

## PROJECT REPORT

Please type all information required. The fields are expanding.

***A Final Report is due two months after the completion of the project. Progress Reports are due every twelve months from receiving the District Grant cheque, until the Project is completed. Please note that Rotary and Rotarian also refer to Rotaract and Rotaractor throughout this document.***

**Name of Project:**

|  |  |
| --- | --- |
| Final Report | [ ] Yes Progress Report [ ] Yes  |
| ROTARYROTARACT CLUB/S |  |
| Primary Club |  |
| Additional Clubs |  |
|  |  |
|  |  |
|  |  |

## 2. project descrition

|  |  |
| --- | --- |
| Overview/Goal |  |
| Location |  |
| Partners (if any) |  |
| Project start/finish |  |
| Other information |  |

## 3. How HAS this project benefitTED the local community?

Please, describe the benefits for the local community from this project.

**4. ROTARIAN PARTICIPATION**

Please, describe any non-financial participation by Rotarians in the project, incl. an estimate of hands-on hours

Estimated volunteer hours by Rotarians:: Non-Rotarians:

## 5. Project Contacts

Please, list the members of the Project Committee from the Primary (applying) Club

| Contacts |  |
| --- | --- |
| * Name
* Address
* Telephone
* Email
 |  |
| * Name
* Address
* Telephone
* Email
 |  |
| * Name
* Address
* Telephone
* Email
 |  |

## 6. Project EXPENSES

| Item | Supplier | Amount (CAD) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

## 7. sources of funds

| Source | List sources | Amount (CAD) |
| --- | --- | --- |
| Leading Club |  |  |
| Other Clubs in D7070  (per Club) |  |  |
| Other Contributors |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| District Grant Received |  |  |
| Total Funds |  |  |

Any surplus grant funds to be returned to D7070? ( ) Yes ‘Amount CAD……………. ( ) No

## 8. ownership of equipment, materials or supplies

a. Who will own equipment, materials, or supplies? (Materials and supplies may not be owned by a Rotary club)

b. Who will be responsible for maintenance, operating, and/or cost of the equipment/supplies?

## 9. rotary/ROTARACT symbols

How will the general public know this is a Rotary/Rotaract sponsored project? Please provide details about publicity in a newspaper, display of the Rotary wheel or other activity. Your are also encouraged to present your project in Rotary Showcase.

## 10. cooperating organizations & ADDITIONAL INFORMATION

If the project involves a cooperating organization, please provide the name of each Organization below. Under this heading, you may also add any additional information about the project. .

## 11. authorization

**11. Club President’s Authorization**

As Prime Rotary Club Project Contact and President of the Rotary Club of

we hereby affirm that the Club has completed the Project. We understand that the Club must save all documents related to the project for five (5) years from the date of submitting this report. If this is a Progress Report, please proved an estimate of when you expect the project to be completed.

|  | 11a. Prime Rotary Club Contact | 11b. Prime Rotary Club President |
| --- | --- | --- |
| Name |  |  |
| Signature |  |  |
| Date |  |  |
| Phone |  |  |
| Email |  |  |

#### ***Please, save this form and submit it – with any attachments – by e-mail to:***

#### **PDG Lars Henriksson, D-7070 District Grant Sub-Committee Chair**

#### **P.O. Box 75060 RPO, Hudson Bay Ctr, Toronto, ON, M4W 3T3**

#### pdglars.henriksson@gmail.com