

DISTRICT 6310 2016-2017 DISTRICT GRANT REPORTING CHECK-LIST

The following check-list has been developed to help Clubs assemble the information required for the two types of District Grant reports and the due dates correlating to reporting this information. The completed District Grant Individual Project Report form, along with the required information, should be sent to Paul T. Moore, 7812 Acorn Court, Birch Run, MI 48415 or by email at pmoore@villageofbirchrun.com. If you have any questions regarding the reporting process, Paul can be reached at 989-624-5711 (work), 989-624-0279 (home), or by email at the address listed above. Additional copies of the District Grant Individual Project Report form can be found at www.rotary6310.org.

PROGRESS REPORTING REQUIREMENTS

- _____ May 1, 2017 – A Progress Report is due if the project has not been completed.
- _____ Complete the **District Grant Individual Project Report** form. Check the “Progress Report” box, complete question #1, and sign at the bottom.

FINAL REPORTING REQUIREMENTS

- _____ The Final Report is due two months after the project is completed (*Note: a separate Progress Report is not required if the Final Report is submitted before May 1, 2017*).
- _____ Complete the **District Grant Individual Project Report** form. Check “Final Report” box and complete the entire report form.
- _____ Detail of all revenues and expenses. The Club should retain all original receipts and submit copies with the final report. The amounts of your receipts/invoices paid for your project should match the total expenditures reported in section #8 of the final report. (*Note: no receipts or invoices should be dated prior to the date you were notified by me that RI approved our District Grant funds*)
- _____ Bank Statements showing activity of the District Grant Account. The Club should retain all original bank statements and submit copies with the final report.
- _____ Documentation of your Club’s Rotarian participation in the implementation of the project (e.g. articles in a local newspaper, Chamber of Commerce newsletter, thank you letters from cooperating organizations, etc.).
- _____ Four (4) photographs of your Club’s Rotarian participation in the implementation of the project.