



When your District Grant project is completed, please submit this District Grant Final Report within thirty (30) days following the completion of the project, but no later than July 31, 2026.

Sponsoring Rotary Club:

Project Title:

Project Start Date:

Project Completion Date:

**About the Project:**

Describe the results of the project. Please provide specific and detailed information to explain the scope of community impact and the unmet need(s) that this project addressed. (Please add an attachment if necessary)

As a condition of District Grant funding, The Rotary Foundation (TRF) requires we submit District Grant project Final Reports. This Report must include financial information which details project expenditures and proofs-of-purchase (item, cost, check# for reimbursement if applicable). Once the Final Report is approved by the Rotary District Foundation Committee and The Rotary Foundation, the Club President will receive reimbursement sent to the mailing address provided on this Final Report.

### Income:

Amount of District Grant Funds Approved (\$):

Total Funds Raised (\$):

Total Project Income (\$):

### Expenses:

Receipts may include copies of cancelled checks (front and back), credit card or online payment receipts, etc.

Receipt Copy Included (✓)				
CHK #	DATE	AMOUNT	PAID TO	
Total Project Expenses:				
must equal <b>Total Project Income</b> from above:				

**PUBLIC AWARENESS / PR / MEDIA :**

Describe public relations / media involvement related to this project, including final signage. Attach photos, web links, copies of media announcements, etc.

**ROTARIAN INVOLVEMENT:**

Number of Rotarians who directly participated in this project:.

What did the Rotarians do?

How did other organizations/individuals/groups participate in various phases of the project - planning, fundraising, execution, publicity, etc.



Sponsoring Rotary Club:

Project Title:

Club Mailing Address:

**PROJECT CONTACT NAMES - Hand signatures are required**

**Club Manager for this project**

**Name:**

**E-Mail Address :**

**Phone:**

**Mailing Address:**

**Signature:**

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**2024-2025 Club President**

**Name:**

**E-Mail Address:**

**Phone:**

**Mailing Address**

**Signature:**

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**Reimburesment check list**

All four pages of this Final Report form

Hand signed signature page - no electronic signatures accepted

Copies of all receipts, invoices and copies of front and back of cancelled checks

All material relevant to this grant-funded project

**SUBMIT NO LATER THAN JULY 31, 2026, SIGNED AND EMAILED TO:**

**[grants@cnyrotary.org](mailto:grants@cnyrotary.org)**

The buttons to the right only work if filling out this form on a Windows or Mac PC. The EMAIL button will create a draft email addressed to [grants@cnyrotary.org](mailto:grants@cnyrotary.org) in your system with a file attachment containing current entered informaion. **YOU MUST ALSO ATTACH A SCAN OR PHOTO OF THE COMPLETED AND HAND SIGNED SIGNATURE PAGE TO THIS EMAIL.**