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| --- | --- |
|  | **District Grants**Report to District 9400 Rotary Foundation r .   |

The primary partner Rotary clubs/districts must submit Progress Reports every six months during project implementation. The Final Report is due two months after completing the project.

**Project Information**

|  |  |  |  |
| --- | --- | --- | --- |
| District Grant Number |  | Project Country |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Progress report | [ ]  | Final report | Reporting Period from: |  | to  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Host Partner Rotary Club: |  | District: |  |
| International Partner Rotary Club: |  | District: |  |

**Project Narrative**

|  |
| --- |
| 1. Briefly describe the project. 1. What were your original objectives?
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|  |
| 1. What was accomplished? (Photographs can help to tell your story. Please submit any action photos that you have that show beneficiary participation and demonstrate Rotarian involvement in the project. Please also indicate the name of the photographer.)
 |
|  |
| 1. When and where did the project take place, and who were the beneficiaries?
 |
|  |
| 2. Scope change. If the project was changed, how and why was it changed? |
|  |

**Rotarian Involvement and Oversight**

|  |
| --- |
| 3. How did Rotarians manage and oversee the project? |
|  |
| 4. How many Rotarians from the host partner club participated in the project? |  |
| 5. In what way did the host Rotarians participate in the project? Please list all non-financial involvement. |
|  |
| 6. How many Rotarians from the international partner club participated in the project? |  |
| 7. In what way did the international Rotarians participate in the project? Please list all non-financial involvement. |
|  |

###### **Community Impact**

|  |  |
| --- | --- |
| 8. How many people benefited from the project? |  |
| 9. What was the impact of the project on the beneficiaries?  |
|  |
| 10. What are the expected long-term community impacts of the project?  |
|  |

**Financial Statement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Currency Used:** |  | **Exchange Rate:** |  | **= 1 USD** |

**11.** **Income**

|  |  |  |
| --- | --- | --- |
| **Sources of Income** | **Currency**  | **Amount** |
| 1. District Grant Award and Contributions  |  |  |
| 2. Other Income (identify): |  |  |  |
| 3. Other Income (identify):  |  |  |  |
| 4. Interest Income (if any): |  |  |  |
| **Total Income:** |  |  |

**12.** **Expenses** (add rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | Name of supplier  | **Currency** | **Amount** |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |
| 4.  |  |  |  |
| 5.  |  |  |  |
| 6.  |  |  |  |
| 7.  |  |  |  |
| 8.  |  |  |  |
|  | **Total Expenses:** |  |  |

**13.** **Bank Statement** - A bank statement that supports the above statement of income and expenses must be attached to this report.

**Important – please read:**

* Keep all documents for a period of three years

**14.** **Certifying Signature** – The current club president must certify the report.

By signing this report, I confirm to the best of my knowledge that these District Grant funds were spent according to approved guidelines and that all of the information contained herein is true and accurate. Original receipts for all expenses incurred will be kept on file for at least three years, or longer if required by local law, in case they are needed for auditing purposes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print Name: |  | Signature:  |  | Date: |  |
| Rotary Title:  |  | Club:  |  | District:  |  |