

# Rotary District Grants

## Project Reports – Progress (due 12-31) and Final (due 3-31) Reports

Logon to <https://rotarydistrict5650.org/> (member logon upper right corner)

Grants - On Admin / Member Area page select Grants in top row

My Club Grants – then select My Club Grants in the second row

Click on open or the name of the grant to open

### Test Grant 2024-25

**Grant Project:** Test Grant 2024-25  
**Primary Sponsoring Club:** Lincoln South  
**Contact:** Klein, Nicolette  
**Date Submitted:** Mar. 15, 2024 at 1:24 p.m.  
**Project Total Budget:** \$1,375.00  
**Project Total Financing:** \$1,375.00  
**Requested Grant Amount:** \$825.00

Status: **Cancelled**

[Resubmit Grant Request](#) [Delete Grant](#)

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Click on any of the tabs below to access and update the various sections of this District Grant Project application.

TO SUBMIT AN APPLICATION - for an application to be complete, fill in the information on the this page as well as the Application and Budget tabs.

Funds must be used for grants as written. Any request to alter the use of funds must be presented to the District Foundation Committee prior to expenditures.

[Details](#) [Application](#) [Budget](#) [Documents](#) [Project Overview](#) **[Individual Project Report](#)** [Activity Log](#)

### Individual Project Report tab

### Progress Report (due 12-31)

[Details](#) [Application](#) [Budget](#) [Documents](#) [Project Overview](#) **[Individual Project Report](#)** [Activity Log](#)

[Print](#) [Submit](#)

### Project Description

Reports are due 12-31 and 3-31.

Answer the questions in the box below as the Project Description part of the report. Click below the question and type your response. To save the information, select the Update button. When finished, click the Submit button to send an email to Grant Administrators.

For the final report, proceed to the Financial Report information below - edit or add as needed.

**PROGRESS REPORT DUE 12-31** (If your project is finished, move to the FINAL REPORT section.)

1. What has been done to this point on your project?
2. What are the next steps?
3. Do you anticipate any concerns with completing the project as applied for and by the deadline of 3-31? Be sure to plan activities so that all expenses are paid, and checks have cleared the bank account, by 3-31.

[Update](#)

Complete all fields in the box, scrolling down to ensure that you answer all questions. Update to save.

If your project is complete before December 31, skip Progress Report– scroll down to Final Report section.

Details Application Budget Documents Project Overview Individual Project Report Activity Log

Print Submit

### Project Description

Reports are due 12-31 and 3-31.

Answer the questions in the box below as the Project Description part of the report. Click below the question and type your response. To save the information, select the Update button. When finished, click the Submit button to send an email to Grant Administrators.

For the final report, proceed to the Financial Report information below - edit or add as needed.

**FINAL REPORT DUE 3-31** (Do not remove the information entered in the progress report section, simply add the final report information.)

- Describe the project. What was done, when, and where did the project activities take place?
- Beneficiaries
  - Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
  - How many people benefited from this project?

Update

Complete all fields in the box, scrolling down to ensure that you answer all questions. Update to save.

Financial Report - scroll down on the page

### Financial Report

Add Income Item

Date	Description	Funding Source	Amount	%	Actions
Nov. 16, 2024	Club Funds	Club/Other	-\$550.00	40.000%	<input type="button" value="v"/>
Nov. 16, 2024	District Grant	District Grant	-\$825.00	60.000%	<input type="button" value="v"/>
<b>Total:</b>			<b>\$1,375.00</b>	<b>100.000%</b>	

Add Expense Item

Description	Supplier	Local Amount	Currency	Tax	Total	Amount	Actions
Wood and hardware for building benches	Menards	\$850.00	USD	\$0.00	\$850.00	\$850.00	<input type="button" value="v"/>
Concrete Footings for Benches	Local Contractor	\$275.00	USD	\$0.00	\$275.00	\$275.00	<input type="button" value="v"/>
Rotary Branded Plaques	Russell Hampton	\$150.00	USD	\$0.00	\$150.00	\$150.00	<input type="button" value="v"/>
Installation of Benches	Local Contractor	\$100.00	USD	\$0.00	\$100.00	\$100.00	<input type="button" value="v"/>
<b>Total:</b>						<b>\$1,375.00</b>	

Update this section to reflect the actual expenses.

DO NOT change the information on the Budget page – that is to reflect the grant as of application. This page is to reflect the actual grant expenses.