Rotary International

District 5400

# Rotary Foundation District Grant Final Report

Deadline for submission: May 15th (do not use this form for progress reports\*, but follow the instructions at the end of this form)

Must be typed and filed electronically on: <http://www.matchinggrants.org/district/>

Grant Information (to be completed by Primary Contact Person or other authorized club member)

1. District Grant # (check website for #): Name of Club:
2. Name of District Grant:
3. Briefly describe your project (who did what, when and where did project activities take place?) in 100 words or less.
4. In one brief sentence: who were the beneficiaries of the grant activities and how many of them were there?
5. How many Rotarians participated in the project? Briefly tell what did.
6. If a cooperating organization(s) other than the beneficiary was involved, what was its role?
7. FINANCIAL SUMMARY (add rows as needed)

|  |  |
| --- | --- |
| List all expenses, including donated materials and supplies |  |
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|  |  |
|  |  |
|  |  |
| TOTAL (Must match the receipts you have uploaded) |  |

|  |  |
| --- | --- |
| List all sources of revenue, including **in-kind** donations |  |
| District Grant Funds |  |
| Primary Club contribution |  |
|  |  |
|  |  |
|  |  |
| TOTAL (must match expenses above) |  |

Check the following:

\_\_\_\_\_I have uploaded all receipts for goods purchased. Those receipts correspond to the items and amounts itemized in the list of expenses above.

\_\_\_\_\_I have uploaded a copy of the club check(s) to a third party if the uploaded receipts and/or invoices are in its name.

\_\_\_\_\_I will upload this report when I have completed it.

My typed name below certifies that the project was implemented as proposed in my application for a grant. It attests that all funds were spent in compliance with the guidelines of the Terms and Conditions for Rotary Foundation grants.

Name of person filing this report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

\*Progress reports are to be entered in the history log. Be brief and answer only the following questions in this order: 1. Has the project started? If so, when? And if not, when do you anticipate it to start? 2. If it has started, what is the % of completion? 3. Do you anticipate a reduction in the overall budget in excess of 20%? If yes, please explain why. 4. When do you expect the project to be finished?