**INSTRUCTIONS FOR COMPLETION OF THE DISTRICT GRANT FINAL REPORT 2023-2024**

The club’s final report should be completed as soon as your project is completed, RYLA students have been selected and their names submitted to the RYLA registrar. Mark your grant as the final report and check the box to indicate it is a project or a RYLA grant. No scholarship requests were funded this year.

***Please follow the directions below to complete the grant and receive your reimbursements.***

The final report form is a fillable pdf. If you have any trouble completing the form, please contact Jo Ann Lemmon for assistance at [jlemmon@lawtml.com](mailto:jlemmon@lawtml.com),(916) 806-9883.

If you do not have sufficient space to respond to any question, please note you may continue your response on an attachment. The attachment should indicate the item number being continued.

Make copies of all your receipts. If you have more than six receipts, it would be appreciated if you prepared a numbered list of the receipts as well as numbering the receipts.

The receipt summary list should include what was purchased, the name of supplier and total amount of the receipt. We want to process your final report as quickly as possible and organizing your receipts is appreciated.

**You will need to keep the original receipts for 5 years along with the signed copy of the final report.**

Scan the final report and copies of the receipts as one file. Multiple files or screenshots will not be accepted. Label the file with your club’s name, project name and DG2324. As examples:

Fair Oaks VFW Renovation DG2324

Foothill Highlands Dictionaries DG2324

North Sacramento RYLA DG2324

Often between the time the grant application was submitted and when the grant is completed, the mailing address of the club will have changed. Be sure you are using your club’s current mailing address.

We need to know who the check is to be made payable. Your club? Your club's foundation?

If you have not received a response from District Grants Chair, Trish Harrington, that your report was received after a couple of days, please call her at (916) 601-1797.