



## Rotary District 5750 District Grants – Club Report Instructions

### Instructions for clubs preparing and submitting a district grant report:

- Step 1: Complete a *District Grant – Individual Club Project Form* for each approved project. The report must be typed and all sections of the form must be completed. The certifying signature must be provided by a member of the club.
- Step 2: If submitting a final report, all documents related to the project (noted below) must be submitted with the project report form.
- Step 3: Submit the report and copies of receipts to:

Matt Murphy, District Rotary Foundation Chair  
5100 N Classen Blvd, Suite 620  
Oklahoma City, OK 73118  
[mmurphy@investrust.com](mailto:mmurphy@investrust.com)  
Cell: 405.306.6229  
Fax: 405.843.7835

### IMPORTANT:

- 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 (TRF).
- 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 grants account bank statements showing each of the transactions for your project
- Clubs must retain all project documentation, including original receipts, for all grant-funded expenditures for a period of at least five years following closure of the grant by the district. Projects are subject to audit by TRF. Clubs failing to retain project records could be required to return grant dollars to TRF.

# District Grant – Individual Club Project

For Project Year: 2021-2022  
 2020-2021  
 2019-2020  
 2018-2019

Rotary Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

Progress report  Final report

## Project Description

- 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?
  
- How many people benefited from this project? \_\_\_\_\_
- Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
  
- How many Rotarians participated in the project? \_\_\_\_\_
- What did they do? Please give at least two examples, not including financial support provided to the project.
  
- If a cooperating organization was involved, what was its role?

## Financial Report (Club must retain project financial records for at least five years)

Currency Used: USD Exchange Rate: 1 = 1 USD

### 7. Income

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

### 8. Expenditures (please be specific and attach a separate document, if needed)

Budget Items	Name of Supplier	Currency	Amount
1.		USD	
2.		USD	
3.		USD	
4.		USD	
5.		USD	
<b>Total Project Expenditures</b>		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 # \_\_\_\_\_

Individual Project Report # N/A