



Rotary District 7300 District Grant Report 2018/2019

IN ORDER TO BE ISSUED YOUR GRANT PAYMENT YOU NEED TO COMPLETE & SUBMIT THIS REPORT. WE'RE HERE TO HELP.



Congratulations on completing your project. Now it's time to use this .pdf fillable form to report on how the project went, what the specific costs were as they relate to your grant request and to submit the complete documentation that is required in order for your grant payment to be issued.

Using a fillable form is easy. Simply click on the field you wish to enter data in and the fillable field will show up. (Using the tab key won't always bring you to the next logical field.) In larger text fields you can type as much as you like. Save the file with another name, ie. "Bethel-St. Clair Report 18/19" and email it to us along with scanned or photographed copies of the applicable receipts and letters of acknowledgment.

If this is a two-Club project, the reporting responsibility falls on the sponsoring club as listed on the original application; the grant payment will be made to that Club's Treasurer.

District 7300 is responsible for collecting this information and passing it on to Chicago. We are required to archive your report and all associated paperwork in anticipation of a possible audit.

We're here to help. Feel free to contact us with any questions. We want nothing more than to send money to you!

THE PROJECT	
Brief Project Name:	
Actual Project Cost:	This is the total amount spent on this project including the grant amount. 
Awarded Grant \$:	This is the maximum grant amount awarded in the confirmation letter sent to your Club. 
Sponsoring Club:	
Project Start Date:	(Must be after 10/15/18)
Conclusion Date:	(Must be before 6/1/19)

Describe the project, what was done, when, and where did the project activities take place. *(In multiline entry boxes, you can enter as much information as you wish.)*

How many people benefitted from this project? Briefly describe how this number was derived.

How many Rotarians participated in this project? Describe what the Rotarians contributed to the project apart from providing financial support, citing at least two specific examples.

If cooperating organizations were involved, describe their role.

If a co-sponsoring Club was involved, describe their role.

THE FINANCES

INCOME

Grant: -----	
Source 1:	
Source 2:	
Source 3:	
Source 4:	
Source 5:	
TOTAL: <i>(Misc sources may be totaled in entry #5)</i>	

EXPENSES

Description	Supplier	Amount
ALL OTHER MISC RECEIPTED EXPENSES		
TOTAL EXPENSES		

MISCELLANEOUS NOTATIONS FOR THE RECORD

YOUR CLUB TREASURER (Where we send the check.)

Name:

Business:

Address:

City/St/Zip:

Phone:

Email:

CERTIFYING SIGNATURE

By signing this report either by hand or electronically, 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 herein is true and accurate. I also understand that all photographs submitted with this report will become the property of Rotary International 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 these 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 at 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.

Certifying Signature

Print/Enter Full Name, Rotary Title, Club & Date

x

Signature/Electronic Signature

The District 7300 Foundation Committee Thanks You!

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