | Date       |

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| Macintosh HD:Users:ralphhammond:Desktop:fileStoreRecord.png | Electronic Copy of Complete Final Draft applications should be sent to: District Grant Area C Team LeaderMarie Tremblay37 Endleigh Ave.Billerica, MA 01821 Email: Marie Tremblaymarietrem@verizon.netcc: to Ralph Hammond ralph.hammond@verizon.netTRF & IRS requires keeping copies of all documentation of Foundation Project for 5 years. |

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| **fileStoreRecord** | District Grant Final Report Instructions*Complete and return to*District Grant Area C Team LeaderMarie Tremblay37 Endleigh Ave.Billerica, MA 01821 Email: Marie Tremblaymarietrem@verizon.net |

**DG-**

Preparing and submitting a District Grant (DG) report

Step 1: Submit District Grant Final Report with accompanying bank statement(s), copies of cancelled checks, receipts and photos of project, and Individual Project Reports to The District Grant Chair and Area Team Leader.

Please note the following:

* Early submission of reports will allow districts to avoid delays on the approval of future District grants.
* Reports must be submitted using the form below. *Please type the report*. Retain a copy of the entire report for your records.
* Clubs should retain original receipts for all grant-funded expenditures and provide copies to the district. The district must maintain copies of all receipts related to grant-funded expenditures in accordance with local laws and for a period of at least five years following closure of the grant. **Do include scanned copies of receipts.**
* If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an [RI Newstip Form](http://www.rotary.org/RIdocuments/en_pdf/mg_newstip.pdf), available on the RI website. Please attach action photos showing the beneficiaries or showing active Rotarian involvemet
* **Final Reports are due within two months of the completion of the project.**
* **Deadline for Final Reports on District Grants is 15 April.**

**Contact Information for Sending the Check:**

**Checks will be sent to the Contact Information Listed with the Primary Contact Rotarian.**

**a) Individual Project FINAL Report**

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| --- | --- | --- | --- |
| District Simplified Grant # | DG-1629030  | Individual Project Report # |       |

Return this completed form to your District Grant Committee Chair. Do not send this form directly to TRF.

|  |  |
| --- | --- |
| Rotary Club: |       |
| Project Title: |       |
| Progress report | [ ]  | Final report | [ ]  |

**Project Description**

1. 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?

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| 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?

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| 4. How many Rotarians participated in the project? |       |

5. What did they do? Please give at least two examples, not including financial support provided to the project.

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6. If a cooperating organization was involved, what was its role?

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7,. List measurable and sustainable outcomes?

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###### **Financial Report** (District must retain receipts of all expenditures for at least five years)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Currency Used: |       | Exchange Rate: |       | = 1 USD |

8. Income

|  |  |  |
| --- | --- | --- |
| **Sources of Income** | **Currency** | **Amount** |
| 1. District Simplified Grant funds received from the District |       |       |
| 2. Other funding (specify)       |       |       |
| 3.       |       |       |
| **Total Project Income**  |       |       |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | **Name of Supplier** | **Currency** | **Amount** |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |
| 4.       |       |       |       |
| 5.       |       |       |       |
|  **Total Project Expenditures**  |  |       |       |

**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 RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI 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 of RI and TRF.

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| --- | --- | --- | --- |
| Certifying Signature/Code |  | Date: |       |
| Print name, Rotary title, and club |       |

TRF & IRS requires keeping copies of all documentation of Foundation Project for 5 years.

**b) Copies of Bank Statements and/or Cancelled Checks:**

**c) Copies of all Receipts:**

**d) Photos of Project:**

**Please Send PHOTOs in a Separate Email.**