

# ROTARY DISTRICT 6310 - DISTRICT GRANT INDIVIDUAL PROJECT REPORT

Return this completed form to: Paul T. Moore, 7812 Acorn Court, Birch Run, MI 48415 or by email at [pmoore@villageofbirchrun.com](mailto:pmoore@villageofbirchrun.com).

Rotary Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

Check one:             Progress Report       Final Report

## Project Description

1. Describe the project. What was done, when, and where did the activities take place? (Note: If this is a Progress Report, what remains to be done?)

2. How many people benefited from this project?

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

4. How many Rotarians participated in the project?

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

## Financial Report (District must retain receipts of all expenditures for at least five years)

Currency Used: \_\_\_\_\_ Exchange Rate: \_\_\_\_\_ = 1 USD

7. Income:

Sources of Income	Currency	Amount
1. District Grant funds received from the District		
2. Club funds		
3. Other funding (specify)		
4.		
<b>Total Project Income</b>		

8. Expenditures (please be specific and add lines as needed)

Budgeted Expense Items	Name of Supplier	Currency	Amount
1.			
2.			
3.			
4.			
5.			
<b>Total Project Expenditures</b>			

## Certifying Signature

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 District and Trustee-approved 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 the District and RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant the District, 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 the District's and RI's sole discretion. This also includes, without limitation, use on or in websites, magazines, brochures, pamphlets, exhibitions, and any other promotional materials of the District, RI and TRF.

Certifying Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Rotary Title: \_\_\_\_\_

For the Rotary Club of: \_\_\_\_\_

For District 6310 Use Only: District Grant # \_\_\_\_\_