**ROTARY INTERNATIONAL**



**DISTRICT 9800**

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| **District Grant Final Report 2023-2024** |

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| **Complete and Return this form** to D9800 Foundation Grants Stewardship Chair  **via email to** – [foundation.stewardship@rotary9800.org](mailto:foundation.stewardship@rotary9800.org)  For further information firstly refer District Foundation website <https://rotarydistrict9800.org.au/sitepage/foundation>  & then if you still have questions contact Grant Stewardship Chair [foundation.stewardship@rotary9800.org](mailto:foundation.stewardship@rotary9800.org) |

***Your complete District Grant report must be submitted within one month of the completion of your project.***

**GRANTS ARE PAID AFTER THE FINAL REPORT AND RECEIPTS ARE RECEIVED**

***Payment of District Grants will only be authorised and the funds transferred to the nominated Club account on receipt of a final District Grant report including scanned signature page as well as all receipts and information and evidence of the delivery of the promotional plan is delivered to and accepted by the Grants Committee.***

**Plus FOR DISTRICT INTERNATION SCOPING GRANTS** a completed Community Assessment form is required to be provided on the prescribed form [available here](https://my.rotary.org/en/document/global-grants-community-assessment-results)

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| **District Grant No.** | DGL/I/S: | **Rotary Club:** |  |
| **Project Title** |  | | |

1. **Project Description (What, When, Where & Who)**

**1. Briefly describe the project.** *i.e. What was done, when and where project activities took place, and who were the beneficiaries*?

Also, detail any changes from what was detailed in your Grant Application form.

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**2. Rotary involvement** *How many Rotarians participated in the project?*

*What did they do? Please give at least two examples.*

*Tip: Active involvement could be in identifying the opportunity, planning the project, running the project, participating in activities to support the project, organising sponsors, working on publicity/social media/reports, organising dedicated fundraising & promotional activities*.

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**3.** **Describe the benefit of the project to the recipients ?** How many benefited and how.

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**4. What are the expected long-term community benefits of the project?**

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**5. Comment on the sustainability aspects of the Project** (If the project is to establish an ongoing program, explain now how the project is sustainable and how will this be funded)

**(**For **Rotary**, **sustainability** means providing long-term solutions to community needs that the beneficiaries can maintain after grant funding ends)

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**6. comment on the involvement of other partners in the project**

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1. **Financial Report**

**Project Funding Table**

Notes: if a Club spends over budget then the Club must cover the excess

if a Club spends under budget then we must reduce the Grant to match the ratio $1 for $1 for a District Local Grant and $1 for $2 for a District International Grant

**a) Funding source (**add rows as needed) **Amount** ($AUS)

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| --- | --- |
| 1. Rotary Club of: |  |
|  |  |
| 2 Other funding (specify) |  |
|  |  |
| 3. District Grant funds -as per approved grant or lesser amount # |  |
| **Total Project Income** |  |

1. **Application of funds/Project Expenditure**

**Instructions:**

* Provide receipts or Invoices for the full amount of the project *(not just the amount of the Grant)*. Must be provided in electronic form. A Statement of Account can be provided for small cash amounts of $100 or less
* Provide evidence of payment *if not evident on the receipt or invoice* including completed bank transfers to the beneficiary or partner organisation.
* Receipts are to be scanned and/or attached as a pdf document
* *Annotate receipts and/or invoices with the appropriate reference number.*
* *Be specific, you can add lines to the table below as needed or attach a separate spreadsheet***.**

Ref Expense Description (add rows as needed) **Amount** ($AUS)

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| 15 | **SUNDRY EXPENSES:** (For expenses under $100 without receipts. List and certify items on the Sundry Expenses Log form provided). |  |
|  | **Total Project Expenditure** |  |

**Comment on any significant variation to project budget**. Including the reasons this occurred and if the Budget (as per the Grant application) was exceeded how has any extra costs been funded

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1. **Publicity** (your club and The Rotary Foundation)

**Provide details as to how this project has or is being publicised**, internally within your own Club, Rotary as well as externally so as to promote the work of your Club, Rotary and The Rotary Foundation to the broader community.

***Publicity must include reference to the project being delivered “with the support of a district grant from The Rotary Foundation.”***

Please provide copies of articles, links to social media and photos as evidence of this promotion (this is a pre-requisite to grant payment).

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Tips & ideas:

* Refer to the Public Image and Communication page on the district website for information and contact for ideas and support. <https://rotarydistrict9800.org.au/sitepage/public-image>
* All forms of media should be considered, including print media (local community newspaper), District Networker, club bulletin, club website and social media pages and even an article in RDU magazine.
* Projects should also be entered onto the [Showcase](https://map.rotary.org/en/project/pages/project_showcase.aspx) page of the MyRotary website. <https://map.rotary.org/en/project/pages/project_showcase.aspx>

(top right-hand corner My Rotary/Take Action/Rotary Showcase/Add a new project)

* Thought should also be given to sharing the story and photos on community social media sites.

**Attachments:**

**Please be sure to submit a complete report together with the required supporting documention in one submission. Partial or unsubstantiated reports cannot be accepted and will be returned.**

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| Copies of receipts or invoices and bank transfers |  |
| Photos and evidence of publicity |  |
| Completed Community Assessment (f applicable) |  |

1. Club Declaration

**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 approved Terms & Guidelines, and that all of the information contained herein is true and accurate**.

I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF 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 in RI’s sole discretion. This also includes, without limitation, use in web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF.

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| **Certifying Signature:** | |
| **Signatory Name** |  |
| **Club Position** |  |
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| **Date** |  |