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## DISTRICT 9705 DISTRICT GRANT FINAL REPORT

**FOR THE GRANT/ROTARY YEAR (***1STJuly - 30th June)*

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| **ROTARY GRANT YEAR** |  |
| **PROJECT TITLE/NAME** |  |
| **ROTARY CLUB NAME** |  |
| **Club District Grant Project**  **Co-Ordinator** *(Primary Contact)* |  |
| **Contact Numbers** *(Home/Mobile)* |  |
| **Email Address** |  |

**FINAL REPORT NOTES**

* Submitting the District Grant Final Report is the last step in the completion of your District Grant. The report provides a wrap-up of the project and ensures that all required Rotary Foundation procedures were followed. NB. Projects may be audited by the Rotary Foundation.
* **The Final Report must be submitted by 31 May in the year of the Grant. If this creates a problem then please contact the District Grants Chair prior to 31 May.**
* Acceptance by the District Grants Committee of your Final Report is required before any Grant funds can be reimbursed. Reimbursement to the Club will occur as soon as practicable after receipt of the Final Report.
* The report should be typewritten, all sections completed. Please print and have your Club President Sign, then scan the form and all your supporting documentation into your computer and send electronically to the email address of the Grants Chair shown at the end of this document. Supporting documentation to include copies of relevant invoices/receipts as well as the Club’s Bank Statements showing payments of the relevant invoices/receipts. Clubs are reminded that they must retain the originals of this report for at least five years.

1. **PROJECT DESCRIPTION.** *Briefly describe the project, what was done, when and where did project activities take place, and who were the beneficiaries?*

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1. **PARTICIPATING ROTARIANS.** *How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
2. **TASKS PERFORMED BY ROTARIANS** *Please give at least two examples.*

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1. **WHAT IS THE EXPECTED LONG -TERM COMMUNITY BENEFIT/IMPACT OF THE PROJECT?**

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1. **IF A COOPERATING ORGANIZATION WAS INVOLVED, WHAT WAS ITS ROLE?**

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1. **INCOME AND EXPENDITURE**

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| --- | --- |
| **INCOME SOURCE** | **AMOUNT $** |
| District Grant Funds |  |
| Cash From your club |  |
| Cash from other sources *(pls specify)* |  |
|  |  |
|  |  |
|  |  |
| **TOTAL PROJECT INCOME $** |  |

|  |  |
| --- | --- |
| **EXPENSE ITEMS** | **AMOUNT$** |
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| **TOTAL PROJECT EXPENDITURE $** |  |

**PROJECT REPORT CERTIFICATION**

By signing this report, I certify that to the best of my knowledge these funds were spent only on eligible items in accordance with The Rotary Foundation guidelines, and that all of the information contained herein is true and accurate. Copies of Receipts for all Grant Funded expenditures are included along with copies of the Club’s Bank Statements showing payments of expenses.

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| **Club President Name** |  |
| **President’s Signature** |  |
| **Date** |  |
| **Contact Numbers (Home/Mobile)** |  |
| **Email Address** |  |

**Final Grant Report must be submitted by 31 May**

(During the Grant/Rotary Year 1st July – 30 June)

Email to District Grants Chair Phil Armstrong at: [philaarmstrong@gmail.com](mailto:philaarmstrong@gmail.com)

Ph: 0418 259 963

**Additional Information** *(if required)*