

**Rotary District 5670**

**2018-2019 District Grants**

***FINAL REPORT INSTRUCTIONS***

***Background***

* Rotary clubs awarded a District Grant, made available to District 5670 through a grant from The Rotary Foundation (TRF), must adhere to all reporting requirements. Grant reporting is a key aspect of grant management, as the required FINAL REPORT informs the district and TRF of the grant-funded project’s successes, challenges, lessons learned or progress (in the case of an INTERIM REPORT; see details below) and provides an accounting of how grant funds were spent. District 5670 must itself also submit a Final Report to The Rotary Foundation as an accounting of the disposition of the total TRF District Grant. This report is informed by the required individual club FINAL REPORTs to the district.
* A **FINAL REPORT** is required for all District Grant projects upon completion, which is expected to be within 12 months from receipt of grant funding. *Note: The FINAL REPORT may be submitted at any point prior to 12 months from grant funding, if the project is completed.*
* An **INTERIM REPORT** is required for grant projects not completed within the expected 12 months from receipt of grant funding. When this delayed project scenario occurs or is anticipated, the awarded club should contact the District Grant Subcommittee Chair immediately (see contact information at the bottom of page 2) to discuss the situation that has caused the project delay and, if appropriate, to request a project extension and an INTERIM REPORT Form. *Note: If a club is not able to submit a FINAL REPORT within 12 months from grant funding, the INTERIM REPORT must also be submitted within 12 months from grant funding*. If an extension is granted by the District Grant Subcommittee Chair and the club experiencing the project delay submits the resulting required INTERIM REPORT, a FINAL REPORT is still also required when the delayed grant project is ultimately completed (project completion and the submission of the FINAL REPORT *must* both be within 24 months from receipt of grant funding; see next paragraph).
* **While District Grant projects are expected to be completed and FINAL REPORTs submitted within 12 months from grant funding, all projects MUST be completed within 24 months from receipt of grant funding.** When that is not possible (which should only be a rare situation caused by extenuating circumstances), the total amount awarded through the District Grant must be returned by the club to the district, which is then required to return the funds to The Rotary Foundation. When this scenario is anticipated, the awarded club should contact the District Grant Subcommittee Chair immediately (i.e. before the 24 month deadline) to receive instructions on processing the terminated grant (see contact information at the bottom of this page).
* Because of the July 31, 2019, application deadline for the newly formed District 5680 2019-2020 District Grant cycle, which is a change from the previous timelines of both District 5670 and District 5690, the requirement that all previously funded District Grant projects must be completed and the FINAL REPORT submitted before a club can submit a subsequent District Grant application **will be waived THIS YEAR ONLY**. *However, before applying for a District 5680 2019-2020 District Grant, any club that was awarded a District 5670 2018-2019 District Grant must first either: 1) submit an* ***INTERIM REPORT*** *on any still uncompleted 2018-2019 grant project; or 2) submit a* ***FINAL REPORT****, if the 2018-2019 grant project is completed.*

***Submitting the FINAL REPORT***

1. Complete the attached FINAL REPORT Form **both electronically and in hard copy format**, answering all questions with sufficient information to thoroughly detail your District Grant project.

*Note: The form may be expanded as necessary.*

1. Obtain the required original signatures on the hard copy of the completed FINAL REPORT Form (see the bottom of the form); note that **the required electronic copy does not require signatures**. *In the event your club does not have the capacity to submit the FINAL REPORT Form electronically, please clearly note that on the hard copy you submit.*
2. Attach copies of receipts for all project expenses funded by the Rotary District grant; also include an accounting of all project expenses on the budget table in section #17 of the FINAL REPORT Form, specifically detailing expenses funded by the District Grant.
3. Send the **electronic copy** of the completed FINAL REPORT Form to: lwtobias@gmail.com.

*If you have access to scanning technology, please also include scanned copies of receipts for project expenses funded by the grant.*

1. Mail a **hard copy** of the completed, *signed* FINAL REPORT Form, along with the required copies of related receipts, to:

Larry Tobias

District Grant Subcommittee Chair

Rotary District 5670

1307 Pioneer Road

McPherson, KS 67460-8043

1. Be sure to keep a copy of the FINAL REPORT Form (and related receipts) for your club’s records for the recommended five (5) years.