



**District 6420**  
**District Grant Final Report for 2025-2026**

**Final Report Deadline: May 1, 2026**

**(Only typed and emailed submissions will be accepted.)**

**COVER PAGE**

**Rotary Club of:** \_\_\_\_\_

**Project title:** \_\_\_\_\_

**2025-2026 Club President:** \_\_\_\_\_  
(name) (e-mail)

**2025-2026 Club Grants Chair:** \_\_\_\_\_  
(name) (e-mail)

**2025-2026 Club Chair of this project:** \_\_\_\_\_  
(name) (e-mail)

**2025-2026 Club Treasurer:** \_\_\_\_\_  
(name ) (e-mail )

**If multiple Clubs partnered on this project, please submit a cover page for each Club.**

Rotary Club of: \_\_\_\_\_

**REPORT NARRATIVE**

(Please answer the following questions in narrative form.)

1. Briefly describe the project. What was done, when, where, and who were the beneficiaries? How many beneficiaries were non-Rotarian?

2. Describe how Rotary Club members were involved in the project. How many Club members participated? Provide two examples of what Rotarians did that was of direct service to the project.

3. What is the expected long-term community impact of the project? Will it continue in the future and if so, who is responsible for its sustainability?

**Rotary Club of:** \_\_\_\_\_

**4. If a cooperating organization was involved, what was its role? How was publicity shared between this organization and your Rotary Club?**

**Attach copies of project publicity (examples include local media coverage and social media post screenshots) *and* project pictures to this report.**

Rotary Club of: \_\_\_\_\_

### **FINANCIAL SUMMARY**

1. **Project income (Add additional lines as needed.)**
- |  |          |
|--|----------|
| A. District Grant funds received from District 6420  | \$ _____ |
| B. Rotary Club of _____ funds                        | \$ _____ |
| C. Rotary Club of _____ funds                        | \$ _____ |
| D. Rotary Club of _____ funds                        | \$ _____ |
| E. Rotary Club of _____ funds                        | \$ _____ |
| F. Other income from _____                           | \$ _____ |
| G. Other income from _____                           | \$ _____ |
| H. Total project income (should match line 2M below) | \$ _____ |
2. **Project expenses (Be specific. Attach copies of Club checks, Club credit card statements, and receipts.\* Add additional lines as needed.)**
- |  |          |
|--|----------|
| A. _____   | \$ _____ |
| B. _____   | \$ _____ |
| C. _____   | \$ _____ |
| D. _____   | \$ _____ |
| E. _____   | \$ _____ |
| F. _____   | \$ _____ |
| G. _____   | \$ _____ |
| H. _____   | \$ _____ |
| I. _____   | \$ _____ |
| J. _____   | \$ _____ |
| K. _____   | \$ _____ |
| L. _____   | \$ _____ |
| M. Total project expenses (should match line 1H above) | \$ _____ |

**\*Note:** Your Rotary Club must retain the original checks, credit card statements, and receipts from this project for five years.

Rotary Club of: \_\_\_\_\_

**FINAL REPORT REQUIREMENT CHECKLIST**

**(Please place an "X" on the line in front of each statement that is true.)**

- \_\_\_\_\_ 1. Copies of project publicity and project pictures are attached to this report.
- \_\_\_\_\_ 2. Copies of all checks, credit card statements, and receipts are attached to this report.

Rotary Club of: \_\_\_\_\_

**SIGNATURES**

By signing this report, I confirm that to the best of my knowledge these District grant funds were spent only for eligible items in accordance with the mission of The Rotary Foundation (TRF), the terms and conditions of TRF, and District 6420 guidelines, and that all information contained therein is true and accurate. Receipts for all grant-funded expenditures are included with this report. I also understand that all photographs submitted in connection with this report will become the property of Rotary International District 6420 and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant Rotary International, TRF, and District 6420 a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary at Rotary International's and TRF's sole discretion. This also includes, without limitation, use in the websites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of Rotary International and TRF.

**2025-2026 Rotary Club President**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**2025-2026 Rotary Club Grants or Foundation Chair**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**If multiple Clubs partnered on this project, please submit a signature page for each Club.**

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Email completed reports by May 1, 2026 to:

Kelly Giovanine  
Rotary District 6420 Grants Chair  
[RotaryDistrictGrants@gmail.com](mailto:RotaryDistrictGrants@gmail.com)