



# GLOBAL GRANT REPORT TEMPLATE

The following pages outline the questions you will be asked on the online global grant report. You can use this document for planning purposes. Find the actual grant report at [www.rotary.org/grants](http://www.rotary.org/grants).

## Project Objectives and Implementation

### **PROJECT OBJECTIVES**

Have any of your project objectives changed?

- Yes       No

If yes, please tell us how and why the objectives have changed.

Click here to enter text.

Have you made progress toward your project objectives?

- Yes       No

If yes, describe the progress you've made so far.

Click here to enter text.

If no, please explain.

Click here to enter text.

### **PROJECT IMPLEMENTATION**

Please report on each of your project activities. You can add new activities if necessary. Please upload any related files including photos, videos, a blog, etc.

Activity: Click here to enter text.

Duration: Click here to enter text.

Status: Choose an item.

## Measuring Success

How many people have directly benefited from the project?

Click here to enter text.

### **IMPACT MEASURES**

Report the results for each of the grant measures up to now. You can add new measures if necessary.

Impact measure: [Click here to enter text.](#)

Data collection method: [Choose an item.](#)

Frequency of data collection: [Choose an item.](#)

Number of beneficiaries: [Click here to enter text.](#)

### **MONITORING AND EVALUATION**

Please enter the person or organization that was selected to monitor and evaluate impact measures.

Person or organization

[Click here to enter text.](#)

Phone (optional)

[Click here to enter text.](#)

Email (optional)

[Click here to enter text.](#)

Address (optional)

[Click here to enter text.](#)

Briefly explain why this person or organization is qualified for this task.

[Click here to enter text.](#)

### **Participants**

#### **SPONSOR PARTICIPATION**

What roles and responsibilities did host sponsor members have?

[Click here to enter text.](#)

What roles and responsibilities did international sponsor members have?

[Click here to enter text.](#)

#### **PARTNERS (OPTIONAL)**

Add any Rotary clubs or districts that were involved in this project, other than the host and international sponsors or financial contributors.

#### **COOPERATING ORGANIZATIONS**

Describe how cooperating organizations participated in the project.

[Click here to enter text.](#)

**SCHOLAR\*\* (SEE BELOW FOR SCHOLAR EVALUATION QUESTIONS)**

Rate the scholar's level of participation in Rotary activities. The scholar won't be able to see this rating.

Choose an item.

Mark the Rotary activities the scholar participated in during their studies.

Choose an item.

Describe the host sponsors' interactions with the scholar.

Click here to enter text.

Describe the international sponsors' interactions with the scholar.

Click here to enter text.

## Vocational Training Teams

For each vocational training team, you will answer the following questions:

Has this vocational training team completed its training?

Choose an item.

When did the team travel?

Click here to enter text.

List each training objective.

Click here to enter text.

Describe how each objective was accomplished.

Click here to enter text.

Were any objectives not completed?

Yes       No

If yes, briefly explain.

Click here to enter text.

Describe how host and international sponsor members worked with the training team.

Click here to enter text.

What was the overall impact of the training on the community? You can include specific results of the training or explain how it has improved the community's capacity in this vocation.

Click here to enter text.

Would you like to add any other observations or thoughts about the training?

Click here to enter text.

## Project Expenditures

In this section you will report on all grant expenditures. For each expense, provide the following information:

Date	Description	Category	Supplier	Currency	Amount in Currency Paid	Exchange Rate	Amount in Local Currency
Click to enter a date.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Did your project have any unexpected or unusually large variances?

Yes  No

If yes, please briefly describe the circumstances for the variance.

Click here to enter text.

Final reports only: Will you return unused funds to the Foundation?

Yes  No

If yes, how much? Please enter the value in U.S. dollars.

Click here to enter text.

## Financial Details

### **PROJECT BANK STATEMENTS**

Upload bank statements from the project bank account to show all project-related transactions, including deposits and withdrawals. In addition to the bank statements, you can also upload a financial ledger. For scholarships, please attach receipts for any expenses over \$75.

### **FINAL REPORT ONLY: MICROCREDIT SUPPLEMENT**

If your project involves microcredit, please upload your [microcredit report supplement](#).

### **FINANCIAL MANAGEMENT**

Who is in charge of the project's financial management?

Click here to enter text.

Please describe the project's financial management, including record keeping, inventory, payment authorizations, and conversion of funds.

Click here to enter text.

Were there any challenges in managing the project funds?

Yes       No

If yes, please explain.

Click here to enter text.

**PROJECT INCOME**

Did your project generate any income through sales, interest, or other sources?

Yes       No

If yes, enter the amount in U.S. dollars.

Click here to enter text.

Describe the income source.

Click here to enter text.

## **\*\*Scholar Evaluation**

### **YOUR SCHOLARSHIP**

How has your scholarship experience contributed to your progress toward your career goals?

Click here to enter text.

Describe some of the knowledge and skills you developed through your scholarship and how you plan to use them in your career.

Click here to enter text.

Describe your interactions with host Rotary club members.

Click here to enter text.

Describe your interactions with sponsor Rotary club members.

Click here to enter text.

Have you secured employment for after your scholarship?

Yes       No

How do you plan to continue your association with Rotary?

Click here to enter text.

Please add anything you would like us to know about your scholarship experience.

Click here to enter text.

### **UPLOAD DOCUMENTS (OPTIONAL)**

Please upload any related files including photos, videos, a blog, etc.

### **SCHOLAR ACTIVITIES**

Please complete at least one of the sections below before submitting your report.

#### **Coursework**

List the courses you have completed since the start of your scholarship.

Click here to enter text.

#### **Research**

List and briefly describe each research activity that was supported by your scholarship. Include any practical field experience.

Click here to enter text.

#### **Service**

List any Rotary activities or volunteer opportunities you participated in during your scholarship. They

might include attending a club meeting, participating in a service project, or volunteering on your own time.

[Click here to enter text.](#)