**Rotary International**

**District 6670 District Grant Final Report**

**2018 - 2019**

**To be completed by Rotarians.**

**Return this form and receipt copies to:**

**Rotary International District 6670 mailing address**

**E-Mail:** gbirk987@gmail.com **and** frank.scott@pnc.com

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

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

Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries? (Please provide a picture or two from the project).
2. How many Rotarians participated in the project?

3. What did they do? Please be specific and give examples.

(e.g. Dictionary project – 3 members arranged for ordering and delivery of dictionaries; 5 members inserted Rotary bookmarks, 15 members distributed the dictionaries at the school and discussed meaning of the 4-Way test)

4. How many non-Rotarians benefited from this project? (Please be specific in your number)

5. What are the expected long-term community impacts of the project?

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

**Financial Report (District must retain receipts of all expenditures)**

7. **Income Amount**

|  |  |
| --- | --- |
| 1. District Simplified Grant funds received from the District
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| 1. Club Funds
 |  |
| 1. Other funding #1
 |  |
| 1. Other Funding #2
 |  |
| **Total Project Income** |  |

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

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| --- | --- | --- |
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| **Total Project Expenditures** |  |  |

**Important Notes:**

1. List each “other funding” source separately including the amount of funds provided
2. List each expenditure separately. (e.g. Dictionary purchase = $800; Rotary bookmarker printing = $50)
3. **Expenditures must equal Income**
4. If actual expenditures are less than original budget, Club shall return funds in same proportion as District grant bears to original Club grant request. (e.g. Original Club Grant Request = $2,000. District grant award = 50% or $1,000. Actual project costs = $1,500. Club shall return $250 to District ([$2,000 - $1,500] X 50% = $250). Club’s grant refund must be submitted with Final Report.
5. Documentation of all Income and Expenditures must be submitted to the report (e.g. bank statements, copies of checks, actual expenditure invoices/receipts, etc.)
6. Club shall maintain all original documentation for current Rotary year plus 5 successive years
7. Club’s grant is subject to RI or District audit

9. 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 Rotary International and Rotary International Foundation Trustee-approved guidelines, and that all of the information contained herein is true and accurate. Receipts for all grant-funded expenditures have been provided to the district. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant 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 RI’s sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of Rotary International, District 6670, and The Rotary Foundation.

President of Club Signature

Date

Print your name and club name