

**Rotary District 5670**

**2018-2019 District Grants**

***FINAL REPORT FORM***

*Please feel free to expand sections as necessary to provide detailed responses to the information requested.*

1. Club Name / Rotary ID #:

2. Club Location (town):

3. Club President (name/email address):

 *In office when grant was requested and as named on grant application.*

4. Key Contact for the grant-funded project (name/email address):

*As named on grant application; if changed, provide both the name used on the grant application and the name of the current key contact.*

5. Project budget summary:

 *Provide complete budget data under Item #17 below.*

**District Grant Award $**

**District Grant Award dollars applied to project $**

*If less than the line above, note on line below (\*) and follow instructions provided.*

Match provided by sponsoring Rotary Club $

Project funding from other sources $

**TOTAL PROJECT COST $**

*\*Unused Rotary District Grant funds, if any $*

*Contact the District Grant Subcommittee Chair (see contact information on page 4) for instructions regarding the disposition of*

*any remaining/unused District Grant funds.*

6. Provide a brief but thorough description of your District Grant project:

7. Explain how your club determined the need for this project:

8. Describe how your project was a fit to the mission of Rotary and The Rotary Foundation:

9. Name the primary beneficiaries of your project:

10. Identify your original project goals and if/how they were met:

11. Identify and explain any modifications/unanticipated changes to your approved grant project:

12. Describe the challenges and successes encountered in the implementation of your project:

13. Explain how your project will be sustained/maintained going forward:

14. Identify the members of your Project Committee (specified in the “Coordinating the Project” section of your grant application); also describe the participation of other local Rotarians in executing your project:

15. List any community partners (other than Rotarians) that also participated in your project and their role(s) (e.g. funding, organizing, labor, etc.):

16. Explain how your club met The Rotary Foundation requirement to “include signage on or in conjunction with projects that identifies the role of the grant sponsors [i.e. your club and any other major partners] and The Rotary Foundation in accordance with Rotary’s “[Voice and Visual Identify Guidelines](https://www.rotary.org/myrotary/en/document/tell-rotarys-story-voice-and-visual-identity-guidelines-rotarians):”

17. Using the budget table below (which replicates the one on the grant application), provide an itemized accounting of ALL project expenses related to your District Grant project. Be sure to attach copies of receipts for all products/services purchased (or partially purchased) by District Grant funds, as identified in the right column on the table below (see item #3 under “Submitting the FINAL REPORT” on page 2 of the accompanying “FINAL REPORT INSTRUCTIONS” document):

|  |  |  |
| --- | --- | --- |
| **Products/Services Purchased** | **Cost** | **Amount covered by the District Grant** |
|   | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  **TOTAL COST**  | **$** | **$** |

*Expand or reduce table as necessary.*

18. List any lessons learned from your project that might benefit your club, the district and, potentially, other clubs going forward:

19. Please provide any suggestions and/or comments you might have regarding TRF’s District Grant program for the District Grant Committee’s consideration:

Thank you for your club’s participation in this opportunity to leverage funding from The Rotary Foundation to support projects that demonstrate your commitment to your community and the mission of The Rotary Foundation.

**Required Signatures (originals on hard copy):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current President, Rotary Club of: Current Key Contact, District Grant Project

Printed Name: Printed Name:

Date: Date:

Does your club plan to submit an application for a District 5680 2019-2020 District Grant?

❑ Yes ❑ No ❑ Undecided

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**Be sure to review the accompanying document “2018-2019 District Grants FINAL**

**REPORT INSTRUCTIONS” for complete directions before submitting your FINAL REPORT.**

***For questions, contact: Larry Tobias, District Grant Subcommittee Chair,*** ***lwtobias@gmail.com******, 785-640-0702***

***For District Grant Committee use only:***

Date hard copy received: Date electronic copy received:

Date(s) Reviewed:

Reviewer(s):

Questions/Concerns (if any):