



Rotary District 5750 District Grants – Club Report Instructions

Instructions for clubs preparing and submitting a District Grant (DG) report:

- Step 1: Complete a *2016-2017 District Grant – Individual Club Project Form* for each approved project. Please note that the report must be typed and that all sections of the report form must be completed. The certifying signature must be provided by a member of the club.
- Step 2: If submitting a final report, copy all receipts related to the project and submit the copies with the project report form. Clubs must retain original receipts for all grant-funded expenditures in accordance with local laws and for a period of at least five years following closure of the grant by the Rotary Foundation.
- Step 3: Submit the report and copies of receipts to:

Patricia Rayas-Duarte, District Grants Co-chair
3919 E Lakeview Road
Stillwater, OK 74075
Rotary5750.Patricia@gmail.com
Cell: 405.762.2351
Fax: 405.744.6313

Please note the following:

- Progress reports are required at least every 12 months, and a final report is required within two months of the full expenditure of district grant funds. Clubs will not receive District Grants in future years if they have past due reports. In addition, early submission of reports will allow our district to avoid delays on the approval of future District Grant funding from The Rotary Foundation.
- If a project clearly demonstrates Rotarian involvement and is worthy of publication, you may choose to complete an [RI Newstip Form](#), available on the RI website. Please attach action photos showing the beneficiaries or showing active Rotarian involvement.
- Projects are considered complete when the following have been submitted to the district grants committee chair:
 - Final District Grant – Individual Club Project Report (this document)
 - Copies of all paid invoices and receipts
 - Copies of all checks written for this project from your club grants account
 - Copies of grant account bank statements showing each of the transactions for your project

2016-2017 District Grant – Individual Club Project Report

Return this completed form to Patricia Rayas-Duarte, District Grants Committee Co-chair.

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?

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 the project? _____

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

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

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

Currency Used: USD Exchange Rate: 1 = 1 USD

7. Income

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

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

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

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.

Certifying Signature _____ Date: _____

Print name, Rotary title, and club _____

To be completed by the District Grant Committee

Chair: District Grant # DG1742634

Individual Project Report # N/A